

Mayor

Tessa Rudnick
Mayor Pro Tem
 Carolyn Wysinger

**Councilmembers**

Paul Fadelli
 Lisa Motoyama
 Gabriel Quinto

TUESDAY, JUNE 18, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/82198930423?pwd=TrKsTk0L6OUclfhOYrE276TfTTxnSb.1>

Meeting ID: 821 9893 0423 **Password:** 258140 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

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

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

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

Public Comments:

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

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

5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING

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

2. ORAL COMMUNICATIONS FROM THE PUBLIC

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

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3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association (PEA); 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 PUBLIC FINANCING AUTHORITY, EMPLOYEE PENSION BOARD, 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

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. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from May 7, 21, and June 4, 2024.

Contact: Holly M. Charl  ty, City Clerk, City Management

B. Monthly Disbursement and Check Register Report for May 2024

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

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

C. Resolution to Amend the City's Classification Plan

Action Proposed: Adopt a resolution amending the City's Classification Plan to 1) authorize revisions to the existing classifications of City Manager, Assistant City Manager, Assistant to the City Manager, City Clerk, Management Analyst I/II, Information Technology Manager, Network Security Manager, Human Resources Manager, Senior Human Resources Analyst, and Human Resources Specialist; and 2) authorize the new classification of Senior Management Analyst.

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

D. Call, Consolidate and Request Election Services for a November 5, 2024 General Municipal Election for the Purpose of Electing Three Members of City Council

Action Proposed: Adopt a resolution to call for a general municipal election to be held on Tuesday, November 5, 2024 for the purpose of electing three members of the El Cerrito City Council, each for a term of four years; and to request the Contra Costa County Board of Supervisors consent and direct the Registrar of Voters to provide specified services to the City related to the conduct of the election.

Contact: Holly M. Charl  ty, City Clerk, City Management

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E. SB 1 - The Road Repair and Accountability Act, List of Projects for Fiscal Year 2024-25

Action Proposed: Approve a resolution adopting a list of projects for Fiscal Year 2024-25 to receive funding from Senate Bill 1 – The Road Repair and Accountability Act of 2017 through the Local Streets and Roads Program.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

F. Resolution to Join Green Empowerment Zone

Action Proposed: Adopt a resolution authorizing the City of El Cerrito to participate in meetings of the Green Empowerment Zone.

Contact: Karen Pinkos, City Manager, 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, Kimley-Horn and Associates, Pakpour Consulting Group, Nichols Consulting Engineers (NCE) 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; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

8. PUBLIC HEARINGS

A. Fire Hazard Abatement

Exempt from CEQA review pursuant to Sections 15304 and 15308, Notice published 6/8/2024

Action Proposed: 1) Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

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Contact: Traviss Crumpacker, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department

9. POLICY MATTERS**A. CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION BOARD**

Approval of the City's Fiscal Year 2024-25 and 2025-26 Proposed Budget and Spending Authority by Fund for the City, Employee Pension Board, and Public Financing Authority and Approval of the FY 2024-25 Annual Gann Appropriation Limit.

Action Proposed: 1) Adopt a City Council resolution authorizing Fiscal Year 2024-25 spending authority by fund for the City of El Cerrito; 2) Adopt an El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2024-25 spending authority by fund; 3) Adopt an El Cerrito Employee Pension Board resolution authorizing Fiscal Year 2024-25 spending authority by fund; and 4) Adopt a City Council resolution approving the calculation and establishing the FY 2024-25 Gann Appropriation Limit.

Contact: 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 REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, July 16, 2024 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.

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

EL CERRITO CITY COUNCIL DRAFT MINUTES

TUESDAY, MAY 07, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)
Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)
Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/82860673725?pwd=kZc1zd4OdltuWG6pVXheyZMSd04nWE.1>

Meeting ID: 828 6067 3725 **Password:** 253618 **Dial in:** 1-408-638-0968

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Public Comments:

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5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING
Mayor Rudnick called the meeting to order at 5:01 PM.
Present: Mayor Rudnick, Mayor Pro Tem Wysinger (arrived at 5:32 PM), Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto
Absent: None

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.

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); and Service Employees International Union (SEIU) Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

City Council convened to closed session at 5:02 PM. No reportable Action

4. ADJOURN SPECIAL CITY COUNCIL MEETING

The special meeting adjourned at 5:39 PM

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

Mayor Rudnick called the meeting to order at 6:00 PM.

Present: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember

Quinto **Absent:** None

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.

City Manager Pinkos - provided an update on the Castro Park Pickleball contract.

Councilmember Quinto - announced appointment to Bay Area Quality Management Board as the Contra Costa Mayors Conference Representative.

Mayor Pro Tem Wysinger - reported on Fairmont Elementary block party, Harding silent auction fundraiser event, upcoming Fairmont Teacher Appreciation luncheon,

Councilmember Motoyama - announced teacher appreciation week this week, 5/18 Community Center Spring Tea Party, and reported on Association of Bay Area Governments Executive Committee meeting.

Mayor Rudnick - reported issuance of Mayoral Proclamation recognizing April as Sexual Assault Awareness Month.

A. Mayoral Proclamation in Recognition of Education and Sharing Day
Presented mayoral proclamation.

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.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Ryan Lau - provided an update on the AC Transit Realign project and solicited public input.

D. Bruce - commented on a personal incident and police response.

Eyal Shahan, B.L., Lucinda Casson, Faith M., Dean Kertesz, Dee Weiss,
- spoke in opposition of a council ceasefire resolution.

Rayah, Miguel, Julie Beck, Nanci A., Yuko M., Somaia Nassef, Leslie Adams, Zainab H., Tamiko Panzella, Nina Joe - spoke in support of a council ceasefire resolution.

6. PRESENTATIONS

A. Contra Costa County Local Hazard Mitigation Plan (LHMP)

Action Proposed: Receive and file a presentation on the 2024 version of the Contra Costa County Local Hazard Mitigation Plan (LHMP) with regards to the plan's purpose, local hazards addressed, community preparation, and public involvement in the planning process.

Contact: Eric Saylor, Fire Chief, Fire Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding volunteers that can assist in outreach, strategy for outreach to general public, recent hazard map updates and incorporation of information into plan, outreach done to community groups.

Action: Received and filed

B. Local Measure Renewal Feasibility Survey Results

Action Proposed: Receive and file a presentation from Bryan Godbe of Godbe Research with Highlights of a 2024 Service Priorities and No-Rate Increase Local Measure Renewal Feasibility Survey.

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding statistical significance, critical statements and polling "will never end" versus "until repealed by voters".

Action: Received and filed

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.

Moved/Seconded: Councilmember Quinto/Mayor Pro Tem Wysinger **Action:** Approved the consent calendar as indicated below. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

A. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from February 2, 13, 20; March 5, 19; and April 2, 2024.

Contact: Holly M. Charl  ty, City Clerk, City Management

Action: Approved minutes with a correction to the document header to reflect the current Mayor and Mayor Pro Tem.

B. Board, Commission, and Committee Workplan(s) and Accomplishments

Action Proposed: Receive and file adopted workplan(s) from applicable Boards, Commissions, and Committees of the City.

Contact: Holly M. Charl  ty, City Clerk, City Management

Action: Received and filed

C. Crime Prevention Committee Appointment of Rosa Esquivel

Action Proposed: Approve a Crime Prevention Committee recommendation to appoint Rosa Esquivel to the Crime Prevention Committee, effective May 7, 2024.

Contact: Aaron Leone, Sergeant/Staff Liaison, Police Department

Action: Approved appointment

D. Monthly Disbursement and Check Register Report for March 2024

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

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

Action: Received and filed

E. Asian American, Native Hawaiian, and Pacific Islander Heritage Month Proclamation

Action Proposed: Approve a proclamation declaring the Month of May 2024 as Asian American, Native Hawaiian, and Pacific Islander Heritage Month in the City of El Cerrito.

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

Action: Approved proclamation

F. National Cities, Towns and Villages Month Proclamation

Action Proposed: Approve a proclamation declaring May as National Cities, Towns and Villages Month in the City of El Cerrito.

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

Action: Approved proclamation

G. Affordable Housing Month Proclamation

Action Proposed: Approve a proclamation designating May 2024 as Affordable Housing month in El Cerrito.

Contact: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department

Action: Approved proclamation

H. National Public Works Week Proclamation

Action Proposed: Approve a proclamation designating May 19 through 25, 2024 as National Public Works Week in El Cerrito and encouraging all residents, businesses, and community organizations to recognize the substantial contributions Public Works personnel make to protect our health, safety, and quality of life.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Action: Approved proclamation

I. El Cerrito Hillside Festival 10th Anniversary Proclamation

Action Proposed: Approve a proclamation recognizing the 10th Anniversary of the El Cerrito Hillside Festival.

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

Action: Approved proclamation

J. Bike to Wherever Day Proclamation

Action Proposed: Approve a Proclamation declaring May 16, 2024, as Bike to Wherever Day in the City of El Cerrito.

Contact: Jennifer Bright, Management Assistant, Community Development Department

Action: Approved proclamation

K. Extension of Services Agreement with ChildCare Careers, LLC

Action Proposed: Adopt a resolution authorizing the City Manager to extend the Recreation Department's services agreement with Childcare Careers, LLC for fiscal year (FY) 2023-24 for a total amount not to exceed \$95,000.

Contact: Christopher Jones, Recreation Director, Recreation Department

Action: Approved Resolution No. 2024-25

L. Reject Construction Bids for the Miscellaneous Storm Drain Repair Project, City Project No. C5036.10

Action Proposed: Adopt a resolution rejecting all bids submitted for the Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project); and authorizing City staff to amend the Project documents, and rebid the Project.

Contact: Roland Lambert, Associate Engineer; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Action: Approved Resolution No. 2024-26

M. Adopt a Resolution Authorizing the Purchase of Three (3) Hybrid Ford Explorer Police Vehicles in an Amount not to Exceed \$174,000.

Action Proposed: Adopt a Resolution Authorizing the Purchase of Three (3) Hybrid Ford Explorer Police Interceptor Vehicles for an Amount not to Exceed \$174,000.

Contact: Paul Keith, Chief of Police, Police Department

Action: Approved Resolution No. 2024-27

N. Adopt Landscape and Lighting Assessment (LLAD) for Fiscal Year 2024-25 and Adopt Resolution of Intent to Order Improvements; and Set the Public Hearing as May 21, 2024

Action Proposed: Accept the Engineer's Report specifying assessments for Landscape and Lighting Assessment District No 1988-1 for Fiscal Year 2024-25 and adopt a Resolution of Intention to order improvements pursuant to the Landscape and Lighting Act of 1972, and set the time, date, and place of the public hearing as May 21, 2024 at 6:00 p.m.

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

Action: Approved Resolution No. 2024-28

O. Resolution authorizing amendments to the Disposition and Development Agreement and Affordable Housing Regulatory Agreement with Mayfair Affordable, LLC, 11690 San Pablo Avenue

Action Proposed: Adopt a resolution authorizing the City Manager to 1) amend the *Disposition and Development Agreement (DDA)* and *Affordable Housing Regulatory Agreement (Agreement)* with the non-profit developer, Mayfair Affordable, LLC (Developer), for the property located at 11690 San Pablo Avenue - APN 502-062-031-5 (Affordable Project) associated with the development of 69 affordable housing units and 2) execute any other related documents and to take any other actions necessary to implement the *Development and Disposition Agreement and the Predevelopment Loan*.

Contact: Aissia Ashoori, Housing-Economic Development Manager; Melanie Mintz, Community Development Director, Community Development Department

Action: Approved Resolution No. 2024-29

8. PUBLIC HEARINGS

9. POLICY MATTERS

A. Construction Contract Award for ADA Modification - Curb Ramp and Sidewalk Project, City Project No. C3024.7

Action Proposed: Adopt a resolution to approve plans and specifications for the ADA Modification - Curb Ramp and Sidewalk Project, City Project No. C3024.7 (Project); accept the six bids submitted for the Project; authorize the City Manager to execute a contract in the amount of \$371,923 with FJ&I Engineering, Inc. and to approve potential change orders in an amount not to exceed \$37,200 for the construction of the Project; and amend the Fiscal Year (FY) 2023-24 Adopted Budget and Capital Improvement Program to appropriate \$112,123 from the SB 1 - Road Maintenance & Rehabilitation Account Fund/Local Streets & Road Program for the Project.

Contact: Roland Lambert, Associate Engineer; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding included projects needing ADA accessibility, and selection of a west county construction vendor.

Moved/Seconded: Councilmember Motoyama/Councilmember Quinto

Action: Approved Resolution No. 2024-30 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

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

Action Proposed: Conduct a study session on the Biennial Budget for Fiscal Years 2024-25 and 2025-26 including:

- Feedback from the April 6 and April 23, 2024 Community Budget meetings
- Revenue Projections
- Discussion on Priorities
- City Council Budget

Contact: Karen Pinkos, City Manager; Will Provost, Assistant to the City Manager, City Management; Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager, Finance Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding Property Transfer Tax projections, UUT study and assumption for increases, increase of senior population and focus on access to senior programs, goal for \$1M surplus, increased budget review process, library costs, reason for overall increase to total budget, devices issued to members, training budget for staff versus council, travel as compensation versus a benefit.

Moved/Seconded: Councilmember Fadelli/Councilmember Motoyama

Action: Passed a motion directing staff to budget a reduction to Council travel allotments for members to \$5K with an additional \$5K for the Mayor.

Ayes: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

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.*

Councilmember Motoyama - reported on attendance at Association of Bay Area Governments (ABAG) Housing Committee meeting, ABAG Executive Committee meeting, and BART Legacy Ride Event.

Councilmember Quinto - reported on attendance at the Cal Cities Leaders' Summit.

Councilmember Fadelli - reported on attendance at Mayors Conference, East Bay Wildlife Coordination meeting.

Mayor Rudnick - reported on attendance at Cal Cities Public Safety Policy Committee Meeting, meeting with Contra Costa County Civic Theater director, Good Friday Breakfast event at St. Peters Church, Ribbon Cutting for 100% Chiropractic, ad-hoc public safety committee meetings with Police and Fire Chiefs, CCC Realtor Breakfast Event, Seussical the Musical performance at Contra Costa Civic Theater, Cal Cities East Bay Division meeting, Mayors Conference in Pinole, El Cerrito Fire Department Academy Graduation, Trail Trekkers event, and Crime Prevention Committee meeting.

11. ADJOURN REGULAR CITY COUNCIL MEETING

The regular meeting adjourned at 9:10 PM

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of May 7, 2024 as approved by the El Cerrito City Council.

Holly M. Charl  ty, MMC, City Clerk

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

EL CERRITO CITY COUNCIL DRAFT MINUTES

TUESDAY, MAY 21, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)
Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)
Council Chambers - 10890 San Pablo Ave, El Cerrito
Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/87989608293?pwd=amKTx07z0nu8asKrW18fU8jOUXA36K.1>
Meeting ID: 879 8960 8293 **Password:** 528349 **Dial in:** 1-408-638-0968

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5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING
Mayor Rudnick called the meeting to order at 5:00 PM.
Present: Mayor Rudnick, Mayor Pro Tem Wysinger (arrived at 5:31 PM), Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto
Absent: None

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.

3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association (PEA)

Contact: Sky Woodruff, City Attorney, City Management

The City Council convened to closed session at 5:01 PM, no reportable action.

4. ADJOURN SPECIAL CITY COUNCIL MEETING

The special meeting adjourned at 5:36 PM

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

Mayor Rudnick called the meeting to order at 6:01 PM.

Present: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Absent:** None

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

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4. COUNCIL/STAFF COMMUNICATIONS

Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

Councilmember Motoyama - congratulated the El Cerrito High School Jazz ensemble and Quintet on winning the 2024 California Jazz Championship.

Councilmember Fadelli - announced fundraising efforts for upcoming El Cerrito July 4th Event, and city work on Arlington Park improvements, and new pedestrian assistance mechanisms at Stockton and San Pablo.

Mayor Rudnick - provided an update on the construction on the north side of town; announced Safety Element Community workshop on May 30th and Baxter Creek Cleanup on June 2nd; and reported letters of support submitted for 16 pieces of legislation related to retail theft.

6. PRESENTATIONS

A. Revised Maps of Earthquake Fault Zones and Seismic Hazard Zones

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

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

(Item taken out of Order)

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding home insurance industry use, availability of the maps, landslide and liquefaction zones inclusion, and data sources.

Action: Received and filed

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

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

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

(Item taken out of Order)

Pulled from Consent by Mayor Rudnick

Moved/Seconded: Councilmember Motoyama/Mayor Rudnick

Action: Approved proclamation **Ayes:** None **Noes:** None

Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Absent:** None

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.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Michael Fischer - commented on the importance of a new, safe, and accessible library, announced upcoming author speaking events.

Sue Duncan - thanked city staff for work on restrict parking program on red flag warning days.

Rosa Esquivel - as the Contra Costa Transportation Authority Citizen Advisory Committee appointee, announced upcoming meeting and need for public comments on upcoming projects.

Buddy Akacic - commented regarding nomination of Janet Abelson to the Wall of Fame, contributions and need for a senior center, revitalization of the grounds at the community center, and announced upcoming community events.

Yuko, Fred Bialy, Toby Blome, Somaia N., - support of a city council ceasefire resolution.

Dean Kertesz, Faith M., B.L., Lucinda Casson, Dee Weiss, Samuel Salkin, Dorothea Dorenz - spoke in opposition of a council ceasefire resolution.

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.

Council recessed at 7:02 PM and reconvened at 7:07 PM

Moved/Seconded: Councilmember Fadelli/Councilmember Quinto **Action:** Approved the consent calendar as indicated below. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

B. Jewish American Heritage Month Proclamation

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

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

Action: Approved proclamation

C. Mental Health Awareness Month Proclamation

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

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

Action: Approved proclamation

D. Monthly Disbursement and Check Register Report for April 2024

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

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

Action: Received and filed

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

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

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

Action: Received and filed

F. Resolution to Amend the City's Classification Plan

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

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

Action: Approved Resolution No. 2024-31

8. PUBLIC HEARINGS

A. FY 2024-25 Master Fee Schedule

Notice Published 5/11/24 and 5/17/24

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding percent increase for last fiscal year, costs for citywide fee study, spending authority for the City Manager, clubhouse rental fees, pickle ball fees, Hana Gardens rentals, parking permits, rent registry participation, low parking violation fees, and consideration for a program to waive neighborhood public safety related permit fees.

Mayor Pro Tem Wysinger left at 7:33 PM and returned at 7:40 PM.

Public Hearing: Mayor Rudnick opened the public hearing.

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama

Action: Close Public Hearing. **Ayes:** Mayor Rudnick, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

Absent: Mayor Pro Tem Wysinger

Moved/Seconded: Councilmember Motoyama/Councilmember Fadelli
Action: Approve **Ayes:** Mayor Rudnick, Councilmember Fadelli,
Councilmember Motoyama, Councilmember Quinto **Noes:** None **Absent:**
Mayor Pro Tem Wysinger

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

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding shortfall covered by general fund, and proposition 218 election process.

Public Hearing: Mayor Rudnick opened the public hearing.

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama
Action: Closed the Public Hearing. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

Moved/Seconded: Councilmember Motoyama/Councilmember Quinto
Action: Approved **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

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

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding debt service pay off.

Public Hearing: Mayor Rudnick opened the public hearing.

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama

Action: Closed the public hearing **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

Moved/Seconded: Councilmember Motoyama/Councilmember Fadelli

Action: Approved Resolution No. 2024-34 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

9. POLICY MATTERS

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

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding the timing of April property taxes received, and recreation program revenues.

Action: Received and filed

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

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

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

Contact: Karen Pinkos, City Manager, City Management

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding duties of the eliminated Management Assistant position in City Management, focus on financial system improvements, recreation revenues, cost recovery versus equity, transit services, next steps for pickle ball implementation, public works efforts towards vegetation management, police funding for retail theft and violent crime tools, police drone usage, civilian Fire Marshall effectiveness, status of Kensington

station construction, wildfire prevention coordination, hotel development status, and affordable housing grants.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Dan Schulman - commented on library funding, street safety, ticketing with traffic cameras, and recreation sign up.

Action: Received and filed

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.*

Councilmember Motoyama - reported on attendance at Contra Costa County Board of Supervisors Asian American Heritage celebration, Association of Bay Area Governments Executive Board meeting.

Councilmember - reported on attendance at community tree committee meeting, and Marin Clean Energy meeting.

Fadelli - reported on attendance at West Contra Costa Transportation Authority conference.

Mayor Rudnick - reported on attendance at Recyclemore meeting, Recreation Tea Party event, ribbon cutting for a new preschool, and Glide Memorial Church memorial for Cecil Williams.

11. ADJOURN REGULAR CITY COUNCIL MEETING

The regular meeting adjourned at 10:43

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of May 21, 2024 as approved by the El Cerrito City Council.

Holly M. Charl  ty, MMC, City Clerk

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

EL CERRITO CITY COUNCIL DRAFT MINUTES

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
Mayor Rudnick called the meeting to order at 5:00 PM.
Present: Mayor Rudnick, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Absent:** Mayor Pro Tem Wysinger

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.

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

City Council convened to closed session at 5:01 PM. No reportable action.

4. ADJOURN SPECIAL CITY COUNCIL MEETING

The special meeting adjourned at 5:43 PM

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

Mayor Rudnick called the meeting to order at 6:01 PM.

Present: Mayor Rudnick, Mayor Pro Tem Wysinger (arrived at 7:22 PM), Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Absent:** None

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.

City Manager Pinkos - announced June 5th Town hall Zoom meeting with Police Department, update on Plaza Bart TOD ministerial approval of the masterplan, and upcoming June 11 Library workshop.

Public Works Director Ortiz - provided an update on the No Parking on Red Flag Warning days pilot program.

Councilmember Motoyama - announced June 8th Maker Faire at Hana Gardens, June 20th Stege Sanitary district public hearing for rate increases.

Councilmember Quinto - reflected on the first Pride Flag raising ceremony in 2013 as Chair of Human Relations Commission.

Councilmember Fadelli - announced June 5th El Cerrito High School Graduation.

Mayor Rudnick- announced the formal disbandment of the Advisory Body Ad-Hoc Committee formed on 3/21/2023 as the work has concluded.

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.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

BJ, Faith M., Jeff Rosenfield, Dean Kertesz - spoke in opposition of a council ceasefire resolution.

Carolyn Muth, Somaia N. - spoke in support of a ceasefire resolution.

Dilani - commented regarding auto vandalism on Navellier and the need for speed bumps and surveillance camera and

Bradley Dunn - expressed condolences for the passing of Howard Abelson, provided an update on upcoming BART construction project replacing interlocking equipment in June, and effects on red line services.

Buddy Akacic - commented regarding the upcoming senior tour of the veterans building on Stockton Ave.

Barbara Chan - provided comments regarding consideration for construction of a new library on the existing site.

Denise Sangster - expressed concerns regarding modifications to Arlington Park barbeque structure.

6. **PRESENTATIONS**

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding funding sources, incorporation of additional comments, guidelines from property line versus building, bike use in Hillside Natural Area, areas included in the plan, if the scope of the grants received include pricing, public comments received, sub-consultant cost breakdown.

Action: Received and filed

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.

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama **Action:** Approved the consent calendar as indicated below. **Ayes:** Mayor Rudnick, Councilmember Fadelli, Councilmember Quinto **Noes:** None **Absent:** Mayor Pro Tem Wysinger

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

Action: Approved proclamation

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

Action: Approved proclamation

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

Action: Approved proclamation

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

Action: Approved proclamation

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

Action: Approved reappointment

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

Action: Approved Resolution No. 2024-35

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

Action: Approved Resolution No. 2024-36

8. PUBLIC HEARINGS

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding limited drone use and need for additional units, public feedback, and use for sub-machine guns.

Public Hearing: Mayor Rudnick opened the public hearing.

Barbara Chan - commented on the reason and need for sub-machine guns.

Moved/Seconded: Councilmember Motoyama/Councilmember Fadelli

Action: Closed the public hearing **Ayes:** Mayor Rudnick, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

Absent: Mayor Pro Tem Wysinger

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama

Action: Approved Resolution No. 2024-37 **Ayes:** Mayor Rudnick, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None **Absent:** Mayor Pro Tem Wysinger

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding the perspective of current members.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Moved/Seconded: Councilmember Fadelli/Councilmember Motoyama

Action: Approved Resolution No. 2024-38 **Ayes:** Mayor Rudnick, Councilmember Fadelli, Councilmember Motoyama **Noes:** Councilmember Quinto **Absent:** Mayor Pro Tem Wysinger

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

Mayor Pro Tem Wysinger arrived at 7:22 PM.

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding definition of a balanced budget and million dollar surplus goal, approach to addressing how close the budget balance is and knowing other costs will be coming in the future, medical cost allocation study, importance of Measure R renewal, inclusion of the state audit response in the budget document, color scheme modifications for graphs to increased accessibility, reasons for lower expenditures in the second fiscal year, incorporation of public feedback in the document, and increased details of an assumption.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Action: Received and filed

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.*

Councilmember Motoyama - reported on attendance at the Financial Advisory Board meeting, and church property walk through.

Councilmember Quinto - reported on attendance at Chevron Refinery Pride Flag ceremony.

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 regular meeting adjourned at 8:48 PM in memory of former Mayor and Councilmember Howard Abelson.

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of June 4, 2024 as approved by the El Cerrito City Council.

Holly M. Charl  ty, MMC, City Clerk



AGENDA BILL

Agenda Item No. 7.B.

Date: June 18, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for May 2024

ACTION PROPOSED

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

BACKGROUND/ANALYSIS

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

- Month ending May 31, 2024, reflecting 289 Accounts Payable General Warrant Nos. 89579 through 89867, 37 ACH/EFT transactions, and 866 payroll-related checks and EFTs for a grand total of \$6,067,583.64.

STRATEGIC PLAN CONSIDERATIONS

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

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report.

LEGAL CONSIDERATIONS

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

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register May 2024

City of El Cerrito
Payment Register

From Payment Date: 5/1/2024 - To Payment Date: 5/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable - Checks								
<u>Check</u>								
89579	05/01/2024	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89580	05/01/2024	Open			Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,378.11
89581	05/01/2024	Open			Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,105.24
89582	05/01/2024	Open			Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$240,546.02
89583	05/01/2024	Open			Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
89584	05/01/2024	Open			Accounts Payable	MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Insu Invo #920-36796_May 2024	\$13,438.39
89585	05/01/2024	Open			Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$16,625.00
89586	05/01/2024	Open			Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,848.17
89587	05/01/2024	Open			Accounts Payable	SUTTER HEALTH PLUS	SHR - Sutter Health Plus EE Cost*	\$35,692.60
89588	05/01/2024	Open			Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,691.31
89589	05/02/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	STATION SUPPLIES	\$1,291.34
89590	05/02/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING 4/17/24	\$100.00
89591	05/02/2024	Open			Accounts Payable	BADGE FRAME, INC.	ORG CHART	\$76.00
89592	05/02/2024	Open			Accounts Payable	BATTALION ONE FIRE PROTECTION	QRTLY FIRE SPRINKLER INSPECTIONS: RECYCLING CENTER	\$440.00
89593	05/02/2024	Open			Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	\$101.39
89594	05/02/2024	Open			Accounts Payable	CA DEPT OF TRANSPORTATION	TRAFFIC SIGNALS AND LIGHTING	\$5,966.39
89595	05/02/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT CHILDCARE AIDE	\$3,795.00
89596	05/02/2024	Open			Accounts Payable	CITY OF PINOLE	MAY24 MAYOR'S CONFERENCE FOR COUNCIL MEMBERS QUINTO & FADELLI	\$140.00
89597	05/02/2024	Open			Accounts Payable	CITY OF RICHMOND	CAD FEES	\$69,224.17
89598	05/02/2024	Open			Accounts Payable	COLLER INDUSTRIES INC	LOCKER NAMEPLATE	\$18.42
89599	05/02/2024	Open			Accounts Payable	CONCENTRA MEDICAL CENTERS	MED EXAM	\$1,269.00
89600	05/02/2024	Open			Accounts Payable	CONTRA COSTA COUNTY SHERIFF'S OFFICE	CLETS FY 23/24	\$2,186.20
89601	05/02/2024	Open			Accounts Payable	CPS HR CONSULTING	RECRUITING	\$3,266.68
89602	05/02/2024	Open			Accounts Payable	DAWSON, ANTHONY	REIMBURSE FOR 3 APPROVED FD TRAINING COURSES	\$520.00
89603	05/02/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	TPMS SENSOR CAR 31	\$283.50
89604	05/02/2024	Open			Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EVAL	\$625.00
89605	05/02/2024	Open			Accounts Payable	FASTSIGNS	PARK RULES SIGNS	\$6,170.94
89606	05/02/2024	Open			Accounts Payable	GOLDEN GATE K9	K9 TRAINING	\$1,350.00
89607	05/02/2024	Open			Accounts Payable	GRAND PRIX CAR WASH	CAR WASH (3)	\$56.97
89608	05/02/2024	Open			Accounts Payable	HABASH, GEORGE	PER DIEM - RICH OLIVER MYSTERY SCHOOL (2 DAYS)	\$100.00
89609	05/02/2024	Open			Accounts Payable	HILLTOP FORD KIA	AUTO PARTS CAR 33	\$70.77
89610	05/02/2024	Open			Accounts Payable	HILLYARD	CUSTODIAL CLEANING SUPPLIES	\$328.49
89611	05/02/2024	Open			Accounts Payable	HONEY BUCKET	TRAINING FACILITIES	\$60.00
89612	05/02/2024	Open			Accounts Payable	HONEYWELL INTERNATIONAL, INC.	CITY SATELLITE PHONES	\$225.00
89613	05/02/2024	Open			Accounts Payable	KARKI, RAVI	LUNCH CHP STANDARDIZED FILED SOBRIETY TESTS	\$16.00
89614	05/02/2024	Open			Accounts Payable	KEL-AIRE	HARDING CLUBHOUSE HVAC PM SVC APR 2024	\$1,577.33
89615	05/02/2024	Open			Accounts Payable	L.N. CURTIS & SONS	FD EQUIPMENT	\$2,870.01
89616	05/02/2024	Open			Accounts Payable	MA, SANG	PER DIEM & REIMBURSE GAS EXP	\$654.72
89617	05/02/2024	Open			Accounts Payable	MEYERS NAVE	ADMINISTRATION	\$9,178.12
89618	05/02/2024	Open			Accounts Payable	MMANC	MMANC MEMBERSHIP through JUNE 2025	\$95.00
89619	05/02/2024	Open			Accounts Payable	OLIVIERI, MICHAEL	PER DIEM - ICI CORE COURSE (10 DAYS)	\$500.00
89620	05/02/2024	Open			Accounts Payable	PACIFIC HEATING AND PIPING	HEATING BOILER BLOWER REPAIR	\$1,733.00
89621	05/02/2024	Open			Accounts Payable	RIZZO, JAMES	LUNCH CHP STANDARDIZED FILED SOBRIETY TESTS	\$16.00
89622	05/02/2024	Open			Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	SIGN SUPPLIES - SQUARE ANCHORS & TELESPPARS GALVANIZED	\$9,181.94
89623	05/02/2024	Open			Accounts Payable	ROSTAD, KIKI	CLAY WITH KIKI 2/29 - 4/18/24	\$1,080.00
89624	05/02/2024	Open			Accounts Payable	S.P. AUTOMOTIVE	SUPPLIES FOR RECYCLING TRUCKS & EQUIPMENT	\$1,098.82
89625	05/02/2024	Open			Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$797.38
89626	05/02/2024	Open			Accounts Payable	STEWART'S BODY SHOP	CAR 14 COLLISON REPAIR	\$3,373.89
89627	05/02/2024	Open			Accounts Payable	TOYOTA MATERIAL HANDLING NC	FORKLIFT MAINTENANCE: 6FGCU30	\$208.30
89628	05/02/2024	Open			Accounts Payable	VERMONT SYSTEMS, INC.	EQUIPMENT OTHER	\$4,934.08
89629	05/02/2024	Open			Accounts Payable	WALNUT CREEK FORD INC	CAR 3 VEHICLE REPAIRS	\$5,179.44
89630	05/02/2024	Open			Accounts Payable	WILLDAN FINANCIAL SERVICES	FY 22/23 ANNUAL CONTINUING DISCLOSURE SVCS	\$2,003.00
89631	05/02/2024	Open			Accounts Payable	WILLIAMS, LEWIS	MASEP DRAMA S2 2024	\$2,904.00

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89632	05/02/2024	Open			Accounts Payable	WRIGHT, CLAUDIA	MILEAGE & FOOD EXP REIMBURSEMENT	\$147.70
89633	05/02/2024	Open			Accounts Payable	KARKI, RAVI	PER DIEM - RICH OLIVER MYSTERY SCHOOL (2 DAYS)	\$100.00
89634	05/02/2024	Open			Accounts Payable	KATANSKI, ALEXANDER	PER DIEM - RICH OLIVER MYSTERY SCHOOL (2 DAYS)	\$100.00
89635	05/09/2024	Open			Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	FD ENGINE REPAIRS	\$760.94
89636	05/09/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	CORP YARD SAFETY SUPPLIES, TYVEK SUITS 25 QTY	\$132.48
89637	05/09/2024	Open			Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST ANNUAL AIR QUALITY SOURCE TESTING AS PER PROPOSAL	\$1,456.00
89638	05/09/2024	Open			Accounts Payable	BATTALION ONE FIRE PROTECTION	CITY HALL QTRLY FIRE SPRINKLER INSPECTION	\$440.00
89639	05/09/2024	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	CITY OF EL CERRITO - GENERAL	\$14,673.75
89640	05/09/2024	Open			Accounts Payable	CARRION, DAMIEN	REIMBURSE FOR CSU EDUCATIONAL CLASS	\$1,428.00
89641	05/09/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	MADERA CHILDCARE AIDE	\$2,277.00
89642	05/09/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM PURCHASE: RICHARD	\$727.33
89643	05/09/2024	Open			Accounts Payable	CITY OF RICHMOND	CAD FEES	\$69,224.17
89644	05/09/2024	Open			Accounts Payable	COIT	RUG & FLOOR CLEANING PORTOLA CLUBHOUSE CHILDCARE SITE	\$3,220.00
89645	05/09/2024	Open			Accounts Payable	COMCAST	HANA GARDENS COMCAST - MAR-MAY24	\$287.90
89646	05/09/2024	Open			Accounts Payable	CONCENTRA MEDICAL CENTERS	MED EXAM	\$226.00
89647	05/09/2024	Open			Accounts Payable	CONTRA COSTA COUNTY TAX COLLECTORS OFFICE	STEGE SEWER CHARGES YEAR 2023-2024	\$2,231.62
89648	05/09/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	C4: PM SVC OIL/COOLANT/FILTERS	\$2,364.05
89649	05/09/2024	Open			Accounts Payable	EAGLE BUSINESS FORMS	CITATION PRINTING	\$623.24
89650	05/09/2024	Open			Accounts Payable	EBMUD	EBMUD 3/4 - 4/30/24	\$310.69
89651	05/09/2024	Open			Accounts Payable	ECONOMY ROOTER AND PLUMBING	RELEASE OF BONDS - MAY 2024 PART 1	\$1,730.00
89652	05/09/2024	Open			Accounts Payable	EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT, MAR24	\$251.42
89653	05/09/2024	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - MAY 2024 PART 1	\$4,390.24
89654	05/09/2024	Open			Accounts Payable	FERREIRA-CLIFTON, JOEL	REIMBURSE FIREFIGHTER FOR 3 APPROVED TRAINING CLASSES	\$520.00
89655	05/09/2024	Open			Accounts Payable	GRAUL, BELINDA	GYMNASTICS MAR/APRIL 2024	\$5,200.00
89656	05/09/2024	Open			Accounts Payable	HDL COREN & CONE	CONTRACT SVCS PROPERTY TAX - APRIL - JUNE 2024	\$2,880.00
89657	05/09/2024	Open			Accounts Payable	IRON MOUNTAIN	DOCUMENT STORAGE	\$1,891.20
89658	05/09/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	DELIVERED 8 RETREADED TIRES TO RECYCLING CENTER	\$3,101.65
89659	05/09/2024	Open			Accounts Payable	JOHNSON CONTROLS SECURITY SOLUTIONS	CITY HALL ALARM SVC 5/1/24 - 7/31/24	\$496.67
89660	05/09/2024	Open			Accounts Payable	KITTELSON & ASSOCIATES INC	2023 LRSP	\$2,421.21
89661	05/09/2024	Open			Accounts Payable	L.N. CURTIS & SONS	TRAINING BLUE GUNS	\$2,273.19
89662	05/09/2024	Open			Accounts Payable	LD PRODUCTS	COLOR TONER FOR HP PRINTER	\$396.86
89663	05/09/2024	Open			Accounts Payable	LEADSONLINE LLC (42-1720332)	CELLHAWK RENEWAL 7/1/24 - 6/30/25	\$3,178.00
89664	05/09/2024	Open			Accounts Payable	LEAF	SOPHOS LICENSING LEASE PYMT	\$1,300.43
89665	05/09/2024	Open			Accounts Payable	LSA ASSOCIATES, INC.	DEL NORTE TOD	\$1,474.71
89666	05/09/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	FD FORMS	\$534.71
89667	05/09/2024	Open			Accounts Payable	NORGE CLEANERS	DRY CLEANING - APR 2024	\$283.40
89668	05/09/2024	Open			Accounts Payable	ORIGINAL WATERMAN, INC.	RASHGUARD ORDER APRIL 2024	\$1,552.44
89669	05/09/2024	Open			Accounts Payable	PASTIME HARDWARE	MAINT. SUPPLIES	\$65.85
89670	05/09/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - MAY 2024 PART 1	\$6,606.00
89671	05/09/2024	Open			Accounts Payable	PLAZA AUTO SERVICE INC	M3 SEMI-ANNUAL SERVICE	\$2,995.22
89672	05/09/2024	Open			Accounts Payable	PRECISION CONCRETE CUTTING	RELEASE OF BONDS - MAY 2024 PART 1	\$792.00
89673	05/09/2024	Open			Accounts Payable	QUINTO, GABRIEL	MILEAGE REIMBURSEMENTS- APR24 MEETINGS	\$197.36
89674	05/09/2024	Open			Accounts Payable	ROADPOST USA, INC.	FD SATELLITE PHONES	\$135.91
89675	05/09/2024	Open			Accounts Payable	SSD ALARM	APRIL 204 FIRE INSPECTION	\$430.00
89676	05/09/2024	Open			Accounts Payable	STERICYCLE, INC.	HAZARDOUS WASTE PICK-UP	\$182.33
89677	05/09/2024	Open			Accounts Payable	THEIS ENGINEERING & ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$4,616.00
89678	05/09/2024	Open			Accounts Payable	VERMONT SYSTEMS, INC.	HOSTING SVCS APRIL 2024	\$2,507.50
89679	05/09/2024	Open			Accounts Payable	WADE, THOMAS	REIMBURSE CAPTAIN/PARMEDIC FOR 3 OFFICER FIRE CLASSES	\$1,285.00
89680	05/09/2024	Open			Accounts Payable	WEST COAST VENDING SERVICES, INC.	FOOD	\$4,423.85
89681	05/09/2024	Open			Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL	\$12,112.59
89682	05/09/2024	Open			Accounts Payable	ZOON ENGINEERING, INC.	ARLINGTON PARK IMPROVEMENTS	\$4,838.43
89683	05/09/2024	Open			Accounts Payable	ARIAS CONCRETE CONTRACTOR INC	RELEASE OF BONDS - MAY 2024 PART 1	\$792.00
89684	05/09/2024	Open			Accounts Payable	LEVY, SIMON	REFUND OF STREET CLOSURE PERMIT (PARTY CANCELLED)	\$136.00
89685	05/09/2024	Open			Accounts Payable	LOPEZ LANDSCAPING	RELEASE OF BONDS - MAY 2024 PART 1	\$792.00
89686	05/09/2024	Open			Accounts Payable	MAURI CONCRETE CONSTRUCTION CO	RELEASE OF BONDS - MAY 2024 PART 1	\$792.00

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89687	05/09/2024	Open			Accounts Payable	SARAH RAY DESIGN INC	RELEASE OF BONDS - MAY 2024 PART 1	\$792.00
89688	05/15/2024	Open			Accounts Payable	ECP PARCEL A SOUTH HOUSING PARTNERS LP	PRE-DEV DRAW #01	\$350,000.00
89689	05/16/2024	Open			Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	FD17 REPAIR	\$52,043.60
89690	05/16/2024	Open			Accounts Payable	ALL STAR RENTS	EQUIP LEASING, TRACK LOADER & BRUSHCAT MOWER BOBCAT RENTAL	\$1,492.94
89691	05/16/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	FIRST AID KITS FOR GROUP EVENTS	\$465.29
89692	05/16/2024	Open			Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS 4/16/24 & 4/30/24	\$1,008.85
89693	05/16/2024	Open			Accounts Payable	BAY ALARM COMPANY	STA 52 ALARM	\$348.75
89694	05/16/2024	Open			Accounts Payable	BEND MAILING	MAY 1 BILL INSERT - RES/COM	\$982.88
89695	05/16/2024	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	LEGAL BILLS 11.2023	\$910.00
89696	05/16/2024	Open			Accounts Payable	BLACK, MEI-YU	WATER COLOR & ACRYLIC APR 2024	\$192.00
89697	05/16/2024	Open			Accounts Payable	BROWN, KRISTEN, L.	ART & WELLNESS APR 2024	\$75.00
89698	05/16/2024	Open			Accounts Payable	CANN, COLETTE	OPEN CERAMICS - FRIDAY 4/5/24 & 4/19/24	\$364.80
89699	05/16/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTALS & CHARGES FOR MISSING GARMENTS	\$1,582.77
89700	05/16/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	R1: REPLACE FAULTY PASSENGER REAR UPPER CORNER LAMP	\$7,297.08
89701	05/16/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	CAR 29 R&R TWO TIRES	\$390.19
89702	05/16/2024	Open			Accounts Payable	EAST BAY - LEAGUE OF CA CITIES	CITY LEADERS SUMMIT LUNCH	\$30.00
89703	05/16/2024	Open			Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET APR 2024	\$625.20
89704	05/16/2024	Open			Accounts Payable	GALLAGHER BENEFIT SERVICES, INC.	CLASS AND COMP STUDY MAR24 INV	\$3,740.00
89705	05/16/2024	Open			Accounts Payable	GARDA CL WEST, INC.	ARMORED TRANSPORT SVC	\$268.59
89706	05/16/2024	Open			Accounts Payable	JACKSON, DOUGLAS, W.	CHESS BASICS APR 2024	\$87.00
89707	05/16/2024	Open			Accounts Payable	JONES, HIROMI	HATHA YOGA APR 2024	\$453.60
89708	05/16/2024	Open			Accounts Payable	KENNEDY, GREG, C	APR24 PCR REVIEW	\$2,000.00
89709	05/16/2024	Open			Accounts Payable	KI RESEARCH INSTITUTE	SHINSHIN TOITSU AIKIDO APRIL 2024	\$354.00
89710	05/16/2024	Open			Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE, BEGINNER & DROP-IN APRIL 2024	\$626.40
89711	05/16/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO	\$2,903.27
89712	05/16/2024	Open			Accounts Payable	KREISBERG LAW FIRM	LEGAL SERVICES 4.2024	\$71.00
89713	05/16/2024	Open			Accounts Payable	LACK, CHRIS	INTRO TO THROWING ON THE WHEEL - APR 2024	\$666.60
89714	05/16/2024	Open			Accounts Payable	MCDERMOTT RIVERA, NICOLE	WOMEN'S FULL BODY WORKOUT APR 2024	\$194.40
89715	05/16/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	PRINTING - WILD FIRE BOOKLETS	\$1,080.45
89716	05/16/2024	Open			Accounts Payable	MITCHELL, BONNIE	AQUA ZUMBA - APR 2024	\$255.30
89717	05/16/2024	Open			Accounts Payable	MMANC	WOMEN'S LEADERSHIP TRAINING 2024	\$165.00
89718	05/16/2024	Open			Accounts Payable	PREFERRED ALLIANCE, INC.	PRE-EMPLOYMENT DRUG TEST	\$42.00
89719	05/16/2024	Open			Accounts Payable	REEVES, KATY	FASEP TK & K ART S2 2024	\$712.80
89720	05/16/2024	Open			Accounts Payable	RILE, KATHRYN	OPEN CERAMICS - MON & POTTERY WHEEL, ADV BEGINNER APR 2024	\$1,116.00
89721	05/16/2024	Open			Accounts Payable	SHAHKAR, MEHRAN	STRENGTH & BALANCE APR 2024	\$864.00
89722	05/16/2024	Open			Accounts Payable	SHANNON LAYER POLYGRAPH	POLYGRAPHS	\$812.50
89723	05/16/2024	Open			Accounts Payable	STAPLES	OFFICE SUPPLIES	\$170.78
89724	05/16/2024	Open			Accounts Payable	STERICYCLE, INC.	SHREDDING	\$81.79
89725	05/16/2024	Open			Accounts Payable	STEWART'S BODY SHOP	CAR 14 BODY WORK	\$1,774.14
89726	05/16/2024	Open			Accounts Payable	THE BRIEFING ROOM, LLC, JASON, LOUIS	TRAINING VIDEOS - 1 YRS SUBSCRIPTION	\$1,005.48
89727	05/16/2024	Open			Accounts Payable	UNDERHILL, BLAKE	FASTSWIMS SWIM MEET ENTRY, GATORS SWIM TEAM - PAID PERSONAL CC	\$132.28
89728	05/16/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	RECYCLING CENTER JANITORIAL SVC APR 2024	\$7,407.48
89729	05/16/2024	Open			Accounts Payable	WYSINGER, CAROLYN	NLC CONGRESSIONAL CITY MARCH EXPENSE REIMBURSEMENT	\$250.44
89730	05/16/2024	Open			Accounts Payable	4LEAF, INC.	DEC2023 FIRE PAN REVIEW SERVICES	\$6,202.50
89731	05/16/2024	Open			Accounts Payable	A PLUS TREE, LLC	PUBLIC TREE MAINTENANCE	\$8,632.00
89732	05/16/2024	Open			Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS	\$8,724.00
89733	05/16/2024	Open			Accounts Payable	DU, JILL	GFOA INTENSIVE INTRO TO GOVT ACCOUNTING CLASS	\$1,197.00
89734	05/16/2024	Open			Accounts Payable	EAST BAY SANITARY CO. INC.	STREET SWEEPING: APRIL 2024	\$8,913.57
89735	05/16/2024	Open			Accounts Payable	EBMUD	EBMUD 3/5/24 - 5/2/24	\$11,450.09
89736	05/16/2024	Open			Accounts Payable	GYMDOC INC	STA 51 TREADMILL	\$2,975.65
89737	05/16/2024	Open			Accounts Payable	HONEY BUCKET	CENTRAL PARK SERVICE 4/30/24 - 5/27/24	\$221.05
89738	05/16/2024	Open			Accounts Payable	L.N. CURTIS & SONS	REPAIR HURST HANDLE	\$291.90
89739	05/16/2024	Open			Accounts Payable	LEETE GENERATORS	DISCONNECT GENERATOR	\$645.00
89740	05/16/2024	Open			Accounts Payable	LSA ASSOCIATES, INC.	HNA PRE-CON BIOLOGICAL SURVEY	\$1,290.30
89741	05/16/2024	Open			Accounts Payable	OLIVERO PLUMBING	HARDING CLUBHOUSE SVC CALL - REPAIR SLOAN FLUSHOMETER VALVE	\$175.00

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89742	05/16/2024	Open			Accounts Payable	ROSS RECREATION EQUIPMENT INC	MEMORIAL BENCH	\$3,251.52
89743	05/16/2024	Open			Accounts Payable	RUBICON ENTERPRISES INC	PARKS LANDSCAPE MAINTENANCE APRIL 2024	\$40,665.36
89744	05/16/2024	Open			Accounts Payable	SINGLE CYLINDER REPAIR INC	CHAIN SAW REPAIR	\$156.96
89745	05/16/2024	Open			Accounts Payable	SSD ALARM	RECYCLING CENTER ALARM JUNE 2024	\$153.98
89746	05/16/2024	Open			Accounts Payable	THE LEW EDWARDS GROUP	MEASURE R EXTENSION PUBLIC INFO	\$6,500.00
89747	05/16/2024	Open			Accounts Payable	TOYOTA MATERIAL HANDLING NC	7FGU25 PM OIL/FILTERS	\$208.30
89748	05/17/2024	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89749	05/17/2024	Open			Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00
89750	05/17/2024	Open			Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
89751	05/17/2024	Open			Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$480.00
89752	05/17/2024	Open			Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$69.50
89753	05/17/2024	Open			Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,455.39
89754	05/17/2024	Open			Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$270.00
89755	05/17/2024	Open			Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,877.07
89756	05/22/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$228.07
89757	05/23/2024	Open			Accounts Payable	24 HOUR FITNESS USA, LLC	MEMBERSHIP FEES	\$503.86
89758	05/23/2024	Open			Accounts Payable	A PLUS TREE, LLC	HIGH WEED MOWING IN HNA AHEAD OF HILLSIDE FEST	\$3,000.00
89759	05/23/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING 5/1/24	\$100.00
89760	05/23/2024	Open			Accounts Payable	ASHER, MALIK	LUNCH - PATROL RIFLE FOR FIRST RESPONDER	\$248.00
89761	05/23/2024	Open			Accounts Payable	ATCO Pest Control	HARDING CLUBHOUSE INITIAL - GPC SVC 4/18/24	\$875.00
89762	05/23/2024	Open			Accounts Payable	BATTALION ONE FIRE PROTECTION	CITY HALL - 5 Y-YEAR FIRE SPRINKLER INSPECTION	\$2,200.00
89763	05/23/2024	Open			Accounts Payable	BOCANEGRA, VIVIAN	LUNCH & MILEAGE - CCC SHERIFF ACADEMY MAR-APR (25 DAYS)	\$1,392.50
89764	05/23/2024	Open			Accounts Payable	CHAND, NIRAJAN	LUNCH - PATROL RIFLE FOR FIRST RESPONDER	\$24.00
89765	05/23/2024	Open			Accounts Payable	CHOUDJA, PATRICK	LUNCH - PATROL RIFLE FOR FIRST RESPONDER	\$24.00
89766	05/23/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD SAFETY SUPPLIES, 10 BOXES OF NITRILE GLOVES	\$275.63
89767	05/23/2024	Open			Accounts Payable	COLLER INDUSTRIES INC	LOCKER NAMEPLATE	\$18.42
89768	05/23/2024	Open			Accounts Payable	COMMUNITY CONSERVATION CENTERS, INC.	MIXED PAPER + HDPE PLASTIC RECYCLING: APR 2024	\$467.73
89769	05/23/2024	Open			Accounts Payable	COMMUNITY VIOLENCE SOLUTIONS	CIC SERVICES FY24-25	\$2,205.00
89770	05/23/2024	Open			Accounts Payable	COMP GRAPHIC	GARAGE SALE BANNER STICKERS: SPRING 2024	\$109.21
89771	05/23/2024	Open			Accounts Payable	CORE COMPUTING SOLUTIONS	JULY 2024 CORE USER MAINTENANCE & SUPPORT	\$175.15
89772	05/23/2024	Open			Accounts Payable	CORODATA SHREDDING INC.	SHREDDING	\$223.79
89773	05/23/2024	Open			Accounts Payable	DELL MARKETING L.P.	FIVE LAPTOPS FOR PW STAFFS USING 3030	\$16,574.61
89774	05/23/2024	Open			Accounts Payable	EAST BAY BLUE PRINT & SUPPLY CO.	HP SERVICE APR 2024	\$150.00
89775	05/23/2024	Open			Accounts Payable	ECS IMAGING, INC.	FINAL INVOICE OF LASERFISCHE UPGRADE TO CLOUD PROJECT	\$3,600.00
89776	05/23/2024	Open			Accounts Payable	FASTSIGNS	HNA WAYFINDING PROJECT - BALANCE DUE	\$704.12
89777	05/23/2024	Open			Accounts Payable	FUJIWARA, PATTY	INTRO TO THROWING/OPEN CERAMICS MON, MATERIALS FEES APR 2024	\$1,206.00
89778	05/23/2024	Open			Accounts Payable	INTERWEST CONSULTING GROUP INC	PLANNING STAFFING NOV 2023	\$2,763.75
89779	05/23/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	RECYCLING TRUCK R3: REPLACED ALL 8 REAR DRIVE TIRES	\$458.41
89780	05/23/2024	Open			Accounts Payable	JAFFE, SCOT	OPEN CERAMICS THUR APR 2024	\$288.60
89781	05/23/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO 3/28	\$7,012.00
89782	05/23/2024	Open			Accounts Payable	L.N. CURTIS & SONS	NEW OFC UNIFORMS - J. PORTILLO	\$317.48
89783	05/23/2024	Open			Accounts Payable	MA, SANG	LUNCH - UAV PILOT COURSE	\$24.00
89784	05/23/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	GARAGE SALE MAPS (HARD COPY) SPRING 2024	\$257.47
89785	05/23/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$198.62
89786	05/23/2024	Open			Accounts Payable	PLANETMAGPIE	CLEANING UP AND FIXING DEFECTIVE EMAIL ACCOUNTS	\$2,000.00
89787	05/23/2024	Open			Accounts Payable	PLAY-WELL TEKNOLOGIES	HASEP PLAY-WELL LEGO S2 2024	\$2,564.10
89788	05/23/2024	Open			Accounts Payable	PORTILLO, JOANNA	LUNCH & MILEAGE - CCC SHERIFF ACADEMY MAR-MAY (45 DAYS)	\$2,464.20
89789	05/23/2024	Open			Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA APR 2024	\$4,073.25
89790	05/23/2024	Open			Accounts Payable	RANDHAWA, ARISHDEEP	LUNCH - PATROL RIFLE FOR FIRST RESPONDER	\$24.00
89791	05/23/2024	Open			Accounts Payable	RICOH USA, INC	LEASE PAYMENT - OFFICE EQUIPMENT	\$4,732.30
89792	05/23/2024	Open			Accounts Payable	RINGCENTRAL, INC.	VOIP PHONE SVC FOR CITY STAFFS	\$4,542.28
89793	05/23/2024	Open			Accounts Payable	ROTARY CLUB OF EL CERRITO	ROTARY DUES 4/1/24 - 6/30/24 - K. PINKOS	\$560.00
89794	05/23/2024	Open			Accounts Payable	RUIZ, JOE	XFIT YOUTH & ADULT APR 2024	\$637.20
89795	05/23/2024	Open			Accounts Payable	SITEONE LANDSCAPE SUPPLY, LLC	EARTH DAY TOOLS & SUPPLIES + TREE STAKE LODGE POLES	\$579.24
89796	05/23/2024	Open			Accounts Payable	SSP DATA PRODUCTS	CONFIGURE PD FIREWALL. STARLINK INTEGRATION ON STATION 52	\$1,025.00

City of El Cerrito
Payment Register

From Payment Date: 5/1/2024 - To Payment Date: 5/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
89797	05/23/2024	Open			Accounts Payable	ST. FRANCIS ELECTRIC	TS & SL MAINTENANCE FEB 2024 REPONSE	\$10,133.90
89798	05/23/2024	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGER PRINTING	\$699.00
89799	05/23/2024	Open			Accounts Payable	TIM JUNG INVESTIGATIONS	BACKGROUND INVESTIGATION	\$2,135.34
89800	05/23/2024	Open			Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	MONTHLY COMMUNICATION SUPPORT	\$5,342.00
89801	05/23/2024	Open			Accounts Payable	W-TRANS INC	CARLSON BLVD PARKING COUNTS	\$305.00
89802	05/23/2024	Open			Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - MAY 2024 PART 2	\$5,088.00
89803	05/23/2024	Open			Accounts Payable	BILL'S UNDERGROUND	RELEASE OF BONDS - MAY 2024 PART 2	\$8,995.60
89804	05/23/2024	Open			Accounts Payable	CHALLENGE ROOTER	RELEASE OF BONDS - MAY 2024 PART 2	\$1,696.00
89805	05/23/2024	Open			Accounts Payable	EBMUD	EBMUD 1/4/24 - 5/2/24	\$6,842.39
89806	05/23/2024	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - MAY 2024 PART 2	\$3,598.24
89807	05/23/2024	Open			Accounts Payable	FERGUSON PLUMBING, INC.	RELEASE OF BONDS - MAY 2024 PART 2	\$1,799.12
89808	05/23/2024	Open			Accounts Payable	JOE FARRELL PAVING & GRADING	RELEASE OF BONDS - MAY 2024 PART 2	\$1,730.00
89809	05/23/2024	Open			Accounts Payable	KATO PLUMBING	RELEASE OF BONDS - MAY 2024 PART 2	\$1,696.00
89810	05/23/2024	Open			Accounts Payable	MONTCLAIR CONSTRUCTION	RELEASE OF BONDS - MAY 2024 PART 2	\$792.00
89811	05/23/2024	Open			Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	FAIRMONT CLUBHOUSE PEST CONTROL SVC APR 2024	\$475.00
89812	05/23/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - MAY 2024 PART 2	\$4,192.00
89813	05/23/2024	Open			Accounts Payable	PREFERRED ALLIANCE, INC.	PRE-EMPLOYMENT DRUG TEST	\$126.00
89814	05/23/2024	Open			Accounts Payable	SSD ALARM	TASSAJARA CLUBHOUSE ALARM SVC JUNE 2024	\$738.62
89815	05/23/2024	Open			Accounts Payable	LIN, ALICE	RELEASE OF BONDS - MAY 2024 PART 2	\$792.00
89816	05/23/2024	Open			Accounts Payable	RADFAR, ATA	RELEASE OF BONDS - MAY 2024 PART 2	\$792.00
89817	05/23/2024	Open			Accounts Payable	SPRING VALLEY CONTRACTOR	RELEASE OF BONDS - MAY 2024 PART 2	\$792.00
89818	05/29/2024	Open			Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$456,348.01
89819	05/30/2024	Open			Accounts Payable	4LEAF, INC.	PLAN REVIEW SERVICES, 12/1 - 12/31/23	\$111,403.90
89820	05/30/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	FINANCE GENERAL OFFICE SUPPLIES	\$40.06
89821	05/30/2024	Open			Accounts Payable	AMERICAN MECHANICAL SERVICES, INC.	CITY HALL HVAC MAINTENANCE MAY-JULY 2024	\$2,601.00
89822	05/30/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	MOTOR OIL RECYCLING 5/15/24	\$100.00
89823	05/30/2024	Open			Accounts Payable	BADGE FRAME, INC.	ORG CHART	\$54.00
89824	05/30/2024	Open			Accounts Payable	BAFP INC DBA BAY AREA & SAN JOSE FIRE PROTECTION	KITCHEN INSPECTION - APRIL 2024	\$795.00
89825	05/30/2024	Open			Accounts Payable	BAY ALARM COMPANY	CORP YARD QRTLY ALARM SVC 6/1/24 - 8/31/24	\$1,157.67
89826	05/30/2024	Open			Accounts Payable	BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS	\$350.17
89827	05/30/2024	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	GENERAL - SVC THROUGH 3/31/24	\$3,168.75
89828	05/30/2024	Open			Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS	\$2,136.00
89829	05/30/2024	Voided/Reissued	Invoice Error	06/05/2024	Accounts Payable	BLANCA MARTINEZ-CAMPOS -SENIOR SERVICES PETTY CASH	VOID	\$239.78
89830	05/30/2024	Open			Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$1,204.72
89831	05/30/2024	Open			Accounts Payable	BPX PRINTING & GRAPHICS	PRINTING & LAMINATION SVCS	\$377.17
89832	05/30/2024	Open			Accounts Payable	BREAK POINT INVESTIGATIONS	BACKGROUND INVESTIGATION	\$2,000.00
89833	05/30/2024	Open			Accounts Payable	CASCADIA CONSULTING GROUP, INC.	CAAP - FINAL INVOICE	\$343.12
89834	05/30/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMPS	\$13,054.80
89835	05/30/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$212.16
89836	05/30/2024	Open			Accounts Payable	COMCAST	STA 52 svc 5/23/24 - 6/22/24	\$291.50
89837	05/30/2024	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	RERC HAZMAT CUPA PERMIT	\$3,645.00
89838	05/30/2024	Open			Accounts Payable	CSW/STUBER-STROEH ENGINEERING GROUP INC	DEL NORTE TOD COMPLETE STREETS	\$2,048.51
89839	05/30/2024	Open			Accounts Payable	DATA TICKET, INC.	BUILDING AND SAFETY	\$305.02
89840	05/30/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	R&R ONE TIRE CAR 9	\$887.36
89841	05/30/2024	Open			Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EVAL	\$625.00
89842	05/30/2024	Open			Accounts Payable	EBMUD	EBMUD 3/7/24 - 5/8/24	\$682.38
89843	05/30/2024	Open			Accounts Payable	ELOCK TECHNOLOGIES, LLC	ELECTRONIC BIKE LOCKERS	\$1,440.00
89844	05/30/2024	Open			Accounts Payable	FEHR & PEERS	EC PLAZA MOBILITY FRAMEWORK	\$2,355.63
89845	05/30/2024	Open			Accounts Payable	GALLAGHER BENEFIT SERVICES, INC.	CLASS AND COMP STUDY APR24 INV	\$2,040.00
89846	05/30/2024	Open			Accounts Payable	GRAINGER	INFRASTRUCTURE SUPPLIES - 60 BAGS OF COLD PATCH	\$2,551.68
89847	05/30/2024	Open			Accounts Payable	HILLTOP FORD KIA	TURBOCHARGER AIR DUCT PIPE	\$246.94
89848	05/30/2024	Open			Accounts Payable	KEITH, PAUL	AIRFARE REIMBURSEMENT	\$318.98
89849	05/30/2024	Open			Accounts Payable	KEYSER MARSTON ASSOCIATES, INC	AFFORDABLE HOUSING	\$956.25
89850	05/30/2024	Open			Accounts Payable	KIDS FOR THE BAY	KIDS FOR THE BAY WATERSHED SCHOOL PROGRAMS	\$4,000.00
89851	05/30/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	POOL HEATER EXCHANGER	\$1,191.82

City of El Cerrito
Payment Register

From Payment Date: 5/1/2024 - To Payment Date: 5/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
89852	05/30/2024	Open			Accounts Payable	LSA ASSOCIATES, INC.	1711 EASTSHORE PROFESSIONAL SVCS	\$13,318.75
89853	05/30/2024	Open			Accounts Payable	MACK5	COMMUNITY CENTER ROOF	\$2,540.00
89854	05/30/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	WEED ABATEMENT FORMS	\$146.63
89855	05/30/2024	Open			Accounts Payable	MULLEN, JARRETT	REIMBURSE EXPENSES - 2024 NACTO CONF IN MIAMI, FL	\$1,450.07
89856	05/30/2024	Open			Accounts Payable	MUNICIPAL POOLING AUTHORITY	UNMET LIAIBILITY - MARCH 2024	\$948.13
89857	05/30/2024	Open			Accounts Payable	NERD CROSSING	ECONOMIC DEVELOPMENT WEBPAGE -MAY24	\$400.00
89858	05/30/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$331.78
89859	05/30/2024	Open			Accounts Payable	OLIVIERI, MICHAEL	PER DIEM - ICI SEXUAL ASSUALT COURSE	\$250.00
89860	05/30/2024	Open			Accounts Payable	PASTIME HARDWARE	CORP YARD TOOLS	\$33.70
89861	05/30/2024	Open			Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES - APR 2024	\$3,699.14
89862	05/30/2024	Open			Accounts Payable	PLACEWORKS	SAFETY ELEMENT	\$3,842.41
89863	05/30/2024	Open			Accounts Payable	PREMIER GRAPHICS	PARKING PERMIT STICKERS	\$2,047.96
89864	05/30/2024	Open			Accounts Payable	PROGRESSIVE SOLUTIONS, INC.	BUSINESS LICENSE CERTIFICATES	\$691.47
89865	05/30/2024	Open			Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	GREEN/WHITE 20 MIN PARKING SIGN 12X18	\$2,679.43
89866	05/30/2024	Open			Accounts Payable	SEPE, WILLIAM	LUNCH/MILEAGE - CCC SHERIFF ACADEMY 2/26-4/30/24	\$2,674.77
89867	05/30/2024	Open			Accounts Payable	SIMPSON INVESTIGATIVE SERVICES	BGI - FERGUSON	\$2,066.44
TOTAL CHECKS					289 Transactions			\$1,997,225.94

City of El Cerrito
Payment Register

From Payment Date: 5/1/2024 - To Payment Date: 5/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable EFTs								
2792	05/03/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$46,028.29
2793	05/03/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$189,787.83
2794	05/03/2024	Open			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$55,760.49
2795	05/03/2024	Open			Accounts Payable	P E R S	PE1% - PERS SEIU*	\$188,301.77
2796	05/03/2024	Open			Accounts Payable	SUTTER HEALTH PLUS	Coverage 5/1/24 - 5/31/24 Reconciliation	\$35,692.60
2797	05/03/2024	Open			Accounts Payable	EDD - CA Employment Development Dept	EDD UNEMPLOYMENT INSURANCE 1/1/24 - 3/31/24	\$7,512.00
2811	05/13/2024	Open			Accounts Payable	KATZ, JUDY	SENIOR FITNESW CLASSES	\$406.80
2812	05/02/2024	Open			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR MAY 2024	\$1,414.83
2813	05/02/2024	Open			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR MAY 2024	\$570.42
2814	05/02/2024	Open			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR MAY 2024	\$158,073.33
2815	05/02/2024	Open			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR MAY 2024	\$351,890.50
2816	05/17/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$43,137.11
2817	05/17/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$176,574.46
2818	05/17/2024	Open			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$56,152.38
2819	05/17/2024	Open			Accounts Payable	P E R S	PE1% - PERS SEIU*	\$191,203.15
2820	05/23/2024	Open			Accounts Payable	PG&E	PG&E 4/1/24 - 5/1/24	\$25,517.53
2821	05/23/2024	Open			Accounts Payable	PG&E	PG&E 4/2/24 - 5/1/24	\$24,431.11
2822	05/27/2024	Open			Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD MAY2024 PAYMENT	\$53,973.41
2823	05/26/2024	Open			Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD APR2024 PAYMENT	\$56,874.32
2824	05/24/2024	Open			Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	MAY 2024 DEBT SERVICE PAYMENT - FIRE TRUCK	\$136,590.19
2825	05/31/2024	Open			Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	SOLAR LEASE 100360627 12/1/23 - 6/30/24	\$65,236.25
2826	05/31/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$41,432.96
2827	05/31/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$171,670.17
2828	05/31/2024	Open			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$54,299.94
2829	05/31/2024	Open			Accounts Payable	P E R S	PE1% - PERS SEIU*	\$190,767.83
2835	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$375.91
2836	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$302.43
2837	05/31/2024	Open			Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - MAY24	\$47.49
2838	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$715.70
2839	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$64.92
2840	05/31/2024	Open			Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - MAY24	\$15.90
2841	05/31/2024	Open			Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - MAY24	\$53.10
2842	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$115.15
2843	05/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$95.67
2844	05/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY24	\$6,878.09
2845	05/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY24	\$2,011.93
2846	05/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY24	\$7,476.37
TOTAL EFT's:					37 Transactions			\$2,341,452.33

ACCOUNTS PAYABLE		Checks & EFT's	Status	Count	Transaction Amount
			Open	325	\$4,338,438.49
			Voided	1	\$239.78
			Total	326	\$4,338,678.27

PAYROLL		All	Status	Count	Transaction Amount
			Total Checks	145	\$122,945.11
			Voided Checks	0	\$0.00
			Total EFT's	721	\$1,605,960.26
			Total	866	\$1,728,905.37

GRAND TOTAL				1192	\$6,067,583.64
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AGENDA BILL

Agenda Item No. 7.C.

Date: June 18, 2024
To: El Cerrito City Council
From: Shannon Bassi, Senior Human Resources Analyst, City Management
Subject: Resolution to Amend the City's Classification Plan

ACTION PROPOSED

Adopt a resolution amending the City's Classification Plan to 1) authorize revisions to the existing classifications of City Manager, Assistant City Manager, Assistant to the City Manager, City Clerk, Management Analyst I/II, Information Technology Manager, Network Security Manager, Human Resources Manager, Senior Human Resources Analyst, and Human Resources Specialist; and 2) authorize the new classification of Senior Management Analyst.

BACKGROUND/ANALYSIS

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

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

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

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

Existing Classifications With Proposed Changes:

- City Manager
- Assistant City Manager
- Assistant to the City Manager
- City Clerk
- Management Analyst I, II
- Information Technology Manager
- Network Security Manager
- Human Resources Manager
- Senior Human Resources Analyst
- Human Resources Specialist

New/Additional Proposed Classification:

- Senior Management Analyst

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

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

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization*
- *Environmental Sustainability*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There are no budgetary impacts at this time.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos', is written over a light blue rectangular background.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. City Manager
3. Assistant City Manager
4. Assistant to the City Manager
5. City Clerk
6. Management Analyst I, II
7. Information Technology Manager
8. Network Security Engineer
9. Human Resources Manager
10. Senior Human Resources Analyst
11. Human Resources Specialist
12. Senior Management Analyst

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:

- City Manager
- Assistant City Manager
- Assistant to the City Manager
- City Clerk
- Management Analyst I/II
- Information Technology Manager
- Network Security Manager
- Human Resources Manager
- Senior Human Resources Analyst
- Human Resources Specialist

BE IT FURTHER RESOLVED, that the City Council does hereby amend City's Classification Plan to authorize implementation of the proposed modifications to include the following new classification:

- Senior Management Analyst

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

I CERTIFY that at a regular meeting on June 18, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



FLSA: Exempt

CITY MANAGER

DEFINITION

Under City Council policy direction, serves as the chief executive officer of the City; plans, organizes, and provides administrative direction and oversight for all City functions and activities; serves as Executive Director and Board Member of the El Cerrito Municipal Services Corporation; provides policy guidance and program evaluation to the City Council, executive and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Council. Exercises supervision over all City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City Manager is responsible for the administrative operation of the City and is accountable to the City Council and responsible for developing, recommending, and implementing policies, program planning, fiscal management, administration, and operations of all City functions, programs, and services; and for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations. The City Manager is responsible for accomplishing the City's goals and objectives and for ensuring the City is provided with desired and mandated services in an ethical, effective, and cost-efficient manner.

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, and administers operations of the City either directly or through subordinate executive, management, and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council and the City; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long-

and short-term plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.

- Represents the City and the City Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of concerns regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official City files.
- Ensures that the City Council is kept informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Acts as the City's Director of Emergency Services in the City's Emergency Organization, per the El Cerrito Municipal Code.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Complies with the International City/County Management Association (ICMA) Code of Ethics.
- Performs related duties as required and/or as determined by the El Cerrito Municipal Code.

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 business or public administration, or a closely related field. A master's degree in public administration is preferred.

Experience:

- Seven (7) years of increasingly responsible experience in an administrative or managerial capacity in a municipal organization, involving the responsibility for the planning, organization, implementation, and supervision of varied work programs.

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

Council Approved:

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

Knowledge of:

- Principles and practices of leadership.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council and structure of a council-manager form of government.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of municipal budget development, administration, and accountability.
- Current social, political, and economic trends affecting City government and service provision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide strong leadership to the City and its staff.
- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all City financial activities, including administering investments, the development and implementation of the City budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.

Council Approved:

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively communicate with the with the public.

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

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, assumes management responsibility for assigned City departments; assists the City Manager in the overall management of City operations and services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; serves as a board member of the Municipal Services Corporation; fosters cooperative working relationships among City departments and with elected officials, intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; serves as City Manager in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, as well as development and administration of City-wide policies, procedures, and services. This class also manages assigned departments and 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 municipal government 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 City and assigned departments with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the City. The incumbent is accountable for accomplishing City-wide 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.

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs; assumes management responsibility for assigned department(s).
- Implements directives and policies from the City Manager; provides guidance and direction to department directors to coordinate and direct programs and projects; meets with department directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Manages and participates in the development and administration of the City's operating budget as well as assigned departmental budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs 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 City'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; directs the implementation of change.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the City; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Responds to high-level concerns of the City Council, department directors, and immediate staff members.
- Plans, delegates, and oversees large-scale projects; plans, implements, oversees, and evaluates new programs provided by various departments.
- Represents the City Manager's Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the City at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Serves as acting City Manager in the absence of the City Manager.
- Complies with the International City/County Management Association (ICMA) Code of Ethics.
- 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 public administration, public policy, business administration, finance, or, or a closely related field. A master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible administrative or managerial experience, including budgeting, supervision, purchasing and related central services in a governmental operating or staff agency.

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:

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, and responsibilities of an elected City Council.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Public agency budget development, contract administration, and general principles of risk management related to the functions of the assigned area.
- Current social, political, and economic trends affecting City government and service provision.
- Applicable Federal, State, and local laws, rules, regulations, and ordinances relevant to assigned areas of responsibility.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Methods and techniques in the development of presentations and business correspondence.
- Research and reporting methods, techniques, and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Provide leadership and direction to all departments of the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegates authority and responsibility.

Council Approved:

- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Establish and maintain positive employer/employee relations with labor groups.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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.

Council Approved:



FLSA: Exempt

ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general supervision and direction, provides highly responsible and complex staff assistance to the City Manager on City-wide policies and planning of short- and long-term departmental programs, activities, and operations; analyzes practices and procedures and makes recommendations for strategic, organizational, operational, policy, and procedural improvements; serves as the City's Public Information Officer (PIO) and performs, oversees, and leads the City's various forms of communications, conducts needs analyses, feasibility studies, and program evaluation for assigned programs; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the City Manager or designated supervisor. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This classification plans, develops, and implements policies and procedures for assigned City-wide programs, including program and project budget preparation, contract administration, management analysis, various forms of City communications, and program evaluation. 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 agencies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The Assistant to the City Manager is distinguished from the Assistant City Manager in that the latter is responsible for the most complex support to the City Manager in managing the varied programs, projects, and activities of 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.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
- Conducts a variety of analytical and operational studies and surveys regarding departmental and City-wide programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval;

prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

- Participates in and oversees the development and administration of program budgets; analyzes and makes recommendations on budget requests; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Represents the City Manager at meetings by making presentations to explain program or project status; answers questions or arranges for compilation of data to assist in decision-making process.
- Plans, designs, develops, organizes, oversees, and administers multiple highly complex City-wide programs and projects; develops and manages program budgets, including revenue projections, multi-year cash flow analysis, cost containment, and grant funds disbursement; directs all aspects of assigned programs, including legal and regulatory compliance.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations on behalf of the City Manager; provides information and assistance to the public regarding the assigned programs and services; receives and responds to concerns and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Serves as the City's Public Information Officer (PIO); manages, develops, oversees and coordinates various communication platforms and the development, strategy, and implementation of citywide communications.
- Develops and implements new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data, and makes recommendations regarding staffing, equipment, and facility needs.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- Provides highly complex staff assistance to the City Manager, including conducting specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance, and services; prepares and presents staff reports and other necessary correspondence.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, public policy, finance, or a related field. A master's degree is desirable.

Experience:

- Three (3) years of responsible municipal program management or administration experience.

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:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Effective methods, techniques, and tools for successful community engagement and communications.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned programs.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager.
- Prepare and administer program and project budgets; allocate resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and 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.

Council Approved:

- Effectively represent the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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

CITY CLERK

DEFINITION

Under administrative and policy direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; serves as Secretary of the El Cerrito Municipal Services Corporation; serves as the City's Elections Official, Filing Officer and Custodian of Records; 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 and the City Council; ensures legal compliance with applicable laws; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a department director level classification that oversees, directs, and participates in all activities of the City Clerk Department, including short and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Council and 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 City Clerk's Office programs, services, and activities including records management, elections administration, City Council support, licensing, and management/support services.

- 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.
- 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.
- Serves as the Clerk of the City Council, Public Financing Authority, and Municipal Services Corporation; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents, as well as the Journal of Proceedings for all agencies; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Supports City's boards, commissions, and committees including development of enabling legislation, policies and procedures; recruitment, interview and appointment of members; management of member disclosure and training requirements; monitoring of term expirations, attendance and compliance with all applicable rules and regulations; and oversight department staff liaisons including providing resources, guidance, and training.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Plans, manages, and conducts municipal elections and special elections; ensures compliance with the California Elections Code, Political Reform Act, and other government codes; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the City's disclosure requirements for designated employees, distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Manages the codification and maintenance of revisions to the Municipal Code.
- Provides contracts and agreements administration to ensure documents are signed and recorded in a timely manner, including the receipt and filing of bid documents; supervises contract bid openings and performance bonds.
- Accepts and logs claims filed against the City to record necessary information and forward for processing.
- Supports City Council members with making travel arrangements, maintaining appointment schedules and calendars, and arranging meetings, conferences, and civic functions.
- Represents the City Clerk Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

Council Approved:

- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- Five (5) years of increasingly responsible secretarial and clerical experience.

Licenses and Certifications:

- Possession of or ability to obtain certification as a Municipal Clerk within two (2) years of appointment.
- 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:

- 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.
- Basic business mathematics and budgetary principles.
- Principles and procedures of records management and record keeping, including record retention laws.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting

Council Approved:

with the public, vendors, and City staff.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the City Clerk's Office.
- 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.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 events/meetings, in addition to responding as a Disaster Services Emergency Worker.

Council Approved:



FLSA: Exempt

MANAGEMENT ANALYST I/II

DEFINITION

Under general supervision, performs complex, administrative, technical, and analytical work in support of assigned management, department, and/or program operations and projects; researches and analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analysis, feasibility studies, and evaluations for assigned projects and programs; performs and coordinates special projects as needed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise direct supervision over administrative, technical, and other assigned staff.

CLASS CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under close supervision, incumbents learn and perform routine research, administrative, and analytical work, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Management Analyst II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Management Analyst II: This is the journey-level classification in the Management Analyst series. Positions at this level are distinguished from the Management Analyst I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Management Analyst II is distinguished from the Senior Management Analyst in that the latter performs the most complex work assigned to the series, such as difficult and complex analytical assistance in the administration of assigned operations and programs, and/or has a greater responsibility either related to scope of work and/or overseeing and providing technical and functional direction assigned staff.

Positions in the Management Analyst class series are flexibly staffed; positions at Management Analyst II are normally filled by advancement from Management Analyst I; progression to Management Analyst II is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to Management Analyst II.

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.

Positions at the Management Analyst I-level may perform some of these duties and responsibilities in a learning capacity.

- Coordinates studies of new and existing programs and/or special projects; researches and analyzes operational, fiscal, and technical data and impact to determine feasibility, resolve problems, and increase efficiency; consults with City staff, management, and outside agencies; develops recommendations for operational, policy, and/or procedural changes; participates in program and project implementation and monitoring of activities.
- Participates in the development and implementation of goals, objectives, and policies for assigned projects and programs; develops policies, procedures, standards, and guidelines to support programs.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures to maximize funding and minimize costs; identifies problem areas and issues; assesses and monitors workload and administrative and support systems; conducts cost benefit, statistical, and trend analyses; identifies opportunities for improvement and develops recommendations.
- Prepares a variety of administrative, management, operational, staff, and financial reports including recommendations and forecasts; develops formats to facilitate clear understanding and interpretation of information and materials to be presented; makes presentations to various groups such as to members of the public, City Council, Department Heads, City Manager, and/or division managers.
- Monitors assigned budget(s), prepares cost estimates for budget recommendations, collects and analyzes financial data, reviews and analyzes variances, and recommends corrective measures; creates data tracking and reporting systems.
- Prepares requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; facilitates pre-proposal meetings; participates in evaluating evaluates proposals; drafts and reviews terms and conditions of agreements; prepares items for contract approval; administers contracts and ensures compliance with City service quality and regulatory requirements.
- Participates in the oversight and management of grants; identifies grant funding opportunities and partnerships with nonprofit groups; audits grants and federal and state entitlements; researches and writes grant proposals; maintains records and documentation to comply with audit requirements.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels and disciplines employees, assists in selection and promotion.
- Assists with ensuring compliance with federal, state, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Represents assigned department in interdepartmental, community, and/or professional meetings.
- Assigned special projects as needed, depending on City or Departmental service delivery needs; may organize and attend special events as needed.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

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Education:

Management Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, or a related field. A master's degree is desirable.

Experience:

Management Analyst I: One (1) year of experience in general administration, technical or functional project/program coordination, with at least one (1) year experience in lead capacity, work with budget, or policy development, and/or comprehensive report writing, preferably in a public agency.

Management Analyst II: Three (3) years of experience in general administration, technical or functional project/program coordination, with at least one (1) year experience in a lead capacity, work with budget, or policy development, and/or comprehensive report writing, preferably in a public agency.

Licenses and Certifications:

- Some positions, depending on assignment, may require specialized certifications or training pertaining to the scope of work.
- 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:

Positions at the Management Analyst I-level may exercise some of these knowledge and abilities statements in a learning capacity.

- Principles and practices of business and public administration as applied to the operational unit or assigned program(s).
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles of budget and contract preparation and administration.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Administrative principles and methods, including goal setting, planning, and program development and implementation.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Principles and procedures of record keeping, document processing, and filing systems.
- 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.

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- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- 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 and present clear and concise reports, correspondence, documentation, and other written materials.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, explain, and apply all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Make accurate mathematical and statistical computations.
- Direct the maintenance of a variety of filing, record keeping, and tracking systems of 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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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

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

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans, administers, oversees, and manages information technology operations and activities; manages the development, organization, and implementation of programs and equipment in all phases of the City's information technology and communications systems and infrastructure; manages the effective use of resources to improve organizational productivity and customer service; serves as the principal information technology advisor to executive City staff and departments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager or designated supervisor. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the City's information technology functions. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing city-wide information technology programs, equipment, and communications systems, and ensuring compliance with regulatory and information security 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.

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, administers, supervises, and participates in the daily functions, operations, and activities of information technology, including citywide computer systems, data and voice communication networks, traffic and planning, network monitoring, security, and administration; facilities operations systems including camera surveillance system, door access control, audio/visual (AV) system, and City Hall heating, ventilation, and air conditioning (HVAC) system, and all technology related equipment and systems.
- Manages and participates in the development and implementation of Information Technology policies, standards, practices, legal requirements, and security measures.
- Prepares, implements, and administers the Information Technology budget; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and services.
- Coordinates Information Technology activities with other departments, ensuring understanding of departmental information needs, capabilities, and limitations; provides cost analysis and reports

related to information technology expenses for departmental budget purposes.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing as necessary.
- Participates in the selection of new hire staff; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Oversees the development of consultant requests for proposals for information technology services; evaluates proposals and recommends project award; coordinates with legal counsel to ensure policy compliance; determines City needs and requirements for contractual services; negotiates and administers contracts and agreements.
- Resolves service concerns received from departments and implements corrective action; receives and prioritizes requests for computer applications development and oversees the development and implementation processes.
- Provides technical consultation and guidance to staff members on the resolution of complex user issues; works with staff to ensure that status updates, recommended solutions, cost impacts, and anticipated date of resolution are submitted to clients in a timely manner.
- Maintains liaison with equipment and software manufacturer's representatives to ensure satisfactory support and develops timely information regarding new technology, techniques and developments affecting City operations.
- Directs computer operations, data control and data entry activities; coordinates the acquisition of computers, peripherals, and software for individual department use.
- Conducts or directs the conduct of analytical studies; develops and reviews reports of findings, alternatives, and recommendations.
- Participates on various City management committees; represents the City in meetings with representatives of manufacturers, vendors, professional and business organizations.
- Coordinates application technologies and systems to achieve overall City objectives.
- Monitors developments and legislation related to information technology matters; evaluates their impact upon City operations and recommends and implements equipment, policy and procedural improvements.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in information technology, computer science, business or public administration, or a related field; A master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible management/administrative experience in a centralized information technology environment in one or more of the following areas: systems analysis, software administration, network administration, application support and/or development/programming, of which at least two (2) years included supervision of professional information technology staff.

Council Approved:

Licenses and Certifications:

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

Knowledge of:

- 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 leadership, employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards; principles and practices of advanced project management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Advanced principles and practices of information technology applications, systems, security, and infrastructure analysis, design, and management.
- Operational characteristics and infrastructure for various IT components such as computers, telecommunications, networks, servers, communication systems, data storage and security, hardware, software, security design, and peripheral equipment; and methods, best practices, and techniques on diagnosing troubleshooting, design, analysis and installation.
- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- 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, 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.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of administrative programs and activities.
- Plan and manage information technology development, enhancement, and maintenance projects.
- Perform analyses of technology requirements and needs; identify, evaluate, and solve information technology problems; design and implement new or revised systems and procedures; provide

Council Approved:

technical advice and consultation and ensure efficient system utilization.

- Lead design and process improvement sessions to identify business and user needs and discuss application capabilities and design modifications needed for improvement.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

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 40 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

May require working varied shifts and/or alternate schedules as needed; and respond to urgent security and network concerns after hours. 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

NETWORK SECURITY ENGINEER

DEFINITION

Under direction, leads and provides technical support for city-wide information technology systems and infrastructure including provisioning, deployment, configuration, administration and troubleshooting of network and security-related hardware and software; ensures consistent and timely communication on resolution efforts; provides highly responsible and complex professional assistance to management in areas of expertise and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Manager. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Information Technology Specialist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective support of information technology systems and infrastructure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs difficult or complex technical support in the installation, configuration, maintenance, and upgrade of computers, mobile devices, radio and communication systems and equipment, server infrastructure, and network systems, hardware, software, peripherals, and related equipment.
- Maintains, supports, and upgrades the City's existing data and voice network infrastructure.
- Maximizes network performance by monitoring, troubleshooting issues and outages, and scheduling network maintenance; ensures that platforms and circuits are configured for optimum performance and in accordance with standards.
- Manages network and equipment capacities at a level that can support customer voice and data applications; proactively reviews network infrastructure and critical systems to ensure maximum uptime and supportability.
- Secures network systems by establishing and enforcing policies and procedures and defining access permissions; monitors the security of computers, networks, and servers; troubleshoots system, network, and security issues; and reports vulnerabilities to the appropriate City staff.

- Evaluates, analyzes and makes recommendations for appropriate network size, new and improved technologies, and future equipment updates and upgrades; develops the Network Technology Refresh Plan and proposes system upgrades, adjustments, and new technology applications.
- Manages and supports the audio/video (AV) system, including but not limited to microphones, digital controlled audio processing, video mixer and cameras; coordinates with the City Clerk's Office, various vendors, and service providers to provide services for live broadcast, webcast, and recording of the City Council meetings.
- Enters service-related information into automated work management system, ensuring system is updated when actions are taken; maintains accurate records and files; documents progress and procedures performed; generates systems reports on a periodic basis.
- Continuously monitors the status of assigned work orders and ensures client is updated on the time frame for resolution.
- Manages and monitors inventory of computing resources and provides cost estimates and timeline for replacement to each department, including cost estimates for software licensing, hardware maintenance, and support service level agreements.
- Participates in the selection, evaluation, and management of vendors and external consultants providing services for support, maintenance, and project activities.
- 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.
- Provides direction in the development of various information technology strategies, plans, and policies, such as the Information Technician Disaster Recovery Plan and various information technology specific policies and procedures related to improving network and operational quality, security, and efficiency.
- Updates job knowledge by participating in educational opportunities, reading profession publications, maintaining personal networks, and participating and attending webinars and conferences.
- Ensures and observes staff compliance with City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in information technology, computer science, or a related field. A master's degree is desirable.

Experience:

- Four (4) years of experience in implementing, maintaining and integrating corporate WAN, LAN, and server architecture; administration of network security software and hardware; and analyzing, troubleshooting, and resolving network issues.

Council Approved:

Licenses and Certifications:

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

Knowledge of:

- Operational characteristics of computer, network, server, and communication systems, hardware, software, and peripheral equipment.
- Network and telecommunications infrastructure, storage, and security design, analysis, installation, and management methods and techniques.
- Advanced principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving routine to complex computer, network, server, and communication systems hardware, software, and peripheral equipment issues.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Principles of providing functional direction and training and leading work of assigned staff.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- 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:

- Perform a variety of routine to complex technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network and data communication, security, and other related technologies and equipment.
- Perform analyses of network and telecommunications requirements and needs; identify, evaluate, and solve systems problems; design and implement new or revised systems and procedures; provide technical advice and consultation, and ensure efficient network and telecommunications system utilization.
- Develop and maintain technical operating instructions and documentation; train staff on software applications and hardware usage.
- Deal tactfully with the users and staff in providing information, answering questions, and providing customer service.
- Respond to and effectively prioritize a high volume of phone calls and other requests for service.
- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Maintain current knowledge of technological advances in the field.
- 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.

Council Approved:

- 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; 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 40 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. May be required to respond to urgent network security issues on evenings, weekends, holidays as needed; sometimes with little to no notice.



FLSA: Exempt

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, and provides direction and oversight for human resources functions including classification and compensation, recruitment, selection, employee benefits, wellness and engagement, workers' compensation and safety, sensitive personnel matters such as investigations and discipline, labor and employee relations, equal employment opportunity, compliance, learning and organizational development, and the City's risk management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager, the Assistant City Manager, and/or assigned management personnel. Exercises direct supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This position oversees, directs, and participates in all human resources programs and functions, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating human resources activities with other City departments, divisions, and other agencies, as well as managing the complex and varied functions. The position is accountable for accomplishing program planning and operational goals and objectives for human resources, and furthering City goals and objectives within general policy guidelines. The position provides highly responsible and complex human resources expertise and support to City management.

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, directs, and administers all human resources programs and functions including advising executive and management staff regarding sound human resources practices and techniques to effectively plan for and manage the City's workforce.
- Develops and implements human resources' goals, objectives, policies, and programs in accordance with City policies, goals, and objectives.
- Supervises staff performing human resources functions; schedules activities and sets work priorities; provides staff development and evaluates work performance.
- Directs and administers employee relations activities including contract interpretation, grievance process administration, and progressive discipline; facilitates negotiation of new and revised policies and procedures; and maintains ongoing communication with employee unions and associations.
- Consults with the City Manager, Assistant City Manager, department and division heads, employee representatives, and others on matters related to policy interpretation, discipline, grievances, and other personnel practices and matters.

- Oversees the City's risk management function including workers' compensation, general liability, and safety; maintains the City's Injury and Illness Prevention Program (IIPP) and ensures compliance with local, state, and federal requirements.
- Provides strategic assistance in labor negotiations and provides ongoing labor and employee relations support as needed.
- Develops, directs, and administers the City's classification and compensation systems including recommending the adoption or elimination of classifications, recommending salaries, conducting compensation and benefit surveys, and participating in the development of related strategies for labor negotiations.
- Administers and directs the City's EEO programs and oversees and/or conduct investigations of alleged harassment, discriminatory, or inappropriate conduct; represents the City to regulatory agencies to address formal concerns and prepares appropriate documentation.
- Develops and administers City-wide development and training programs and employee wellness programs.
- Directs and administers a comprehensive employee benefits program; administers contracts and plan documents; and monitors the work of third-party administrators.
- Oversees and participates in the development and administration of the human resources' annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Serves as the liaison for human resources with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- May serves on a designated board, commission, or committee;
- Prepares for and makes various informational presentations to various individuals, groups, and the City Council, as necessary.
- Attends human resources conferences and seminars to remain current with professional and legal issues and continually monitors the City's compliance with federal, state, and local laws, rules, and regulations.
- Investigates, responds to, and resolves difficult and sensitive inquiries and concerns.
- 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 business administration, public administration, human resources, or a related field. A master's degree is desirable.

Experience:

- Five (5) years of progressively responsible human resources experience, including two (2) years of administrative, supervisory, or lead responsibility.

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 human resources management in a public agency, including methods and techniques for recruitment, selection, equal employment opportunity, compliance, classification, compensation, benefit analysis and administration, conducting investigations, employee and labor relations, employee and organizational development, workers' compensation and safety.
- Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.
- Extensive knowledge of governmental functions and paths of coordination.
- Practices and techniques for evaluating and managing outcomes, including the maintenance and analysis of human resources metrics.
- Principles and practices of planning, managing, and administering multiple and complex projects and/or programs.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of effective supervision, including employee development and performance management;
- 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:

- Plan, organize, administer, coordinate, review, and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.
- Oversee, direct, and coordinate the work of assigned staff.
- Develop and implement goals, objectives, policies, procedures, work standards and controls for human resources.
- Provide staff support on complex, confidential, sensitive, or difficult human resources issues requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.
- Prepare and administer large program budgets.
- Prepare clear and concise reports, correspondence, procedures, instructions and other written materials.

Council Approved:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate innovative service delivery methods and techniques.
- 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

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

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and performs difficult and complex professional and confidential work required to administer human resources programs, including recruitment and selection, benefits administration, job analysis and classification, payroll and compensation, training and development, workers' compensation, and employee and labor relations; assists in departmental planning activities to improve organizational productivity and customer service; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Human Resources Analyst series responsible for performing the complex work assigned to the series as well as providing oversight to assigned staff on a day-to-day basis. Incumbents regularly work on tasks which are varied and complex requiring considerable independent judgement. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Under general direction, plans, organizes, and oversees the daily functions, operations, and activities of assigned human resources programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Participates in the development and standardization of procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Coordinates assigned programs, projects, and activities with other City departments, local

jurisdictions and agencies, and regional, state, and federal agencies.

- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity and affirmative action for all candidates; maintains background investigation and records management databases; tracks fingerprinting activity.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; makes recommendations, and participates in the development, implementation, and administration of classification plans.
- Coordinates and participates in employee relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application, and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; performs investigations and fact finding as required for resolution on employee relations matters and concerns; works closely with management on issues that require resolution or contract clarification.
- Assists with labor contract negotiations; prepares labor relations documents and contract language; represents the City in meetings with bargaining units.
- Leads and participates in the administration of the employee risk, benefits and retirement programs in accordance with plan provisions and in compliance with local, state, and federal laws, City policies and procedures, and memorandum of understanding (MOU) and employee agreement provisions; researches and analyzes benefit plan changes and employee data, conducts surveys, and prepares various reports and statements; develops, evaluates, and revises program components and processes and directs the implementation of changes and new programs; participates in external audits.
- Monitors leave of absence programs ensuring legal compliance; reviews and analyzes family and medical leave applications; interprets human resources policies and procedures with regards to benefits and paid and unpaid time-off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.
- Conducts and participates in a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Oversees the maintenance of applicant tracking system and human resources information system; directs the organization and maintenance of accurate and detailed databases, files, and records; ensures compliance with established records retention schedules.
- Upholds the City's Personnel Rules and Regulations and Municipal Code/Civil Service Commission.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- May serve as a staff liaison to a designated committee, board, or commission within the City.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Council Approved:

Experience:

- Four (4) years of increasingly responsible human resources experience, performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License (see note*) 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.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, and techniques of human resources administration, including recruitment and selection, and equal employment opportunity; job analysis and classification; compensation analysis and administration; benefit analysis and administration; and employee and labor relations.
- Principles and techniques of conducting studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Business arithmetic and basic statistical techniques.
- City and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and procedures of record keeping and preparation of correspondence and reports.
- 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.
- Lead the administration and coordination of comprehensive human resources programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively

Council Approved:

resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.

- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate mathematical and statistical computations.
- 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.
- Oversee the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- 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.

Council Approved:



FLSA: Non-Exempt

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision, performs a variety of specialized, technical, and office administrative functions in support of the City's human resources programs and functions including the recruitment and selection, employee onboarding and orientation, and salary and benefit administration; maintains City personnel files, records, and databases; responds to inquiries and interacts with City management and staff and the general public; prepares and distributes a variety of documents and correspondence; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of human resources programs and activities. Positions at this level exercise judgment and initiative within 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. The Human Resources Specialist is distinguished from the Senior Human Resources Analyst in that the latter performs the more complex work assigned to the series, such as employee and labor relations duties and/or provides technical and functional direction over 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.

- Participates in coordinating and planning recruitment and selection processes; develops recruitment plans; prepares job announcements; places advertisements; prepares and compiles interview rating forms and packets and schedules interviews; schedules, proctors, and scores employment tests; coordinates testing with hiring departments.
- Coordinates pre-employment processes including scheduling live scan and medical clearances, processing background checks, and, within specified guidelines, advising hiring department regarding results.
- Coordinates onboarding processes including conducting new hire orientation and assigning required trainings for new hires; inputs new employee information into City's automated payroll system and benefit providers' information systems.
- Participates in coordinating and administering various employee trainings; maintains training records.
- Participates in coordinating and administering the City's wellness program, including organizing events, providing informational material to staff, and staying abreast of wellness trends.

- Participates in administering employee benefit programs such as health, dental, vision, short and long-term disability, life insurance, flexible benefits, and California Public Employees' Retirement System (CalPERS) retirement for eligible active and retired employees in accordance with City and government rules, regulations, and standards.
- Assists with employee leave management including monitoring leave of absence programs to comply with legal requirements.
- Assists with workers' compensation and liability claim processing; maintains related records and communicates and coordinates with third-party administrators, employees, and supervisors and management regarding claims activities.
- Participates in the planning, organizing, and coordination of various human resources related events such as the City's annual open enrollment, award ceremonies, trainings, wellness and related events.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and City policies and procedures in determining completeness of applications, records, and files.
- Organizes and maintains accurate and detailed databases, spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Researches, summarizes, and interprets data from various sources and prepares reports according to established procedures and practices.
- Assists in the development of the human resources budget by providing requested information and processing invoices for division supplies and services.
- Assists with the implementation, administration, and maintenance of department specific database(s); provides database coordination and system administration.
- Provides information and general assistance to City staff and the public regarding human resources rules, policies, and procedures.
- Observes and complies with all City, state, federal, and local laws and mandated safety rules, regulations, protocols, and legal requirements.
- 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 with major course work in human resources, business or public administration, or closely related field. A bachelor's degree is desirable.

Experience:

- Two (2) years of increasingly responsible technical and/or clerical human resources experience.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Council Approved:

*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:

- Basic principles and practices of public sector human resources and risk management functions.
- Payroll and timekeeping practices, procedures, and terminology.
- Principles and practices of auditing payroll documents.
- Recruitment and selection methods and processes including creating and posting jobs, screening applications, and scheduling tests and interview/selection panels.
- Business arithmetic and basic statistical techniques.
- City mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and procedures of record keeping and preparation of correspondence and reports.
- 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:

- Perform technical duties in support of the City's Human Resources programs.
- Assist employees with completion of a variety of benefits, payroll, and other human resources forms and changes.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Maintain accurate and confidential human resources records.
- Review human resources documents for completeness and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Prepare clear and concise reports, correspondence, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

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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

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: Exempt

SENIOR MANAGEMENT ANALYST

DEFINITION

Under direction, performs complex administrative, financial, analytical and compliance work in support of the City's goals and objectives; manages complex, politically-sensitive projects and studies that have a City-wide impact; analyzes department/City practices and procedures and develops and implements recommendations for operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects; fosters cooperative working relationships among City departments and acts as a liaison with various community, public, and regulatory agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned manager or Department Head. May exercise direct supervision over administrative or technical staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks that require considerable use of independent judgment, rely on experience and judgment to represent the City on a regular basis to senior and executive management staff in the City, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public; and are typically assigned to manage regular and special projects, studies, or initiatives that involve contact from those outside of the City; require a high level of expertise in support of management and/or City Council priorities and directives, and are of high visibility and sensitivity to the City in areas of its core business initiatives and values. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The Senior Management Analyst is distinguished from the Management Analyst I/II classification in which the senior role is responsible for a greater scope of work, manages multiple complex projects, and requires a vast amount of knowledge and understanding for City goals, policy, and direction.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Individually or as a team lead, manages complex, politically sensitive studies, projects, and initiatives; develops project plans consisting of mission, objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies; identifies strategic, project management, and external issues, recommends solutions, and implements solutions to manage risks and issues.
- Performs a variety of complex professional-level research, administrative, operational, financial, and analytical duties in support of projects, programs, and activities of the City Manager's Office; conducts studies, research projects, and analyses by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluates existing and proposed policies and procedures and measures industry benchmarks; consults with and advises City Manager's Office and department management; conducts cost

benefit, statistical, and trend analyses; makes recommendations and reviews and evaluates implemented changes.

- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned projects, programs, and activities; researches, implements, and administers policies, procedures, and changing business practices and processes.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of operations, programs, and service delivery methods and procedures to maximize funding and minimize costs.
- Authors administrative, management, operational, staff, legal, regulatory, and financial reports including the preparation of conclusions, recommendations, and forecasts for management, City Council, and external entities; develops formats to facilitate clear understanding and interpretation of information and materials to be presented.
- Develops and monitors assigned budget(s), including developing revenue projections, multi-year cash flow analyses, and cost containment strategies and tracking grant funds disbursement; identifies funding opportunities and submits funding request applications; collects and analyzes financial data; reviews and analyzes funding requests and allocation changes to assigned budget(s); analyzes variances and recommends corrective measures; creates data tracking and reporting systems.
- Provide professional staff assistance to City executive staff; participates in and provides staff support to a variety of interdisciplinary committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Develops, organizes, and directs the maintenance of assigned records maintenance systems and databases; ensures data integrity; establishes and modifies procedures related to systems and database maintenance; develops queries, and researches data within areas of assigned responsibility to prepare reports and provide follow-up information to inquiries; periodically reviews and purges files in accordance with the records retention policy.
- Prepares requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; facilitates pre-proposal meetings; participates in evaluating evaluates proposals; drafts and reviews terms and conditions of agreements; prepares items for contract approval; administers contracts and ensures compliance with City service quality and regulatory requirements.
- Participates in the oversight and management of grants; identifies grant funding opportunities and partnerships with nonprofit groups; audits grants and federal and state entitlements; researches and writes grant proposals; maintains records and documentation to comply with audit requirements.
- Assists with ensuring compliance with federal, state, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Represents assigned department in interdepartmental, community, and/or professional meetings.
- Plan, prioritize, assign, supervise, and review the work of assigned staff; trains staff, evaluates employee performance, counsels employees, disciplines; assists in selection and promotion.
- May serve on a designated board, commission, or committee.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Council Approved:

Education:

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

Experience:

- Three (3) years of increasingly responsible professional experience in general administration, budget or policy development, or comprehensive report writing equivalent to the City's Management Analyst II. Experience supervising or leading staff is desirable.

Licenses and Certifications:

- Some positions, depending on assignment, may require specialized certificates related to scope of work.
- 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 business and public administration as applied to the operational unit or assigned program.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Sources of information and analytical processes related to a broad range of citywide programs, services, and administration including, but not limited to, budget development, financial administration and reporting, grants and contract administration, legislative analysis and regulatory compliance, and/or program analysis.
- Principles of budget and contract preparation and administration.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Administrative principles and methods, including goal setting, planning, and program development and implementation.
- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Principles and procedures of record keeping, document processing, and filing systems.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- 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:

- Perform responsible and difficult management analysis work involving the use of independent judgment and personal initiative.

Council Approved:

- Conduct research, analyze, and implement various administrative activities such as budget development, financial administration and reporting, grants and contract administration, legislative analysis and regulatory compliance, and/or program analysis.
- Perform quantitative and qualitative analyses, interpret, draw conclusions, summarize, and present information and data in an effective manner.
- Manage complex and multi-disciplinary projects, programs, studies, and initiatives; analyze, evaluate, and develop improvements in operations, procedures, policies, or methods.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare and administer assigned budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- 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 the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, explain, and apply all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Make accurate mathematical and statistical computations.
- Direct the maintenance of a variety of filing, record keeping, and tracking systems of 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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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

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:



AGENDA BILL

Agenda Item No. 7.D.

Date: June 18, 2024
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management
Subject: Call, Consolidate and Request Election Services for a November 5, 2024 General Municipal Election for the Purpose of Electing Three Members of City Council

ACTION PROPOSED

Adopt a resolution to call for a general municipal election to be held on Tuesday, November 5, 2024 for the purpose of electing three members of the El Cerrito City Council, each for a term of four years; and to request the Contra Costa County Board of Supervisors consent and direct the Registrar of Voters to provide specified services to the City related to the conduct of the election.

BACKGROUND/ANALYSIS

In November of 2024, the terms of office for Mayor Rudnick, Councilmember Fadelli, and Councilmember Motoyama will expire. As a result, an election is required for the purpose of electing three members to City Council. The term for each seat shall be four years, from November 2024 to November 2028. In order to conduct its municipal election, City Council is required by state law to adopt a resolution calling for such an election, and include provisions establishing certain election related procedures.

The City customarily requests and authorizes Contra Costa County (County) to conduct its elections, which is significantly less expensive than the City conducting its own election. The staff time, special equipment and skills associated with printing, duplicating, mailing, establishing polling locations, hiring and training poll workers, canvassing, counting and certifying ballots and discharging other tasks associated with the election make this arrangement the most cost-effective option. For such requests, the County requires receipt of a resolution containing the order for election and services be provided no later than July 3, 2024.

The City Clerk will continue to act as the local Elections Official and be responsible for processing nomination documents and candidate statements, conducting research and responding to inquiries from candidates and the public regarding candidacy and other election matters, and will serve as the Filing Officer for state mandated Fair Political Practices Commission campaign disclosure filings.

Candidate Nomination Period

Candidates will be able to procure nomination documents from the City Clerk during the nomination period of July 15, 2024 to August 9, 2024. This period of time is set by CA Elections Code.

If any eligible incumbent does not file for re-election by August 9th, the nomination period is automatically extended by five calendar days per California Elections Code to Wednesday, August 14, 2024. During this period of time, only non-incumbents may file for nomination.

Candidate Statements

Each candidate for elective office has the option to prepare a candidate statement to be printed in the Voter Information Guide (printed in English, Spanish and Chinese), which is mailed to all registered voters eligible to vote for that particular office. The candidate statement is designed to familiarize voters with a candidate's qualifications for the office they are seeking.

The City Council shall determine the length, cost, and party responsible for payment of the candidate statement. The length of the statement can be set anywhere between 200-400 words, however statements between 251 – 400 words would be double the cost. Staff recommends limiting each candidate statement to 250 words, which is consistent with the City Council's action for past elections as well as a majority of cities in Contra Costa County. The cost of the statement includes Spanish and Chinese translations.

For the November 5, 2024 municipal election, the County has provided an estimated cost of \$499 to include a candidate statement in the voter information guide. Staff recommends that the City Council set an amount of \$499 to be collected at the time of filing nomination documents with the City Clerk, should the candidate elect to submit a statement. If the final cost of the statement is less, candidates will be issued a refund for the difference. If the cost is more, candidates will be charged for the additional cost.

Alternatively, the City Council could choose to have the City assume the cost of printing all candidate statements, which would result in increased election costs. The City could also forgo requiring payment up front, however there would be no assurance that staff would be able to collect funds from a candidate once the election has concluded.

Tie Vote

Finally, the City Council must determine the method of resolving a tie vote – either by choosing a winner by lot, or ordering a special run-off election. Previous City election consolidation resolutions have specified resolving a tie vote by lot. In this instance, the City Council would summon the candidates who received an equal number of votes to appear before them at a time and place designated by the City Council. The City Council would then resolve the tie vote by lot, by selecting a person to either toss a coin, or by placing each candidate's name in an unmarked, sealed envelope, drawing the envelope and reading the name of the winning candidate.

Alternatively, the City Council could direct that a special run-off election be conducted for those candidates who receive an equal number of votes. However, a special run-off election would delay seating a new City Councilmember and the City would also incur

substantial costs conducting a separate special run-off election. California Election Code Section 15651(b) requires a special run-off election to be held on a Tuesday not less than 40 nor more than 125 days after certification of the election. It is important to note that adopting the provisions for a run-off election in the event of a tie vote will remain in effect for all future elections unless the Council later rescinds the authority for special run-off elections. Previous election consolidation resolutions have specified resolving a tie vote by lot. Staff recommends action consistent with this practice as established by resolution for past general municipal elections.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The Contra Costa Elections Division estimates the General Municipal Election to cost approximately \$2.5-\$4 per registered voter. As of April 2, 2024 there were 17,420 registered voters in the City of El Cerrito. This number is expected to increase prior to November. Staff estimates that a November 2024 municipal election for three council members will cost approximately \$52,000. Funds sufficient to cover the estimated costs are included in the proposed budget for Fiscal Year 2024-2025.

Should the Council decide to provide for a special run-off election in the event of a tie vote rather than resolving a tie by lot, the Registrar of Voters has estimated the cost of a special election to be approximately \$9-\$12 per voter or \$156,000-\$210,000.

LEGAL CONSIDERATIONS

The City Attorney has reviewed all documents related to calling the election, and requirements of the California Elections Code are fulfilled by adoption of the attached resolution.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2024–XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION ON NOVEMBER 5, 2024 FOR THE ELECTION OF CERTAIN OFFICERS; AND REQUESTING CONTRA COSTA COUNTY BOARD OF SUPERVISORS CONSENT TO THE CONSOLIDATION OF SAID ELECTION WITH OTHER ELECTIONS TO BE HELD ON THE SAME DATE, AND DIRECT THE REGISTRAR OF VOTERS TO CONDUCT THE ELECTION

WHEREAS, the term of three City of El Cerrito (City) City Council seats will expire in 2024, and said positions must be filled; and

WHEREAS, the City Council shall order a General Municipal Election to be held on Tuesday, November 5, 2024 to fill said positions; and

WHEREAS, other elections may be held in whole or in part of the territory of the city and it is to the advantage of the City to consolidate its municipal election pursuant to California Elections Code Sections 10002 and 10400; and

WHEREAS, California Elections Code Sections 10002 and 10400 provide that a City Council may request that the Contra Costa County (“County”) Board of Supervisors consolidate a general municipal election with the statewide general election; and

WHEREAS, California Elections Code Section 10242 provides that the City Council shall determine the hours of opening and closing the polls; and

WHEREAS, California Elections Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

WHEREAS, California Elections Code Section 13307 requires that before the nominating period opens the City Council must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; and may estimate the cost and determine whether the estimate must be paid in advance; and

WHEREAS, California Elections Code Section 12101 requires publication of notice of the election once in a newspaper of general circulation in the City; and

WHEREAS, tie votes shall be determined by lot unless the City Council adopts the provisions of California Elections Code Section 15651(b) prior to the conduct of the election resulting in the tie vote; and

WHEREAS, the City’s boundaries have not changed since the last municipal election.

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

Section 1. Declaration of Findings. The foregoing recitals are true and correct and incorporated by reference.

Section 2. Election Called. Pursuant to the requirements of the laws of the State of California, there is called and ordered to be held in the City of El Cerrito, California, on Tuesday, November 5, 2024, a general municipal election for the purpose of electing the following:

Member, City Council	4-Year Term
Member, City Council	4-Year Term
Member, City Council	4-Year Term

Section 3. Tie Vote. In the event of a tie vote for a City Council seat the method to resolve it will be determined by lot at a time and place designated by the Election Board (City Council).

Section 4. Candidate Statement. The City Council has determined that the candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the full estimated cost at the time of filing. The City Council hereby establishes the estimated cost for a candidate statement as \$499.00.

Section 5. Consolidation of Elections. Pursuant to Elections Code Sections 10002 and 10400 *et seq.*, the City Council of the City of El Cerrito hereby requests that the Contra Costa County Board of Supervisors consent and agree to the consolidation of the general municipal election with any other elections within Contra Costa County to be held on November 5, 2024 and provide all services necessary to conduct the election. The county election department is authorized to canvass the returns of the general municipal election in accordance with California Election Code Sections 15300 *et seq.* Within the City of El Cerrito, the election precincts, election officers, hours of voting, polling places and voting booths shall in every case be the same as those selected and designated by the Contra Costa County Registrar of Voters; provided that no person not a qualified elector of the City of El Cerrito shall be permitted to vote for the elective offices placed on the ballot by the City Council. The City Council recognizes that the County will incur additional costs in conducting the election called by this resolution, agrees to reimburse the County for those costs, and authorizes and directs the City Manager or their designee to expend the funds necessary to pay for the costs of conducting the election.

Section 6. Ballot Format. The ballots to be used at the election shall be in the same form and content as required by law.

Section 7. Hours of Polling. The polls for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed except as provided in Elections Code Section 14401.

Section 8. Other Procedures. In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections. The City Council acknowledges that the consolidated election will be conducted in the manner prescribed in Elections Code Section 10418.

Section 9. Notice. The City Clerk is authorized and directed to give notice of the election as required by law. The City Clerk shall file a copy of this resolution with the County Elections Official and the Clerk of the Board of Supervisors forthwith.

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

I CERTIFY that at the regular meeting on June 18, 2024 the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.E.

Date: June 18, 2024
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: SB 1 - The Road Repair and Accountability Act, List of Projects for Fiscal Year 2024-25

ACTION PROPOSED

Approve a resolution adopting a list of projects for Fiscal Year 2024-25 to receive funding from Senate Bill 1 – The Road Repair and Accountability Act of 2017 through the Local Streets and Roads Program.

BACKGROUND

Senate Bill 1 (SB 1) – The Road Repair and Accountability Act of 2017, was passed by the California Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide. SB 1 provided the first significant, stable, and on-going increase in state transportation funding in more than two decades by increasing per gallon fuel excise taxes, increasing diesel fuel sales taxes and vehicle registration fees, stabilizing the problematic price-based fuel tax rates, and providing for inflationary adjustments to tax rates in future years. Beginning in November 2017, the new funding was deposited into the Road Maintenance and Rehabilitation Account (RMRA), and a percentage of this new funding is apportioned monthly by formula by the State Controller pursuant to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads. This funding along with associated requirements described below are known as the Local Streets and Roads Program (LSRP).

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, to be eligible for SB 1 LSRP funding, the statute requires cities to provide basic annual project reporting to the California Transportation Commission (Commission) to ensure that El Cerrito residents are aware of the projects proposed for funding and those completed each fiscal year. Prior to receiving an apportionment of LSRP funds from the Controller in a fiscal year, a city must adopt by resolution a list of projects to be funded with RMRA revenues and submit it to the Commission. LSRP funds must be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects. More specifically, LSRP allocations must be used for projects "that include, but are not limited to" the following:

- Road maintenance and rehabilitation
- Safety projects

- Railroad grade separations
- Traffic control devices
- Complete street components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project).
- LSRP funds may also be used to satisfy a match requirement to obtain state or federal funds for eligible projects.

SB 1 requires a maintenance of effort (MOE) for funds allocated through the LSRP to ensure that these new funds do not supplant existing levels of General Fund (discretionary) spending on streets and roads. The Controller computed the official MOE requirements for all local agencies based on a review of General Fund spending for the period of July 1, 2009, through June 30, 2012. In February 2018, the Controller determined the average annual expenditure from the General Fund for street purposes to be \$279,446 for the City of El Cerrito. This amount is a portion of Public Works Department expenditures within the General Fund and will be the City's MOE for SB 1 moving forward.

ANALYSIS

As indicated above, prior to receiving an apportionment of LSRP funds from the Controller in each fiscal year, a city must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution. The list must include for each project: description, location, schedule, and estimated useful life. The project list does not limit the flexibility of a city to spend on projects in accordance with local needs and priorities, so long as the projects are consistent with LSRP priorities and expenditures are reported on an annual basis.

The City has through various efforts undergone a robust public process to ensure public input into our community's transportation priorities, including, as part of the development of the City's Americans with Disabilities Act (ADA) Transition Plan adopted by the City Council in 2009, the San Pablo Avenue Specific Plan adopted by the City Council in 2014, the Active Transportation Plan adopted by the City Council in 2016, and the five-year Capital Improvement Program (CIP) adopted by the City Council a biennial basis. The City has significant needs in maintaining, repairing, rehabilitating, and improving pedestrian, bicycle, and vehicle infrastructure, which includes sidewalks, street pavement, traffic signal and street light equipment, and traffic signs. City staff reviewed the numerous transportation infrastructure needs and priorities identified in these plans, the CIP, and on-going maintenance services and repairs to develop the proposed project list.

SB 1 transportation funding is limited relative to the City's substantial transportation needs, especially considering that a portion of SB 1 funding was needed to backfill previous declines in the Highway Users Tax Account (also known as Gas Tax) revenues in relation to increasing expenses.

Gas Tax revenues have been sensitive to the price and volume of motor fuel purchases and were unstable and began declining in Fiscal Year 2013-14 as fuel prices were decreasing and drivers migrated to alternative fuel vehicles. Detailed information regarding Gas Tax and SB 1 revenues is provided in the California Local Government Finance Almanac, principal fiscal policy advisor for the League of California Cities, provided as an attachment to this report.

The RMRA revenues are now enabling the City to continue providing essential street maintenance services, to address deferred transportation infrastructure repair and safety projects and to implement active transportation (pedestrian and bicycle) improvement projects that would not have been possible without SB 1. Seven projects, adopted by the City Council in the prior fiscal years, will continue to use LSRP funds. These include several annual maintenance programs for sidewalks, street lights and traffic signals, and annual capital improvement projects for access modifications, as well as other one-time projects. City staff propose the following projects be partially or solely funded by SB 1:

- Active Transportation Program
- Del Norte Transit Oriented Development (TOD) Complete Streets Improvements
- Richmond Street Improvements
- Access Modifications – Streets & Sidewalk
- Street Light, Traffic Signal & Street Sign Replacement and Upgrades
- Street Light & Traffic Signal Maintenance
- Sidewalk Infrastructure Maintenance

Detailed information about each project is contained in Exhibit A to the Resolution. To be eligible for LSRP funding in Fiscal Year 2024-25, the City must submit a resolution adopting the list of projects to the Commission by July 1, 2024.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The California Local Government Finance Almanac has used California Department of Finance (DOF) estimates to develop city level estimates of RMRA revenues. These were updated on May 20, 2024 based on the Governor's May Revision to the Proposed 2024-25 Budget (released May 14, 2024).

As described in the Almanac, fuel consumption has largely recovered to its prior, slightly declining trajectory prior to the COVID-19 pandemic. Fuel prices no longer have a direct effect on local streets and roads revenues because all rates are per gallon, regardless of price. SB 1 adopted annual inflationary adjustments beginning July 1, 2020 to all per-gallon motor vehicle fuel excise taxes including the rates allocated through the Gas Tax. As such, despite flat or slightly declining fuel consumption, stable, modest growth is expected in SB 1 revenues in the upcoming years. For FY 2024-25, El Cerrito's SB 1 funding is estimated to be \$671,860, up from \$629,253 projected for FY 2023-24 year-end. The Controller will continuously apportion these SB 1 funds monthly to eligible local agencies using a process and system like that of the Gas Tax.

The SB 1 fund revenues and expenditure appropriations for the projects are being considered by the City Council as part of the FY 2024-25 budget process in a separate policy item on the City Council's June 18, 2024 Meeting Agenda. The revenue assumptions in the budget are based on slightly lower revenue assumptions from January 2024.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution
3. California Local Government Finance Almanac

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 TO RECEIVE FUNDING FROM SENATE BILL 1 – THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017, THROUGH THE LOCAL STREETS AND ROADS PROGRAM

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of El Cerrito are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, specifically through the Local Streets and Roads Program (LSRP), which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, as of May 20, 2024, the City is anticipated to receive an estimated \$671,860 in RMRA, LSRP funding in Fiscal Year 2024-25 from SB 1; and

WHEREAS, this is the eighth year in which the City is receiving SB 1 funding and it will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has through various efforts undergone a robust public process to ensure public input into our community's transportation priorities including as part of the development of the City's Americans with Disabilities Act (ADA) Transition Plan adopted by the City Council in 2009, the San Pablo Avenue Specific Plan adopted by the City Council in 2014, the Active Transportation Plan adopted by the City Council in 2016, and the five-year Capital Improvement Program (CIP) adopted by the City Council on a biennial basis; and

WHEREAS, the City has significant needs in maintaining, repairing, rehabilitating, and improving pedestrian, bicycle, and vehicle infrastructure, which include sidewalks, street pavement, traffic signal and street light equipment, and traffic signs; and

WHEREAS, the City reviewed these plans, the CIP, and on-going maintenance services and repairs to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City's street pavement was in "good" condition and this revenue will help us maintain this rating; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

1. The foregoing recitals are true and correct.
2. The list of previously proposed and adopted projects attached as Exhibit A will be funded in-part or solely with Fiscal Year 2024-25 Road Maintenance and Rehabilitation Account revenues. With the relisting of these projects in the adopted Fiscal Year 2024-25 resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues.

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

I CERTIFY that at a regular meeting on June 18, 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

Exhibit A

City of El Cerrito

Senate Bill (SB) 1 - Local Streets and Roads Program Fiscal Year 2024-25 Submission

Previously Proposed and Adopted Project List

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life (years)	
				Start	Complete	Min	Max
Active Transportation Program	This project will include: Implement the Active Transportation Plan, adopted by the City Council in April 2016, and includes access, safety and other enhancements to pedestrian and bicycle infrastructure. Funding is for preliminary engineering and design needed to help apply for and leverage various grant and external funding sources.	On major Pedestrian and Bicycle Routes as identified in the City's Active Transportation Plan including San Pablo Avenue, BART to Bay Trail connection along Fairmount Avenue-Carlson Blvd-Cerrito Creek path-Lassen St-San Diego Street-Belmont Ave-Central Ave, Richmond St, Fairmount Ave, Key Blvd, Arlington Blvd and Lincoln Ave. Locations have yet to be finalized and will be selected based on grant funding criteria and prioritization criteria in the Active Transportation Plan.	Pre-Construction	07/2022	06/2030	7	25
Del Norte TOD Complete Streets Improvements	This project will include: ADA Curb Ramp Installation (New), ADA Curb Ramp Rehab/Repair (Existing), Bicycle Lane (New), Bicycle Lane Rehab/Repair (Existing), Cost Estimating, Document Preparation, Landscape Safety Installation (New), Landscape Safety Rehab/Repair (Existing), Pavement Rehab/Repair (Existing), Paving and/or Striping Installation (New Safety), Paving and/or Striping Rehab/Repair (Existing Safety), Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Installation (New), Sidewalk and/or Crosswalk Rehab/Repair (Existing), Storm Drain and/or Culvert Rehab/Repair (Existing), Traffic Signals, Lights, and/or Signage Installation (New Safety), Traffic Signals, Lights, and/or Signage Rehab/Repair (Existing Safety) Access, circulation & safety improvements for bicyclists, pedestrians, transit users & motorists to support BART and TOD development; accessibility improvements; and lighting, street tree and landscaping improvements. Major elements include new signalized crosswalks, new bikeways, reduction in turning/auxiliary lanes, conversion of oneway to two-way streets, signalization changes on San Pablo Av at Hill Street & Cutting Bl, and stormwater treatment facilities.	San Pablo Avenue from Ohlone Greenway to Potrero Avenue, Eastshore Boulevard from Potrero Avenue to San Pablo Avenue, Hill Street from San Pablo Avenue to Liberty Street, Cutting Boulevard from I-80 to Key Boulevard, and Knott Avenue from San Pablo Avenue to Key Boulevard.	Pre-Construction and Construction	12/2019 12/2023	12/2025 06/2027	7	25

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life (years)	
				Start	Complete	Min	Max
Richmond Street Improvements - Complete Streets	This project will include: Cost Estimating, Document Preparation, Environmental Study/Documents, Preliminary Design, Project Scope Development Rehabilitate and maintain pavement; install high-visibility markings, roadway safety lighting, and rapid rectangular flashing beacons at uncontrolled crosswalks; install enhanced traffic signing, green pavement markings, and signs for bike facility; install painted tear-drop medians and plant in-fill streets trees for traffic calming; implement safety upgrades at Elm/Key/Hill Streets signal; install ADA compliant curb ramps; repair/replace non-conforming sidewalk; and minor utility adjustments.	Richmond-Elm Street between Fairmount Avenue and Hill Street/Key Blvd.	Pre-Construction	10/2021	09/2025	7	25
Street Light, Traffic Signal & Street Sign Replacement and Upgrades	This project will include: Procurement of Public Works Equipment, Repair and Servicing of Public Works Equipment Replacement, repair and upgrades of street light equipment, traffic signal equipment and street signs includes procurement of supplies and materials.	Arterials: Carlson Bl, Central Av, Fairmount Av, San Pablo Av, Ashbury Av, Arlington Bl, Barrett Av, Colusa Av, Cutting Bl, Elm St, Hill St, Key Bl, Moeser Ln, Potrero Av, Richmond St; and Collectors: Alta Punta, Ashbury Av, Avis Dr, Buckingham Dr, Colusa Av, Edwards Av, Eureka Av, Fairview Dr, Ganges Av, Jordan Av, King Dr, Macdonald Av, Manila Av, Navellier St, San Mateo St, SeaView Dr, Shevlin Dr, South 55th St, Terrace Dr, and Tulare Av. Locations are to be finalized on an annual basis.	Procurement/Operational Needs	07/2024	06/2025	10	25
Street Light & Traffic Signal Maintenance	This project will include: Repair and Servicing of Public Works Equipment Street light and traffic signal on-going maintenance service and response	Citywide for on-going maintenance of 12 traffic signalized intersections on San Pablo Ave, Central Ave, Moeser Ln, Fairmount Ave, Richmond St, and Key Blvd; 526 City-owned street and pedestrian lights on all city streets, and 23 flashing beacons/in-roadway lights/radar speed feedback signs locations on Moeser Ln, Cutting Blvd, Arlington Blvd, San Pablo Ave, Central Ave, Stockton Ave, Potrero Ave, Barrett Ave, Hill St and Fairmount Ave.	Procurement/Operational Needs	07/2024	06/2025	10	20
Sidewalk Infrastructure Maintenance	This project will include: Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) Repair sidewalk displacement to remove tripping hazards by concrete cutting and other methods that not requiring sidewalk removal and replacement.	Locations are on major pedestrian routes and as requested: San Pablo Ave, Central Ave, Potrero Ave, Cutting Blvd, Richmond St, Ashbury Ave, Lincoln Ave and Waldo Ave. Locations will be finalized based on a methodology that prioritizes locations on major Pedestrian Routes designated in the City's Active Transportation Plan, and based on their proximity to schools, the severity of the sidewalk damage and repair method, and other factors (e.g. requests received).	Pre-Construction and Construction	07/2024	12/2024	20	25
				01/2025	06/2025		
	This project will include: ADA Curb Ramp Installation (New), ADA Curb Ramp Rehab/Repair (Existing), Cost Estimating, Document Preparation	On major Pedestrian Routes or serving public/transportation facilities and Title III entities: Moeser Ln & Pomona Av next to the Civic Theater; additionally, Arlington Blvd, Ashbury Ave, Barrett					

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life (years)	
				Start	Complete	Min	Max
Access Modifications - Streets & Sidewalks	Ramp Rehab/Repair (Existing), Cost Estimating, Document Preparation, Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) Remove physical barriers to accessibility along the street right-of-way including at intersections and mid-block. Work includes installation and reconstruction of curb ramps, sidewalk removal and replacement including street tree removal and replacement, and related access modifications.	Additional, Arlington Blvd, Ashbury Ave, Bancroft Ave, Central Ave, Colusa Ave, Cutting Blvd, Fairmount Ave, Hill St, Navellier St, Moeser Ln, Potrero Ave, San Pablo Ave, Schmidt Ln, Stockton Ave. Locations have yet to be finalized and will be selected based on ADA Transition Plan methodology.	Pre-Construction	07/2024	06/2025	10	25

Shared Revenue Estimates: State Revenue Allocations to Cities and Counties
Local Streets and Roads Estimates: 2023-24, 2024-25
Including Highway Users Tax Account (HUTA) and
Road Maintenance and Rehabilitation Account (RMRA)

The state of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on gasoline and diesel fuel and registration taxes on motor vehicles with allocations dedicated to transportation purposes.¹ The local (city and county) portions of these allocations flow through the Highway Users Tax Account (HUTA), the familiar gasoline tax revenues that have been in place for decades, and the Road Maintenance and Rehabilitation Account (RMRA) which allocates much of the revenue from the Road Repair and Accountability Act of 2017 (SB1 Beall).

State taxes transferred to and allocated through the state Highway Users Tax Account (HUTA) include:

- The per gallon “gasoline tax” and “diesel fuel tax” imposed on the use of vehicle fuels.
- The “use fuel tax,” imposed on vendors and users of motor vehicle fuels that are not taxed under either the gasoline or diesel fuel tax, such as liquefied petroleum gas, ethanol, methanol and natural gas (both liquid and gaseous) for use on state highways. Use Fuel Tax rates vary depending on the type of fuel.
- Variable rate per gallon gasoline diesel fuel excise taxes imposed in 2010-11 in a complicated arrangement known as the “fuel tax swap.” This rate replaced the previous Proposition 42 sales tax on gasoline.

Transportation taxes allocated to cities and counties through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017 (SB1 Beall) include:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017 with annual inflation adjustments beginning July 1, 2020.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017 with half of the revenues going to the state Trade Corridor Enhancement Account (TCEA) and half to the RMRA. Annual inflation adjustments beginning July 1, 2020.
- An additional vehicle registration tax called the “Transportation Improvement Fee” with rates based on the value of the motor vehicle effective January 1, 2018 with annual inflation adjustments beginning July 1, 2020.
- An additional \$100 vehicle registration tax on zero emissions vehicles of model year 2020 or later effective July 1, 2020 with annual inflation adjustments beginning July 1, 2021.

The Road Repair and Accountability Act of 2017 (SB1 Beall) also adopted annual inflationary adjustments beginning July 1, 2020 to all per-gallon motor vehicle fuel excise taxes including the rates allocated through the Highway Users Tax Account (HUTA).

¹ Taxes on aircraft jet fuel are transferred to the state Aeronautics Account.

Highway Users Tax Account (HUTA)

Revenue Allocations – Streets & Highways Code Sec 2103-2108 “HUTA”

Cities and counties receive revenue from the motor vehicle fuel taxes imposed pursuant to Revenue and Taxation Code Section 7360(a) and (b) through the Highway User Tax Account under the following formulas outlined in the Streets and Highways code and illustrated in Figure 1.

Section 2104. Section 2104 allocates funds to counties with designated allotments for engineering and administration, snow removal, heavy rainfall / storm damage as well as county streets, roads and public mass transit guideways and facilities.

Section 2105. Section 2105(a) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among counties based on population.

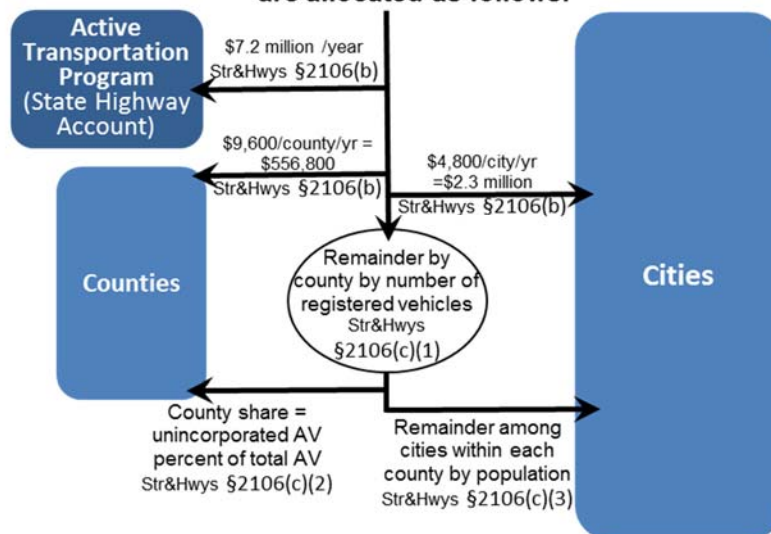
Section 2105(b) allocates 11.5 percent of the tax revenues in excess of 9 cents per gallon (i.e. the Proposition 111 rate) monthly among cities based on population.

Section 2106. Revenues equal to 1.04 cents per gallon are allocated as follows:

- \$7.2 million per year to the State Bicycle Transportation Account.
- \$400 per month to each city (\$2,308,800 per year among the 481 eligible cities²)
- \$800 per month to each county (\$556,800 per year among the 58 counties)
- The residual amount to each county and the cities in that county based on registered vehicles. In each county, from this amount, the county receives an allotment based on the share of assessed value of the county which is in the unincorporated area. The remainder is allocated to the cities within the county based on population.

Streets & Highways Code Section 2106

Revenues equal to 1.04 cents per gallon
are allocated as follows:



² The city of Rolling Hills has only private streets and is therefore not eligible to receive these allocations.

Section 2107. This section provides monthly allocations to cities of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel, and 2.59 cents per liquefied petroleum gas (LPG), as follows.

- a. Each city with snow removal costs in excess of \$5,000 is allocated 50 percent of the cost exceeding \$5,000.
- b. The remainder is allocated to cities based on population.

Section 2107.5. These funds (about \$2.7 million per year) are allocated to cities annually in July based on population as follows:

Streets & Highway Code §2107.5	
City Population	Annual Allocation
over 500,000	\$ 20,000
100,000 to 500,000	\$ 10,000
50,000 to 99,999	\$ 7,500
25,000 to 49,999	\$ 6,000
20,000 to 24,999	\$ 5,000
15,000 to 19,999	\$ 4,000
10,000 to 14,999	\$ 3,000
5,000 to 9,999	\$ 2,000
less than 5,000	\$ 1,000

Section 2107.5 funds must be used for engineering costs and administrative expenses related to city streets. Cities with populations under 10,000 may also expend the moneys for street construction or acquisition of street rights-of-way.

Section 2103 HUTA and the 2010 Gasoline Sales Tax – Excise Tax Swap

In March 2010 as a part of a special budget session called by Governor Schwarzenegger, the Legislature enacted a swap of state sales taxes on gasoline for a gasoline excise tax. Intended to be “revenue neutral,” the fuel tax swap provided the Legislature with greater flexibility in the use of funds, in particular relieving the general fund from the cost of state transportation debt service payments. The fuel tax swap:

1. Repealed the state sales tax on gasoline (local rates including the Bradley Burns are NOT affected);
2. Increased the excise tax on gasoline by 17.322 cents and added an annual adjustment mechanism intended to ensure the new excise tax provides, over time, the same amount of revenues expected from the sales tax on gas (no more, no less);
3. Increased the sales tax on diesel by 1.75 percent and allocated 75 percent to local transit agencies and 25 percent to state transit programs. The excise tax on diesel was reduced from 18 cents to 13.6 cents. Sales tax revenues from diesel must go to transit funding.
4. Provided for a specific allocation of the funds among state and local transportation needs.

Revenues from the new Section 2103 excise tax rate are now allocated as follows:

1. State transportation debt service;
2. Remainder allocated:
 - a. 44 percent to the State Transportation Improvement Program (STIP);
 - b. 12 percent State Highway Operation and Protection Program (SHOPP);
 - c. 44 percent evenly split between cities and counties using current HUTA formulas.

Section 2103 funds are allocated to cities on a per capita basis and to counties 75 percent based on the proportion of registered vehicles and 25 percent based on the proportion of maintained county road miles.

The law included expressed legislative intent to fully replace the local streets and road funds cities and counties would have received under Proposition 42 state sales tax on gasoline with allocations from the new higher motor vehicle excise tax (HUTA) rate.

However, the swap created certain revenue effects related to the timing and receipt of revenues. In particular, the law provided that the new excise tax rate be adjusted annually by the BOE to garner an amount of revenues equal to what Prop42 would have provided in the prior year. Thus, the annual Sec 2103 funds were always “looking backward.” If the Section 2103 amounts generated less than Prop42 would have, the difference was made up until the following year.

In the years following the swap, there were a number of snafus and changes in interpretation of the Section 2103 allocation. In FY2011-12 SCO allocated more money to cities and counties and did not fully backfill state transportation programs for weight fees that were used for debt service and loans that those funds would have otherwise received. This was contrary to the Legislature’s intention, but the statute was not clear. The statute was clarified in the 2013 budget to clarify the original intent of the weight fee swap to fully backfill state transportation funds. [Streets & Highways Code 2103 (a)(1)(D)].

The Section 2103 Local Streets and Roads allocation to cities and counties have varied and declined dramatically and, due to BOE’s failure to enact a rate increase in 2018, fell to \$244 million for FY2018-19, about 5 percent down from prior year.

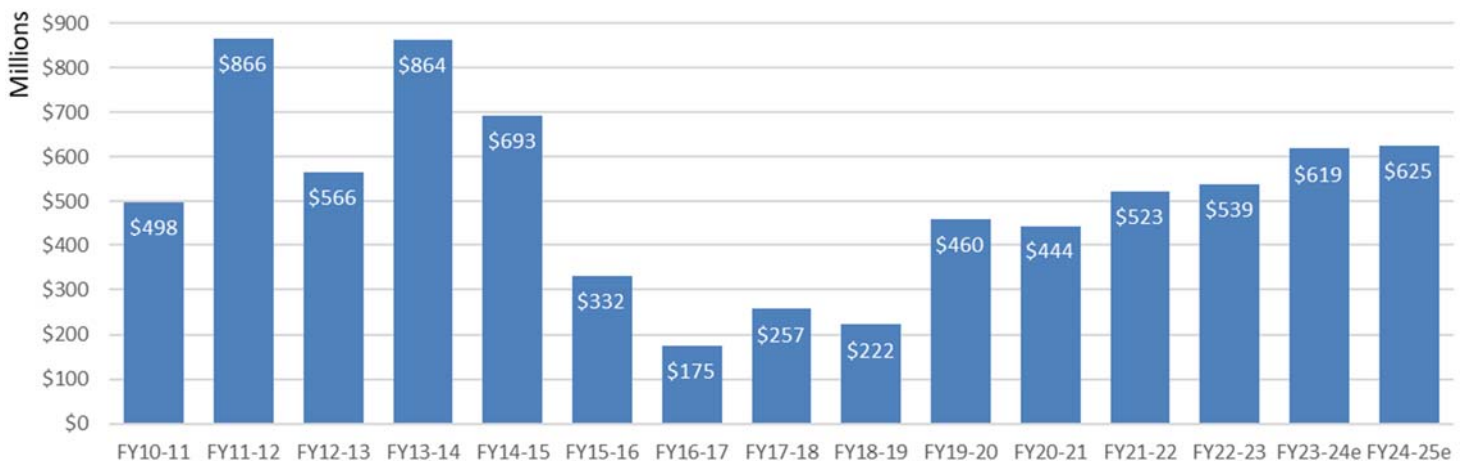
Changes to HUTA Allocated Rates, Including the Variable Rate by the Road Repair and Accountability Act of 2017 (SB1 Beall)

In addition to increasing various fuel and motor vehicle registration taxes, the Road Repair and Accountability Act of 2017 (SB1 Beall) removed BOE’s discretionary rate setting role over the Section 2103 variable rate and reset the variable rate at 17.3 cents per gallon on July 1, 2019, up from the current 11.7 cents. This adjustment more than doubled Section 2103 revenue allocations for FY2019-20 over the prior year.

With regard to diesel fuel taxes, SB1 also eliminated the price-based adjustment mechanism applied to the diesel fuel tax rate.

On July 1, 2020, and every July 1 thereafter, the gasoline and diesel fuel excise tax rates including the 18 cent per gallon base rate, the 17.3 percent per gallon rate, the diesel fuel excise tax rate and vehicle registration taxes are increased by the change in the California Consumer Price Index.

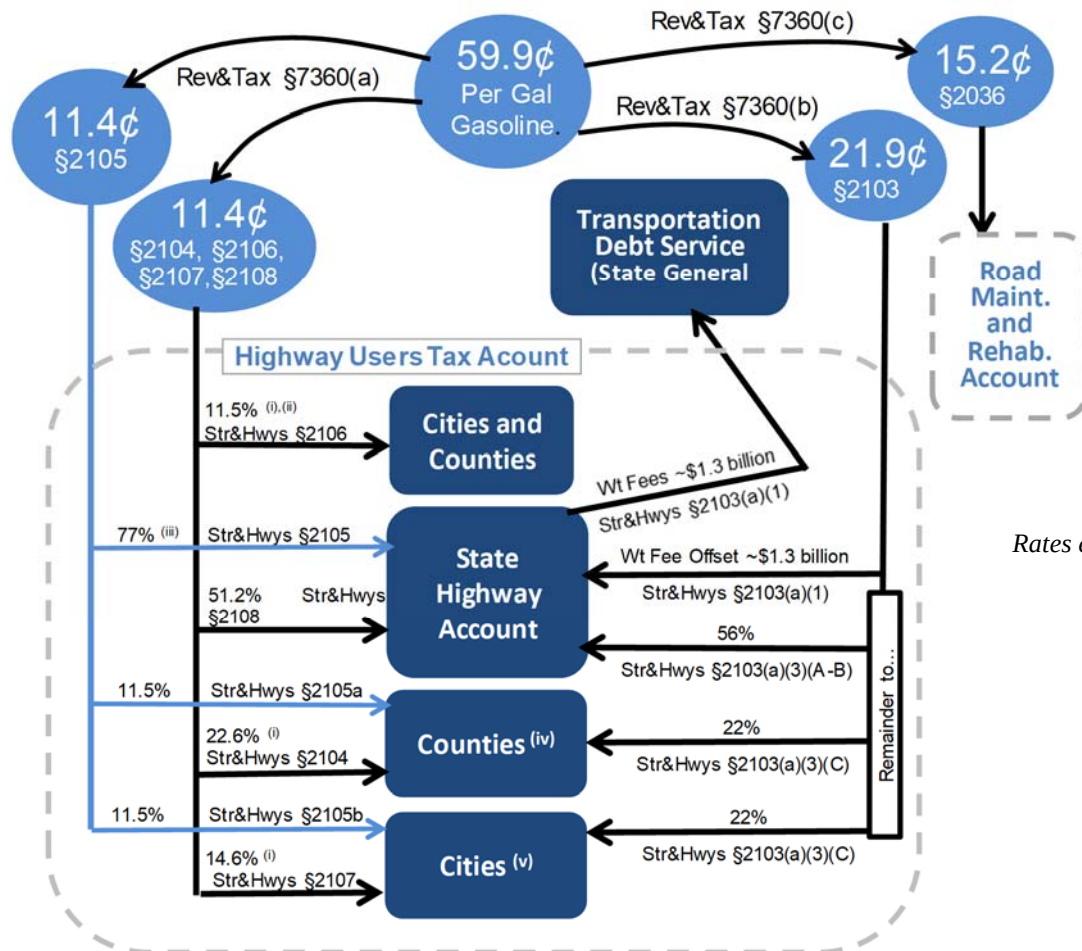
Streets & Highways Code Section 2103 Variable Gas Tax Allocations to Cities and Counties



California Gasoline Excise Tax Rates - Per Gallon				
Effective Date	Base Rate	Sec2103	SB1 Rate	Total
July 1, 2015	\$ 0.180	\$ 0.120		\$ 0.300
July 1, 2016	\$ 0.180	\$ 0.098		\$ 0.278
July 1, 2017	\$ 0.180	\$ 0.117		\$ 0.297
Nov 1, 2017*	\$ 0.180	\$ 0.117	\$ 0.120	\$ 0.417
July 1, 2019	\$ 0.180	\$ 0.173	\$ 0.120	\$ 0.473
July 1, 2020	\$ 0.192	\$ 0.185	\$ 0.128	\$ 0.505
July 1, 2021	\$ 0.194	\$ 0.187	\$ 0.130	\$ 0.511
July 1, 2022	\$ 0.205	\$ 0.197	\$ 0.137	\$ 0.539
July 1, 2023	\$ 0.220	\$ 0.212	\$ 0.147	\$ 0.579
July 1, 2024	\$ 0.228	\$ 0.219	\$ 0.152	\$ 0.599

California Diesel Excise Tax Rates			
Effective Date	Base Rate	SB1 Rate	Total
July 1, 2017	\$ 0.160		\$ 0.160
Nov 1, 2017*	\$ 0.160	\$ 0.200	\$ 0.360
July 1, 2019	\$ 0.160	\$ 0.200	\$ 0.360
July 1, 2020	\$ 0.171	\$ 0.214	\$ 0.385
July 1, 2021	\$ 0.173	\$ 0.216	\$ 0.389
July 1, 2022	\$ 0.182	\$ 0.228	\$ 0.410
July 1, 2023	\$ 0.196	\$ 0.245	\$ 0.441
July 1, 2024	\$ 0.202	\$ 0.252	\$ 0.454

Allocation of Gasoline Excise Tax Revenues



Rates effective July 1, 2024

- (i) The 4.39¢ local share of diesel fuel tax is allocated 1.8¢ to counties and 2.59¢ to cities.
- (ii) Str&Hwy Code §2106 funds are distributed based on registered vehicles, assessed property valuation, and population.
- (iii) A portion of funds in State Highway Account is allocated among counties and cities for Regional Transportation Improvement Programs.
- (iv) County apportionments are based on numbers of registered vehicles and county road mileage.
- (v) City apportionments are based on population.
- (vi) Beginning July 1, 2020 and annually thereafter, these rates are subject to an annual cost-of-living adjustment.

Use of Funds: HUTA

The use of local Motor Vehicle Fuel Tax funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following:

- (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (b) The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- (c) The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways.
- (d) The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

Three Year State General Fund TCRF Loan Repayment Funds

SB1 stipulated the repayment of \$706 million by the state General Fund to transportation funds over three fiscal years: 2017-18, 2018-19, and 2019-20. Under SB1, \$75 million was allocated to local streets and roads from repayments of Transportation Congestion Relief Funds (TCRF) in each of these three years. These funds were allocated half to cities and half to counties with the city funds allocated among cities on a per capita basis, the county funds allocated among counties based on numbers of registered vehicles and county road mileage.

These TCRF revenues may be deposited in local HUTA funds.³ However, these TCRF funds carry slightly different use requirements than HUTA funds. TCRF funds may be expended only for street and highway maintenance, rehabilitation, reconstruction or storm damage repair. For these purposes,

- “Maintenance” means patching and/or overlay and sealing.
- “Reconstruction” includes any overlay, sealing or widening of the roadway, if the widening is necessary to bring the roadway width to the state minimum standards, but does not include widening for the purpose of traffic capacity.
- “Storm damage repair” is repair or reconstruction of local streets and highways and related drainage improvements that have been damaged due to winter storms and flooding, and construction of drainage improvements to mitigate future roadway flooding and damage problems, in those jurisdictions that have been declared disaster areas by the President of the United States.

³ Note that the “loan repayment” is between the state general fund and state transportation funds. From an accounting standpoint this is NOT a debt repayment to local agencies, it is simply revenue.

Road Maintenance and Rehabilitation Account (RMRA)

Revenue Allocations – Streets & Highways Code Sec 2031 “RMRA”

The Road Repair and Accountability Act of 2017 (SB1 Beall) represented a significant additional investment in California’s transportation systems of over \$5 billion per year. The Act increased per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilized the problematic price-based fuel tax rates and provided for inflationary adjustments to rates in future years. The Act is more than doubling local streets and road funds allocated through the Highway Users Tax Account (HUTA) and through the Road Maintenance and Rehabilitation Account (RMRA) which it established.

The RMRA receives funds⁴ from the following new taxes imposed under the Road Repair and Accountability Act of 2017:

- A 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- A 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017, half of which will be allocated to Trade Corridors Enhancement Account (TCEA) with the remaining half to the RMRA.
- A new vehicle registration tax called the “transportation improvement fee,” effective January 1, 2018, based on the market value of the vehicle.
- An additional new \$100 vehicle registration tax on zero emission vehicles model year 2020 and later effective July 1, 2020.
- Annual rate increases to these taxes every July 1 (January 1 for the registration fees) for the change in the California Consumer Price Index. The first adjustment made on July 1, 2020 covered CPI change for two years: November 1, 2017 through November 12, 2019.

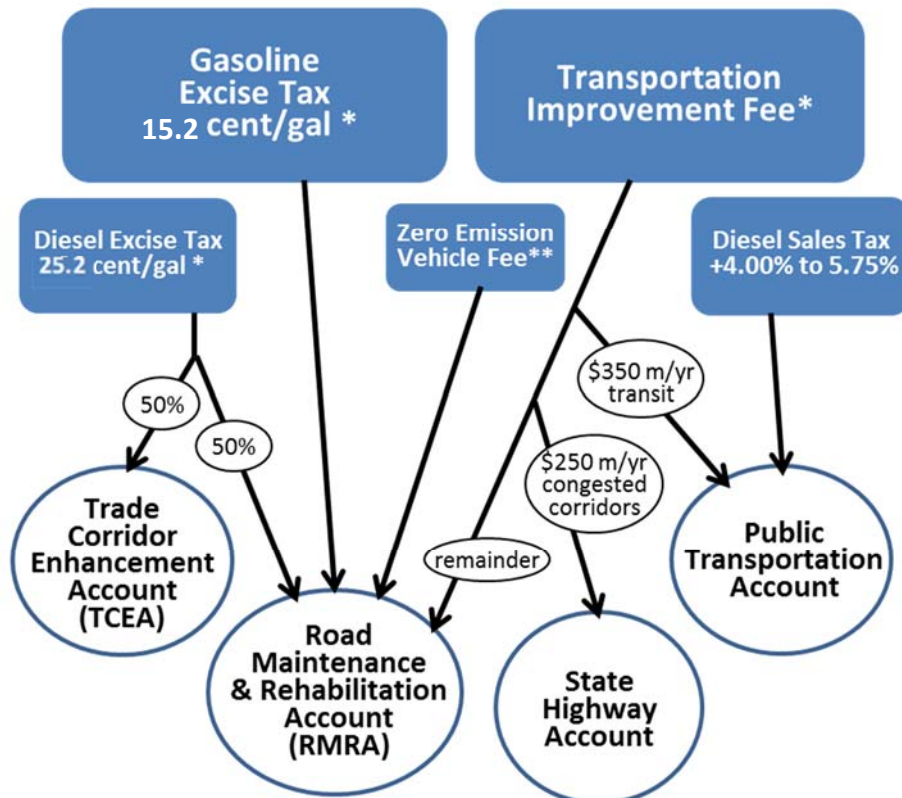
SB1 Transportation Improvement Fee						
Vehicle Value	Jan 2018	Jan 2020	Jan 2021	Jan 2022	Jan 2023	Jan 2024
0 - \$4,999	\$ 25	\$ 27	\$ 27	\$ 28	\$ 29	\$ 32
\$5,000 - \$24,999	\$ 52	\$ 54	\$ 55	\$ 56	\$ 59	\$ 65
\$25,000 - \$34,999	\$ 105	\$ 107	\$ 110	\$ 112	\$ 118	\$ 129
\$35,000 - \$59,999	\$ 157	\$ 161	\$ 165	\$ 168	\$ 177	\$ 194
\$60,000 & over	\$ 183	\$ 188	\$ 192	\$ 196	\$ 206	\$ 227

SB1 Road Improvement Fee (ZEV)					
	Jan 2020	Jan 2021	Jan 2022	Jan 2023	Jan 2024
ZEV vehicle*	\$ 100	\$ 101	\$ 103	\$ 108	\$ 118

*2020 or later models

⁴ In addition, funds from a 4 percent increase in the diesel sales tax to 5.75 percent from the prior 1.75 percent effective November 1, 2017 are allocated to the Public Transportation Account.

Road Maintenance and Rehabilitation Account Revenues



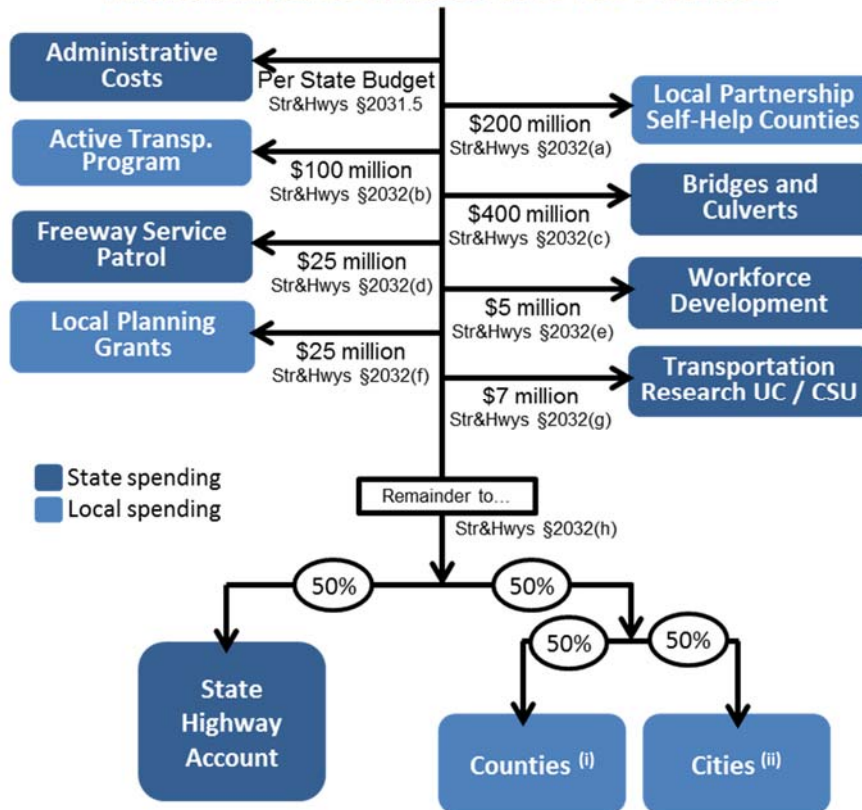
* adjusted for inflation annually beginning 7/1/2020

** effective 7/1/2020 adjusted for inflation annually beginning 7/1/2021

The Road Repair and Accountability Act directs the State Controller to allocate, on a monthly basis, fifty percent of the revenues in the RMRA to the State Highway Operation and Protection Program (SHOP) in the State Highway Account and half to cities and counties. But there are a series of specific program allocations, subject to appropriation in the annual state budget, to be taken out first:

1. Administrative costs.
2. \$200 million for the State-Local-Partnership Program for existing and aspiring self-help jurisdictions.
3. \$100 million annually for the Active Transportation Program for the purpose of encouraging increased use of active modes of transportation, such as biking and walking.
4. \$400 million for state bridge and culvert maintenance and rehabilitation.
5. \$25 million for the state's Freeway Service Patrol program.
6. \$5 million for five years through FY 2021-22 for pre-apprenticeship training programs of the California Workforce Development Board.
7. \$25 million for local planning grants to encourage local and regional planning.
8. \$7 million for transportation research and transportation-related workforce education, training, and development including \$5 million to the University of California and \$2 million to the California State University.

Allocation of Road Maintenance and Rehabilitation Account Revenues



(i) County apportionments are based on numbers of registered vehicles and county road mileage.
(ii) City apportionments are based on population.

Use of Funds: RMRA [Streets and Highways Code Section 2030]

The use of RMRA local streets and roads funds is similar but, not identical, to HUTA use rules. Pursuant to Streets and Highways Code Section 2030, RMRA local streets and roads allocations must be used for projects “that include, but are not limited to,” the following

- Road maintenance and rehabilitation
- Safety projects
- Railroad grade separations
- Traffic control devices
- Complete street components, “including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and storm-water capture projects in conjunction with any other allowable project.”

RMRA funds may also be used to satisfy a match requirement for projects eligible for state or federal funds.

SB1 also contains non-obligatory intent language regarding the use of funds. “To the extent possible and cost effective,” cities and counties are to use a use:

- advanced recycling techniques that reduce greenhouse gas emissions;
- automotive technologies, ZEV fueling, infrastructure-to-vehicle;
- communications autonomous vehicle systems;

- resiliency re climate change, fires, floods, sea level rise; and
- complete street elements, access for bicycles, pedestrians.

If a city or county has an average Pavement Condition Index that meets or exceeds 80, the city or county may spend its RMRA funds on transportation priorities other than these. [Streets and Highways Code Sec 2037]

Maintenance of Effort: RMRA [Streets and Highways Code Sec 2036]

The Road Repair and Accountability Act contains a local agency maintenance of effort (MOE) requirement that applies to funds allocated through the RMRA. The Act states that the MOE requirement is to ensure that these new roads funds do not supplant existing levels of city and county general revenue spending on streets and roads. The MOE for the receipt of RMRA funds state that a city or county must maintain general fund spending for street, road, and highway purposes at no less than average of 2009–10, 2010–11, and 2011–12 years. In making this calculation an agency may exclude one-time funds. A city or county that fails to comply in a particular year may make it up with in additional expenditures in the following year.

The Act provides that the State Controller may perform audits to ensure compliance with these MOE rules. If the State Controller determines that a city or county has not met its MOE, the agency will be required to reimburse the state for the funds it received during that fiscal year. However, a city or county that fails to comply in a particular fiscal year may expend during that fiscal year and the following fiscal year a total amount that is sufficient to comply. Any funds withheld or returned as a result of a failure to comply will be reapportioned to the other counties and cities whose expenditures are in compliance.

For further guidance, see the State Controller's *"Guidelines Relating to Gas Tax Expenditures for Cities and Counties."*

Spending Plans and Reports: RMRA [Streets and Highways Code Sec 2034]

The Road Repair and Accountability Act stipulates that, prior to receiving RMRA funds in a fiscal year, a city or county must submit to the California Transportation Commission (CTC) a project list pursuant to an adopted budget. The list must include for each project: description, location, schedule, useful life. [Streets and Highways Code Sec 2034(a)]

The Road Repair and Accountability Act also requires that a city or county submit to the CTC an annual report of project completion in order to receive RMRA funds. The report must include descriptions of all projects for which RMRA funds were expended including: description, location, funds expended, completion date, estimated useful life of the project.

There are no additional use or reporting requirements on Highway Users Tax Account funds (Streets and Highways Code Sec 2103-2107) or on the three year transportation loan repayment funds.

Budgeting and Accounting for RMRA Funds: The ~60 Day Delay

The allocation of Road Maintenance and Rehabilitation Account (RMRA) revenues to cities and counties takes many weeks. It takes the State Controller's Office roughly 30 to 60 days from the time of revenue collection by the state, through the various statutory set asides to distribute the funds to cities and counties in monthly allocations. Consequently, the estimates shown in this report are for revenues collected for July through June are not received on a cash basis by local agencies until September through August. That is, for example, the FY2022-23 figure for your agency is revenues collected in and for July 2022 through June 2023 but distributed in

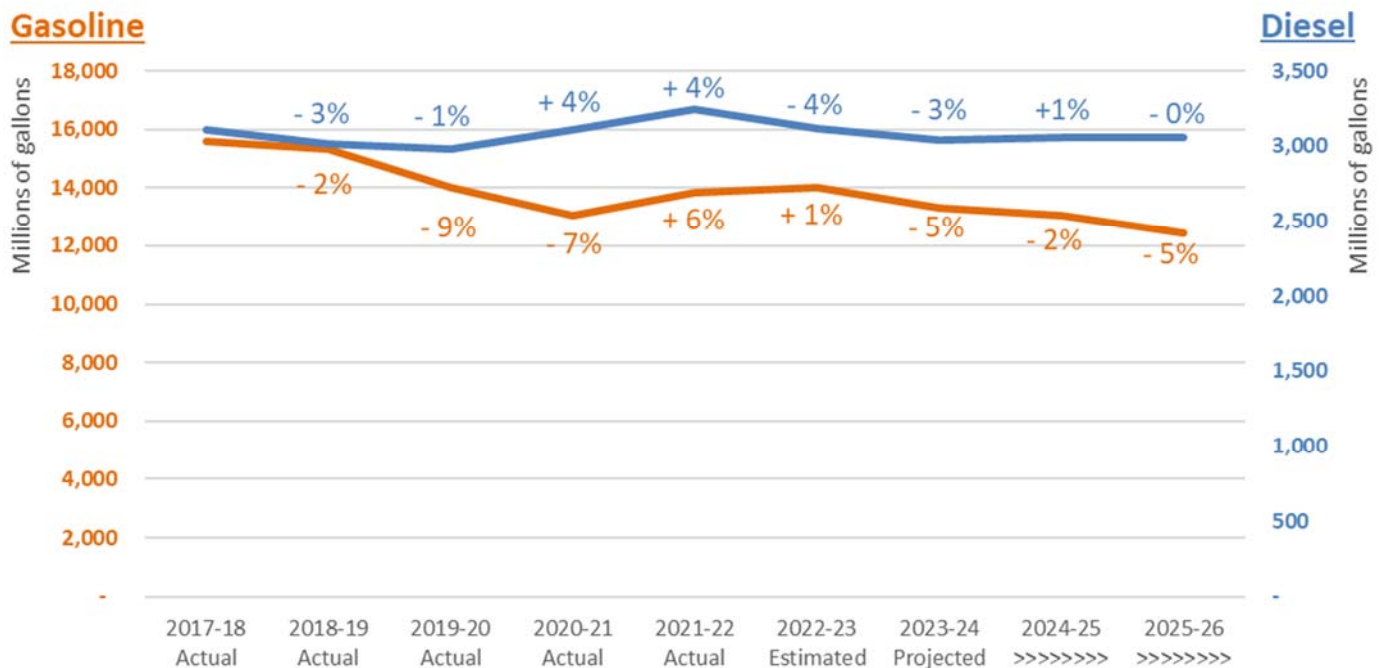
monthly allocations September 2022 through August 2023. Cities and counties thus have two choices in the budgeting and accounting of RMRA revenues:

- 1) apply a 60 day accrual policy to RMRA funds (*recommended*); or
- 2) adjust RMRA budgets (especially in FY2017-18) to reflect a distributed cash basis.

Local Streets and Roads (HUTA and RMRA) Revenue Estimates for FY2023-24 and FY2024-25

We have computed revenue estimates for each city and county using a model reflecting the local allocation formulas, latest population figures used by the State Controller for allocations and estimates by the state Department of Finance (DOF) of statewide HUTA and RMRA tax revenues provided with the **Governor's May Revision to the Proposed 2024-25 Budget (released May 14, 2024)** and analyses of SB1(Beall), The Road Repair and Accountability Act of 2017.

Fuel consumption was sharply down during the height of the COVID-19 pandemic but has largely recovered to its prior, slightly declining trajectory. Recently, fuel prices have increased steeply but the price of fuel no longer has a direct effect on local streets and roads revenues because all rates are per gallon, regardless of price.



Despite lower fuel consumption, scheduled rate increases stipulated in SB1 have kept local allocations of revenue growing at a modest pace. Total LSR allocations (including HUTA, TCRF, and RMRA) were up 6.7 percent in 2022-23. The Department of Finance projects total LSR allocations to cities and counties in 2023-24 will be 10.8 percent above the prior year. For the budget year FY2024-25, DOF estimates total statewide local streets and roads allocations will grow 4.0 percent.

HUTA (Highway Users Tax Account)

Revenues allocated to cities and counties through HUTA under Sections 2103-2107 of the Streets and Highways Code are derived from per gallon rates. As described above, these rates are adjusted annually on July 1. Revenue changes depend on the combined effects of 1) these rate adjustments, 2) taxable gallonage, and 3) the relative change of statutory transfers including the “weight fee offset” that pays state transportation bond debt.

Statewide fuel consumption (gallons) had been relatively flat in recent years. The COVID-19 pandemic and related restrictions caused a steep decline in fuel consumption in the spring of 2020 but recovered rather rapidly after. Sec2103-2108 HUTA allocations (not including RMRA) grew 3.2 percent in FY2022-23 from the prior FY2021-22 year. DOF estimates 12.6 percent growth in current year, leveling off to 1.6 percent growth in budget year FY2024-25.

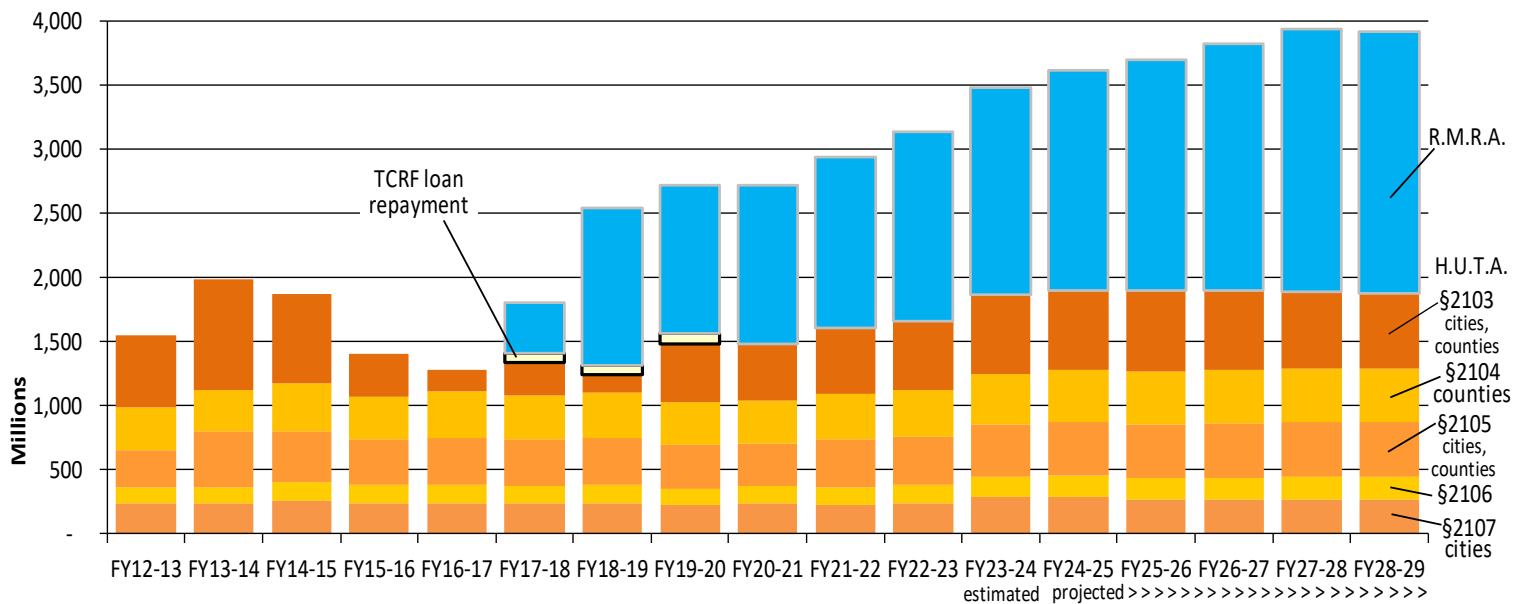
RMRA (Road Maintenance and Rehabilitation Account)⁵

The Road Repair and Accountability Act (SB1) taxes that provide funding to cities and counties through the RMRA began on November 1, 2017 when the new per-gallon fuel excise taxes took effect. On January 1, 2018, the new vehicle registration tax, the “Transportation Improvement Fee,” took effect. Cities, counties and other recipients of these revenues saw the first full year of these revenues in FY2018-19. A \$100 zero emission vehicle registration tax (“Road Improvement Fee”) began on July 1, 2020.

DOF estimates FY2023-24 RMRA revenues will be 8.8 percent higher than FY2022-23 actuals and that FY2024-25 revenues will grow by 6.8 percent over the current year.

Why does city/county RMRA growth differ from city/county HUTA growth? Under SB1, various fixed-amount statutory allocations are made from the new SB1 tax rates prior to the city and county allocations.

California Local Streets and Roads Program - State Funds to Cities and Counties



⁵ Note that RMRA revenues are delayed 60 days from collection to allocation. That is, the revenues for a July 1 to June 30 fiscal year are allocated September 1 through August 31. These are spendable in the fiscal year because your accounting staff “accrues” them back into your fiscal year.

Looking Ahead: Long Term Estimates of Local Streets and Roads Funding

Post COVID-19 pandemic of 2020, we have seen modest year over year growth in local streets and roads revenues. In future years, as alternative fuel vehicles come more into use, fuel consumption will continue to decline. The SB1 annual cost of living adjustments will help to maintain revenues but we will see decline in revenue growth to below the rate of inflation.

Due to complicated statutory transfers from these revenues before the city and county allocations are made (including the \$1.3 billion transfer for state transportation debt service), actual growth in funding allocated to cities and counties varies somewhat among the various categories of local streets and roads allocations and will not exactly mirror total tax collections. Taking all these factors into account, for the purposes of long-term transportation program planning, we estimate transportation allocations to cities and counties will increase in outyears at the following growth rates:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2027-29</u>	
HUTA 2103	0.2%	-1.4%	-1.9%	-3.0%	-3.0%
HUTA 2104	1.4%	0.6%	0.5%	0.5%	0.5%
HUTA 2105	1.4%	0.6%	0.5%	0.5%	0.5%
HUTA 2106	3.4%	1.1%	0.9%	0.0%	0.0%
HUTA 2107	-8.6%	1.1%	0.9%	0.0%	0.0%
RMRA	4.6%	5.8%	5.6%	5.8%	5.0%

Your Mileage Revenues May Vary

Long-term, in addition to the growth in statewide local streets and roads revenue collections, the allocations to each particular city will be primarily related to changes in the city's population relative to the change in state population in cities. The current forecast for California population, provided by the Demographics Unit of the California Department of Finance is as follows:⁶

California	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Population	39,185,605	38,990,487	38,991,721	39,024,054	39,068,081	39,131,779	39,213,804	39,323,647	39,430,871	39,532,028
..... in Cities	32,713,003	33,118,970	33,120,018	33,182,482	33,219,919	33,274,082	33,343,828	33,437,229	33,528,402	33,614,417
percent change		1.24%	0.00%	0.19%	0.11%	0.16%	0.21%	0.28%	0.27%	0.26%

	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>	<u>2037</u>	<u>2038</u>	<u>2039</u>	<u>2040</u>
Population	39,626,155	39,719,558	39,800,683	39,872,787	39,936,372	39,991,277	40,037,385	40,076,005	40,106,449
Population in Cities	33,694,454	33,773,875	33,842,856	33,904,167	33,958,234	34,004,920	34,044,126	34,076,965	34,102,852
percent change	0.24%	0.24%	0.20%	0.18%	0.16%	0.14%	0.12%	0.10%	0.08%

If you think your city's population growth will be significantly different from the statewide average in cities, then you should adjust accordingly. For example, the City of Buena Vista's planning department estimates the city will see average annual residential population growth of 1.5 percent annually over the next ten years. The city's estimated HUTA 2105 allocation for FY2024-25 is \$381,200. The long term projection of Section 2105 revenue would be:

$$\$381,200 \times \text{Sec2105 growth} \times \text{Buena Vista Population Growth} \div \text{Statewide City Population Growth}$$

$$\text{So, for 2025-26, the city would estimate } \$381,200 \times 1.014 \times 1.015 \div 1.000 = \$392,449$$

⁶ See <http://www.dof.ca.gov/Forecasting/Demographics/projections/>. California population in cities estimated by author based on recent historic trend of proportion of population in cities.

And long term ...

City of Buena Vista EXAMPLE							
	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>	<u>2030-31</u>
HUTA Sec2015	\$ 381,200						
2105 growth		1.4%	0.6%	0.5%	0.5%	0.5%	0.5%
Buena Vista pop		1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Cities pop		0.00%	0.19%	0.11%	0.16%	0.21%	0.28%
HUTA Sec2015	\$ 392,449	\$ 399,932	\$ 407,577	\$ 415,075	\$ 422,501	\$ 429,758	

Changes for in allocations to an individual county will be affected by many things including: the population of the county relative to the total population of the state, proportion of population in the unincorporated area of the county, as well as relative numbers of vehicle registrations, assessed values and maintained road miles.

mjgc

ATTACHMENTS:

- A) Local Streets and Roads - Projected Individual City Revenues – FY2023-24
- B) Local Streets and Roads - Projected Individual City Revenues – FY2024-25
- C) Local Streets and Roads - Projected Individual County Revenues – FY2023-24 (from CSAC)
- D) Local Streets and Roads - Projected Individual County Revenues – FY2024-25 (from CSAC)

Local Streets and Roads - Projected FY2023-24 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2024

Estimated May 2024	Highway Users Tax Acct (HUTA) ⁽¹⁾ Streets & Highways Code					TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 ⁽⁵⁾	Sec2105 ⁽³⁾	Sec2106 ⁽³⁾	Sec2107 ⁽³⁾	Sec2107.5 ⁽⁴⁾			
CONTRA COSTA COUNTY								
ANTIOCH	1,079,463	715,825	427,455	969,300	10,000	3,202,043	2,800,288	6,002,331
BRENTWOOD	603,242	400,028	240,994	541,679	7,500	1,793,442	1,564,898	3,358,340
CLAYTON	103,456	68,605	45,307	92,898	3,000	313,266	268,380	581,647
CONCORD	1,174,064	778,558	464,495	1,054,247	10,000	3,481,364	3,045,697	6,527,061
DANVILLE	408,289	270,749	164,662	366,622	6,000	1,216,321	1,059,162	2,275,483
EL CERRITO	242,566	160,853	99,775	217,812	6,000	727,006	629,253	1,356,260
HERCULES	245,895	163,061	101,078	220,801	6,000	736,835	637,889	1,374,724
LAFAYETTE	237,723	157,641	97,878	213,462	6,000	712,705	616,688	1,329,393
MARTINEZ	350,997	232,757	142,230	315,177	6,000	1,047,161	910,539	1,957,699
MORAGA	161,505	107,099	68,036	145,023	4,000	485,663	418,969	904,632
OAKLEY	420,735	279,002	169,535	377,797	6,000	1,253,069	1,091,448	2,344,517
ORINDA	182,526	121,038	76,266	163,898	4,000	547,729	473,498	1,021,227
PINOLE	177,046	117,405	74,121	158,978	4,000	531,550	459,284	990,834
PITTSBURG	712,916	472,757	283,936	640,160	7,500	2,117,269	1,849,409	3,966,678
PLEASANT HILL	322,693	213,987	131,147	289,761	6,000	963,588	837,112	1,800,701
RICHMOND	1,083,690	718,628	429,109	973,095	10,000	3,214,523	2,811,252	6,025,775
SAN PABLO	301,130	199,689	122,705	270,399	6,000	899,922	781,175	1,681,097
SAN RAMON	791,022	524,551	314,518	710,296	7,500	2,347,887	2,052,029	4,399,916
WALNUT CREEK	657,382	435,930	262,192	590,294	7,500	1,953,299	1,705,347	3,658,645
DEL NORTE COUNTY								
CRESCENT CITY	63,099	41,843	24,832	56,659	2,000	188,432	163,687	352,119
EL DORADO COUNTY								
PLACERVILLE	101,090	67,036	68,822	92,366	3,000	332,315	262,243	594,558
SOUTH LAKE TAHOE	200,339	132,851	131,678	2,135,307	5,000	2,605,175	519,708	3,124,883

Local Streets and Roads - Projected FY2024-25 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated May 2024

Estimated May 2024	Highway Users Tax Acct (HUTA) ⁽¹⁾ Streets & Highways Code					TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 ⁽⁵⁾	Sec2105 ⁽³⁾	Sec2106 ⁽³⁾	Sec2107 ⁽³⁾	Sec2107.5 ⁽⁴⁾			
CONTRA COSTA COUNTY								
ANTIOCH	1,089,077	728,698	435,497	993,756	10,000	3,257,027	2,989,896	6,246,924
BRENTWOOD	608,614	407,222	245,488	555,345	7,500	1,824,169	1,670,858	3,495,027
CLAYTON	104,377	69,839	46,078	95,242	3,000	318,536	286,553	605,089
CONCORD	1,184,520	792,559	473,242	1,080,845	10,000	3,541,167	3,251,922	6,793,089
DANVILLE	411,925	275,618	167,704	375,871	6,000	1,237,118	1,130,878	2,367,996
EL CERRITO	244,727	163,746	101,582	223,307	6,000	739,362	671,860	1,411,222
HERCULES	248,085	165,993	102,910	226,372	6,000	749,360	681,081	1,430,441
LAFAYETTE	239,840	160,476	99,649	218,848	6,000	724,813	658,444	1,383,258
MARTINEZ	354,123	236,943	144,845	323,129	6,000	1,065,039	972,192	2,037,231
MORAGA	162,944	109,025	69,239	148,682	4,000	493,890	447,337	941,227
OAKLEY	424,482	284,020	172,670	387,329	6,000	1,274,500	1,165,350	2,439,850
ORINDA	184,151	123,215	77,626	168,033	4,000	557,026	505,559	1,062,585
PINOLE	178,623	119,516	75,440	162,989	4,000	540,568	490,382	1,030,950
PITTSBURG	719,265	481,258	289,247	656,311	7,500	2,153,582	1,974,634	4,128,216
PLEASANT HILL	325,566	217,836	133,552	297,071	6,000	980,025	893,794	1,873,819
RICHMOND	1,093,341	731,551	437,183	997,646	10,000	3,269,722	3,001,603	6,271,325
SAN PABLO	303,812	203,280	124,948	277,221	6,000	915,260	834,069	1,749,329
SAN RAMON	798,067	533,984	320,411	728,216	7,500	2,388,179	2,190,973	4,579,152
WALNUT CREEK	663,237	443,770	267,090	605,187	7,500	1,986,783	1,820,816	3,807,600
DEL NORTE COUNTY								
CRESCENT CITY	63,660	42,595	25,213	58,089	2,000	191,557	174,770	366,328
EL DORADO COUNTY								
PLACERVILLE	101,991	68,242	70,041	93,572	3,000	336,845	280,000	616,846
SOUTH LAKE TAHOE	202,123	135,240	134,092	1,627,775	5,000	2,104,231	554,898	2,659,129



AGENDA BILL

Agenda Item No. 7.F.

Date: June 18, 2024
To: El Cerrito City Council
From: Karen Pinkos, City Manager, City Management
Subject: Resolution to Join Green Empowerment Zone

ACTION PROPOSED

Adopt a resolution authorizing the City of El Cerrito to participate in meetings of the Green Empowerment Zone.

BACKGROUND/ANALYSIS

Assembly Bill 844 authorized the establishment of the Green Empowerment Zone (GEZ) for the Northern Waterfront area of the County of Contra Costa. The goal of the GEZ is to bring together a diverse group of stakeholders to discuss programs to improve economic vitality within the Northern Waterfront area of Contra Costa County, and “to build upon the comparative advantage provided by the regional concentration of highly skilled energy industry workers by prioritizing access to tax incentives, grants, loan programs, workforce training programs, and private sector investment in the renewable energy sector.” The aim is to identify boundaries to green sector jobs and to propose solutions with a focus on environmental justice. The GEZ was formed to make recommendations to the Governor that would improve the economic well-being of the region and the quality of life of its residents. The GEZ is required to create and maintain an internet website that is managed and updated by an entity designated by the board of directors, produce a report each year that includes recommendations for action by the Legislature and the progress of the Zone, and post the report on its internet website.

The GEZ is partnering with the UC Berkeley Labor Center to conduct foundational research, to support stakeholder engagement and technical assistance, and to make policy recommendations to support the Green Empowerment Zone.

The City of El Cerrito was added to the Green Empowerment Zone boundaries as of the GEZ meeting on April 19, 2024. This means that the City now has the option to participate; to do so, the City must pass a resolution authorizing the City to participate in GEZ meetings. The Mayor is proposed to act as the City's representative to the Board of Directors, who would be required to attend regular meetings. Meetings are held the third Friday of every other month at 9:30 a.m., and the next meeting is June 21, 2024. At this time, joining the GEZ does not require the City to commit to any specific position or funding.

STRATEGIC PLAN CONSIDERATIONS

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

- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

At this time, there is no funding commitment required from the City to participate in the Green Empowerment Zone.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Bill Text - AB-844

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY OF EL CERRITO AUTHORIZING THE CITY TO PARTICIPATE IN THE GREEN EMPOWERMENT ZONE FOR THE NORTHERN WATERFRONT AREA OF THE COUNTY OF CONTRA COSTA

WHEREAS, Assembly Bill 844 authorized the establishment of the Green Empowerment Zone for the northern waterfront area of the County of Contra Costa; and

WHEREAS, the purpose of the Green Empowerment Zone is to build upon the comparative advantage provided by the regional concentration of highly skilled energy industry workers by prioritizing access to tax incentives, grants, loan programs, workforce training programs, and private investment in the renewable energy sector; and

WHEREAS, the geography of the Green Empowerment Zone extends to the territories of the cities of Antioch, Benicia, Brentwood, Concord, Hercules, Martinez, Oakley, Pittsburg, and Vallejo, and the unincorporated areas of the County of Contra Costa north of State Highway 4; and

WHEREAS, Government Code section 7599.100 authorizes the cities of Antioch, Benicia, Brentwood, Concord, Hercules, Martinez, Oakley, Pittsburg, and Vallejo to participate in the Green Empowerment Zone upon the adoption of a resolution by the legislative body of each city; and

WHEREAS, the Green Empowerment Zone Board of Directors on April 19, 2024, voted to change the geography of the Green Empowerment Zone to include the City of El Cerrito.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of El Cerrito hereby resolves as follows:

1. The City Council authorizes the City of El Cerrito to participate in the Green Empowerment Zone.

2. The Mayor of El Cerrito is appointed to a two-year term as the City's representative on the Green Empowerment Zone Board of Directors, pursuant to Government Code section 7599.101(b)(1).

I CERTIFY that at a regular meeting on June 18, 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



AB-844 Green Empowerment Zone for the Northern Waterfront area of the County of Contra Costa. (2021)

SHARE THIS:



Date Published: 09/29/2021 02:00 PM

Assembly Bill No. 844

CHAPTER 377

An act to add and repeal Chapter 34 (commencing with Section 7599.100) of Division 7 of Title 1 of the Government Code, relating to local government.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 844, Grayson. Green Empowerment Zone for the Northern Waterfront area of the County of Contra Costa.

Existing law establishes procedures for the formation of infrastructure financing districts, enhanced infrastructure financing districts, infrastructure and revitalization financing districts, community revitalization and investment authorities, and public-private partnerships, as specified, to undertake various economic development projects, including financing public facilities and infrastructure, affordable housing, and economic revitalization.

This bill, until January 1, 2028, would authorize establishment of a Green Empowerment Zone for the Northern Waterfront area of the County of Contra Costa. The bill would authorize the Green Empowerment Zone to be composed of specified cities, upon adoption of a resolution by the city or county, and would provide for the Green Empowerment Zone to be governed by a board of directors. The bill would task the Green Empowerment Zone with various duties, including, among other things, identification of projects and programs that will best utilize public dollars and improve the economic vitality of the Northern Waterfront area of the County of Contra Costa in a coordinated effort to support the development of the clean energy economy.

The bill would require the Green Empowerment Zone to create and maintain an internet website that is managed and updated by an entity designated by the board of directors, produce a report each year that includes recommendations for action by the Legislature and the progress of the zone, and post the report on its internet website, as specified.

This bill would make legislative findings and declarations as to the necessity of a special statute for the County of Contra Costa

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 34 (commencing with Section 7599.100) is added to Division 7 of Title 1 of the Government Code, to read:

CHAPTER 34. Green Empowerment Zone for the Northern Waterfront area of the County of Contra Costa

7599.100. (a) A Green Empowerment Zone for the Northern Waterfront area of the County of Contra Costa may be established. The geography of the zone shall extend to the territories of the cities listed in subdivision (c) and the unincorporated areas of the County of Contra Costa north of State Highway 4. The board of directors may, by majority vote, change the geography of the Green Empowerment Zone.

(b) The purpose of the Green Empowerment Zone is to build upon the comparative advantage provided by the regional concentration of highly skilled energy industry workers by prioritizing access to tax incentives, grants, loan programs, workforce training programs, and private sector investment in the renewable energy sector.

(c) The Green Empowerment Zone may include all of the following cities and the county upon the adoption of a resolution by the legislative body of each city and county that states the intent of the city or county to participate in the Green Empowerment

Zone:

- (1) The City of Antioch.
- (2) The City of Benicia.
- (3) The City of Brentwood.
- (4) The City of Concord.
- (5) The City of Hercules.
- (6) The City of Martinez.
- (7) The City of Oakley.
- (8) The City of Pittsburg.
- (9) The City of Vallejo.
- (10) The County of Contra Costa.

(d) The board of directors may vote to include additional jurisdictions in the membership of the Green Empowerment Zone.

7599.101. (a) The Green Empowerment Zone shall be governed by a board of directors.

(b) The Green Empowerment Zone shall be comprised of representatives from seven stakeholder groups who shall serve as voting directors, as follows:

(1) Ten local government directors, one from each of the cities and the county set forth in subdivision (c) of Section 7599.100 that have adopted a resolution expressing its intent to participate in the Green Empowerment Zone. Each city and county shall select one representative who shall serve a two-year term.

(2) Five large employer directors, located within one or more cities or the county listed in subdivision (c) of Section 7599.100. Each of the five largest private employers in the fields of energy or manufacturing within the area of the Green Empowerment Zone shall select a representative who will serve a two-year term. Employer size shall be based upon data from the local workforce board.

(3) (A) Four state government directors who each shall be a resident of one of the cities or the county listed in subdivision (c) of Section 7599.100, and who also serve on one of the following state agencies or commissions:

- (i) The State Air Resources Board.
- (ii) The California Transportation Commission.
- (iii) The California Workforce Development Board.
- (iv) The California Energy Commission.

(B) Each board or commission shall select a representative to the Green Empowerment Zone who shall serve a two-year term.

(C) If the board is unable to identify a sufficient number of individuals who meet the residential and service qualifications for membership as a state government representative described in subparagraph (A), it may waive either or both by a majority vote.

(4) Five small business and economic development directors who shall represent existing economic and business development organizations that serve the cities or the county listed in subdivision (c) of Section 7599.100. These small business and economic development representatives shall be nominated by the Association of Bay Area Governments and confirmed by the board to serve two-year terms.

(5) Five directors from universities, laboratories, and foundations with specialized expertise and knowledge of green energy who shall, upon agreement by the regents, be nominated by the Office of the President of the University of California and confirmed by the board. These university, laboratory, and foundation representatives shall serve two-year terms.

(6) Five directors representing the five largest private sector organized labor organizations whose membership works in the cities and the county listed in subdivision (c) of Section 7599.100. Each union shall select its own representative to the Green Empowerment Zone board who shall each serve a two-year term.

(7) Five directors representing workforce development and public and private educational entities that serve cities or the county listed in subdivision (c) of Section 7599.100, at least one of whom shall be a representative from the California State University and at least one of whom shall be a representative from the California Community Colleges. These workforce development and education representatives shall be nominated by the Association of Bay Area Governments and confirmed by the board to serve two-year terms.

(8) Confirmation of a nominee for membership on the board of directors shall be by majority vote of the sitting members of the board.

(c) Every Member of the Legislature and of the United States Congress that represents a city listed in subdivision (c) of Section 7599.100 shall be ex officio voting members of the board of directors.

(d) A board chair and two deputy chairs shall be selected by a majority vote of the board. The chair and deputy chairs shall serve two-year terms. An individual may serve as chair or deputy chair more than once, however, they shall not serve consecutive terms. The chair and deputy chairs shall be chosen from among the following:

(1) One member shall be a Member of the Legislature who represents one or more of the cities or the county listed in subdivision (c) of Section 7599.100.

(2) One member shall be a representative from a local agency in a city or county listed in subdivision (c) of Section 7599.100.

(3) One member shall be a representative whose residence and place of employment is within one or more of the cities or the county listed in subdivision (c) of Section 7599.100.

(e) The Green Empowerment Zone shall also have an executive board comprised of the chair, deputy chairs, and up to seven members of the board of directors selected by a majority vote of the board of directors.

(f) The members of the board of directors shall serve without compensation.

(g) A member of the board of directors, including the chair, shall, upon identifying a conflict of interest, or a potential conflict of interest, regarding a matter before the board of directors of the Green Empowerment Zone, immediately and before consideration of the matter, do all of the following:

(1) Provide written notice to the chair regarding the interest that gives rise to the conflict of interest or potential conflict of interest. In the case of the chair, written notice shall be given to one of the deputy chairs.

(2) Recuse themselves from discussing or voting on the matter.

(3) Leave the meeting room until after discussion, vote, and any other consideration of disposition of the matter is concluded.

(h) A member of the board of directors shall not use the name of the Green Empowerment Zone on any letterhead, business code, or identification badge unless the person has been authorized to do so by the board of directors.

7599.102. The Green Empowerment Zone shall have the following duties:

(a) Identification of projects and programs that will best utilize public dollars and most quickly improve the economic vitality of the Northern Waterfront area of the County of Contra Costa, especially those that leverage federal, state, local, and private sector resources in a coordinated effort to support the development of the clean energy economy.

(b) Work with members of the state's congressional delegation and federal official, including any relevant federal interagency task force, to gain federal support for projects identified by the zone as critical to the region's energy economy.

(c) Partner with the University of California, the California State University, community colleges, and the state's other research and educational institutions, as well as private foundations, to provide guidance, advice, and encouragement in support of studies of particular interest and importance to the energy industry in the Northern Waterfront area of the County of Contra Costa.

(d) Review state policies and regulations to ensure they are fair and appropriate for the state's diverse geographic regions, including the Northern Waterfront area of the County of Contra Costa, and determine whether alternative approaches can accomplish goals in less costly ways.

(e) Make recommendations to the Governor that would improve the economic well-being of the region and the quality of life of its residents.

(f) Create and maintain an internet website that is managed and updated by an entity designated by the board of directors.

7599.103. (a) The board shall appoint a steering committee that, on or before January 1, 2023, shall develop metrics that shall be reported to the Legislature and state departments and agencies gauging the progress of the zone that shall include, but not be limited to, all of the following:

(1) The number of jobs gained and lost in each sector of the economy.

(2) The average wage of the jobs gained in each sector of the economy.

(3) The number and types of grants solicited and received by, or on behalf of, the zone.

(4) The type and amount of workforce training conducted in the zone, by whom it was provided, and the amount of capital investment attached to provision of that training.

(b) Commencing on January 1, 2023, and on or before January 1 of each year thereafter, the Green Empowerment Zone shall post the report described in subdivision (a) on its internet website and submit a letter to the Legislature informing the Legislature that the report has been posted.

7599.104. This chapter shall remain in effect only until January 1, 2028, and as of that date is repealed.

SEC. 2. The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique circumstances and challenges relating to economic development in the County of Contra Costa.



AGENDA BILL

Agenda Item No. 7.G.

Date: June 18, 2024
To: El Cerrito City Council
From: A'shanti Coleman, Management Assistant; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
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, Kimley-Horn and Associates, Pakpour Consulting Group, Nichols Consulting Engineers (NCE) 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

RFQ Process

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), 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.

Recommended Agreements

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 are to 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.

BKF Engineers, CSW/Stuber-Stroeh Engineering Group (CSW), and Avila Project Management, accepted the terms of the City's standard agreement and City Council authorized the City Manager to execute consulting agreements with these three firms on June 4, 2024 (Resolution 2024-36). The remaining three firms, Kimley-Horn and Associates, Pakpour Consulting Group, and NCE, had requested changes to the standard agreement, which at that time were still under review by the City Attorney. The City Attorney has now approved limited changes to the agreements and City staff requests that the City Council authorize the City Manager to enter into agreements with these 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 blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, 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 KIMLEY-HORN AND ASSOCIATES, PAKPOUR CONSULTING GROUP, AND NICHOLS CONSULTING GROUP (NCE) 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 City Council authorized the City Manager to execute consulting agreements with these three firms; and

WHEREAS, the remaining three, Pakpour Consulting Group, Nichols Consulting Engineers (NCE), and Kimley-Horn and Associates, Inc. had requested changes to the terms of the standard agreement; and

WHEREAS, the City Attorney has reviewed and approved limited changes to the agreements; 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 Kimley-Horn and Associates, Pakpour Consulting Group, NCE 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 18, 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 18, 2024
To: El Cerrito City Council
From: Traviss Crumpacker, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department
Subject: Fire Hazard Abatement

ACTION PROPOSED

1) Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

Following the Oakland/Berkeley Hills Fire in October 1991, El Cerrito needed a comprehensive citywide program to reduce hill area fire hazards in the City. The "fire storm" in the Oakland/Berkeley Hills was in fact an urban conflagration, fueled by vegetation among homes and large acreage properties that was driven by seasonally strong dry winds from the east. The fire destroyed over 3,000 dwellings. At the time of the Oakland/Berkeley Hills Fire, El Cerrito faced similar fire hazard conditions in its hill area. The City Council was determined to reduce those fire hazards by all reasonable means.

El Cerrito's comprehensive fire hazard reduction program focused upon reducing fire hazards in four areas: (1) on City property, (2) on property owned by other agencies (3) large landowners and (4) on residential property. The City began a comprehensive planning process to reduce fire hazards on City property, other agencies' properties and large landholders. These property owners were approached about reducing fire hazards on their properties. Prior efforts at fire hazard reduction on private residential property relied on voluntary compliance by the owners. The City Council concluded that stronger measures were necessary to enforce the laws regarding abatement of fire hazards on residential private property.

The Fire Hazard Abatement Program is designed to reduce fire hazards on a large number of private properties during the spring and early summer months. A process of advance notice and hearings for property owners is coupled with a public education program involving the promulgation of standards for vegetation management in residents' yards and vacant lots.

This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by

creating a public nuisance and a fire hazard.

Most property owners voluntarily abate these hazards without Fire Department involvement. However, we anticipate that a small number of owners are content to have the City do the work and place the costs on their tax bill. For 30 years, the City's annual Fire Hazard Abatement Program has been very successful in reducing fire hazards throughout the hill neighborhoods of El Cerrito. Indeed, this program has become a model program which other fire jurisdictions have borrowed from.

ANALYSIS

Beginning in May of this year, the Fire Department conducted Citywide fire hazard inspections of all properties. The inspections began on May 4, 2024 and have continued due to re-growth and citizen complaints. As a result of the on-going inspections, a list of properties containing public nuisances was generated, which continues to be amended as additional properties are identified. Between May 8th and 10th, the identified properties determined to be in violation of El Cerrito Municipal Code Chapter 16.26 were notified in writing of the hazards on their property and to abate those hazardous conditions. The El Cerrito Vegetation Management Standards Checklist was included with the notification (Attachment 6). Additionally, these property owners were informed in the letter from the Fire Marshal (Attachment 4) of the time, date, and location of the upcoming City Council meeting where their properties would be declared a public nuisance and abatement would be ordered. Property owners were directed to complete the necessary measures to bring their property into compliance prior to the second round of the re-inspection process which began in June and continued through the date of the June 18, 2024 meeting. Only those properties that were not voluntarily abated with the first notice are contained within the Master Abatement List, Exhibit A to the proposed Resolution (List of Properties.)

This public hearing is the next step in the process to eliminate hazards on private properties that were identified as a public nuisance and have not voluntarily abated said violations. In order to achieve full compliance, the City Council is asked to declare the properties to be a public nuisance and direct the City Manager or their designee to abate such public nuisance conditions. Actual City-ordered abatement of fire hazards occurs only after all efforts at providing notice, information, and a public hearing have failed to induce voluntary compliance by the property owner.

The Fire Hazard Abatement process, under the direction of the Fire Department, should proceed according to El Cerrito Municipal Code Chapter 16.26, which specifies the following:

1. The Fire Department determines that hazards must be abated. Pursuant to these code sections, "hazards" are defined as weeds, rubbish, litter, or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the City.

2. The Fire Department shall post notice on each property or send notice /by mail that the El Cerrito Fire Department has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to the City Council declaring the properties to be a public nuisance and ordering the City Manager or their designee to perform abatement.
3. At the June 18, 2024 City Council meeting, the City Council shall first adopt a resolution Declaring that Weeds, Rubbish, Litter, or Other Flammable Material on Certain Real Property Constitutes a Public Nuisance (Attachment 1 and 2).
4. At the same hearing, but after adoption of the first resolution, the City Council shall hear and consider all objections to declaration of public nuisances or the procedures proposed for abatement of the same. After the hearing, the Council shall adopt a resolution Overriding Objections by Property Owners and Ordering the City Manager or their Designee to Abate Certain Public Nuisances Pursuant to Chapter 16.26 (Attachment 3).
5. At the conclusion of the June 18, 2024 hearing, a second and final notice shall be sent to each property owner prior to abatement (Attachment 7). This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the City shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
6. If the nuisance is not abated between June 19, 2024 and July 15, 2024, prior to the arrival of the hazard abatement crew, the City of El Cerrito shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel of land where such work is performed according to the City Council adopted Fire Department Master Fee Schedule.
7. At the August 20, 2024 City Council meeting the City Manager or their designee shall submit to the City Council for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least ten (10) days prior to its submission to the City Council. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the City Council to consider the cost of abatement work performed on their property.
8. At the City Council Meeting on August 20, 2024, the City Council shall receive and consider the written staff report on abatement actions taken by the City and shall hear any objections from the property owners liable to be assessed for the abatement. The City Council may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
9. After City Council confirmation of the report, a certified copy of the report shall be filed with the Contra Costa County auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to Sections 15304 and 15308 of the CEQA Guidelines. Therefore, no further CEQA review is required.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by City maintenance staff or private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution (Declaring Public Nuisance)
2. Exhibit A to Resolution (List of Properties)
3. Resolution (Overriding Objections)
4. First Letter from Fire Marshal
5. Abatement Inspection Form
6. Vegetation Management Standards Checklist
7. Second Letter from Fire Marshal

RESOLUTION NO. 2024 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON CERTAIN REAL PROPERTY CONSTITUTES A PUBLIC NUISANCE

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39560-39588, the City Council shall adopt this resolution declaring that certain real property within the City constitutes a public nuisance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the properties identified on Exhibit A, attached hereto, are declared to be public nuisances pursuant to El Cerrito Municipal Code Section 16.26.160.

BE IT FURTHER RESOLVED that on this same date of June 18, 2024 at 6:00 P.M., or as soon thereafter as the matter may be considered, in the City of El Cerrito, the City Council shall hold a hearing at which owners of the real property identified in Exhibit A hereto may object to the designation of their properties as public nuisances and object to the abatement actions proposed by the City.

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

I CERTIFY that at a regular meeting on June 18, 2024 the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

EXHIBIT A

As of 6/10/24

City of El Cerrito Fire Department
List of Real Property Constituting Public Nuisances

APN	Street Address
505-262-043-1	812 Contra Costa Dr.
505-222-009-1	906 Shevlin Dr.
505-021-005-2	7254 Cutting Blvd
505-421-010-8	1557 Arlington Blvd
505-351-018-5	1101 Arlington Blvd
505-422-007-3	1522 Madera Ct
505-421-014-0	1638 Julian Dr
505-272-017-3	8363 Terrace Dr
505-222-003-4	932 Shevlin Dr
505-261-008-5	864 Shevlin Dr
505-221-045-6	956 Seaview Dr

RESOLUTION NO. 2024 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO OVERRIDING OBJECTIONS BY PROPERTY OWNERS AND ORDERING THE CITY MANAGER OR DESIGNEE TO ABATE CERTAIN PUBLIC NUISANCES PURSUANT TO CHAPTER 16.26

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, on June 18, 2024, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588, the City Council adopted Resolution 2024-XX declaring that certain real property within the City constitutes a public nuisance; and

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides that notice shall be sent to owners of the real property declared a nuisance pursuant to Resolution 2024-XX providing those owners with the following: description of the nuisance; explanation of how the nuisance must be abated; explanation that if the nuisance is not abated; the City shall abate the public nuisance and the cost of abatement shall be assessed against the property as a special assessment; and informing the owners that the City Council shall hold a hearing at a certain date, time, and place at which the owners may present objections to the designation of their properties as public nuisances or to the proposed abatement of the nuisance; and

WHEREAS, between May 8 and 10, 2024, the City's Fire Department sent written notice to those property owners describing the weeds, rubbish, refuse, or other flammable material that presented a fire hazard and public nuisance; explaining that the Fire Department had determined a public nuisance that must be removed; informing the owners that if they did not abate by June 10, 2024, the City Council would hold a hearing on June 18, 2024 at which the owners could present objections to the declaration of the nuisance or the proposed abatement measures and further explained the City could abate the nuisance and collect the costs as an assessment on the property; and

WHEREAS, after initial inspections prior to the June 10, 2024 deadline, an additional notice was sent to the 10 properties that were not in compliance to inform them of the correct time of the public hearing.

WHEREAS, on June 18, 2024, the City Council adopted Resolution 2024-XX confirming the nuisance declarations of the City Fire Department and declaring a public

nuisance on certain real property pursuant to Chapter 16.26; and

WHEREAS, El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588 provide that after adoption of a resolution declaring a public nuisance and notice to affected property owners of the Council's hearing of objections, the Council may overrule any objections and order the City Manager or their designee to abate the public nuisances.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it overrides any objections by owners of that certain real property on which public nuisances were declared in Resolution 2024-XX, including Exhibit A attached thereto (adopted on the same date herewith).

BE IT FURTHER RESOLVED that the City Manager and their designee is hereby ordered to abate the public nuisances by having the weeds, rubbish, refuse, dirt, or other fire hazard or noxious or dangerous materials removed.

BE IT FURTHER RESOLVED that pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39574, the City Manager or their designee shall keep an account of the cost of abatement for each parcel of land on which work is performed. The City Manager or their designee shall then prepare an itemized written report to be presented to the City Council so that, after the notice and hearing during the City Council meeting of August 20, 2024 these abatement costs can be confirmed as a special assessment against those parcels.

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

I CERTIFY that at a regular meeting on June 18, 2024 the El Cerrito City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



EL CERRITO-KENSINGTON FIRE DEPARTMENT

Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



May 10, 2024

Parcel Number: «APN»

Property Address: «Parcel_Address» «Parcel_Street», El Cerrito, CA 94530

Property Owner: «Legal_Property_Owner»

Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State» «Mailing_Zip»

Dear El Cerrito Property Owner:

With the State's winter rain, the community is facing unprecedented vegetation growth as we head into peak fire danger season. To reduce the fire danger on private property and provide greater community safety, the Fire Department has been inspecting properties and checking for fire hazards. Recently your property listed above was found that it **does not comply** with the Vegetation Management Guidelines set forth in the City of El Cerrito Vegetation Management Standards. You are being notified now so that you may, if you have not already done so, take steps to remove those fire hazard conditions found on your property.

Enclosed is a copy of the Fire Hazard Reduction Inspection form specifying those areas that are not in compliance as well as the Fire Hazard Reduction Guidelines and Fire Hazard Reductions Checklist that can assist you in bringing your property into compliance. More information on the Vegetation Management Standards and Guidelines may be found on the City's website at: www.el-cerrito.org under Vegetation Management Standards. Additional information is also available at www.readyforwildfire.org or www.cafiresafecouncil.org as well as many others.

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than June 10, 2024. There is no need to contact the Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will be removed from our non-compliant list.

On June 18, 2024 at 6:00PM the El Cerrito City Council will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

If you have not done so already, please take immediate action to remove those fire hazard conditions and we thank you for your cooperation helping us make El Cerrito a more fire safe community.

Sincerely,

Chase Beckman

Chase Beckman

Battalion Chief / Fire Marshal



EL CERRITO FIRE DEPARTMENT

KENSINGTON FIRE PROTECTION DISTRICT



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450
Fire Hazard Reduction Inspection

Owner/Tenant	Site Address	City	State	Zip Code
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Legal Propety Owner	Mailing Address	City	State	Zip Code
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APN # _____

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

ZONE 1

Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington

- _____ 1. Remove all dead plants, grass and weeds.
- _____ 2. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.
- _____ 3. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- _____ 4. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.
- _____ 5. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.
- _____ 6. Relocate wood piles to Zone 2 if applicable.
- _____ 7. Remove or prune flammable plants and shrubs near windows.
- _____ 8. Remove vegetation and items that could catch fire from around and under decks.
- _____ 9. Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.
- _____ 10. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

ZONE 2

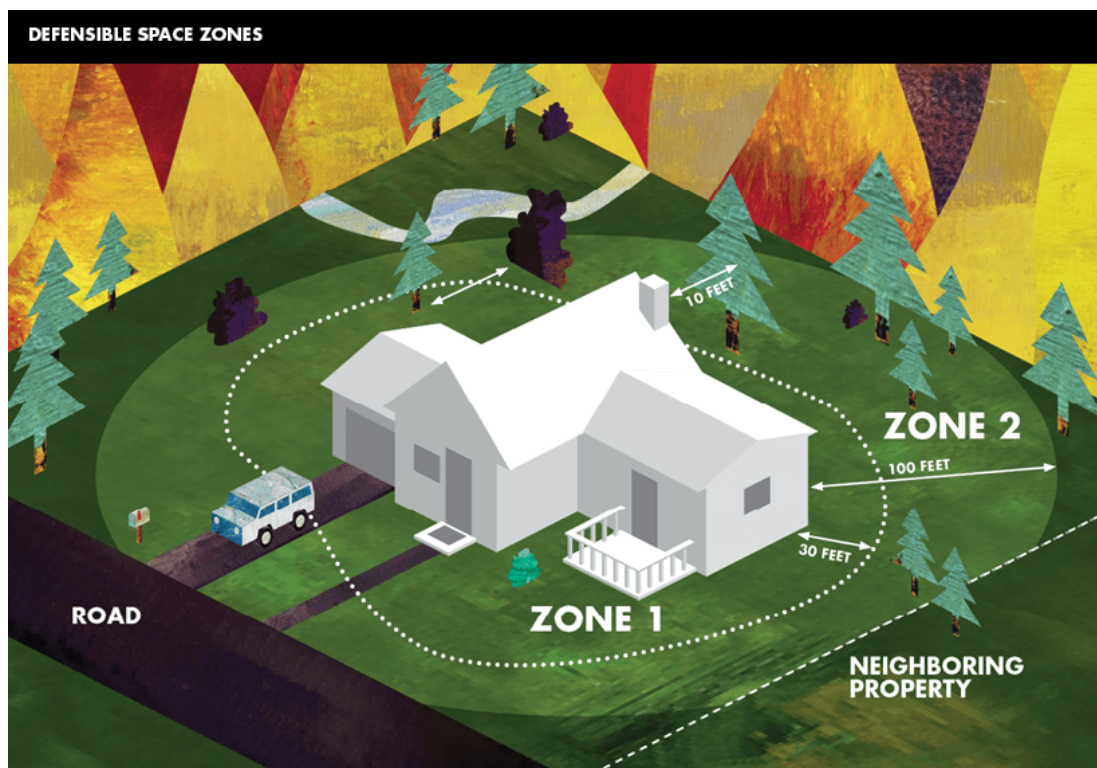
Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

- _____ 1. Cut or mow weeds and grass to a maximum height of 6 inches.
- _____ 2. All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- _____ 3. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS: _____

Inspected by	Inspection #	Date	Time
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City of El Cerrito Fire Hazard Reduction Guidelines



Zone 1

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

Zone 2

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements:

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.



Fire Hazard Reduction Checklist



Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones

- ☐ Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- ☐ Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- ☐ Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- ☐ Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- ☐ On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18" from the ground
- ☐ Relocate wood piles to Zone 2 if applicable
- ☐ Remove or prune flammable plants and shrubs near windows
- ☐ Remove vegetation and items that could catch fire from around and under decks
- ☐ Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- ☐ Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements

- ☐ Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- ☐ All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- ☐ Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

To find out if your property is located within the Very High Fire Hazard Severity Zone, go to : <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.



CITY OF EL CERRITO
10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4457 • FAX (510) 232-4917 • fpo@ci.el-cerrito.ca.us

June 19, 2024

Parcel Number: **XXXXXX**
Property Address: xxxxx, El Cerrito, CA 94530
Property Owner: xxxxx
Property Owner's Address: xxxxx

**NOTICE TO DESTROY WEEDS AND REMOVE
RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL**

On **June 18, 2024** the El Cerrito City Council declared that your property in the City of El Cerrito, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the June 18, 2024 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the City will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the City prior to this removal. The City shall perform this removal either through its own staff or through private contract sometime between the dates of **July 16, 2024 to August 1, 2024**. It is impossible to predict what it will cost the City to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$8,000 per parcel for those parcels with severe nuisance conditions

The City Council will conduct a public hearing on **August 20, 2024** to confirm the cost of the abatement work performed on your property. The meeting may be held both via teleconference and in the **El Cerrito City Council Chambers at 10890 San Pablo Avenue in El Cerrito at 6:00 p.m.** Please refer to the agenda for meeting information at www.el-cerrito.org/CouncilMeetingMaterials. During this public hearing you will be given the opportunity to voice objections regarding the report and the assessment of the abatement costs for your property. At this hearing you will also be given the opportunity to object, protest and/or present evidence to support your arguments.

If you have any questions, contact the El Cerrito Fire Department at 10900 San Pablo Avenue. The phone number is (510) 215-4457.

Chase Beckman
Chase Beckman
Fire Marshal



AGENDA BILL

Agenda Item No. 9.A.

Date: June 18, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager; Finance Department
Subject: CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION BOARD
Approval of the City's Fiscal Year 2024-25 and 2025-26 Proposed Budget and Spending Authority by Fund for the City, Public Financing Authority, Employee Pension Board, and Approval of the FY 2024-25 Annual Gann Appropriation Limit.

ACTION PROPOSED

1) Adopt a City Council resolution authorizing Fiscal Year 2024-25 spending authority by fund for the City of El Cerrito; 2) Adopt an El Cerrito Public Financing Authority resolution authorizing Fiscal Year 2024-25 spending authority by fund; 3) Adopt an El Cerrito Employee Pension Board resolution authorizing Fiscal Year 2024-25 spending authority by fund; and 4) Adopt a City Council resolution approving the calculation and establishing the FY 2024-25 Gann Appropriation Limit.

BACKGROUND

The City of El Cerrito's Fiscal Year (FY) 2024-25 and FY 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 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 current economic conditions and in accordance with the City's 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 significant strategies, the City continues to maintain a positive General Fund balance well above the City's 10% reserve level policy.

The City Council and City staff have been committed to maintaining the City's fiscal stability and ensuring the City's long-term financial sustainability. As outlined at the June 4, 2024, City Council meeting, the FY 2024-25 and FY 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 the economy, including inflation and high interest rates. Further, the FY 2024-25 Proposed Budget was informed by feedback from the community collected through a robust public engagement process, including surveys and community meetings, in addition to the City's new Strategic Plan adopted in December 2023. 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 Proposed Biennial Budget document was first provided to the City Council and the Financial Advisory Board on May 23, 2023, and can be found on the City's website at www.el-cerrito.org/BiennialBudget.

On June 4, 2024 the City Council received a presentation from City staff that introduced the FY 2024-25 and FY 2025-26 Proposed Biennial Budget and provided an overview of all funds and departments for the City Council's review and discussion. Following the June 4 City Council Meeting, City staff identified two budget items in the Proposed Biennial Budget that required revision. Through a review of the fees for FY 2024-25 charged to the Kensington Fire Protection District to provide fire services, a miscalculation was identified and corrected, resulting in a reduction of two Fire Department line items from the original Proposed Budget document: Backfill Costs (overtime) expenditures decreased in the amount of \$132,000, and total revenues from KFPD decreased in the amount of \$234,260. Staff also reviewed Utility Users Tax revenues for energy (electric and gas) and water and increased revenues based on ongoing trend analysis for current and prior year receipts in the amount of \$102,260. The adjustments resulted in no net change to the final ending fund balance proposed to the City Council at the June 4th meeting. Further, staff made minor adjustments to the Budget Book, including revisions to the color scheme to improve accessibility for readers, the addition of more detail about the proposed expense deferrals and ongoing expenditure reductions included in the budget, and corrections to grammatical and spelling errors.

ANALYSIS

Proposed FY 2024-25 and FY 2025-26 Biennial Budget

City staff 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. This is the first biennial budget process in five years, and represents the City's confidence in its financial health and ability to plan for expenses and revenues over a longer time horizon. While the budget document covers two fiscal years, the budget must be formally adopted on an annual basis per the City's municipal code and state requirements for an annual appropriations limit.

With all funds combined, the Proposed Biennial Budget recommends total expenditures of \$71.6 million in FY 2024-25 and \$69.2 million in FY 2025-26 that provide funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. Revenue and expenses were analyzed against prior year trends and expectations for this fiscal year. The Proposed Budget includes all personnel expenses as a result of approved Memorandums of Understanding (MOUs) with various bargaining units and estimates for MOUs currently under negotiations.

The Proposed FY 2024-25 and FY 2025-26 General Fund budget is balanced using a combination of ongoing and one-time expenditure decreases. For FY 2024-25, staff is proposing a General Fund budget with conservatively projected revenues of \$51.4 million and expenditures amounting to \$51.4 million. The budget does not utilize any fund balance and maintains the existing fund balance of over 10% of General Fund expenditures, as per City Council policy. The Proposed FY 2024-25 budget projects a surplus of \$33,952. 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 FY 2024-25 and FY 2025-26 budget does not include a list of one-time projects to be supported by General Fund Balance.

The Proposed FY 2024-25 and FY 2025-26 Budget seeks to maintain the current programs and services provided to the community. Staff recommend the elimination of one vacant Management Assistant position that is split between the City Manager's Office and the Finance Department. Various technology upgrades and support are included in order to enhance and protect the City's systems from cyber attacks and hacking. Professional services continue to support departments with vacant positions, as well as development-related services that will be recovered by development-related revenues. Expenditure decreases are proposed in areas including professional services, travel and training, and expected vacancy savings.

Financial Advisory Board Review

The Financial Advisory Board (FAB) scheduled a special meeting on June 6, 2024 with the intent to review and provide feedback on the draft budget and consider making a recommendation to the City Council. Unfortunately, a quorum of members did not attend, and the meeting was unable to take place. The two members in attendance did ask questions of staff and were encouraged to provide their individual feedback in writing, as a recommendation could not be made by the FAB as a body. The written comments received from the two individual members are included as attachment 5 to the staff report.

Gann Appropriations Limit

Included in the recommended actions for adopting the FY 2024-25 Budget is the approval of the calculation and establishing the City's FY 2024-25 Gann Appropriation Limit as \$184,105,158. Approved in 1979 and amended in 1990, the Gann Initiative sets an annual appropriation limit on City expenditures based on the amount of tax proceeds

received. This amount is adjusted each year based on changes in population and inflation. The California Government Code requires that the City adopt the Gann appropriations limit by resolution on an annual basis. In FY 2024-25, the respective State and County offices have provided the City with the following factors to establish the Gann limit computation:

Cost of Living

California Per Capita Personal Income = 3.62%

Population

Population Change, City of El Cerrito = 1.15%

Population Change, County of Contra Costa = 0.12%

Based on the California Per Capita Personal Income factor (3.62%) and the percentage of Population Change in the County of Contra Costa, the City's appropriations limit will increase from \$177,460,429 to \$184,105,158. The Gann Limit is calculated annually and will be updated for FY 2025-26 in spring 2025 when the budget is formally adopted by Council.

Next Steps

The resolutions for the City's spending authority and Gann Limit are presented for the City Council's consideration, and staff recommends approval of the Proposed FY 2024-25 and FY 2025-26 Budget as presented. The City Council may choose to adopt the FY 2024-25 and FY 2025-26 Budget as proposed or provide further direction to staff. If further direction is provided, staff recommends that the Council consider scheduling additional special meeting(s) for review and discussion to allow for budget approval no later than June 30, 2024. Staff will bring the second year of the biennial budget to the City Council for formal adoption, along with any recommended adjustments, in spring 2025.

STRATEGIC PLAN CONSIDERATIONS

This action supports 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

With all funds combined, the Proposed FY 2024-25 Budget recommends total expenditures of \$71,613,889 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. At this time, total revenues are projected to be \$68,057,453. These funds will continue to be monitored and updated as the lingering impacts of inflation, rising interest rates, and uncertain economic conditions continue.

For FY 2024-25, staff is proposing a General Fund budget with revenues of \$51,386,444 and expenditures of \$51,352,492, resulting in a surplus of \$33,952. Staff will bring the second year of the biennial budget to the City Council for formal adoption, along with any recommended adjustments, in spring 2025.

LEGAL CONSIDERATIONS

Approval of the attached resolutions is required to adopt the City's spending authority for Fiscal Year 2024-25. In addition to the Gann limit appropriation, there are separate resolutions for each of the City's component units which also must be considered and are presented for approval: the Public Financing Authority and the Pension Board. The City Council is obligated to adopt a budget, including spending authority and Gann limit appropriation, by June 30, 2024.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution (CC Spending Authority)
2. Resolution (PFA Spending Authority)
3. Resolution (PB Spending Authority)
4. Resolution (Gann)
5. Public Comments

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE ANNUAL BUDGET FOR FY 2024-25 AND SPENDING AUTHORITY FROM ALL FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2024-25

WHEREAS, City staff have prepared, transmitted, and presented the proposed FY 2024-25 Budget to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in public review session; and

WHEREAS, the City prepares and adopts a budget with the intent of providing a planned program for City services and a financial system to carry out the program of services; and

WHEREAS, the proposed budget represents anticipated revenues and proposed expenditures, including interfund transfers, from all funds of the City of El Cerrito; and

WHEREAS, proposed spending authority from tax proceeds are within the City's Fiscal Year 2024-25 Gann Appropriations Limit, as defined by the California State Constitution Article XIII B.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the FY 2024-25 Budget spending limits across funds as follows:

General Fund (101)	51,352,491.54
Gas Tax (201)	727,849.01
National Pollu. & Disch. Elimination (202)	427,164.31
Landscape and Lighting Assessment (203)	915,835.06
Measure J Return to Source (204)	792,482.77
Measure J Storm Drain (205)	632,278.51
Measure H Parcel Tax (207)	897,304.20
Asset Seizure (208)	75,000.00
Vehicle Abatement (209)	200,000.00
Street Improvements (211)	3,962,941.90
SB1-Road Repair & Account (212)	936,984.00

Public Art (213)	50,000.00
Paratransit (214)	359,966.00
Federal, State and Local Grants (221)	1,277,000.00
C.O.P.S. Grant (222)	306,000.00
Donations (225)	100,000.00
Low & Moderate Income Housing (232)	35,000.00
Capital Improvements (301, 303, 304)	2,140,000.00
Vehicle /Equipment Replacement (601)	221,590.20
Integrated Waste Management (501)	4,820,117.42

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager or his/her designee to:

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.
2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.
3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of \$45,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., Public Works, State purchasing).
4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

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

I CERTIFY that at a regular meeting on June 18, 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

PFA RESOLUTION 2024-XX

RESOLUTION OF THE CITY OF EL CERRITO PUBLIC FINANCING AUTHORITY
ADOPTING THE FISCAL YEAR 2024-25 BUDGET WITH SPENDING LIMITS FOR FY
2024-25

WHEREAS, the El Cerrito Public Financing Authority (Authority) provides for payment of long-term debt obligations; and

WHEREAS, the Authority Board wishes to maintain funding levels to support payments of principal and interest on those long-term obligations; and

WHEREAS, the Board wishes to adopt the Authority's budget for Fiscal Year 2024-25

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Public Financing Authority adopts the Fiscal Year 2024-25 Budget with spending limits in FY 2024-25 across funds as follows:

Financing Authority City Hall Debt Svc	572,562.50
Financing Authority Street Improv Debt Svc	702,500.00
Total	1,275,062.50

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 Public Financing Authority 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 on_____.

Holly M. Charléty, Authority Clerk

APPROVED:

Tessa Rudnick, Mayor

PB RESOLUTION 2024-XX

RESOLUTION OF THE CITY OF EL CERRITO EMPLOYEES' PENSION BOARD
ADOPTING THE BOARD'S FISCAL YEAR 2024-25 BUDGET AND SPENDING LIMITS
FOR FISCAL YEAR 2024-25

WHEREAS, the El Cerrito Employees' Pension Board (Board) provided for retirement benefits for certain former City of El Cerrito employees and/or their beneficiaries; and

WHEREAS, there are no longer members drawing a retirement from the plan and no new members may join this plan, therefore there are no longer revenues and expenditures of the Employees' Pension Board; and

WHEREAS, while the Board determines the best course of action given that there are no remaining members, the Board wishes to adopt the budget for Fiscal Year 2024-25 with spending limits of \$0.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Employees' Pension Board hereby adopts the budget for Fiscal Year 2024-25 with spending limits for FY 2024-25 of \$0.

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 Employees' Pension Board of the City of El Cerrito 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  ty, Secretary to the Board

APPROVED:

Tessa Rudnick, Chair

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND CONTRA COSTA COUNTY POPULATION ADJUSTMENT FACTORS

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by cities of funds from proceeds of taxes; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must establish an annual appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the per capita change in the cost of living for purposes of calculating appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the population growth factor for purposes of calculating the appropriations limit; and

WHEREAS, an appropriations limit has been calculated in accordance with applicable law.

NOW THEREFORE the City Council of the City of El Cerrito does hereby find, determine, and resolve as follows:

SECTION 1. In accordance with Article XIII B of the Constitution and Government Code Section 7900 et seq., the adjustment factors to be applied to the appropriations limit for the 2024-25 fiscal year shall be the California Per Capita Personal Income adjustment factor and the Contra Costa County population adjustment factor.

SECTION 2. In accordance with Article XIII B of the Constitution and Government Code Section 7902, the appropriations limit for the 2024-25 fiscal year shall be \$184,105,158 which exceeds the City's projected applicable appropriation amount by \$146,650,236.

SECTION 3. The City Council reserves the right to change or revise any adjustment factors associated with the calculation of the appropriations limit if such changes or revisions would result in a more advantageous appropriations limit in the present or future.

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

I CERTIFY that at a regular meeting on June 18, 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

From: [REDACTED]
To: [Holly Charléty](#); [Crystal Reams](#)
Cc: [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: FY 2024-25 & FY 2025-26 Biennial Budget - public comment
Date: Thursday, June 6, 2024 8:46:24 PM

Caution! This message was sent from outside your organization.

Hello Holly and Crystal,

Since we didn't have a quorum tonight and couldn't move a recommendation on the budget on behalf of the Financial Advisory Board, I'd like to share my thoughts via a written public comment for Council's consideration.

Because the forecast shows the General Fund reserve balance dropping below the Reserve goal within a few years after this biennial budget cycle, I request that the budget document include a statement that formalizes the City's commitment to cutting expenses after the Cost Allocation and Master Fees studies are complete.

Something like: "As part of the City's commitment to sustainable operations, the City will use the information in the Cost Allocation Plan and Master Fee Study to develop the City's next biennial budget such that the General Fund Reserve will remain above the Reserve Goal as part of the long-term financial projection, in alignment with the Comprehensive Financial Policy. City staff will use their best judgment to bring forward multiple options for service adjustments to be considered by the community and Council."

I would appreciate your confirmation that this comment will be relayed to Council as part of the Budget agenda item. Thank you for your consideration.

Best,
Farhad

Memo to the El Cerrito City Council**Subject: Recommendations for FY 24 Budget Approval****Date:** June 12, 2024**From:** Kimberly White, Resident of El Cerrito

Dear Mayor & Members of the City Council,

I hope this memo finds you well.

As a dedicated resident of El Cerrito, I have actively participated in every budget-related event this season, including the initial Town Hall Meeting at the Community Center and the various meetings held at City Hall. Despite the absence of a quorum at the recent Financial Advisory Board (FAB) meeting, which prevented a formal vote on the budget, I was impressed by the eloquent and informative contribution from a community member, Debra Saunders.

First and foremost, I would like to extend my heartfelt appreciation for the remarkable efforts of Claire, Will, and Crystal in advancing the budget process this year. They were able to build on Sandra Dalida's efforts and their outreach initiatives have been a significant step forward in our journey towards financial health. While this process will span multiple years, the progress made thus far is commendable.

Recovery as a Multi-Year Undertaking

It is essential to recognize that our financial recovery will be a multi-year undertaking due to the complexity and scale of the challenges we face. Structural changes in revenue generation and expenditure control cannot be achieved overnight. It requires a phased approach, involving continuous assessment, stakeholder engagement, and iterative adjustments to our financial strategies. Commitment to long-term planning and disciplined execution will be paramount in ensuring sustainable financial health for El Cerrito.

Credibility of Consultant Projections

I must address a concern raised during the previous FAB meetings regarding the credibility of our city's consultant predictions. Despite my questions, no satisfactory response was provided to affirm their reliability. My apprehension is rooted in a recent incident where a \$1 million adjustment had to be made due to an inaccurate forecast by consultants, which significantly impacted City finances and reduced reserves.

Perfection Assumption

The FY 25 budget assumes there will be no significant shortfalls in revenue or over expenditures, a scenario that rarely occurs. There is a strong likelihood that the general fund will need to be tapped to balance any shortfalls, as was the case in FY 24.

Transparency and Outreach

I am encouraged by the progress the City has made in transparency and outreach. The advanced copy of the budget requested in May was promptly delivered, and the extensive outreach efforts are commendable. Moving forward, future outreach should identify specific areas where community and Financial Advisory Board (FAB) feedback influenced the budget development and outcomes. While conducting outreach is a significant step forward, it is crucial for the City to ensure that community and FAB feedback genuinely shapes decision-making. The City should be able to identify and communicate where public input has been incorporated into decisions. Additionally, there should be significantly more opportunities for FAB input by bringing initiatives with a significant impact on revenue and expenses to the FAB before presenting them to the City Council for information or approval.

Dispelling Myths

It is important to note that reducing expenses does not necessarily correlate to a reduction in services. If done correctly, these reductions can occur without involuntary reductions in staff. Effective cost management and strategic reallocation of resources can enhance service delivery while maintaining fiscal responsibility.

Bottom Line

While the planned studies on staffing and organizational structure are encouraging and represent a significant step, these studies are not scheduled in the foreseeable future, meaning implementation is much further out. The City has fallen short of the State Auditor's recommendations and has not made the necessary changes to avoid relying on reserves to balance the budget during the fiscal year.

Sustainable reductions or increases in revenue, aligned with the study's findings, are crucial. Given the timing of the study and its later implementation, the budget will continue to experience a structural imbalance, with expenses outpacing revenue for the foreseeable future.

Lastly, the city needs to be more intentional about cost containment and strategic in its decision-making by recognizing the long-term implications of decisions made.

Budget Recommendations

Therefore, while I acknowledge the progress made, I cannot recommend approving the budget without further alignment. I propose the following recommendations for your consideration:

1. **Maintain a \$1 million budget surplus at the beginning of the year.** This surplus can be used to fund overruns or shortfalls when they arise during the year.
2. **Conduct and complete the service delivery and organizational structure review in FY 25.** This will bring forward recommendations on organizational structure and size and inform decisions on the necessary cost reduction strategies.
3. **Align with GFOA recommendations:** Commit to maintaining two months of unrestricted reserves among other recommendations.

4. **Develop and adhere to long-term financial forecasts for labor negotiations** before finalizing terms. Share these forecasts with the public, particularly once negotiations are complete.
5. **Videotape and publish FAB meetings** to enhance transparency and citizen engagement and trust.

Thank you for considering my recommendations. I look forward to continued progress in achieving financial stability for our city.

Sincerely,

Kimberly White

Kimberly White
Resident of El Cerrito



**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
June 18, 2024
(revised June 20, 2024)**

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
- 2. Agenda Item No. 7.E. - SB 1 - The Road Repair and Accountability Act, List of Projects for Fiscal Year 2024-25**
 - a. Revised Exhibit A
- 3. Agenda Item No. 8.A. - Fire Hazard Abatement**
 - a. Revised Exhibit A
- 4. Agenda Item No. 9.A. - CITY COUNCIL/PUBLIC FINANCING AUTHORITY/
EMPLOYEE PENSION BOARD
Approval of the City's Fiscal Year 2024-25 Proposed Budget and
Spending Authority by Fund for the City, Employee Pension Board,
and Public Financing Authority and Approval of the FY 2024-25
Annual Gann Appropriation Limit**
 - a. Presentation
 - b. Public Comments

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Item 5 Not on the agenda
Date: Thursday, June 13, 2024 5:27:41 PM

Caution! This message was sent from outside your organization.

Extra costs for proposed Plaza library

Parking giveaway: \$5 million

Reduced size from 21,000 sq feet to 20,000 sq ft: \$1 million

Failure to secure state library grant: \$10 million

Interest rate increase for \$22 million bond (assume 2% to 5%): \$13 million

Total extra costs for current strategy: \$29 million!!!

Library proposal start

21,000 square feet

63 parking spaces

Current proposal

20,000 square feet

ZERO parking spaces

Value of parking according to city FAQ \$5 million

A 2% interest rate would have a total cost of \$29 million while a 5% interest rate would have a cost of \$42 million.

The uncertainty related to being renters in a complex BART housing project is not priced in, but probably costs a few extra millions.

Issues raised by El Cerrito consultants relating to potential Plaza site. August 10, 2019 slide show, page 7.

CONS

- Not as accessible to El Cerrito residents to the north
- Potential recurring tenant payments - extra operational cost?
- Many factors outside of City's control
- Homelessness/safety issues in BART precinct
- Traffic congestion
- Will the library become a regional destination?
- Less child focused with T.O.D. housing

Question: what is the proposed tax amount? When will it be on the ballot?

<https://el-cerrito.org/library>

The city is spending hundreds of thousands of dollars to promote the Plaza library proposal, but I cannot find the costs itemized in the budget document.

From: [cordell hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Friday, June 14, 2024 2:55:50 PM

Caution! This message was sent from outside your organization.

Good Evening Mayor Rudnick, Council Members and Staff,

I am Submitting the Following Comments into the Record:

1. for a Future Agenda The Council Should Consider Inviting Danny Wan or Designee to Present on the Port of Oakland
2. Also I am In support of 7.C on the Consent Calendar

Sincerely
Cordell

From: [Terry Friedkin](#)
To: [City Clerk](#)
Subject: Oppose putting a ceasefire resolution on the Agenda
Date: Monday, June 17, 2024 5:53:24 PM

Caution! This message was sent from outside your organization.

Terry Friedkin

From: [D. Dorenz](#)
To: [City Clerk](#)
Subject: No ceasefire or divest resolutions
Date: Monday, June 17, 2024 9:18:42 PM

Caution! This message was sent from outside your organization.

Dear El Cerrito City Council, members.,

You have done a remarkable job in staying strong against those who choose to use the City Council as a propaganda tool. I thank you for your efforts and hope that you will stay strong and refuse to be used in this way. Those who come to tell you that you have no compassion for the Palestinian people because you don't do exactly what they would like you to do, seem to be missing some compassion themselves. Their sole goal is to demonize Israel without a single word of condemnation for the horrors that Hamas has inflicted on its own people and on 1200 Israeli citizens on October 7, in addition to the taking of 250 hostages, many of whom have already been murdered by Hamas.

Thank you for standing for the city of El Cerrito in all the work that you do. That is why you have been elected. Wishing you the best and the best for El Cerrito.
Dorothea Dorenz

Sent from my iPhone

From: [Dean Kertesz](#)
To: [City Clerk](#)
Subject: public comments – not on the agenda: oppose a ceasefire resolution
Date: Tuesday, June 18, 2024 12:22:18 PM

Caution! This message was sent from outside your organization.

Dear Members of the El Cerrito City Council,

I do not know if those advocating for a ceasefire resolution will return this week or not. In case they do, I am writing you once again to urge you to not give in to their demands.

- 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 meeting last month forced you to go into recess. At your most recent meeting, the pro-ceasefire speaker insulted you. 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. Further, we see increasing anti-semitic violence and hate speech growing across the country.
- There is a ceasefire proposal by the US government that could end the fighting, which Hamas has rejected.
- I believe the goal of these activists is not peace, but rather the systematic destruction of the State of Israel. I am certain neither you, nor the majority of El Cerrito residents support this.

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

•

Traffic Calming for Safer Streets

Petition for Safer El Cerrito Streets

We, the undersigned residents of El Cerrito, call on the El Cerrito City Council to implement immediate measures to improve traffic safety for pedestrians, cyclists, and children in the areas between San Pablo Ave., Potrero Ave., Moeser Ave., and Navellier St. This area has far too many intersections with two-way stop signs (specifically along Gladys St., Donal St., and Manila) where there should be four-way stop signs. We request traffic calming measures such as additional stop signs, chicanes, and speed bumps. Please prioritize our children's safety over the flow of traffic.

	<u>Name</u>	<u>Address</u>	<u>Date</u>
1	Amelia Schmale		6/7/24
2	Leura Mathur		6/8/24
3	Donna Simkovic		6/8/24
4	Valerie Logue		6/8/2024
5	Alexander Zaytsev		6/8/2024
6	Steve Price		6/7/24
7	Janet Byron		6/7/24
8	Shanti Corrigan		6/7/24
9	Seth Corrigan		6/7/24
10	Amber Bell		6/8/24
11	Dustin Vorkoeper		6/8/24
12	Raelene Coburn		6/8/24
13	Wayne Coburn		6/8/24
14	ZiZi Hawthorne		6/8/24
15	Virgilio Cordova		6/8/24
16	Alison Hawthorne		6/8/24
17	Colin Engler		6/8/24
18	Pier LeBlanc		6/8/2024
19	Marianna Lauber		6/8/2024

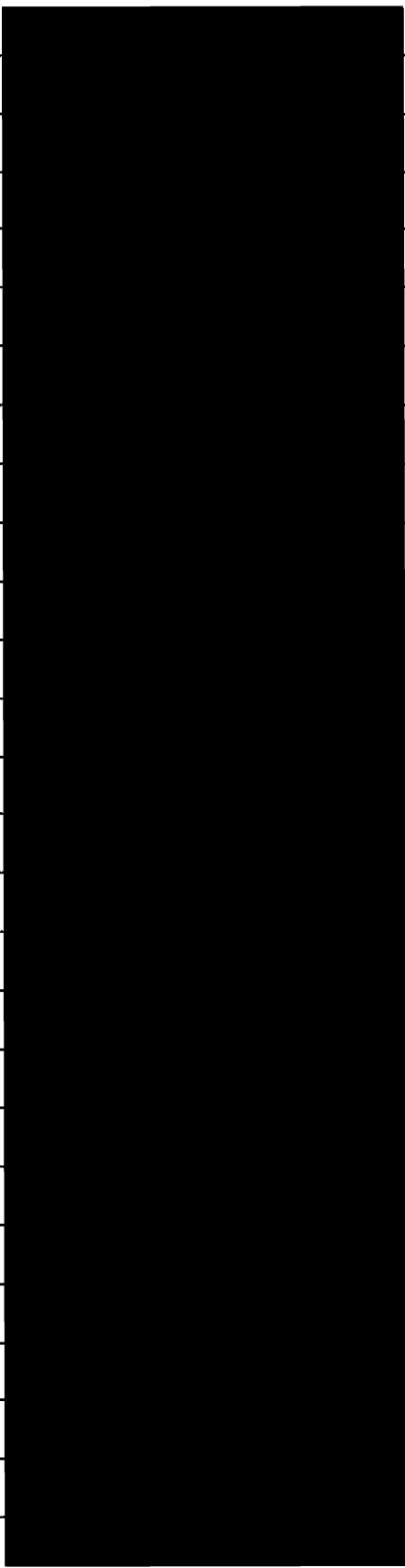
Traffic Calming for Safer Streets

20	Skye Christensen		6/8/24
21	Yann Jacob		6/8/24
22	Nicol U Jacob		6/8/24
23	Carrie Sze		6/8/24
24	Marisa Renn		6/8/24
25	Margaret Sheldon		6/8/24
26	Lisa Cerri		6/8/24
27	Katie Parajon		6/8/24
28	Masami Malaowala		6/8/24
29	Tamasin Partridge		6/9/24
30	Serena Allen		6/9/24
31	Hannah Yee		6/9/24
32	Amy Havens		6/9/24
33	Matthew Gravish		6/9/24
34	Michelle Pratt		6/9/24
35	Mary Vargas		6/9/24
36	Bridget McVey		6/9/24
37	Shannon McVey		6/9/24
38	James McVey		6/9/24
39	Benjamin McVey		6/9/24
40	Robin Mitchell		6/9/2024
41	Howdy Goudey		6/9/2024
42	Elizabeth Lazaga		6/10/2024
43	Jorien Campbell		06/10/2024
44	Sietse Braakman		06/10/2024
45	Derfogail Delcassian		06/10/2024

Traffic Calming for Safer Streets

46	Gaurav Mathur		6/10/2024
47	Amy Bennett		6/10/24
48	Joan Starr		6/10/24
49	María Montes Clemens		6/10/24
50	Cheri Saito		6/10/24
51	Stuart Sonatina		2024-06-10
52	Rebecca Milliken		6/10/2024
53	Isaac Mankita		6/10/2024
54	Laura Davis		6/10/24
55	Gaia Sonatina		6-10-24
56	Debbie Lai		6/10/24
57	Anh Thang Dao-Shah		6/10/24
58	Catherine MacGillivray		6/10/24
59	Eric W Jepson		June 10, 2024
60	Melissa Kim		6/10/24
61	Brian Sharon		6/10/24
62	Laura Lent		6/10/24
63	Michelle Turco		6/11/24
64	Kathleen Wong		6/11/24
65	Max Eissler		6/11/24
66	Michael Balmaceda		6/11/24
67	Elizabeth Lai		6/11/24
68	Ann Cheng		6/11/24
69	Susan Gonzalez		6/11/24
70	Amy Rogers		6/11
71	Thomas Rogers		6//11

Traffic Calming for Safer Streets

72	Lynsey Jepson		6/11
73	Lara Gabato		6/11
74	Teresa Soldavini		6/11/24
75	Lauren Russell		6/11/24
76	Rickey Russell		6/11/24
77	Randy Reyes		6/12/24
78	Andrew Raphael		6/12/24
79	Franziska Gehrmann		6/13/24
80	Brianna Lind		6/13/24
81	Meghan Lenehan		6/13/24
82	Susan Wong		6/13/24
83	Rupa Dev Rihan		06/13/24
84	Minh Nguyen		
85	Alison Kather		06/13/24
86	Ruchi Schock		06/14/24
87	Alexis Mazzoli		6/14/24
88	Andy Le		
89	Tom Allen		6/15/24
90	Clay M. Horiuchi		2024-06-15
91	Julia Conant		6/15/24
92	Ruth Kassabian		
93	Katie Fournier		6/16/24
94	Katherine Plambeck		6/16/24
95	Genna Souza		6/16/2024
96	Tova Feldmanstern		6/16/24
97	Samantha Piell		6/16/24
98	Sue Gardner		6/17/24

Traffic Calming for Safer Streets

99	Sharon Farrell		6/17/24
90	Margaret Pennington		6/17/24
91	Douglas Miller		6/17/24
92	Alan Goy		6/17/24
93	Diana Goy		6/17/24
94	Ashley Hall		6/17/24
95	Lynne Baer		6/13/24
96	Stacey Bell		6/13/24
97	Michele Friedman		6/13/24
98	Juliette Laoyan		6/14/24
99	Edmund Burke Treidler		6/14/24
100	Jenny Byrne		6/14/24
101	Jen Komaromi		6/14/24
102	Danielle Jerdee		6/14/24
103	Shane Anderson		6/14/24
104	Christina Baumgardner		6/15/24
105	Laila Comolli		6/15/24
106	Sweepeek Quek		6/15/24
107	Lynne Baer		6/13/24
108	Stacey Bell		6/13/24
109	Michele Friedman		6/13/24
110	Juliette Laoyan		6/14/24
111	Lauren Fleer		6/17/2024
112	Vinny Abeygunawardena		6/17/2024
113	Natasha Abeygunawardena		6/17/2024
114	Leah Jarvis		

Traffic Calming for Safer Streets

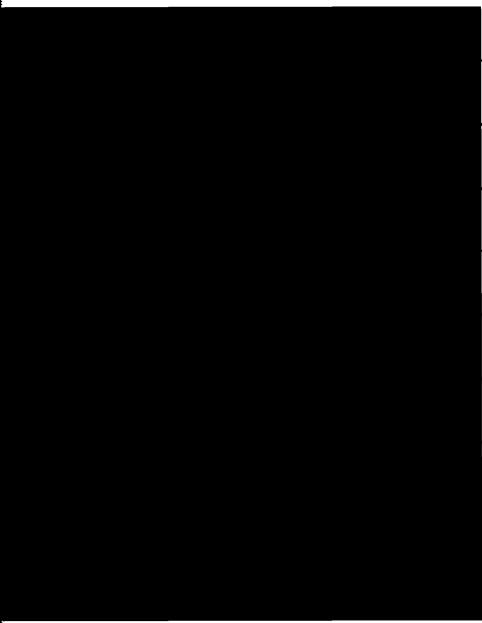
115	Matthew Hoeft		6/18/2024
116	Amanda Spencer		6/18/24
117	Britta Kolb		6/18/24
118	Nicholas Fournier		6/18/24
119	Dustianne North Godfrey		6/18/24
120	Craig Godfrey		6/18/24
121	Renan Souza		6/18/24
122	Carisa Orwig		6/18/24
123	Jennifer Donegan		6/18/24
124	Alex Coughlin		6/18/24

Exhibit A

City of El Cerrito

Senate Bill (SB) 1 - Local Streets and Roads Program
Fiscal Year 2024-25 Submission

Previously Proposed and Adopted Project List

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life (years)	
				Start	Complete	Min	Max
Active Transportation Program	This project will include: Implement the Active Transportation Plan, adopted by the City Council in April 2016, and includes access, safety and other enhancements to pedestrian and bicycle infrastructure. Funding is for preliminary engineering and design needed to help apply for and leverage various grant and external funding sources.	On major Pedestrian and Bicycle Routes as identified in the City's Active Transportation Plan including San Pablo Avenue, BART to Bay Trail connection along Fairmount Avenue-Carlson Blvd-Cerrito Creek path-Lassen St-San Diego Street-Belmont Ave-Central Ave, Richmond St, Fairmount Ave, Key Blvd, Arlington Blvd and Lincoln Ave. Locations have yet to be finalized and will be selected based on grant funding criteria and prioritization criteria in the Active Transportation Plan.	Pre-Construction	07/2022	06/2030	7	25
Del Norte TOD Complete Streets Improvements	This project will include: ADA Curb Ramp Installation (New), ADA Curb Ramp Rehab/Repair (Existing), Bicycle Lane (New), Bicycle Lane Rehab/Repair (Existing), Cost Estimating, Document Preparation, Landscape Safety Installation (New), Landscape Safety Rehab/Repair (Existing), Pavement Rehab/Repair (Existing), Paving and/or Striping Installation (New Safety), Paving and/or Striping Rehab/Repair (Existing Safety), Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Installation (New), Sidewalk and/or Crosswalk Rehab/Repair (Existing), Storm Drain and/or Culvert Rehab/Repair (Existing), Traffic Signals, Lights, and/or Signage Installation (New Safety), Traffic Signals, Lights, and/or Signage Rehab/Repair (Existing Safety) Access, circulation & safety improvements for bicyclists, pedestrians, transit users & motorists to support BART and TOD development; accessibility improvements; and lighting, street tree and landscaping improvements. Major elements include new signalized crosswalks, new bikeways, reduction in turning/auxiliary lanes, conversion of oneway to two-way streets, signalization changes on San Pablo Av at Hill Street & Cutting Bl, and stormwater treatment facilities.	San Pablo Avenue from Ohlone Greenway to Potrero Avenue, Eastshore Boulevard from Potrero Avenue to San Pablo Avenue, Hill Street from San Pablo Avenue to Liberty Street, Cutting Boulevard from I-80 to Key Boulevard, and Knott Avenue from San Pablo Avenue to Key Boulevard.	Pre-Construction and Construction	12/2019 12/2023	12/2025 06/2027	7	25
Richmond Street Improvements - Complete Streets	This project will include: Cost Estimating, Document Preparation, Environmental Study/Documents, Preliminary Design, Project Scope Development Rehabilitate and maintain pavement; install high-visibility markings, roadway safety lighting, and rapid rectangular flashing beacons at uncontrolled crosswalks; install enhanced traffic signing, green pavement markings, and signs for bike facility; install painted tear-drop medians and plant in-fill streets trees for traffic calming; implement safety upgrades at Elm/Key/Hill Streets signal; install ADA compliant curb ramps; repair/replace non-conforming sidewalk; and minor utility adjustments.	Richmond-Elm Street between Fairmount Avenue and Hill Street/Key Blvd.	Pre-Construction	10/2021	09/2025	7	25

Title	Description	Location	Component	Estimated Project Schedule		Estimated Useful Life (years)	
				Start	Complete	Min	Max
Street Light, Traffic Signal & Street Sign Replacement and Upgrades	This project will include: Procurement of Public Works Equipment, Repair and Servicing of Public Works Equipment Replacement, repair and upgrades of street light equipment, traffic signal equipment and street signs includes procurement of supplies and materials.	Arterials: Carlson Bl, Central Av, Fairmount Av, San Pablo Av, Ashbury Av, Arlington Bl, Barrett Av, Colusa Av, Cutting Bl, Elm St, Hill St, Key Bl, Moeser Ln, Potrero Av, Richmond St; and Collectors: Alta Punta, Ashbury Av, Avis Dr, Buckingham Dr, Colusa Av, Edwards Av, Eureka Av, Fairview Dr, Ganges Av, Jordan Av, King Dr, Macdonald Av, Manila Av, Navellier St, San Mateo St, SeaView Dr, Shevlin Dr, South 55thSt, Terrace Dr, and Tulare Av. Locations are to be finalized on an annual basis.	Procurement/ Operational Needs	07/2024	06/2025	10	25
Street Light & Traffic Signal Maintenance	This project will include: Repair and Servicing of Public Works Equipment Street light and traffic signal on-going maintenance service and response	Citywide for on-going maintenance of 12 traffic signalized intersections on San Pablo Ave, Central Ave, Moeser Ln, Fairmount Ave, Richmond St, and Key Blvd; 526 City-owned street and pedestrian lights on allcity streets, and 23 flashing beacons/in-roadway lights/radar speed feedback signs locations on Moeser Ln, Cutting Blvd, Arlington Blvd, San Pablo Ave, Central Ave, Stockton Ave, Potrero Ave, Barrett Ave, Hill St and Fairmount Ave.	Procurement/ Operational Needs	07/2024	06/2025	10	20
Sidewalk Infrastructure Maintenance	This project will include: Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) Repair sidewalk displacement to remove tripping hazards by concrete cutting and other methods that not requiring sidewalk removal and replacement.	Locations are on major pedestrian routes and as requested: San Pablo Ave, Central Ave, Potrero Ave, Cutting Blvd, Richmond St, Ashbury Ave, Lincoln Ave and Waldo Ave. Locations will be finalized based on a methodology that prioritizes locations on major Pedestrian Routes designated in the City's Active Transportation Plan, and based on their proximity to schools, the severity of the sidewalk damage and repair method, and other factors (e.g. requests received).	Pre-Construction and Construction	07/2024	12/2024	20	25
				01/2025	06/2025		
Access Modifications - Streets & Sidewalks	This project will include: ADA Curb Ramp Installation (New), ADA Curb Ramp Rehab/Repair (Existing), Cost Estimating, Document Preparation, Preliminary Design, Project Scope Development, Sidewalk and/or Crosswalk Rehab/Repair (Existing) Remove physical barriers to accessibility along the street right-of-way including at intersections and mid-block. Work includes installation and reconstruction of curb ramps, sidewalk removal and replacement including street tree removal and replacement, and related access modifications.	On major Pedestrian Routes or serving public/ transportation facilities and Title III entities: Moeser Ln & Pomona Av next to the Civic Theater; additionally, Arlington Blvd, Ashbury Ave, Barrett Ave, Central Ave, Colusa Ave, Cutting Blvd, Fairmount Ave, Hill St, Navellier St, Moeser Ln, Potrero Ave, San Pablo Ave, Schmidt Ln, Stockton Ave. Locations have yet to be finalized and will be selected based on ADA Transition Plan methodology.	Pre-Construction	07/2024	06/2025	10	25

EXHIBIT A**As of 6/10/24**

City of El Cerrito Fire Department
List of Real Property Constituting Public Nuisances

<u>APN</u>	<u>Street Address</u>
505-262-043-1	812 Contra Costa Dr.
505-351-018-5	1101 Arlington Blvd
505-221-045-6	956 Seaview Dr
505-303-027-5	8666 Terrace Dr

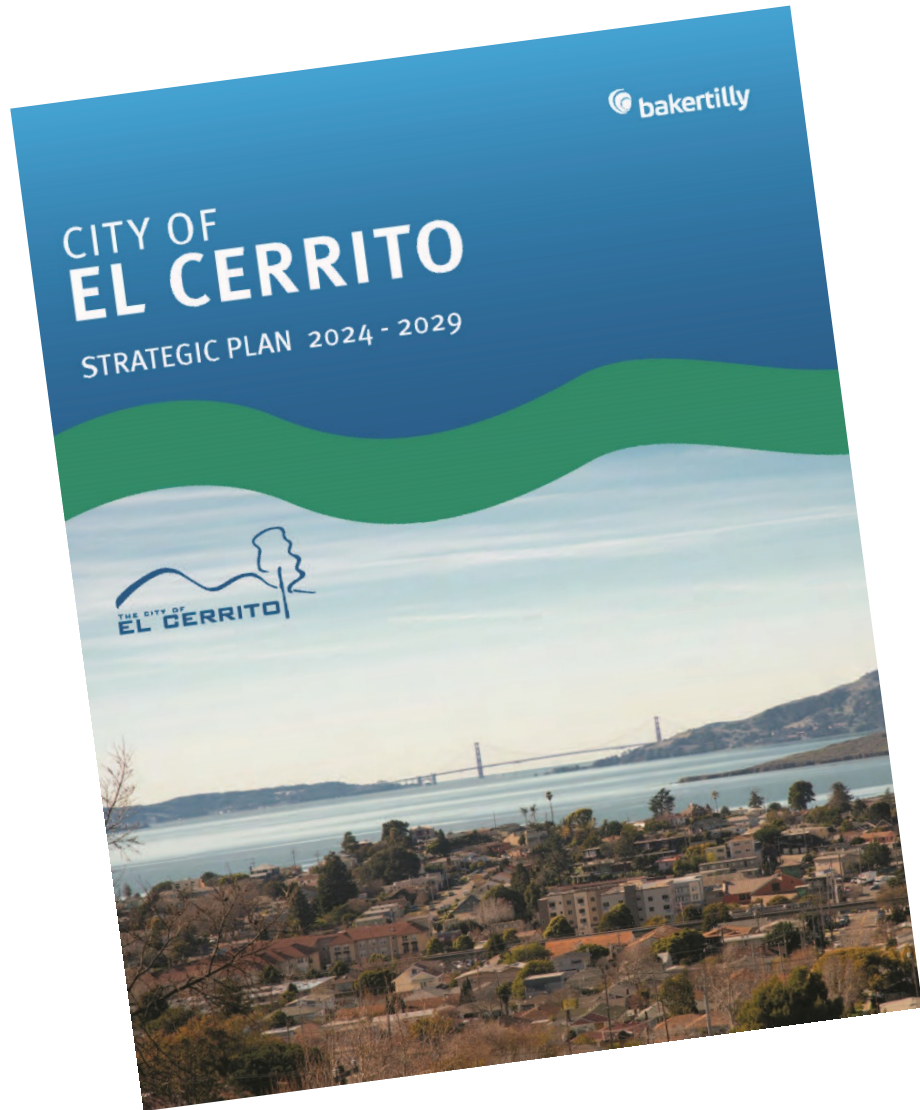


Fiscal Year 2024-25 & Fiscal Year 2025-26 Proposed Biennial Budget

*City of El Cerrito
El Cerrito Public Financing Authority
El Cerrito Employee Pension Trust Board*

June 18, 2024

Strategic Plan 2024-2029



Visit: el-cerrito.org/StrategicPlan

Budget Public Engagement Process

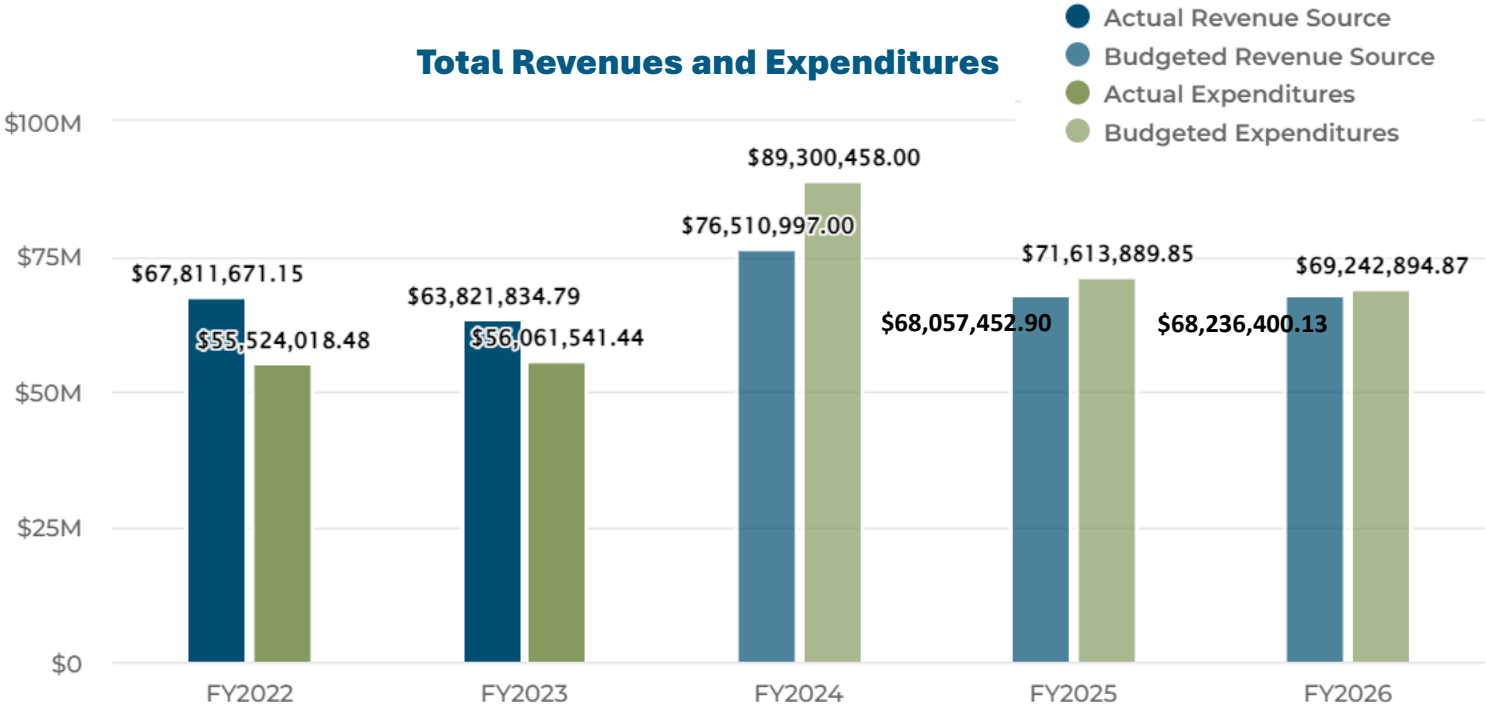
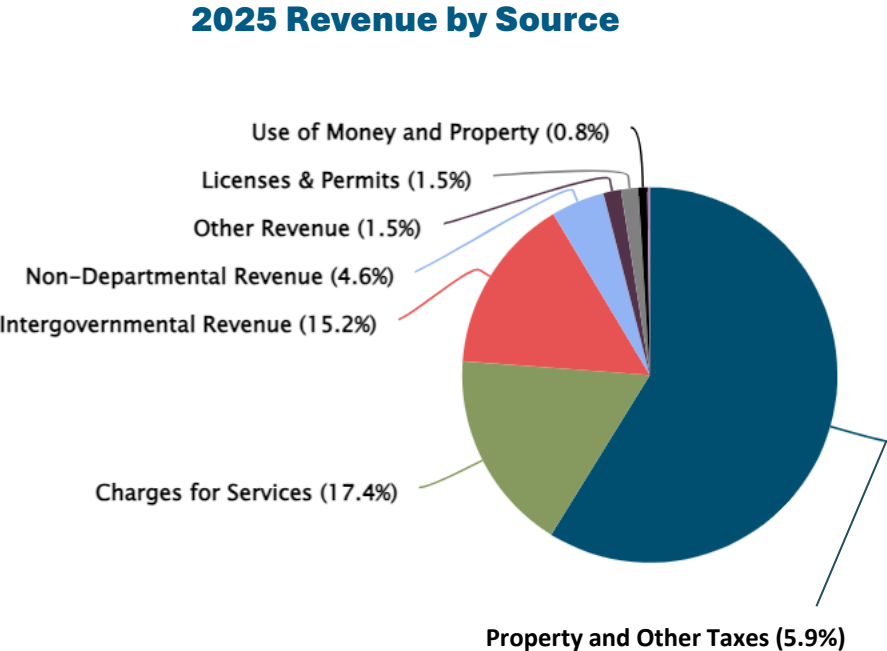
- December 5: Strategic Plan Adopted by City Council
- January 13: Budget Priority Setting Workshop
 - Online Survey Launched (175 responses received)
- March 5: Mid-Year Budget Update
- March 19: FY 2022-23 ACFR Presented to Council
- April 6: Community Budget Workshop
- April 23: Financial Advisory 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: First Budget Hearing
- June 6: FAB Special Meeting
- June 18: Second Budget Hearing
 - Adoption by June 30

Summary of Updates Following June 4 Council Meeting

- Made the following corrections:
 - Adjusted the CIP table, moving General Fund proposed amounts to match budgeted values
 - Reduced Fire backfill costs
 - Reduced the revenue charged to KFPD
 - Increased UUT revenue estimates based on the most recent data
 - Note: no net change in ending fund balance
- Attached Fiscal Recovery & Sustainability Plan
- Addition of more detail about the proposed expense deferrals and ongoing expenditure reductions
- Updated budget book colors to improve readability



Budget All Funds



Estimated Balance for All Funds June 30, 2026

\$27,270,346

Highlighted Revenue Trends



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

Month	Properties Sold	Amount Received
July	12	\$ 173,868
August	17	\$ 235,014
September	19	\$ 266,855
October	21	\$ 278,220
November	27	\$ 360,954
December	16	\$ 224,868
January	10	\$ 120,038
February	18	\$ 254,166
March	13	\$ 172,536
April	30	\$ 534,108*
May	27	\$ 368,604*
June		(unknown)
Total YTD	210	\$ 2,989,230



Measure R

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2024-25 Proposed	FY 2025-26 Proposed
Measure R Revenue	\$3,632,337	\$4,651,914	\$3,855,000	\$4,459,000	\$4,581,000

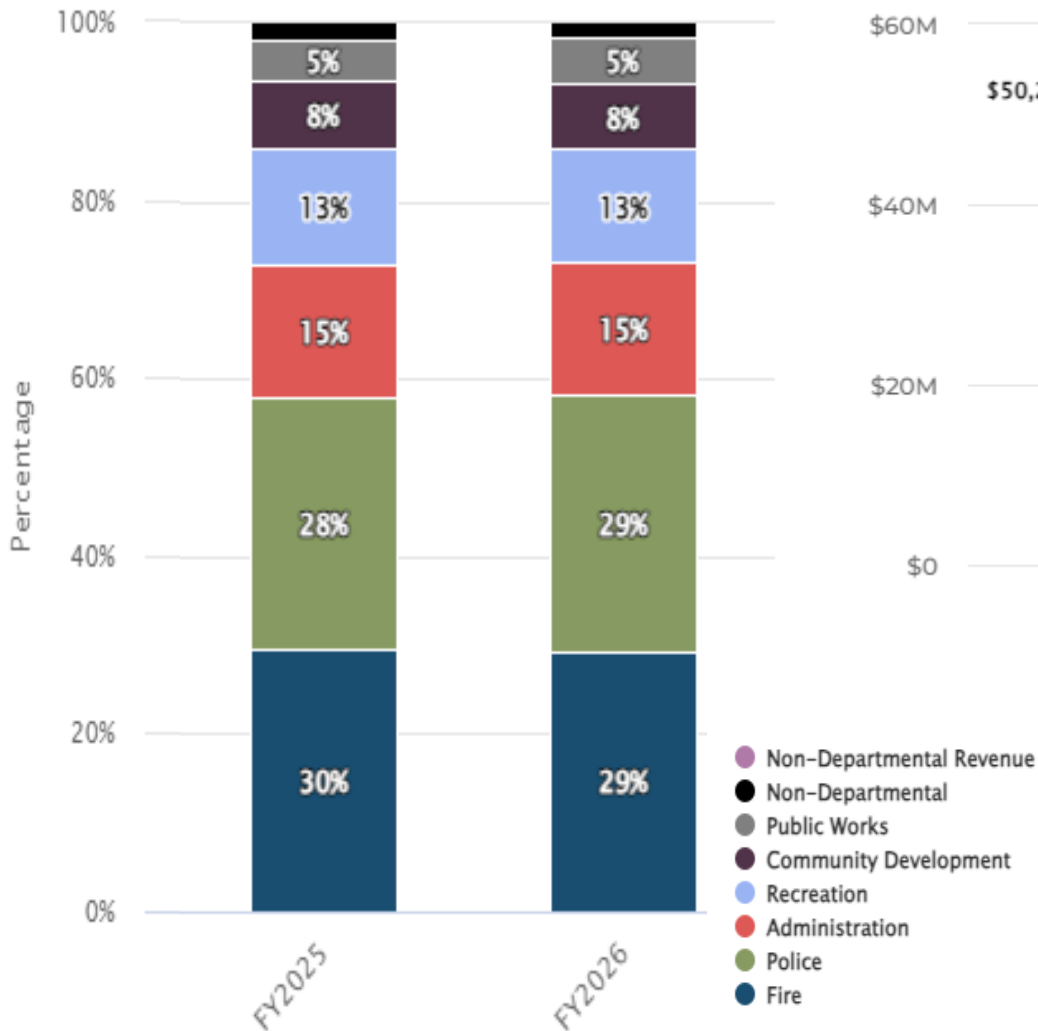


General Fund Cannabis Revenue

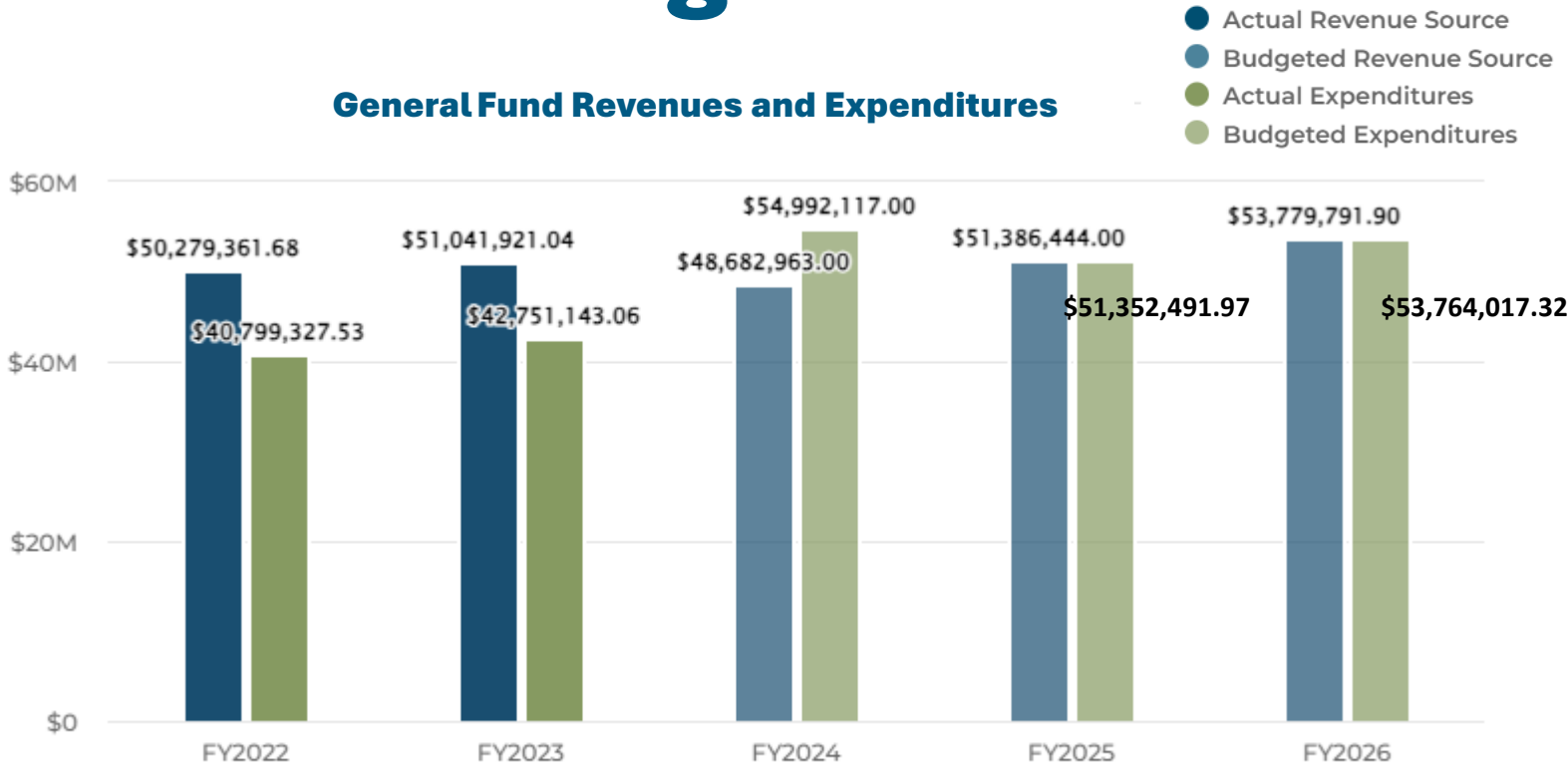
	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Amended Budget	FY 2024-25 Proposed	FY 2025-26 Proposed
Cannabis Revenue	\$330,425	\$448,514	\$600,000	\$440,000	\$550,000

General Fund Budget

General Fund Expenditures by Department



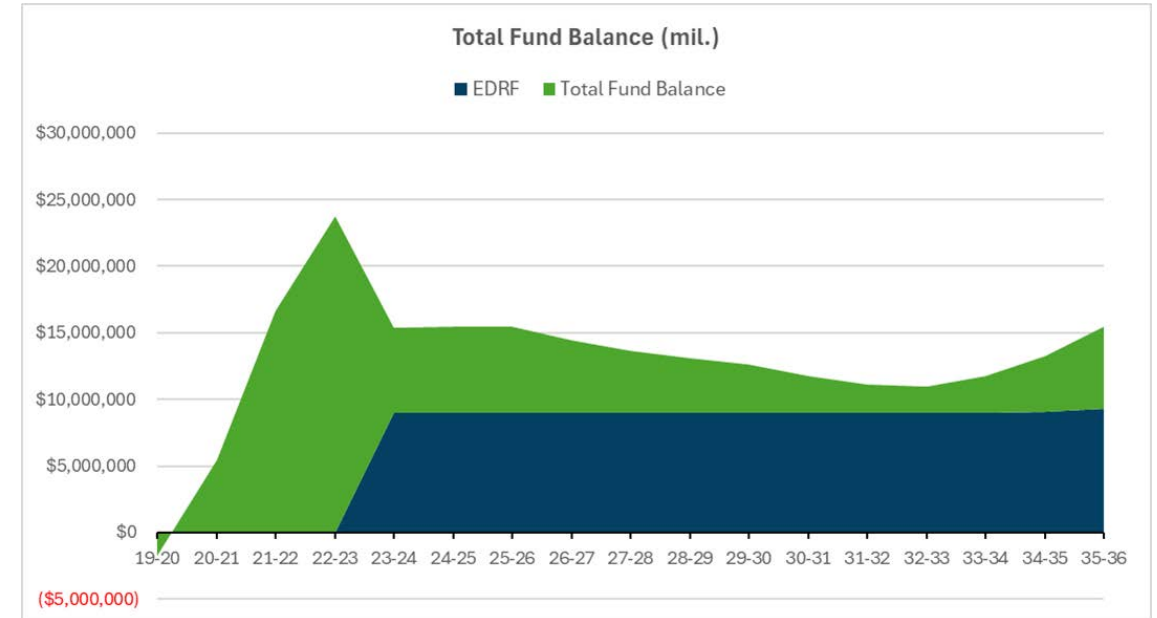
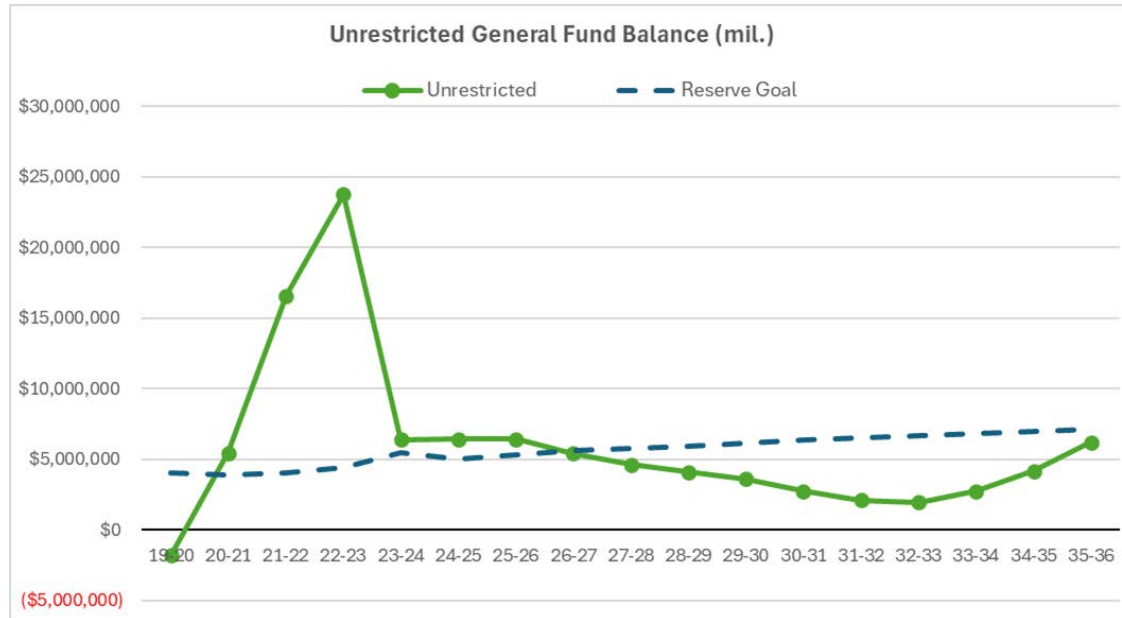
General Fund Revenues and Expenditures



Estimated General Fund Balance June 30, 2026

\$16,883,654

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
- Additional surplus = Service reductions

Gann Limit

Gann Limit

\$184,105,158

Included in the recommended actions for adopting the FY 2024-25 Budget is the approval of the calculation and establishing the City's FY 2024-25 Gann Appropriation Limit

The California Government Code requires that the City adopt the Gann appropriations limit by resolution on an annual basis

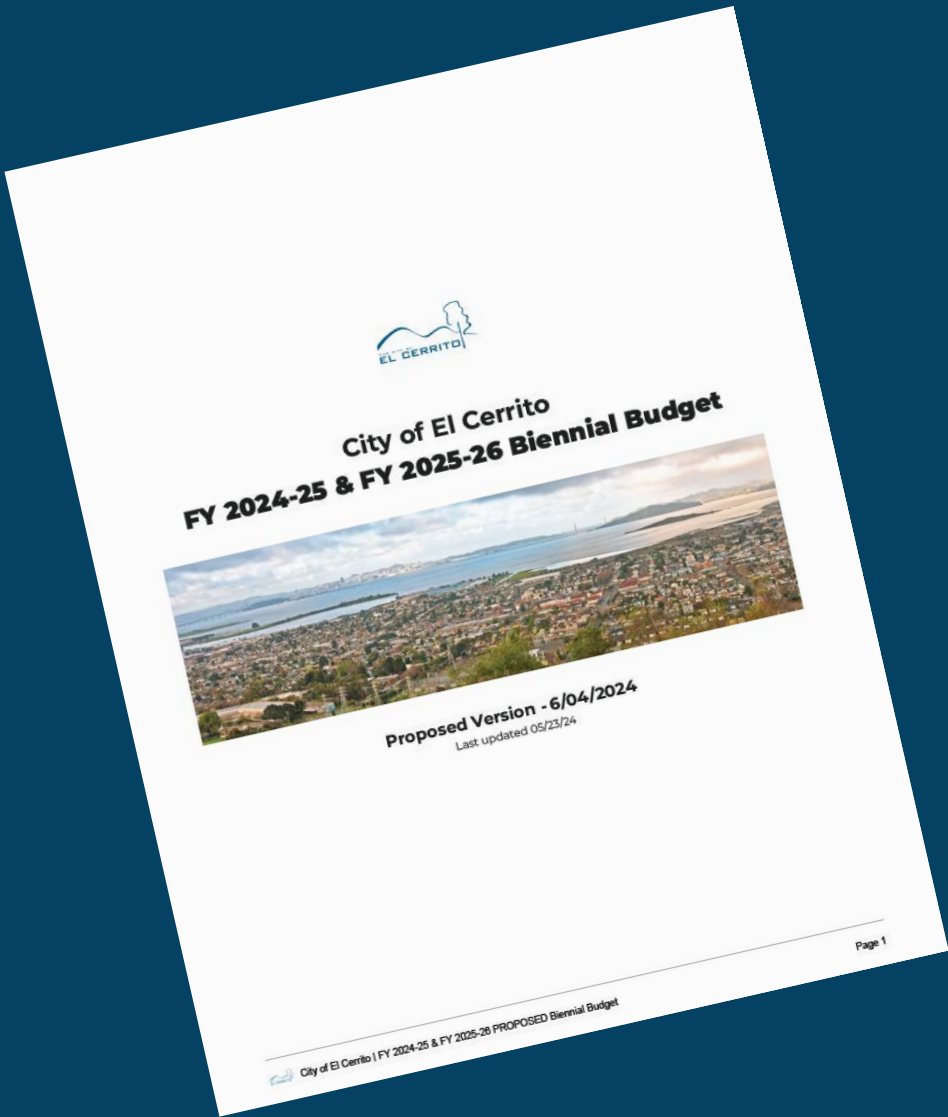
Proposed Budget Summary

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
- Additional Special Meetings as needed
- Adoption of Budget by June 30, 2024
 - City of El Cerrito
 - Public Financing Authority
 - Pension Board
 - Gann Limit



IMPORTANT LINKS:

The Digital Budget Book is
available online at:
el-cerrito.org/BiennialBudget

More information at:
el-cerrito.org/BudgetProcess

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Item 9A Budget
Date: Thursday, June 13, 2024 5:24:28 PM

Caution! This message was sent from outside your organization.

I recommend the council postpone a vote until it has a chance to study the impact of the city's CalPERS debt. According to the city's consultants, as stated in the September 19, 2023 packet, the city now owes \$85 million.

2017 UAL payment: \$3.2 million

2031 UAL payment: \$9.7 million

The city failed to take advantage of the low interest rate environment and now faces the prospect of paying close to \$10 million per year just in UAL.

In retrospect, it may be that the Section 115 Trust was a loser. It may pay about 1% more than LAIF, so about \$15,000 per year more than LAIF. However, the city spent a lot of money to hire a consultant and also spent a lot of staff time.

It looks like over the decade of the 2020s, El Cerrito will run deficits for seven of those years. The surplus years were during the unique circumstances of Covid. The norm seems to be to run deficits and certainly NOT to have the \$1 million surplus that was recommended by FAB.

September 19, 2023

Agenda Item No. 9.A.

Pension Liability

The City of El Cerrito, like most cities in California, has an unfunded accrued liability ("UAL") associated with its CalPERS pension plan. A UAL occurs when the current pension plan assets are not projected to be sufficient to pay total pension costs in future years. The City's UAL has fluctuated in the past couple of years, mainly due to CalPERS' annual investment returns. As of June 30, 2021, the City's UAL was \$57.8 million, which was a 22.4% decrease from the City's UAL of \$74.5 million at the end of FY 2019-20. This was due to a very strong investment return of 21.3% in FY 2020-21.

However, CalPERS then reported an investment return of -7.5% in FY 2021-22 (revised from preliminary returns of -6.1%), which increased the City's UAL to **\$85.0 million**. This is shown in the City's latest CalPERS Actuarial Valuation reports, which were recently made available to the City. CalPERS charges the City a 6.8% interest rate on the UAL and requires a repayment schedule that escalates over the next decade. The City's annual UAL payment increased 96% from **\$3.2 million in FY 2017-18** to \$6.2 million in FY 2022-23. The City's UAL payment in FY 2023-24 (\$6.1 million) is slightly lower than last fiscal year, due to the 21.3% investment returns, but then the City's UAL payments are projected to escalate and reach a peak annual payment of **\$9.7 million in 2031**. This is illustrated in the chart below:

What are the costs of the library effort? Are they specified in the budget? El Cerrito has about 17,440 registered voters. The county will charge something like \$9 to \$14 per registered voter for a special election, so just the ballot measure alone will cost about \$175,000. Then with all of the mailers and all of the staff time, the cost will likely be over \$200,000.

Ira Sharenow

El Cerrito, CA