

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, JULY 16, 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/88312767082?pwd=a5DynG2gYR2PL7MiGNydESHXiWIqdN.1>
Meeting ID: 883 1276 7082 Password: 615564 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; Public Safety Management Association; Service Employees International Union Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: East Bay Regional Park District vs. City of Richmond et al.
(Contra Costa County Superior Court, Action No. MSC19-00434)

Contact: Sky Woodruff, City Attorney, City Management

5. ADJOURN SPECIAL CITY COUNCIL MEETING

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

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

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

5. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda will be heard prior to the City Council taking action on each item.

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6. PRESENTATIONS

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

Action Proposed: Receive and file adopted accomplishments from applicable Boards, Commissions, and Committees of the City.

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

B. Monthly Disbursement and Check Register Report for June 2024

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

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

C. Authorize the Purchase of two Hybrid Police Replacement Vehicles

Action Proposed: Adopt a Resolution authorizing the purchase of two (2) Hybrid Ford Explorer Police Interceptor vehicles for an amount not to exceed \$63,000 per vehicle.

Contact: Emily Graham, Executive Assistant; J.T. Wahrlich, Lieutenant, Police Department

D. Consulting Services Agreement with Renne Public Policy Group for Grant Writing and Legislative Advocacy Services

Action Proposed: Adopt a resolution authorizing the City Manager to execute a consulting services agreement with Renne Public Policy Group (RPPG) in the amount not to exceed \$83,000 for grant writing and legislative advocacy services.

Contact: Alexandra Orologas, Assistant City Manager, City Management

E. Part-Time Minimum Wage Equity Adjustments

Action Proposed: Adopt a resolution to modify the City's part-time

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hourly salary schedule effective the first full pay period of September 2024 to comply with the City's Minimum Wage Ordinance, eliminate salary compaction, successfully recruit and retain talented staff, and ensure the City's Recreation Programs are sustainable.

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

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 Management Assistant, Permit Technician I/II, Assistant - Associate Planner, Firefighter/Firefighter Paramedic, Fire Engineer/Fire Engineer Paramedic, Fire Captain/Fire Captain Paramedic, Aquatics Assistant I/II, Pool Manager and 2) authorize the new classifications and/or title changes of Fire Prevention Officer I/II, Senior Management Assistant, Senior Permit Technician, Neighborhood Preservation Officer I/II, Program Coordinator, Aquatics Instructor I/II/III, Lifeguard I/II, Senior Lifeguard, Facility Attendant.

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

8. PUBLIC HEARINGS

9. POLICY MATTERS

A. Construction Contract Award and Budget Amendment for the Miscellaneous Storm Drain Repair Project, City Project No. C5036.10

Action Proposed: Adopt a resolution to approve plans and specifications for the Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project); accept the three bids submitted for the Project; authorize the City Manager to execute a contract in the amount of \$649,260 with A-3 Pipeline, Inc. and to approve potential change orders in an amount not to exceed \$65,000 for the construction of the Project; and amend the Fiscal Year (FY) 2024-25 Adopted Budget and Capital Improvement Program to appropriate \$785,000 from the Measure J Storm Drain Fund Balance.

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

B. El Cerrito Climate Action & Adaptation Plan

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Action Proposed: Approve a resolution adopting the El Cerrito Climate Action and Adaptation Plan.

Contact:

Will Provost, Assistant to the City Manager, City Management; Christina Leard, Management Analyst III; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

C. Call and Request Services for a November 5, 2024 Election to Submit to Voters the Reauthorization of Measure R to Maintain El Cerrito Safety and Local Services

2/3 affirmative vote of City Council required to pass. Notice published on 7/13/2024.

Action Proposed: 1) Adopt a resolution to call for an election to be held on Tuesday, November 5, 2024 to submit to the voters of El Cerrito a measure to reauthorize an existing Transactions and Use Tax (Measure R) to maintain El Cerrito safety and local services, to request the Contra Costa County Board of Supervisors consent to the consolidation of said measure and direct the Registrar of Voters to provide specified services to the City related to the conduct of the election, to direct the City Attorney to prepare an impartial analysis of the measure, and to establish deadlines for arguments and rebuttals; and 2) Waive further reading and introduce by title an ordinance of the City Council of the City of El Cerrito amending and restating chapter 4.62 of the El Cerrito Municipal Code to reauthorize an existing transactions and use tax to be administered by the California Department of Tax and Fee Administration.

Contact: Karen Pinkos, City Manager; Will Provost, Assistant to the City Manager; Holly M. Charléty, City Clerk, City Management

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

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

**11. ADJOURN REGULAR CITY COUNCIL MEETING
IN MEMORY OF FORMER MAYOR AND COUNCILMEMBER JANE BARTKE**

The next regularly scheduled City Council meeting is Tuesday, August 20, 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.



AGENDA BILL

Agenda Item No. 7.A.

Date: July 16, 2024
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: Board, Commission, and Committee Workplan(s) and Accomplishments

ACTION PROPOSED

Receive and file adopted accomplishments from applicable Boards, Commissions, and Committees of the City.

BACKGROUND/ANALYSIS

Resolution 2024-16, adopted by the City Council on March 21, 2024, implemented procedures by which City of El Cerrito Boards, Commissions, and Committees (Advisory Bodies) adopt a two-year workplan. The workplan shall be developed within the Advisory Body's scope of responsibility and be aligned with the City's adopted Strategic Plan. The workplan shall be adopted by the Advisory Body (and posted on the Advisory Body website) no later than July 1st of applicable years. The workplan shall also include a section to provide annual accomplishments of the Advisory Body which shall be updated and posted annually by July 1st.

Subsequent to adoption by the Advisory Body, the workplan and/or accomplishments shall be transmitted to the City Council on consent as a received and file item. The applicable advisory body chair(s) or designee(s) shall be in attendance at the meeting.

This item includes transmission of the following item(s):

- Urban Forest Committee Accomplishments for FY 2023/2024.
 - Chair: Cathy Bleier
 - Staff Liaison: Stephen Pr  e, Environmental Programs Manager / City Arborist

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

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Urban Forest Committee Accomplishments

June 28, 2024

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

Mayor Rudnick and City Council Members,

On June 10, 2024, the El Cerrito Urban Forest Committee, with a unanimous vote, adopted the attached 2024 Work Plan Accomplishments document for your reference.

Action: The Urban Forest Committee approves documentation of the UFC Accomplishments for the period July 1, 2023, through June 30, 2024.

Motion / Second: Mitchell / Kaczor

Ayes: Five (5) Bleier, Hrubes, Kaczor, Linhart, Mitchell,

Nays: None

Absent: One (1) Hughes

URBAN FOREST COMMITTEE
FY 2024 ACCOMPLISHMENTS (July 2023 - June 2024)

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
A. Cultivate financial support for Urban Forest activities and priorities.	- Submit proposal to City Council to re-open the The Tree Program Donations account as a mechanism to receive private donations and spend the available funds - Provide guidance on how to allocate the annual \$1000 budget - Help procure grant for HNA plan (2022)	- Response to donations proposal was to revisit in FY25, needs policy - Approx. half of the budget has been earmarked for Arbor Week activities - HNA Management Plan is in development
B. Pursue recognition for El Cerrito Urban Forest Activities	- Maintain Tree City USA designation - Pursue additional Tree City USA growth award	- UFC meetings and Arbor Week activities contribute towards maintaining Tree City designation - Received Tree City USA Growth Award
C. Provide UFC related input on City plans	- Identify CAAP advisory board members, participate in meetings and report back to advisory board - Identify HNA plan stakeholder group members, participate in requested activities and report back to advisory board - Advocate for opportunities for public input on city plans	- CAAP: attended Stakeholder Advisory Group meetings and provided input regarding urban forest issues - HNA: attended Stakeholder Advisory Group meetings and provided input regarding many aspects of the proposed new HNA management plan
D. Foster development of a comprehensive vegetation & ecosystem restoration and management Plan of El Cerrito urban forest	- Identify HNA plan stakeholder group members, participate in requested activities and report back to advisory board - Receive presentations and and share feedback in UFC meetings - Receive input from community groups	- Participated in (and continue to participate) the Stakeholder Advisory Group for the new HNA management plan, stressing transparency of public input and management suggestions. - Presented information from the SAG meetings to the UFC - Received important perspective from Friends of Five Creeks
E. Work with community, EC Fire Department and others to address fire hazard and risks in our urban forest	- Develop HNA plan - Raise issue of removal of oaks from PG&E Moeser easement and recommend action to avoid future incidents and seek mitigation plans	- Continued participation in the SAG meetings for the new HNA management plan, where there has been considerable discussion about managing the urban forest for fire - Submitted a recommendation to City Council to contact PG&E, collaborated with a resident to include her perspective

F. Collaborate and coordinate with other City of El Cerrito committees, boards and commissions, as well as other cities	- Collaborate with EQC - Collaborate with PRC - Attend Richmond Trees meeting	- UFC member regularly attends EQC meetings to inform them of the UFC activities, and report back to UFC about EQC activities - UFC member regularly attends PRC meetings (currently as a member of PRC) to report on UFC activities, and report back to UFC about EQC activities
G. Educate residents on urban forestry topics through events.	- Plan and hold Arbor week activities - Represent UFC at July 4th festival - Survey residents to gauge interest in urban forest activities and joining the UFC - Create and share tree and urban forestry book list amongst UFC members and with library for Arbor Week	- Very successful series of Arbor week activities in March 2024, including tree planting at Fairmont Elementary school, a tree activity for children and a tree workshop for adults at the El Cerrito Public Library - A very successful booth at the 2023 4th of July Festival where UFC members answered questions from interested residents about tree care and tree planting, and provided 2 different surveys at UF and Parks and Rec committee/commission tables for input into urban forestry priorities.
H. Enhance Committee expertise and understanding through educational opportunities	- Receive presentation on Municipal Urban Forestry from Daniel Gallagher, Retired City of Berkeley Senior Forestry Supervisor and Tony Wolcott, Retired City of Albany Urban Forester - Attend relevant workshops and webinars	- UFC members' collective knowledge continually increases, to better inform El Cerrito urban forestry guidance
Ongoing: Secure funding and public support for urban forestry activities	- Conduct ongoing research of relevant grant opportunities, attend webinars to learn about eligibility and application details - Provide input on grant applications	- City staff gets volunteer grant research resources to supplement their workload



AGENDA BILL

Agenda Item No. 7.B.

Date: July 16, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for June 2024

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of June 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 June 30, 2024, reflecting 304 Accounts Payable General Warrant Nos. 89868 through 90171, 40 ACH/EFT transactions, and 686 payroll-related checks and EFTs for a grand total of \$5,417,611.09.

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 June 2024

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable - Checks								
<u>Check</u>								
89868	06/04/2024	Reconciled		06/07/2024	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89869	06/04/2024	Reconciled		06/07/2024	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,905.01
89870	06/04/2024	Reconciled		06/07/2024	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$1,594.59
89871	06/05/2024	Reconciled		06/11/2024	Accounts Payable	BLANCA MARTINEZ-CAMPOS	PETTY CASH REIMBURSEMENT	\$239.78
89872	06/05/2024	Reconciled		06/10/2024	Accounts Payable	CHENG-SHENG, KUO	RELEASE OF BONDS APRIL 2024 - PART 1	\$792.00
89873	06/06/2024	Reconciled		06/13/2024	Accounts Payable	4LEAF, INC.	CAL APP GRANT	\$116,944.80
89874	06/06/2024	Reconciled		06/11/2024	Accounts Payable	L.N. CURTIS & SONS	UNIFORMS - TRAN	\$1,299.66
89875	06/06/2024	Reconciled		06/11/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WEEK1, A-90%	\$13,436.59
89876	06/06/2024	Reconciled		06/20/2024	Accounts Payable	SUPER SOCCER STARS	SOCCER ASEP S2+ SAT JAN-MAR24	\$9,409.40
89877	06/06/2024	Reconciled		06/12/2024	Accounts Payable	THE ED JONES COMPANY	BADGES	\$159.14
89878	06/06/2024	Reconciled		06/17/2024	Accounts Payable	TRB AND ASSOCIATES, INC.	PLAN REVIEW SERVICES 4/1-4/30/24	\$6,958.11
89879	06/06/2024	Reconciled		06/13/2024	Accounts Payable	4LEAF, INC.	APRIL 2024 PLAN REVIEW SVCS	\$2,240.00
89880	06/06/2024	Reconciled		06/12/2024	Accounts Payable	ADVANCED TRENCHLESS	RELEASE OF BONDS - MAY 2024 PART 3	\$1,696.00
89881	06/06/2024	Reconciled		06/12/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	ACRYLIC DISPLAY STANDS	\$240.20
89882	06/06/2024	Reconciled		06/13/2024	Accounts Payable	BADGE FRAME, INC.	GRAPHIC DESIGN & PLAQUES	\$999.42
89883	06/06/2024	Reconciled		06/13/2024	Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	PERSONNEL MATTER	\$4,046.25
89884	06/06/2024	Reconciled		06/11/2024	Accounts Payable	BIRDSSELL, ADAM	ENGINE OPS & CO TRAINING, PARAMEDIC LICENSE RENEW	\$700.00
89885	06/06/2024	Reconciled		06/10/2024	Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$7,638.57
89886	06/06/2024	Voided/Reissued	Printing Error	06/06/2024	Accounts Payable	CCC ANIMAL SERVICES DEPARTMENT	VOID	\$110,073.00
89887	06/06/2024	Reconciled		06/18/2024	Accounts Payable	CESMAT, DAVID	PARAMEDIC LICENSE EXP REIMBRS	\$250.00
89888	06/06/2024	Reconciled		06/20/2024	Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMPS	\$4,440.16
89889	06/06/2024	Reconciled		06/17/2024	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$424.91
89890	06/06/2024	Reconciled		06/24/2024	Accounts Payable	CONTRA COSTA HEALTH SERVICES	UST HAZMAT OPERATING PERMIT FEE 2024-2025	\$3,893.00
89891	06/06/2024	Reconciled		06/11/2024	Accounts Payable	COREY JOHN MASON	4TH OF JULY - MAY24 PAYMENT	\$2,500.00
89892	06/06/2024	Reconciled		06/10/2024	Accounts Payable	CUISON, MARIELLE	MILEAGE AND EXP REIMURSEMENT, CC LEADSHIP ACADEMY	\$165.18
89893	06/06/2024	Reconciled		06/20/2024	Accounts Payable	DATA TICKET, INC.	LAND USE	\$100.00
89894	06/06/2024	Reconciled		06/18/2024	Accounts Payable	DAWSON, ANTHONY	FIRST IN ENGINE OPS TRAINING EXP REIMBRS	\$350.00
89895	06/06/2024	Reconciled		06/11/2024	Accounts Payable	DIPRIMA, LISA	FASEP ART S3 2024	\$1,219.80
89896	06/06/2024	Reconciled		06/18/2024	Accounts Payable	EHSD-CC SENIOR NUTRITION	SENIOR NUTRITION PROG CONTRIBUTION REIMBRSMNT APRIL 2024	\$247.00
89897	06/06/2024	Reconciled		06/11/2024	Accounts Payable	EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT	\$148.72
89898	06/06/2024	Reconciled		06/11/2024	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - MAY 2024 PART 3	\$8,995.60
89899	06/06/2024	Reconciled		06/18/2024	Accounts Payable	EWING	IRRIGATION TIMERS FOR SAN PABLO AVE	\$1,548.31
89900	06/06/2024	Reconciled		06/10/2024	Accounts Payable	GRIFFIN PERFORMANCE JUDO LLC	JIUJITSU & JUDO SPRING 2024	\$656.00
89901	06/06/2024	Reconciled		06/11/2024	Accounts Payable	KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING	\$4,907.41
89902	06/06/2024	Reconciled		06/11/2024	Accounts Payable	L.N. CURTIS & SONS	FD UNIFORMS	\$19,770.07
89903	06/06/2024	Reconciled		06/12/2024	Accounts Payable	LEAF	SOPHOS LICENSING LEASE PYMT DUE 6/15/24	\$1,300.43
89904	06/06/2024	Reconciled		06/27/2024	Accounts Payable	MELTON, TAYLOR	CASH ADVANCE FOR 4TH OF JULY CHANGE	\$4,000.00
89905	06/06/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - MAY 2024 PART 3	\$11,428.77
89906	06/06/2024	Open			Accounts Payable	POSTMASTER	POSTAGE - RECREATION FALL 2024 ACTIVITY GUIDE, MAIL PERMIT #79	\$4,500.00
89907	06/06/2024	Reconciled		06/12/2024	Accounts Payable	RAYBIN, AURORA JADE , B.	MASEP DRAMA S3 2024	\$2,520.00
89908	06/06/2024	Reconciled		06/13/2024	Accounts Payable	REEVES, KATY	FASEP MMIXED MEDIA ARTS S	\$673.20
89909	06/06/2024	Reconciled		06/12/2024	Accounts Payable	RICOH USA, INC	PRINTER TONER	\$3,073.14
89910	06/06/2024	Reconciled		06/11/2024	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	RERC IMPRVMNT PROJECT SPECIAL ORDER & WATER BASED PAINT	\$801.29
89911	06/06/2024	Reconciled		06/12/2024	Accounts Payable	RUDNICK, TESSA	NAT'L LEAGUE OF CITIES CONF - LOCAL TRANSPORT	\$2,070.89
89912	06/06/2024	Reconciled		06/11/2024	Accounts Payable	S.P. AUTOMOTIVE	DIESEL EXH. FLUID, MOTOR OIL, CAR WASH CONCENTRATE	\$835.38

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

89913	06/06/2024 Reconciled	06/10/2024	Accounts Payable	SHABABO, TRACEY, ELISE	SEWING & TEXTILE ARTS 4/17 - 5/31/24	\$3,315.00
89914	06/06/2024 Reconciled	06/21/2024	Accounts Payable	SONIC TELECOM	RELEASE OF BONDS - MAY 2024 PART 3	\$792.00
89915	06/06/2024 Reconciled	06/14/2024	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY SUPPLIES - PAPER PRODUCTS AND TRASH LINERS	\$900.68
89916	06/06/2024 Reconciled	06/10/2024	Accounts Payable	WADE, THOMAS	ENGINE OPS TRAINING EXP REIMBR	\$350.00
89917	06/06/2024 Reconciled	06/11/2024	Accounts Payable	ENERGY CONSERVATION OPTIONS (ECO)	CITY HALL EV CHARGING STATION PROJ	\$3,044.37
89918	06/06/2024 Open		Accounts Payable	FJ&I ENGINEERING, INC.	CITY HALL EV CHARGING STATION PROJ	\$1,461.00
89919	06/06/2024 Reconciled	06/10/2024	Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD	\$26,150.42
89920	06/06/2024 Reconciled	06/17/2024	Accounts Payable	GYMDOC INC	STA 52 TREADMILL	\$3,025.65
89921	06/06/2024 Reconciled	06/10/2024	Accounts Payable	HONEYWELL INTERNATIONAL, INC.	CITY SATELLITE PHONES	\$225.00
89922	06/06/2024 Reconciled	06/11/2024	Accounts Payable	KITTELSON & ASSOCIATES INC	2023 LRSP	\$194.20
89923	06/06/2024 Reconciled	06/17/2024	Accounts Payable	LOCKED IN FIRE AND ENGINEERING, INC.	11154 SPA PLAN REVIEW	\$600.00
89924	06/06/2024 Reconciled	06/11/2024	Accounts Payable	OLIVERO PLUMBING	P/S BUILDING MAINTENANCE	\$350.00
89925	06/06/2024 Reconciled	06/10/2024	Accounts Payable	PASTIME HARDWARE	GATE REPAIR	\$25.30
89926	06/06/2024 Reconciled	06/11/2024	Accounts Payable	PREMIER GRAPHICS	QR CODE DECALS FOR ARTS & CULTURE PROGRAM	\$113.53
89927	06/06/2024 Reconciled	06/11/2024	Accounts Payable	ROADPOST USA, INC.	FD SATELLITE PHONES	\$133.90
89928	06/06/2024 Reconciled	06/10/2024	Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$797.38
89929	06/06/2024 Reconciled	06/12/2024	Accounts Payable	TWO BROTHERS POOL & SPA, INC	MAY24 SERVICE AND REAGENTS/EMERGENCY CALL	\$4,059.95
89930	06/06/2024 Reconciled	06/10/2024	Accounts Payable	TYLER TECHNOLOGIES	ANNUAL MAINTENANCE, USER LICENSES 6/1/24 - 5/31/25	\$9,000.00
89931	06/06/2024 Reconciled	06/12/2024	Accounts Payable	UNITED COACH TOURS	RAVENCLIFF 2024 BUSES	\$8,864.00
89932	06/06/2024 Reconciled	06/17/2024	Accounts Payable	COUNTY TREASURER	ANIMAL CONTROL SVCS 1/1/24 - 3/31/24	\$110,073.00
89933	06/13/2024 Reconciled	06/24/2024	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD WEEKLY UNIFORM RENTAL	\$212.16
89934	06/13/2024 Reconciled	06/18/2024	Accounts Payable	A PLUS TREE, LLC	URGENT PUBLIC TREE REMOVAL AND PRUNING WORK	\$31,402.00
89935	06/13/2024 Reconciled	06/21/2024	Accounts Payable	BALTZ, LEONARD	KARATE ADULT - WED MAR-MAY 2024	\$3,909.60
89936	06/13/2024 Reconciled	06/18/2024	Accounts Payable	BKF ENGINEERS	EL CERRITO SWIM CENTER	\$21,290.00
89937	06/13/2024 Reconciled	06/18/2024	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	\$275.99
89938	06/13/2024 Reconciled	06/17/2024	Accounts Payable	BROWN, KRISTEN, L.	MAY 2024 ART + WELLNESS WORKSHOP	\$30.00
89939	06/13/2024 Reconciled	06/25/2024	Accounts Payable	CHAND, NIRAJAN	LUNCH- BASIC COLLISION COURSE 5/20-5/24/24	\$40.00
89940	06/13/2024 Reconciled	06/24/2024	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	SAFETY VESTS FOR STAFF	\$217.45
89941	06/13/2024 Reconciled	06/14/2024	Accounts Payable	COOPER, PAUL	RED DOT PISTOL COURSE, RANGE FEES & LUNCH	\$96.00
89942	06/13/2024 Reconciled	06/18/2024	Accounts Payable	CPS HR CONSULTING	RECRUTING 1/28/24 - 2/24/24	\$2,111.16
89943	06/13/2024 Reconciled	06/20/2024	Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	C3: ANNUAL BRAKE + FORCE REGEN INSPECTIONS	\$2,355.00
89944	06/13/2024 Reconciled	06/25/2024	Accounts Payable	DIGITAL MAP PRODUCTS, L.P.	GOVCLARITY 3/25/24 - 3/24/25 SW LICENSE & MAINTENANCE	\$24,950.00
89945	06/13/2024 Reconciled	06/17/2024	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENT	PSYCH EVAL	\$625.00
89946	06/13/2024 Reconciled	06/18/2024	Accounts Payable	EVEREST PLUMBING & DRAIN	PERMIT CANCELLED, WORK NOT PERFORMED	\$2,217.00
89947	06/13/2024 Reconciled	06/24/2024	Accounts Payable	FORENSIC SERVICES DIVISION	FORENSIC TESTING 4/1/24 - 4/30/24	\$3,772.20
89948	06/13/2024 Reconciled	06/20/2024	Accounts Payable	FUJIWARA, PATTY	OPEN CERAMICS INTO TO THROWING MAY 2024	\$1,120.40
89949	06/13/2024 Reconciled	06/18/2024	Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET MAY 2024	\$541.20
89950	06/13/2024 Reconciled	06/21/2024	Accounts Payable	GARDA CL WEST,INC.	ARMORED TRANSPORT SVC	\$266.64
89951	06/13/2024 Reconciled	06/21/2024	Accounts Payable	GRAUL, BELINDA	GYMNASTICS APR & MAY 2024	\$3,510.00
89952	06/13/2024 Reconciled	06/20/2024	Accounts Payable	HONEY BUCKET	CENTRAL PARK SVC 5/28-6/4/24 + ON CALL SVC 5/23/24	\$336.05
89953	06/13/2024 Reconciled	06/18/2024	Accounts Payable	JACKSON, DOUGLAS, W.	CHESS BASICS MAY 2024	\$54.00
89954	06/13/2024 Reconciled	06/17/2024	Accounts Payable	JAFFE, SCOT	CERAMICS THUR EVENING MAY 2024	\$452.40
89955	06/13/2024 Reconciled	06/18/2024	Accounts Payable	KASSIRER ENTERTAINMENT COMPANY	ASEP KASSIRER SPORTS S3 2024	\$7,480.20
89956	06/13/2024 Reconciled	06/20/2024	Accounts Payable	KEITH, PAUL	PER DIEM - 2024 CAL CHIEF'S CONFERENCE	\$200.00
89957	06/13/2024 Reconciled	06/20/2024	Accounts Payable	KEL-AIRE	SERVICE CALL FOR PACKAGE UNIT	\$240.00
89958	06/13/2024 Reconciled	06/17/2024	Accounts Payable	KENNEDY, GREG, C	PCR REVIEW MAY24	\$2,000.00
89959	06/13/2024 Reconciled	06/17/2024	Accounts Payable	KI RESEARCH INSTITUTE	AIKIDO MAY 2024	\$240.00
89960	06/13/2024 Reconciled	06/18/2024	Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO	\$9,945.52
89961	06/13/2024 Reconciled	06/17/2024	Accounts Payable	LEONE AARON	RED DOT PISTOL COURSE, RANGE FEES & LUNCH	\$96.00
89962	06/13/2024 Reconciled	06/20/2024	Accounts Payable	LEWKOWITZ, MARK	HASEP KARATE S2 2024	\$864.00

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

89963	06/13/2024 Reconciled		06/17/2024	Accounts Payable	MANQUEROS, MARK, MARCOS	TENNIS CLASSES MARCH-MAY 2024	\$4,285.75
89964	06/13/2024 Reconciled		06/18/2024	Accounts Payable	MCAVOY, IAN	HASEP + MASEP OFF THE BLOCK STEM S3 2024	\$4,680.00
89965	06/13/2024 Reconciled		06/18/2024	Accounts Payable	MEDINA-ROSS, VERONICA	HASEP SCIENCE S3 2024	\$2,672.80
89966	06/13/2024 Reconciled		06/21/2024	Accounts Payable	MERCURIO BROS. PRINTING, INC,	RECYCLING CTR FRONT COUNTER RECEIPTS	\$254.26
89967	06/13/2024 Reconciled		06/21/2024	Accounts Payable	MUNICIPAL POOLING AUTHORITY	EAP 4/2024-06/2024	\$2,084.21
89968	06/13/2024 Reconciled		06/20/2024	Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	APR24 CURBSIDE RECYCLING PROCESSING: 266.42 TONS	\$14,653.10
89969	06/13/2024 Reconciled		06/18/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WEEK 2A (90%) 2024	\$6,411.96
89970	06/13/2024 Reconciled		06/18/2024	Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 32	\$132.38
89971	06/13/2024 Reconciled		06/17/2024	Accounts Payable	PASTIME HARDWARE	ARLINGTON PARK BENCH REPAIR SUPPLIES	\$41.11
89972	06/13/2024 Reconciled		06/18/2024	Accounts Payable	PG&E	ELECTRICAL SERVICE FOR DEL NORTE	\$14,649.07
89973	06/13/2024 Reconciled		06/18/2024	Accounts Payable	PINNACLE PETROLEUM INC	UNLEADED FUEL	\$24,272.45
89974	06/13/2024 Reconciled		06/28/2024	Accounts Payable	PLAY-WELL TEKNOLOGIES	HASEP PLAY-WELL LEGO S3 2024	\$1,398.60
89975	06/13/2024 Reconciled		06/18/2024	Accounts Payable	PORTILLO, PATRICK	PER DIEM - POST RECERITICATION ACADEMNT 4/29-5/24/24 (20 days)	\$1,000.00
89976	06/13/2024 Reconciled		06/20/2024	Accounts Payable	RENNE PUBLIC LAW GROUP	STATE LOBBYING & GRANT WRITING	\$4,500.00
89977	06/13/2024 Reconciled		06/18/2024	Accounts Payable	RICOH USA, INC	LEASE PYMT FOR MP C307 AT CORPYARD	\$1,591.71
89978	06/13/2024 Reconciled		06/25/2024	Accounts Payable	ROSTAD, KIKI	CLAY TIME APR-MAY2024	\$858.00
89979	06/13/2024 Reconciled		06/17/2024	Accounts Payable	SHAHKAR, MEHRAN	STRENGTH & BALANCE MAY 2024	\$750.00
89980	06/13/2024 Open			Accounts Payable	SHANNON LAYER POLYGRAPH	POLYGRAPHS	\$650.00
89981	06/13/2024 Reconciled		06/18/2024	Accounts Payable	SHI INTERNATIONAL CORP	NESSUS PROF SECURITY AUDIT SOFTWARE/ MAINTENANCE 2/23/24-2/23/25	\$3,342.88
89982	06/13/2024 Reconciled		06/20/2024	Accounts Payable	STERICYCLE, INC.	SHREDDING	\$81.79
89983	06/13/2024 Reconciled		06/14/2024	Accounts Payable	STREAMLINE BUILDERS	ARLINGTON PARK IMPROVEMENTS	\$139,147.83
89984	06/13/2024 Reconciled		06/24/2024	Accounts Payable	THE LEW EDWARDS GROUP	MEASURE R EXTENSION PUBLIC INFO & CMNTY ENGAGEMENT	\$7,300.00
89985	06/13/2024 Reconciled		06/21/2024	Accounts Payable	UNIVERSAL BUILDING SERVICE	RECYCLING CENTER JANITORIAL SVC MAY 2024	\$7,017.00
89986	06/13/2024 Reconciled		06/24/2024	Accounts Payable	VAN WYCK, JAMES	ENGINE OPS TRAINING EXP REIMBRs	\$350.00
89987	06/13/2024 Open			Accounts Payable	WAHRLICH, JOHN-TRACY	RED DOT PISTOL COURSE, RANGE FEES & LUNCH	\$96.00
89988	06/13/2024 Reconciled		06/17/2024	Accounts Payable	WARREN, ELISE	PER DIEM - 2024 CAL CHIEF'S CONFERENCE	\$200.00
89989	06/13/2024 Reconciled		06/25/2024	Accounts Payable	WEST COAST VENDING SERVICES, INC.	FOOD	\$3,588.41
89990	06/13/2024 Reconciled		06/20/2024	Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL	\$16,223.71
89991	06/13/2024 Reconciled		06/21/2024	Accounts Payable	AT&T	COPPER LAND PHONE LINE FOR CITY STAFF 3/13-4/11/24	\$18,608.91
89992	06/13/2024 Reconciled		06/18/2024	Accounts Payable	EBMUD	EBMUD 4/3/24 - 5/31/24	\$11,702.20
89993	06/13/2024 Reconciled		06/18/2024	Accounts Payable	PACIFIC COAST AV	COUNCIL CHAMBERS AV DESIGN SERVICES	\$3,065.00
89994	06/13/2024 Reconciled		06/18/2024	Accounts Payable	ST. FRANCIS ELECTRIC	11511 SAN PABLO AVE SL INSTALL	\$7,685.00
89995	06/13/2024 Voided/Reissued	Incorrect Address	06/25/2024	Accounts Payable	TOYOTA MATERIAL HANDLING INC	VOID	\$1,248.34
89996	06/13/2024 Reconciled		06/18/2024	Accounts Payable	TWO BROTHERS POOL & SPA, INC	REPLACE BLOWN FUSES RERC TRUCK WASH STATION	\$4,424.60
89997	06/13/2024 Reconciled		06/20/2024	Accounts Payable	VERIZON WIRELESS	WIRELESS PHONE SERVICE 3/20-4/19/24	\$5,569.07
89998	06/13/2024 Reconciled		06/18/2024	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
89999	06/13/2024 Reconciled		06/21/2024	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,568.36
90000	06/13/2024 Reconciled		06/18/2024	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,105.24
90001	06/13/2024 Reconciled		06/18/2024	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$241,526.00
90002	06/13/2024 Reconciled		06/18/2024	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
90003	06/13/2024 Reconciled		06/21/2024	Accounts Payable	MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Insu Invo #920-37124_June 2024	\$13,499.40
90004	06/13/2024 Reconciled		06/18/2024	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$16,625.00
90005	06/13/2024 Reconciled		06/18/2024	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,971.40
90006	06/13/2024 Reconciled		06/18/2024	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,796.03
90007	06/20/2024 Reconciled		06/26/2024	Accounts Payable	24 HOUR FITNESS USA, LLC	MEMBERSHIP FEES	\$503.86
90008	06/20/2024 Reconciled		06/26/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	RETRACTABLE GATE FOR EZ	\$1,222.64
90009	06/20/2024 Open			Accounts Payable	AMERICAN RIVER COLLEGE	FTP SUPERVISOR COURSE	\$94.00
90010	06/20/2024 Reconciled		06/24/2024	Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS 5/7 & 5/31/24	\$1,413.86
90011	06/20/2024 Reconciled		06/25/2024	Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST VISUAL INSPECTION ON 5/24/24	\$200.00

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

90012	06/20/2024 Reconciled	06/24/2024	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	5/21/24 MOTOR OIL RECYCLING	\$100.00
90013	06/20/2024 Open		Accounts Payable	ASTRO JUMP OF CONTRA COSTA	JULY 4TH BOUNCE HOUSES	\$1,725.00
90014	06/20/2024 Reconciled	06/25/2024	Accounts Payable	AT&T	COPPER LAND PHONE LINE FOR CITY STAFFS 4/12-5/11/24	\$7,121.86
90015	06/20/2024 Reconciled	06/25/2024	Accounts Payable	ATCO Pest Control	COMMUNITY CENTER PEST CONTROL SVC JUN24	\$375.00
90016	06/20/2024 Reconciled	06/24/2024	Accounts Payable	AVILA PROJECT MANAGEMENT	COMMUNITY CTR PARKING LOT	\$668.00
90017	06/20/2024 Reconciled	06/27/2024	Accounts Payable	BADGE FRAME, INC.	ORG CHART	\$32.00
90018	06/20/2024 Open		Accounts Payable	BARG COFFIN LEWIS & TRAPP, LLP	LEGAL FEES - MONSANTO SETTLEMENT	\$12,023.24
90019	06/20/2024 Reconciled	06/24/2024	Accounts Payable	BASSI, SHANNON	TUITION & BOOKS REIMBURSEMENT - MASTERS PROGRAM	\$1,614.33
90020	06/20/2024 Open		Accounts Payable	BIKE EAST BAY	JULY 4TH BIKE RACK RENTAL	\$450.00
90021	06/20/2024 Reconciled	06/25/2024	Accounts Payable	BLACK, MEI-YU	WATER COLOR & ACRYLIC MAY 2024	\$216.00
90022	06/20/2024 Reconciled	06/27/2024	Accounts Payable	CANN, COLETTE	OPEN CERAMICS F MAY 2024	\$96.00
90023	06/20/2024 Reconciled	06/26/2024	Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMPS	\$6,849.98
90024	06/20/2024 Reconciled	06/28/2024	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	EMBROIDERY ON VARIOUS RECYCLING UNIFORM ITEMS	\$340.01
90025	06/20/2024 Open		Accounts Payable	COLLER INDUSTRIES INC	LOCKER NAMEPLATE	\$31.34
90026	06/20/2024 Reconciled	06/25/2024	Accounts Payable	COMCAST	COMCAST BUISNESS INTERNET 3/11-4/10/24	\$4,191.72
90027	06/20/2024 Reconciled	06/26/2024	Accounts Payable	CONCENTRA MEDICAL CENTERS	MED EXAM	\$1,124.00
90028	06/20/2024 Reconciled	06/24/2024	Accounts Payable	CONCORD UNIFORMS	UNIFORMS	\$1,612.22
90029	06/20/2024 Reconciled	06/28/2024	Accounts Payable	CONTRA COSTA COUNTY LIBRARY	LIBRARY TECH Q3	\$18,824.81
90030	06/20/2024 Reconciled	06/27/2024	Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	C1: ANNUAL BRAKE + FORCE REGEN - ERROR CODE DIAGNOSTIC	\$3,668.42
90031	06/20/2024 Reconciled	06/25/2024	Accounts Payable	EAST BAY SANITARY CO. INC.	STREET SWEEPING MAY24 + HYDRAULIC SPILL EXTRA SWEEP	\$9,243.57
90032	06/20/2024 Reconciled	06/26/2024	Accounts Payable	FOLGERGRAPHICS, INC.	MEASURE R - PUBLIC INFO MAILER	\$4,332.83
90033	06/20/2024 Open		Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$48,915.94
90034	06/20/2024 Reconciled	06/26/2024	Accounts Payable	GOLDEN BEAR TRANSFER STATION	SWEEP SPOILS - APR24 1.63 TONS ON 4/29/24	\$222.76
90035	06/20/2024 Reconciled	06/25/2024	Accounts Payable	GRAINGER	MAINTENANCE INFRASTRUCTURE SUPPLIES	\$2,528.64
90036	06/20/2024 Reconciled	06/25/2024	Accounts Payable	GROUP 4 ARCHITECTURE, RESEARCH & PLANNING INC	EL CERRITO LIBRARY COMMUNITY ENGAGEMENT	\$2,000.00
90037	06/20/2024 Reconciled	06/24/2024	Accounts Payable	HILLYARD	CUSTODIAL SUPPLIES	\$929.59
90038	06/20/2024 Open		Accounts Payable	JADSON SOUZA DE JESUS	CAPOEIRA MAR-MAY 2024	\$3,191.85
90039	06/20/2024 Reconciled	06/25/2024	Accounts Payable	JONES, HIROMI	HATHA YOGA MAY 2024	\$756.00
90040	06/20/2024 Open		Accounts Payable	Metropolitan transportation Commision	STREET SAVER SUBSCRIPTION 24/25	\$2,000.00
90041	06/20/2024 Reconciled	06/25/2024	Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	MADERA CLUBHOUSE PEST CONTROL SVC FEB 2024	\$760.00
90042	06/20/2024 Open		Accounts Payable	MULLEN, JARRETT	REIMBURSE NOTICE OF EXEMPTION FEE	\$52.50
90043	06/20/2024 Reconciled	06/24/2024	Accounts Payable	NORGE CLEANERS	DRY CLEANING - MAY 2024	\$281.20
90044	06/20/2024 Reconciled	06/24/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WEEK3, A-90% - 2024	\$7,973.37
90045	06/20/2024 Reconciled	06/25/2024	Accounts Payable	EAST BAY BLUE PRINT & SUPPLY CO.	HP SERVICE JUNE 2024	\$75.00
90046	06/20/2024 Reconciled	06/26/2024	Accounts Payable	EBMUD	EBMUD 4/5/24 - 6/4/24	\$411.05
90047	06/20/2024 Reconciled	06/28/2024	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$59.89
90048	06/20/2024 Open		Accounts Payable	OLD REPUBLIC TITLE COMPANY	MAYFAIR AFORDABLE: 11690 SAN PABLO AVE	\$750.00
90049	06/20/2024 Reconciled	06/25/2024	Accounts Payable	OLIVERO PLUMBING	PLUMBING SVCS - REPAIR 3 RP VALVES	\$2,010.00
90050	06/20/2024 Reconciled	06/24/2024	Accounts Payable	PLAZA AUTO SERVICE INC	M41 ANNUAL SERVICE	\$1,546.53
90051	06/20/2024 Reconciled	06/28/2024	Accounts Payable	POSITIVE PROMOTIONS, INC.	SWAG	\$81.36
90052	06/20/2024 Reconciled	06/24/2024	Accounts Payable	PREMIER GRAPHICS	ENVELOPES	\$496.13
90053	06/20/2024 Reconciled	06/26/2024	Accounts Payable	R3 CONSULTING GROUP	ON-CALL SOLID WASTE CONSULTING SERVICES	\$1,800.00
90054	06/20/2024 Reconciled	06/24/2024	Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA MAY 2024	\$3,145.20
90055	06/20/2024 Reconciled	06/25/2024	Accounts Payable	REX KEY & SECURITY	REPLACE GYM KEYS	\$292.17
90056	06/20/2024 Open		Accounts Payable	RILE, KATHRYN	CERAMICS MON MAY 2024	\$374.40
90057	06/20/2024 Open		Accounts Payable	RIVERA, NICOLE	WOMEN'S WORKOUT MAY 2024	\$248.40
90058	06/20/2024 Reconciled	06/26/2024	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	RERC INFRASTRUCTURE MAINTENANCE SUPPLIES	\$902.14
90059	06/20/2024 Reconciled	06/26/2024	Accounts Payable	RUBICON ENTERPRISES INC	MAY 2024 MONTHLY LANDSCAPE MAINTENANCE	\$64,243.95
90060	06/20/2024 Reconciled	06/24/2024	Accounts Payable	SAGE, ZONA	ECCRU ARITIST IN RESIDENCE - PYMT 1	\$500.00
90061	06/20/2024 Reconciled	06/24/2024	Accounts Payable	SAME DAY SIGNS	COLORPLAST SIGNS FOR 4TH OF JULY	\$641.35

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

90062	06/20/2024	Reconciled		06/26/2024	Accounts Payable	SITEONE LANDSCAPE SUPPLY, LLC	EARTH DAY AND VOLUNTEER TOOLS	\$516.19
90063	06/20/2024	Reconciled		06/28/2024	Accounts Payable	SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	TUITION REQUAL ACADEMY	\$481.00
90064	06/20/2024	Reconciled		06/25/2024	Accounts Payable	SSD ALARM	MADERA CLUBHOUSE FIRE INSPECTION ON 4/25/24	\$1,105.83
90065	06/20/2024	Reconciled		06/25/2024	Accounts Payable	THE FLYING LOCKSMITHS - SAN JOSE	PANIC BUTTON INSTALL AT CITY HALL	\$8,762.72
90066	06/20/2024	Reconciled		06/25/2024	Accounts Payable	TOYOTA MATERIAL HANDLING INC	30X BALER: PM SERVICE	\$250.00
90067	06/20/2024	Reconciled		06/26/2024	Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	MONTHLY COMMUNICATION SUPPORT	\$5,342.00
90068	06/20/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	DISINFECT PUBLIC SAFETY BLDG	\$340.00
90069	06/20/2024	Reconciled		06/25/2024	Accounts Payable	ZIMMER-CHU, LISA	ECCRU ARITIST IN RESIDENCE - PYMT 1	\$500.00
90070	06/20/2024	Reconciled		06/28/2024	Accounts Payable	ZOON ENGINEERING, INC.	ARLINGTON PARK PROJECT	\$3,188.18
90071	06/25/2024	Open			Accounts Payable	TOYOTA MATERIAL HANDLING INC	EX63 BALER: PM SERVICE	\$1,248.34
90072	06/27/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	SUPPLIES - ADVISORY BODY MEMBER RECOGNITION EVENT	\$249.89
90073	06/27/2024	Open			Accounts Payable	BARG COFFIN LEWIS & TRAPP, LLP	LEGAL FEES - MONSANTO SETTLEMENT	\$184.50
90074	06/27/2024	Open			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	PERSONNEL MATTER	\$10,822.50
90075	06/27/2024	Open			Accounts Payable	BRANDON, DANIEL	4TH OF JULY WORLD ONE FESTIVAL STAGE MGR	\$1,300.00
90076	06/27/2024	Open			Accounts Payable	CARROLL, JAMES	BACKGROUND INVESTIGATION	\$1,850.00
90077	06/27/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	MAINT. SAFETY SUPPLIES - 1 CASE TYVEK SUITS XL	\$110.25
90078	06/27/2024	Open			Accounts Payable	CITY OF FAIRFIELD	RANGE FEES MAY 2024	\$3,735.00
90079	06/27/2024	Open			Accounts Payable	CLAYPEOPLE	POTTERY WHEEL - TASSAJARA CLUBHOUSE	\$1,566.76
90080	06/27/2024	Open			Accounts Payable	CONCENTRA MEDICAL CENTERS	MED EXAM	\$1,124.00
90081	06/27/2024	Open			Accounts Payable	CONCORD UNIFORMS	ACADEMY UNIFORMS	\$1,713.75
90082	06/27/2024	Open			Accounts Payable	CORE COMPUTING SOLUTIONS	AUG 2024 CORE MAINTENANCE + SUPPORT	\$175.15
90083	06/27/2024	Open			Accounts Payable	CORODATA SHREDDING INC.	SHREDDING	\$278.50
90084	06/27/2024	Open			Accounts Payable	CPRS	CPRS ANNUAL DUES	\$555.00
90085	06/27/2024	Open			Accounts Payable	DIABLO TROPHIES & AWARDS	AWARD PLAQUES FOR ADVISORY BODY MEMBERS	\$96.15
90086	06/27/2024	Open			Accounts Payable	DIEGO TRUCK REPAIR	E52 REPAIRS	\$10,565.90
90087	06/27/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	REPLACE TPMS SENSORS (X4) HONDA PILOT	\$486.65
90088	06/27/2024	Open			Accounts Payable	EBMUD	EBMUD WATER SVC INSTALLATION - 11425 SPA	\$17,384.00
90089	06/27/2024	Open			Accounts Payable	ENGBERG, GERI	HASEP IMPROV S3 2024	\$3,171.00
90090	06/27/2024	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - JUNE 2024 PART 1	\$1,871.00
90091	06/27/2024	Open			Accounts Payable	INCREDIFLIX INC.	INCREDIFLIX CAMPS WK1 2024	\$9,375.52
90092	06/27/2024	Open			Accounts Payable	IRON MOUNTAIN	DOCUMENT STORAGE	\$935.95
90093	06/27/2024	Open			Accounts Payable	J.A.V.S SECURITY	4TH OF JULY SECURITY	\$3,589.00
90094	06/27/2024	Open			Accounts Payable	J.J. ROOTER & PLUMBING	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90095	06/27/2024	Open			Accounts Payable	KANO BALMER, LUCIAN	JULY 4TH PERFORMER	\$3,000.00
90096	06/27/2024	Open			Accounts Payable	KELLY'S TRUCK REPAIR	E51 VEHICLE REPAIR	\$22,701.35
90097	06/27/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO	\$2,035.15
90098	06/27/2024	Open			Accounts Payable	L.N. CURTIS & SONS	FD COMM. STRAP	\$3,409.67
90099	06/27/2024	Open			Accounts Payable	LEWIS, LAUREN, A.	JULY 4TH PERFORMER	\$3,000.00
90100	06/27/2024	Open			Accounts Payable	MANQUEROS, MARK, MARCOS	TENNIS CAMPS WK 1 2024	\$4,288.76
90101	06/27/2024	Open			Accounts Payable	MCAVOY, IAN	OFF THE BLOCK STEM WK1 CAMPS	\$6,006.00
90102	06/27/2024	Open			Accounts Payable	MITCHELL, BONNIE	AQUA ZUMBA MAY/JUNE 2024	\$738.30
90103	06/27/2024	Open			Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WEEK 1B	\$17,058.90
90104	06/27/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$272.45
90105	06/27/2024	Voided/Reissued	Printing Error	06/27/2024	Accounts Payable	ORCHESTRA GOLD, ERICH, HUFFAKER	VOID	\$3,000.00
90106	06/27/2024	Open			Accounts Payable	OROLOGAS, ALEXANDRA	MILEAGE REIMBURSEMENT MAR-JUN 2024	\$428.06
90107	06/27/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - JUNE 2024 PART 1	\$7,933.65
90108	06/27/2024	Open			Accounts Payable	R.S. HUGHES CO.	AIR PACK REPAIRS	\$1,063.88
90109	06/27/2024	Open			Accounts Payable	R.S. HUGHES CO.	AIR PACK PARTS	\$106.06
90110	06/27/2024	Open			Accounts Payable	RADIO CAMP LLC	JULY 4TH DJ	\$600.00
90111	06/27/2024	Open			Accounts Payable	RENNE PUBLIC LAW GROUP	STATE LOBBYING & GRANT WRITING 05/2024	\$4,500.00

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

90112	06/27/2024	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	RERC IMPROVEMENT PROJECTS - WHITE SPECIAL PAINT 10 GALS	\$257.91
90113	06/27/2024	Open	Accounts Payable	RUIZ, JOSE	JULY 4TH WORLDONE DJ	\$600.00
90114	06/27/2024	Open	Accounts Payable	S.P. AUTOMOTIVE	VEHICLE SUPPLIES	\$85.63
90115	06/27/2024	Open	Accounts Payable	SHANNON LAYER POLYGRAPH	POLYGRAPHS	\$1,137.50
90116	06/27/2024	Open	Accounts Payable	SINGLE CYLINDER REPAIR INC	MAINT. EQUIPMENT - CHAINSAW LOOPS 2 QTY	\$155.64
90117	06/27/2024	Open	Accounts Payable	SLIM CHANCE CIRCUS	HASEP & FASEP CIRCUS S3 2024	\$2,204.41
90118	06/27/2024	Open	Accounts Payable	SSD ALARM	COMMUNITY CENTER BURGLAR/FIRE ALARM JUL 2024	\$190.39
90119	06/27/2024	Open	Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGER PRINTING	\$1,621.00
90120	06/27/2024	Open	Accounts Payable	TETO'S CATERING	EVENT - ADVISORY BODY MEMBERS RECOGNITION	\$3,451.00
90121	06/27/2024	Open	Accounts Payable	THE BIG TAKEOVER BAND LLC	7/4 PERFORMANCE - 2ND PYMT	\$1,500.00
90122	06/27/2024	Open	Accounts Payable	THEIS ENGINEERING & ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$10,563.50
90123	06/27/2024	Open	Accounts Payable	TRIEPI SMITH AND ASSOCIATES, INC.	MONTHLY COMMUNICATION SUPPORT	\$5,342.00
90124	06/27/2024	Open	Accounts Payable	TYLER TECHNOLOGIES	NWERP HR-CONFIG AND USE OF PR 6/6/2024	\$780.00
90125	06/27/2024	Open	Accounts Payable	ZACHARY SEAN ZAVALA	RECRUITING PHOTOS	\$1,850.00
90126	06/27/2024	Open	Accounts Payable	BJORK CONSTRUCTION COMPANY	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90127	06/27/2024	Open	Accounts Payable	CONSTRUCTION BY D AND M INC	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90128	06/27/2024	Open	Accounts Payable	DESOUSA CONSTRUCTION	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90129	06/27/2024	Open	Accounts Payable	LG CONCRETE INC	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90130	06/27/2024	Open	Accounts Payable	MARK SCOTT CONSTRUCTION INC	RELEASE OF BONDS - JUNE 2024 PART 1	\$792.00
90131	06/27/2024	Open	Accounts Payable	MASTEC	RELEASE OF BONDS - JUNE 2024 PART 1	\$718.00
90132	06/27/2024	Open	Accounts Payable	4LEAF, INC.	PLAN REVIEW SERVICES MAY 2024	\$101,846.55
90133	06/27/2024	Open	Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	F23 REPAIRS	\$760.00
90134	06/27/2024	Open	Accounts Payable	ALL STAR FIRE EQUIPMENT, INC.	FD TURNOUTS	\$3,910.68
90135	06/27/2024	Open	Accounts Payable	ANCHOR ENGINEERING, INC.	SLURRY SEAL	\$24,606.25
90136	06/27/2024	Open	Accounts Payable	AVILA PROJECT MANAGEMENT	DEL NORTE	\$38,777.00
90137	06/27/2024	Open	Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS	\$810.00
90138	06/27/2024	Open	Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$3,996.28
90139	06/27/2024	Open	Accounts Payable	CHAVAN & ASSOCIATES, LLP	2022/23 FINANCIAL AND COMPLIANCE AUDIT	\$6,000.00
90140	06/27/2024	Open	Accounts Payable	CITY OF RICHMOND	CAD FEES - JUNE 2024	\$69,224.17
90141	06/27/2024	Open	Accounts Payable	COMCAST	STA. 51 COMCAST - 2 months	\$752.37
90142	06/27/2024	Open	Accounts Payable	CSW/STUBER-STROEH ENGINEERING GROUP INC	DEL NORTE TOD	\$9,425.49
90143	06/27/2024	Open	Accounts Payable	DU, JILL	CSMFO ONLINE CLASSES 6/19 AND 6/20/24	\$225.00
90144	06/27/2024	Open	Accounts Payable	EBMUD	EBMUD 4/13/24- 6/12/24	\$9,436.35
90145	06/27/2024	Open	Accounts Payable	FERREIRA-CLIFTON, JOEL	ENGINE OPS TRAINING EXP REIMBRS	\$350.00
90146	06/27/2024	Open	Accounts Payable	FIRE SAFETY CLEARING	HNA MAINT. AREA #1	\$20,500.00
90147	06/27/2024	Reconciled	06/28/2024	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS	\$426,532.26
90148	06/27/2024	Open	Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$71,024.65
90149	06/27/2024	Open	Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	E51 TIRE INSTALL	\$385.67
90150	06/27/2024	Open	Accounts Payable	KAISER PERMANENTE	PRE-EMPLOYMENT PHYSICALS	\$180.00
90151	06/27/2024	Open	Accounts Payable	KITTELSON & ASSOCIATES INC	2023 LRSP	\$1,542.16
90152	06/27/2024	Open	Accounts Payable	LEETE GENERATORS	STA 52 GENERATOR	\$28,587.83
90153	06/27/2024	Open	Accounts Payable	NBS	SVCS JULY 1, 2024 - SEPT 30, 2024	\$2,776.27
90154	06/27/2024	Open	Accounts Payable	NORTHERN LIGHTS	4TH OF JULY STAGE RENTAL	\$5,800.00
90155	06/27/2024	Open	Accounts Payable	OLIVERO PLUMBING	COMMUNITY CTR WOMEN'S BATHROOM SINK	\$395.75
90156	06/27/2024	Open	Accounts Payable	PREFERRED ALLIANCE, INC.	PRE-EMPLOYMENT SCREENING	\$42.00
90157	06/27/2024	Open	Accounts Payable	R.S. HUGHES CO.	AIR PACK FLOW TESTS	\$1,736.70
90158	06/27/2024	Open	Accounts Payable	SONOMA COUNTY FAMILY YMCA	FEES FOR SONOMA Y'S CAMPERS COLLECTED BY EL CERRITO	\$33,915.00
90159	06/27/2024	Open	Accounts Payable	SPEEDPRO IMAGING OF SF PENINSULA	PATROL CAR DECALS	\$1,045.06
90160	06/27/2024	Open	Accounts Payable	SUSTAINABLE CONTRA COSTA	CLEANER CONTRA COSTA CHALLENGE PARTNERSHIP	\$5,500.00
90161	06/27/2024	Open	Accounts Payable	MANZO, GUILLERMO	REFUND PLAN CHECK FEES	\$515.49

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

90162	06/27/2024	Open	Accounts Payable	ORCHESTRA GOLD	JULY 4TH PERFORMER	\$3,000.00
90163	06/28/2024	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
90164	06/28/2024	Open	Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00
90165	06/28/2024	Open	Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
90166	06/28/2024	Open	Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$525.00
90167	06/28/2024	Open	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$69.50
90168	06/28/2024	Open	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,538.26
90169	06/28/2024	Open	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$300.00
90170	06/28/2024	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,992.55
90171	06/28/2024	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$7,353.23
TOTAL CHECKS			304 Transactions			\$2,593,056.65

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

Accounts Payable EFTs

2830	06/04/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR JUNE 2024	\$351,890.50
2831	06/04/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR JUNE 2024	\$158,073.33
2832	06/04/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR JUNE 2024	\$1,414.83
2833	06/04/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL PAYMENT FOR JUNE 2024	\$570.42
2834	06/11/2024	Reconciled	06/30/2024	Accounts Payable	KATZ, JUDY	MAY 2024 SENIOR FITNESS	\$529.20
2847	06/06/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	LYMAN, GREG 2020 CalPERS PYMT ADJ	\$625.86
2848	06/14/2024	Reconciled	06/30/2024	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$43,293.22
2849	06/14/2024	Reconciled	06/30/2024	Accounts Payable	IRS	FED - Fed Tax*	\$177,059.27
2850	06/14/2024	Reconciled	06/30/2024	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$57,304.85
2851	06/14/2024	Reconciled	06/30/2024	Accounts Payable	P E R S	PE1% - PERS SEIU*	\$203,934.67
2852	06/20/2024	Reconciled	06/30/2024	Accounts Payable	PG&E	PGE NEM PRELIM TRUE UP THROUGH 3/31/24	\$33,818.30
2853	06/20/2024	Reconciled	06/30/2024	Accounts Payable	PG&E	PG&E 5/1/24 - 6/2/24	\$26,174.84
2854	06/20/2024	Reconciled	06/30/2024	Accounts Payable	PG&E	PG&E 5/2/24 - 6/3/24	\$23,726.91
2855	06/20/2024	Reconciled	06/30/2024	Accounts Payable	PITNEY BOWES PURCHASE POWER	PURCHASE POWER POSTAGE CL PAYMENT MAY-JUNE24	\$2,963.75
2856	06/28/2024	Reconciled	06/30/2024	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$44,000.55
2857	06/28/2024	Reconciled	06/30/2024	Accounts Payable	IRS	FED - Fed Tax*	\$184,755.61
2858	06/28/2024	Reconciled	06/30/2024	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$59,013.97
2859	06/28/2024	Reconciled	06/30/2024	Accounts Payable	P E R S	PE1% - PERS SEIU*	\$201,665.68
2860	06/26/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS SAFETY SURVIVOR CONTRIBUTION FY23/24	\$1,471.60
2861	06/26/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS SAFETY SURVIVOR CONTRIBUTION FY23/24	\$1,268.80
2862	06/26/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS SAFETY SURVIVOR CONTRIBUTION FY23/24	\$868.40
2863	06/26/2024	Reconciled	06/30/2024	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS SAFETY SURVIVOR CONTRIBUTION FY23/24	\$608.40
2864	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$668.90
2865	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$60.46
2866	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$408.01
2867	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY24	\$142.14
2868	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY2024	\$389.14
2869	06/30/2024	Reconciled	06/30/2024	Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - MAY2024	\$45.35
2870	06/30/2024	Reconciled	06/30/2024	Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - MAY2024	\$15.90
2871	06/30/2024	Reconciled	06/30/2024	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - MAY2024	\$115.15
2872	06/30/2024	Reconciled	06/30/2024	Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - MAY2024	\$54.00
2873	06/30/2024	Reconciled	06/30/2024	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY2024	\$10,521.88
2874	06/30/2024	Reconciled	06/30/2024	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY24	\$6,354.91
2875	06/30/2024	Reconciled	06/30/2024	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - MAY24	\$3,914.06
2876	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	MAY 2024 BANK ANALYSIS FEE	\$889.77
2877	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	APRIL 2024 BANK ANALYSIS FEE	\$674.06
2878	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	MARCH 2024 BANK ANALYSIS FEE	\$721.77
2879	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	FEBRUARY 2024 BANK ANALYSIS FEE	\$626.47
2880	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	DECEMBER 2023 BANK ANALYSIS FEE	\$5.30
2881	06/30/2024	Reconciled	06/30/2024	Accounts Payable	MECHANICS BANK	OCTOBER 2023 BANK ANALYSIS FEE	\$41.77
TOTAL EFT's:			40 Transactions				\$1,600,682.00

City of El Cerrito

Payment Register

From Payment Date: 6/1/2024 - To Payment Date: 6/30/2024

<u>ACCOUNTS PAYABLE</u>	Checks & EFT's	Status	Count	Transaction Amount
		Open	341	\$4,079,417.31
		Voided	3	\$114,321.34
		Total	344	\$4,193,738.65
<u>PAYROLL</u>	All	Status	Count	Transaction Amount
		Total Checks	187	\$138,697.93
		Voided Checks	0	\$0.00
		Total EFT's	499	\$1,085,174.51
		Total	686	\$1,223,872.44
<u>GRAND TOTAL</u>			1030	\$5,417,611.09



AGENDA BILL

Agenda Item No. 7.C.

Date: July 16, 2024
To: El Cerrito City Council
From: Emily Graham, Executive Assistant; J.T. Wahrlich, Lieutenant, Police Department
Subject: Authorize the Purchase of two Hybrid Police Replacement Vehicles

ACTION PROPOSED

Adopt a Resolution authorizing the purchase of two (2) Hybrid Ford Explorer Police Interceptor vehicles for an amount not to exceed \$63,000 per vehicle.

BACKGROUND/ANALYSIS

The El Cerrito Police Department maintains a fleet of marked patrol vehicles which are used by uniformed patrol officers during their shift. Marked patrol vehicles are driven day and night and subjected to the demands of patrol use. The Department's fleet consists of vehicles of varying ages, with some over ten years old. Staff recommends replacing aging patrol vehicles with new Hybrid Ford Explorer Police Interceptors. Staff plans to replace two 2013 Ford Patrol Interceptor sedans. These vehicles have reached the end of their service lives due to increasing maintenance costs and lower reliability associated with high mileage. The proposed prices of approximately \$63,000 per vehicle were negotiated by state bid and are reflected in State Contract #1-22-23-14C. Pursuant to Administrative Policy III.1, purchases from the California Department of General Services approved vendor list do not require competitive bidding.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety* by ensuring that police staff have reliable vehicles to respond to emergency incidents; *and*
- *Environmental Sustainability* by purchasing vehicles that will be more fuel efficient than their predecessors.

ENVIRONMENTAL CONSIDERATIONS

The Ford Explorer Police Interceptors sought by staff are hybrid vehicles. These vehicles use both an internal combustion engine and an electric motor for propulsion. They are more fuel efficient than other similarly equipped police vehicles. The Police Department does not currently have the infrastructure to support fully electric vehicles.

FINANCIAL CONSIDERATIONS

Funding for this purchase is included in the Fiscal Year 2024-25 Police Department General Fund budget (\$126,000). No additional appropriations are requested.

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. Purchase Quote

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE PURCHASE OF TWO 2025 HYBRID FORD EXPLORER POLICE INTERCEPTORS FOR AN AMOUNT NOT TO EXCEED \$63,000 PER VEHICLE

WHEREAS, the City Council of the City of El Cerrito adopted the fiscal year 2024-25 Operating Budget for the City of El Cerrito; and

WHEREAS, the purchase of two 2025 Hybrid Ford Explorer police patrol vehicles is necessary to replace older existing police vehicles; and

WHEREAS, the price for the Ford Explorer was negotiated by state bid and the prices quoted are reflected in State Contract # 1-22-23-14C. Pursuant to Administrative Policy III.1, purchases from the California Department of General Services approved vendor list do not require competitive bidding; and

WHEREAS, the purchase of the two 2025 Hybrid Ford Explorer police patrol vehicles requires no General Fund budget adjustment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of two 2025 Hybrid Ford Explorer Police Interceptor vehicles for an amount not to exceed \$63,000 per vehicle.

I CERTIFY that at a regular meeting on July 16, 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

PRICE QUOTATION
FOLSOM LAKE FORD
12755 FOLSOM BLVD.
FOLSOM, CA 95630
(916) 351-4202 - Direct

Date: 5/13/2024

To: Lieutenant J.T. Wahrlich / El Cerrito Police Dept - Hybrid Patrol Vehicle
From: Mark A. Paoli / Fleet Director / Folsom Lake Ford
Subject: Pricing for 2025 Ford Interceptor (State of California Contract #1-22-23-14C)

\$51,839.00 - Bid Price (2025 Ford Police Interceptor Utility AWD / 3.3L V6 Hybrid)
930.00 - Front Headlamp Lighting Solution (66A) - Includes Pre-Wiring (60A)
640.00 - Spot Lamps - Dual Unity LED (51S)
601.00 - Rear Quarter Glass Side Marker LED Lights (63L)
601.00 - Front Warning Auxiliary LED Lights (21L)
475.00 - Rear Lighting Solution (66C)
446.00 - Tail Lamp Lighting Solution (66B)
352.00 - Side Marker LED - Sideview Mirrors (63B)
352.00 - Underbody Deflector Plate (76D)
84.00 - Rear-Door Controls Inoperable - Locks/Handles/Windows (68G)
52.00 - Keyed Alike - Code 1284X (59B)
\$56,372.00 - Selling Price (Agate Black Metallic Paint w/White Front Doors and Roof)
85.00 - Documentation Fee
\$56,457.00 - Subtotal
5,786.84 - Sales Tax (10.25%) Subject to Change
250.00 - Delivery to El Cerrito, CA
33.00 - DMV Electronic Filing Fee
8.75 - California Tire Fee
\$62,535.59 - Total Price (EACH) F.O.B. El Cerrito, CA

Payment Terms: \$500.00 Discount Per Vehicle for Payment Within 20 Days / Net 30

Included: Ballistic Door Panels (Level III+), BLIS (Blind Spot Monitoring with Cross Traffic Alert), Dark Car Feature, Ford Pro Upfit Integration Feature, Ford Telematics (Includes Complimentary Two-Year Subscription), Front License Plate Bracket, Noise Suppression, Police Engine Idle Feature, Police Perimeter Alert, Police Pursuit Mode, Power Passenger Seat (4-Way), Red/White Dome Lamp In Cargo Area, Rear Auxiliary Air Conditioning, Rear View Camera with Washer (Displayed In 8" Center Stack Screen) Includes On-Demand Feature, Remote Keyless Entry with Four Keys and FOBs, Reverse Sensing, SYNC (Bluetooth), Trailer Hitch (Class III - Includes Wiring), Upfitter Switches(4) Mounted on Steering Wheel and 5yr/100k/0ded Powertrain Warranty.



AGENDA BILL

Agenda Item No. 7.D.

Date: July 16, 2024
To: El Cerrito City Council
From: Alexandra Orologas, Assistant City Manager, City Management
Subject: Consulting Services Agreement with Renne Public Policy Group for Grant Writing and Legislative Advocacy Services

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute a consulting services agreement with Renne Public Policy Group (RPPG) in the amount not to exceed \$83,000 for grant writing and legislative advocacy services.

BACKGROUND/ANALYSIS

On July 19, 2022, the City Council authorized the City Manager to enter into a consulting services agreement for one year with Renne Public Policy Group (RPPG) for grant writing services in an amount not to exceed \$60,000. In August 2023, the City Manager entered into a subsequent agreement with RPPG under the City Manager's contract authority for an additional 10 months of grant writing services in an amount not to exceed \$45,000. In October 2023, the contract was amended to include legislative advocacy services on a trial basis through the duration of the contract with no additional funding allocated.

The goal for acquiring grant writing services is for the City to have the ability to continue to identify and seek grant opportunities to address critical service delivery needs and necessary capital infrastructure improvements that align with the City's Strategic Plan. The City's engagement with RPPG has made it possible for the City to actively advance and maximize grant opportunities to address appropriate needs, which the City would otherwise be required to be utilized from existing budgetary resources. As a result, RPPG has secured \$205,000 for the City in planning and technical assistance grants for local public fleet electrification planning and tennis court improvements. Two competitive grant applications have been submitted and are currently being evaluated by FEMA for the acquisition of fire apparatuses, and seven grant applications were submitted but ultimately not funded.

In addition, RPPG staff have worked closely with City staff and Congressman John Garamendi's Office in getting two community funding requests focused on wildfire mitigation and Complete Streets valued at approximately \$2,000,000, which were forwarded to the Federal Appropriations Committee and included in the current Federal Appropriations Bill. Staff and RPPG also worked together with Senator Laphonza Butler's Office to submit one Congressionally directed spending request valued at approximately \$16.9 million for the El Cerrito Plaza Library Project, which has been forwarded to the Senate Appropriations Committee for review.

The goal for acquiring legislative advocacy services is to keep the City Council and staff informed of proposed legislation, initiatives, or funding opportunities that align with City's key priorities, programs, or operations. RPPG tracks, reviews, and analyzes any introduced and amended legislation, and advocates on legislation and any state budget issues impacting El Cerrito. For example, RPPG advised the City about a pending application and subsequent proposed legislation that would ultimately relieve AT&T as the Carrier of Last Resort (COLR) for landlines, which would have a significant public safety impact on El Cerrito residents in the event of an emergency. Because of the City's engagement with RPPG, the City was quickly equipped to send separate pieces of correspondence to the Public Utilities Commission (PUC) and Assemblymember McKinnor opposing the application and proposed legislation. As a result of the cumulative input provided by stakeholders like El Cerrito who shared the same concern, the PUC declined AT&T's application and AB 2797 was withdrawn.

Having a legislative advocate with a physical presence in Sacramento is important for tracking legislation or funding opportunities that might affect the City, and will help in building relationships with key elected officials and their offices so that the City's voice is heard. As a part of those efforts, in March 2024, Mayor Rudnick and Councilmembers Fadelli and Motoyama along with City staff visited Sacramento to attend meetings organized by RPPG to create new and maintain relationships with state lawmakers and key administrative agency officials, drive awareness about the City's accomplishments, and to advocate for funding to support key projects aligned with the City's Strategic Plan. The City team met with Assemblymember Buffy Wicks and representatives from Senator Nancy Skinner's Office, CalFIRE, Caltrans, and CalOES.

As a part of the forthcoming contract, RPPG will work with Staff to advise and develop an annual and multi-year legislative platform and strategic plan with City Council input. This will provide a policy framework for the City to respond to issues quickly, including correspondence from the Mayor or City Manager to the Legislature, Congress, or other entities.

Staff is recommending a one-year contract not to exceed \$83,000 for grant writing and legislative advocacy services with RPPG (Exhibit A to the Resolution). This includes \$6,500 per month retainer plus up to \$5,000 of additional reimbursable expenses if needed.

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

The cost associated for this proposed consulting services agreement, in an amount not to exceed \$83,000, is included in the FY 2024-25 Adopted Budget. No additional expenditure appropriation is requested.

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 positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH RENNE PUBLIC POLICY GROUP (RPPG) NOT TO EXCEED \$83,000 FOR GRANT WRITING AND LEGISLATIVE ADVOCACY SERVICES

WHEREAS, the City of El Cerrito continues to be in need of consulting services to provide comprehensive grant writing and legislative advocacy services to enhance service delivery; and

WHEREAS, the City does not have dedicated staff that provide Citywide grant writing or government legislative affairs services, and both services are highly specialized and require particular expertise; and

WHEREAS, the goal of obtaining grant writing services is to increase internal capacity to actively advance and maximize grant opportunities to address appropriate service delivery needs and necessary capital infrastructure improvements; and

WHEREAS, the goal of obtaining legislative advocacy services is to track, review, and analyze any introduced and amended legislation and advocate on legislation and any state budget issues impacting El Cerrito; and

WHEREAS, the City has contracted with Renne Public Policy Group (RPPG) since August 2022 for grant writing services and October 2023 for legislative advocacy services; and

WHEREAS, the City would continue to greatly benefit from the expertise of RPPG to focus on identifying, researching, writing grants and to proactively provide state legislative tracking, analysis, and advocacy services; and

WHEREAS, RPPG has the skills, knowledge and experience to perform these services on behalf of the City.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute a consulting services agreement with Renne Public Policy Group in an amount not to exceed \$83,000 for grant writing and legislative advocacy services.

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

I CERTIFY that at a regular meeting on July 16, 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

CONSULTING SERVICES AGREEMENT BETWEEN

THE CITY OF EL CERRITO
AND
RENNE PUBLIC POLICY GROUP

THIS AGREEMENT for consulting services is made by and between the City Of El Cerrito ("City") and Renne Public Policy Group ("Consultant") (together sometimes referred to as the "Parties") as of July 1, 2024 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2025, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed \$83,000, notwithstanding any contrary indications that may be contained in Consultant's

proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices once per month during the term of this Agreement, based on the cost for services performed and reimbursable costs. Invoices shall contain the following information:
- The beginning and ending dates of the billing period;
 - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period; and the balance available under the Agreement.
- 2.2 Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.
- 2.6 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.7 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.8 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder

by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than **\$1,000,000** per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than **\$1,000,000** per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “occurrence” basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant
- c. For any claims related to this Agreement or the work hereunder, the Consultant’s insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant’s insurance and shall not contribute with it.
- d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days’ prior written notice has been provided to the City.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than **\$1,000,000** covering the licensed professionals’ errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of five years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 Additional Requirements. A certified endorsement to include contractual liability shall be included in the policy

4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall

reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 Wasting Policies. No policy required by this Section 4 shall include a “wasting” policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the consultant, its employees, agents, and subcontractors.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant’s breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT’S RESPONSIBILITIES. Consultant shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, defend with counsel acceptable to City, indemnify, and hold City, its officers,

employees, agents, and volunteers, harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant ("Claims"). Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify the City shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of the City.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type of express or implied indemnity against the Indemnitees.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.

- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's Failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 60 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is

defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Alexandra Orologas, Assistant City Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

Renne Public Policy Group
Attn: Dane Hutchings, Managing Director
1127 11th Street #300
Sacramento, CA 95814

Any written notice to City shall be sent to:

City of El Cerrito
Attn: Alexandra Orologas, Assistant City Manager
10890 San Pablo Ave.

El Cerrito, CA 94530

10.11 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A and B represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Payment Schedule

10.12 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

The Parties have executed this Agreement as of the Effective Date.

CITY OF EL CERRITO

CONSULTANT

Karen Pinkos, City Manager

Jon Holtzman, Partner
Renne Public Law Group

Attest:

Holly Charl  ty, City Clerk

Approved as to Form:

Sky Woodruff, City Attorney

1011035_1.DOC

EXHIBIT A & B

SCOPE OF SERVICES/PAYMENT SCHEDULE

Scope of Services

The services to be performed by the Consultant shall consist of providing all-inclusive expert grant writing services and legislative advocacy on retainer. This includes the following, but not limited to:

Grant Writing Services

- **Project Management:** RPPG will provide grant writing and project management services, from start to finish of the proposal development process. This includes the preparation of funding abstracts, project narratives, and required forms and attachments. The grant writer will convene a “kickoff” meeting for each project and will outline expectations for all staff involved in preparing the application, including a projected time commitment for each City staff member. RPPG will develop a strategic work plan for the development of a proposal, take the lead in scheduling meetings, and work to obtain relevant information from stakeholders.
- **Funding Opportunity Research:** RPPG conducts continuous and comprehensive research, keeping clients informed of upcoming grant opportunities. The City of El Cerrito will receive a monthly “Funding Opportunities Catalog” documenting current and cyclical grant programs from federal agencies, state agencies, and private foundations. Targeted research is available on an “on-call” basis.
- **Monitoring the State Budget:** RPPG’s grant writer works directly with legislative advocates who provide updates and analysis on the state budget and trailer bills, allowing the grant writer to effectively identify funding opportunities ahead of the official postings by government agencies.
- **Strategic Planning:** RPPG works directly with organizational leadership teams to identify funding and service gaps to inform grant-seeking activities. RPPG schedules annual “deep dive” meetings with clients to focus on key priorities for the upcoming year and then uses those priorities to develop a “Funding Opportunities Assessment” to guide the organization’s grant-seeking activities.
- **Collaborative Approach:** RPPG utilizes a collaborative grant writing process to put together highly competitive proposals. Skilled consultants understand that leveraging the subject matter expertise of our clients is critical to success. RPPG uses cloud-based document sharing services to enable real-time feedback from clients throughout the proposal development process.

- **Quality Control:** Prior to submitting a grant application, RPPG’s grant writer will review the contents of each form, check for typographical or grammatical errors, and ensure that all required components for a complete proposal are included in the application package.
- **Consistent Communication:** RPPG schedules monthly “Grant Activity Calls” to keep clients informed of upcoming funding opportunities and progress on grant-seeking activities. These updates also come in the form of monthly written reports distributed to the organization’s leadership team. RPPG’s grant writer will be available upon request for meetings with staff related to assigned projects.

Legislative Advocacy

- **State Legislative and Regulatory Engagement, Tracking, and Advocacy.** RPPG will track, review, and analyze any introduced and amended legislation and advocate on legislation and any State Budget issues impacting El Cerrito. We will assist in evaluating proposed legislation and identifying priorities based upon their potential impact, and we will consult on and develop strategic documents that include draft policy and regulatory positions, budgetary letters, a priority legislative tracking matrix customized according to your specifications, budget analysis, and background papers to ensure that you are kept informed of the latest developments and that your voice is heard by policymakers and stakeholders. In addition, RPPG will assist in developing, drafting, and sponsoring state legislation and amendments needed to advance your goals and priorities.
- **Participate and Advise in Annual Legislative Strategic Planning.** Establishing a proactive strategy plays an important role in your overall success. Through a series of “deep dive” meetings, RPPG will work with the City’s staff and leadership to discuss and identify whom to include internally in discussions to determine goals, objectives, opportunities, and challenges related to El Cerrito’s priorities. We will use this information to develop an annual and multi-year legislative strategic plan that reflects your unique organizational needs.
- **Explore Potential Funding Opportunities, General Fund.** With State budget deficits, being projected at close to \$45 Billion for FY-24-25, direct General Fund earmarks will be limited if not entirely eliminated in the short term. That is why it is critical that El Cerrito partner with a team that has a proven track record of securing funding through the Federal Community Project Program, as well as through other federal, state, and regional grant opportunities. Our proposed team is composed of diverse professionals who have secured over \$300 million in federal, state, and regional funding in just over the past 4 years alone. We will work with your staff to identify General Fund, community projects and grant opportunities to explore any viable funding opportunity—leaving no stone unturned.
- **Representation.** RPPG will represent the City at policy-related meetings, conferences, events, regulatory proceedings, legislative hearings, and other appropriate venues to deliver comments and testimony and give you a consistent presence in the Capitol.

- **Frequent, Reliable Communication.** Keeping you fully informed is a top priority. Our team will provide regular written and verbal communications and updates to keep El Cerrito up to date on our advocacy efforts, individual tasks, and timeline for meeting milestones. Regular communication between El Cerrito and our team will also ensure that we are responsive to the direction of your Council and staff throughout the entire State Budget and legislative processes. This will include monthly written policy status and activity reports, along with more in-depth reports and recaps during each major milestone throughout the legislative year (e.g., every budget milestone, bill introduction deadline, house of origin deadline, summer recess, and end of session). We will supplement these reports with an updated legislative matrix and, during the legislative session, a monthly check-in via Zoom with City staff where we will review legislation and brief you on the latest developments.
- **Relationship Building.** By the end of 2024, the Legislature will have fully turned over since 2012. This provides an opportunity for El Cerrito to establish new relationships both inside and outside its legislative delegation. RPPG will build on your presence in Sacramento to assist in further developing robust relationships with legislative leaders, the Administration, key state agencies, staff, and regulatory bodies. We will continue to foster our relationships within your state legislative delegation, the Governor's Office, California Natural Resources Agency, California Air Resources Board, CalRecycle, State Water Resources Control Board, Department of Water Resources, and other departments and agencies with funding programs, regulations, or initiatives that may intersect with your identified needs and priorities. Our firm will make meeting recommendations, schedule arrangements, and strategize in advance on messaging. This approach ensures that we have laid the groundwork for El Cerrito's bill proposals year over year.
- **Educational Tour.** Guided by your legislative priorities, RPPG is prepared to conduct an educational tour in the Capitol to drive awareness on the issues of greatest importance to El Cerrito. This will ensure that the appropriate communication channels with legislative staff and legislators remain open throughout the 2025- 2026 legislative session and beyond.
- **Other Stakeholder Engagement.** To advance your budget and legislative priorities, RPPG will secure the support of potential stakeholders, including identifying, prioritizing, leading outreach efforts to relevant stakeholders, and building and working with related coalitions. Our experience working with organized labor and the business industry will best position the City and to help meet both short- and long-term goals.
- **FPPC.** RPPG will file all required forms on behalf of El Cerrito, including but not limited to forms 602 (annual Lobbying Firm Activity Authorization) and 635 (Report of Lobbyist Employer).

Payment Schedule

Monthly Retainer Agreement:

A monthly retainer fee structure rate of \$6,500 per month, totaling \$78,000 in a fiscal year. This would be an all-inclusive service offering as outlined in the respective scope of work offerings for grant writing and legislative advocacy services.

As Needed Travel Costs:

Not-to-exceed \$5,000 annual travel set aside. Such costs include mileage reimbursed at the standard mileage rate, hotel accommodation should an in-city meeting require our overnight attendance. No charges shall be assessed without express authorization from the City.

DRAFT

DRAFT



AGENDA BILL

Agenda Item No. 7.E.

Date: July 16, 2024
To: El Cerrito City Council
From: Shannon Bassi, Senior Human Resources Analyst, City Management
Subject: Part-Time Minimum Wage Equity Adjustments

ACTION PROPOSED

Adopt a resolution to modify the City's part-time hourly salary schedule effective the first full pay period of September 2024 to comply with the City's Minimum Wage Ordinance, eliminate salary compaction, successfully recruit and retain talented staff, and ensure the City's Recreation Programs are sustainable.

BACKGROUND/ANALYSIS

On November 17, 2015, City Council adopted an ordinance to establish a local minimum wage in El Cerrito starting in 2016, with stepped increases to raise the rate to \$15.00 an hour by 2019 and annual adjustments thereafter. The City of El Cerrito's 2024 Minimum Wage is currently at \$17.92 per hour. This is higher than the State of California's minimum wage rate, which is currently \$16.00 per hour as of January 1, 2024. A number of other cities in the Bay Area also have local minimum wage standards, including Richmond, Berkeley, Emeryville, San Francisco, San Jose, Mountain View, Sunnyvale, Santa Clara and Palo Alto. Additionally, Assembly Bill 1228 established wages for certain businesses in the Fast Food Restaurant and Healthcare Facility industries. Effective April 1, 2024, Fast Food Restaurant workers (for chains with 60 or more locations around the nation) will have a higher minimum wage of \$20.00 per hour. Effective June 1, 2024, Healthcare Facility workers will earn a minimum of \$18.00, \$21.00, or \$23.00 per hour, depending on what type of facility employs them and where they work.

While the City's Minimum Wage Ordinance has been beneficial in creating equitable wages for all workers in El Cerrito, it has also caused a growing salary compaction issue for a number of years with the City's current part-time hourly pay structure. Each year the increases in the City's minimum wage rate are calculated and based on changes in the local Consumer Price Index (CPI). Part-time salaries are also increased by each negotiated Cost of Living Adjustment (COLA) upon agreement with bargaining units such as Service Employees International Union (SEIU) Local 1021. Over the last five or more years, the minimum wage increases based on CPI have been growing at a faster rate than negotiated COLAs, causing a salary compaction issue with the current salary structure. For example, the pay rate at Step 1 and Step 2 of entry level classifications, such as Childcare Aide and Lifeguard, are superseded by the City's current minimum wage rate, which is greater. Furthermore, the compaction issue is causing new hires to be placed at the same or similar rate of pay for those staff who are more experienced or have more years of service with the City, due to the current minimum wage rate being comparable to Step 3 of the current entry level pay grades.

City staff conducted a thorough analysis of the current part-time salary structure and determined rate increases are necessary for a number of reasons. The proposed pay rate changes for certain classifications (shown in Attachment 2) will provide a long-term solution to resolve the current minimum wage compaction issues, hopefully for a number of years into the future, especially as City staff anticipates the minimum wage will continue to increase. This will also ensure that the City's part-time salary structure remains legally compliant with the City of El Cerrito Minimum Wage Ordinance. The analysis examined each classification to ensure there is an equitable pay differential between higher and lower classifications within the pay structure, and consistent pay differentials between each pay step. Additionally, the analysis included surveying salary data from local neighboring agencies with similar Recreation programs, especially Aquatics and Childcare programs, since these require a unique skill set and certified staff to manage the programs. The classifications represented in this analysis are positions such as Childcare Aides/Teachers, Lifeguards, Pool Managers, and Van Drivers who work the front lines of some of the City's most crucial programs and services. The proposed rates are competitive and will allow the City to effectively recruit and retain talented staff in order to ensure that City programs are sustainable and can continue providing outstanding services to the community.

It should be noted that some of the classifications referenced on the proposed salary schedule are in the meet-and-confer bargaining process with SEIU, as part of the larger Classification and Compensation Study that was completed. Salaries for those newly created positions will not go into effect until City Council has formally approved the new classifications.

The proposed changes will be effective the first full pay period of September 2024. Upon approval of the salary schedule, City staff will review each employees' current rate of pay and make appropriate and necessary adjustments to resolve the internal compaction issue.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization; and*
- *Community Safety; and*
- *Livability and Belonging*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this item.

FINANCIAL CONSIDERATIONS

The proposed action has a financial impact of approximately \$174,046, which is included in the FY 2024-25 Budget that was adopted on June 18, 2024.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is written over a faint rectangular grid background.

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING AN AMENDMENT TO MODIFY THE EXISTING SALARIES OF THE PART-TIME SALARY SCHEDULE

WHEREAS, the Meyers-Milias-Brown Act allows employee units within the City to represent themselves on matters concerning salaries; and

WHEREAS, the Employer-Employee Relations Ordinance of the City of El Cerrito provides the methods and procedures for meeting and conferring in good faith; and

WHEREAS, increases in the local minimum wage in El Cerrito, set by ordinance of the City Council, have resulted in pay rates for some unrepresented part-time hourly positions that create challenges for recruiting and retaining employees in positions represented by Service Employees International Union (SEIU) Local 1021; and

WHEREAS, representatives of the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021 have met and conferred in good faith; and

WHEREAS, it is in the City's best interest to recruit and retain high quality employees for the City; and

WHEREAS, an effective means for achieving this objective is to provide competitive salaries for employees; and

WHEREAS, the City of El Cerrito and Service Employees International Union (SEIU) Local 1021 representatives have agreed to modify the salaries of represented positions effective the first full pay period of September 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby adopt the Part-Time Salary Schedule attached hereto as Exhibit A.

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

I CERTIFY that at a regular meeting on July 16, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

CITY OF EL CERRITO
SEASONAL/PART-TIME HOURLY SALARY SCHEDULE
EFFECTIVE SEPTEMBER 1, 2024

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)- LOCAL 1021

GRADE	JOB CLASS	STEP 1	NEW STEP 1	STEP 2	NEW STEP 2	STEP 3	NEW STEP 3	STEP 4	NEW STEP 4	STEP 5	NEW STEP 5
430	CHILDCARE AIDE	17.47	20.39	17.51	21.41	18.63	22.49	19.73	23.61	20.79	24.79
441	CHILDCARE TEACHER I** (FORMERLY CHILDCARE TEACHER-SCHOOL-AGED UPON APPROVAL OF NEW CLASS)	17.72	22.44	18.87	23.56	19.97	24.73	21.16	25.97	22.31	27.27
445	CHILDCARE TEACHER II** (FORMERLY CHILDCARE TEACHER PRE-SCHOOL QUALIFIED UPON APPROVAL OF NEW CLASS)	20.15	23.55	21.33	24.72	22.60	25.96	23.82	27.26	25.10	28.62
466	PROGRAM REGISTRAR	18.03	NA	19.21	NA	20.31	NA	21.48	NA	22.58	NA
467	RECREATION REGISTRAR/ASSISTANT	20.00	NA	21.00	NA	22.05	NA	23.15	NA	24.31	NA
453	VAN DRIVER I**	NA	21.97	NA	23.06	NA	24.22	NA	25.43	NA	26.70
452	VAN DRIVER II**	19.97	24.25	21.16	25.46	22.31	26.73	23.49	28.07	24.64	29.47

UNREPRESENTED

GRADE	JOB CLASS	STEP 1	NEW STEP 1	STEP 2	NEW STEP 2	STEP 3	NEW STEP 3	STEP 4	NEW STEP 4	STEP 5	NEW STEP 5
412	AQUATICS ASSISTANT I	17.47	18.94	17.47	19.89	17.47	20.88	17.70	21.92	18.58	23.02
413	AQUATICS ASSISTANT II	17.47	19.42	17.47	20.39	17.65	21.41	18.52	22.48	19.45	23.60
448	AQUATICS INSTRUCTOR I** (FORMERLY AQUATICS SPECIALIST I & SWIM INSTRUCTOR II UPON APPROVAL OF NEW CLASS)	23.70	24.25	24.88	25.46	26.13	26.73	27.44	28.07	28.80	29.47
449	AQUATICS INSTRUCTOR II** (FORMERLY AQUATICS SPECIALIST II UPON APPROVAL OF NEW CLASS)	24.88	25.46	26.13	26.74	27.44	28.07	28.80	29.48	30.38	30.95
446	AQUATICS INSTRUCTOR III**	24.88	36.89	26.13	38.73	27.44	40.67	28.80	42.70	30.39	44.84
451	FACILITY ATTENDANT (FORMERLY RECREATION SENIOR PROGRAM LEADER UPON APPROVAL OF NEW CLASS)	19.73	21.41	20.86	22.49	21.99	23.61	23.14	24.79	24.29	26.03
468	INTERN (placed within range, depending on experience)	18.50 - 25.00									
473	MANAGEMENT INTERN (placed within range, depending on experience)	25.50 - 45.00									
416	LIFEGUARD I** (FORMERLY LIFEGUARD UPON APPROVAL OF NEW CLASS)	17.47	20.39	17.69	21.41	18.56	22.49	19.50	23.61	20.48	24.79
418	LIFEGUARD II** (FORMERLY LIFEGUARD/SWIM INSTRUCTOR I UPON APPROVAL OF NEW CLASS)	20.24	21.41	21.26	22.49	22.31	23.61	23.43	24.79	24.60	26.03
449	POOL MANAGER (FORMERLY AQUATICS SPECIALIST II UPON APPROVAL OF NEW CLASS)	24.88	26.74	26.13	28.07	27.44	29.48	28.80	30.95	30.39	32.50
420	RECREATION PROGRAM LEADER	16.88	20.39	16.92	21.41	18.00	22.49	19.06	23.61	20.09	24.79
450	RECREATION SENIOR PROGRAM LEADER	19.73	21.41	20.86	22.49	21.99	23.61	23.14	24.79	24.29	26.03
421	SENIOR LIFEGUARD	20.24	22.48	21.26	23.61	22.31	24.79	22.00	26.03	24.49	27.33

** This is a new classification or revised classification title and the job description will be brought forward to City Council for approval soon.



AGENDA BILL

Agenda Item No. 7.F.

Date: July 16, 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 Management Assistant, Permit Technician I/II, Assistant - Associate Planner, Firefighter/Firefighter Paramedic, Fire Engineer/Fire Engineer Paramedic, Fire Captain/Fire Captain Paramedic, Aquatics Assistant I/II, Pool Manager and 2) authorize the new classifications and/or title changes of Fire Prevention Officer I/II, Senior Management Assistant, Senior Permit Technician, Neighborhood Preservation Officer I/II, Program Coordinator, Aquatics Instructor I/II/III, Lifeguard I/II, Senior Lifeguard, Facility Attendant.

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:

- Management Assistant
- Permit Technician I/II
- Assistant - Associate Planner
- Firefighter/Firefighter Paramedic
- Fire Engineer/Fire Engineer Paramedic
- Fire Captain/Fire Captain Paramedic
- Aquatics Assistant I/II
- Pool Manager

New/Additional Proposed Classification:

- Fire Prevention Officer I/II
- Senior Management Assistant
- Senior Permit Technician
- Neighborhood Preservation Officer I/II
- Program Coordinator
- Aquatics Instructor I/II/III
- Lifeguard I/II
- Senior Lifeguard
- Facility Attendant

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:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Management Assistant
3. Permit Technician I/II
4. Assistant-Associate Planner
5. Firefighter
6. Firefighter Paramedic
7. Fire Engineer
8. Fire Engineer Paramedic
9. Fire Captain
10. Fire Captain Paramedic
11. Aquatics Assistant I/II
12. Pool Manager
13. Fire Prevention Officer I/II
14. Senior Management Assistant
15. Senior Permit Technician
16. Neighborhood Preservation Officer I/II
17. Program Coordinator
18. Aquatics Instructor I/II/III
19. Lifeguard I/II
20. Senior Lifeguard
21. Facility Attendant

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:

- Management Assistant
- Permit Technician I/II
- Assistant - Associate Planner
- Firefighter/Firefighter Paramedic
- Fire Engineer/Fire Engineer Paramedic
- Fire Captain/Fire Captain Paramedic
- Aquatics Assistant I/II
- Pool Manager

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 classifications and/or classification title changes:

- Fire Prevention Officer I/II
- Senior Management Assistant
- Senior Permit Technician
- Neighborhood Preservation Officer I/II
- Program Coordinator
- Aquatics Instructor I/II/III
- Lifeguard I/II
- Senior Lifeguard
- Facility Attendant

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

I CERTIFY that at a regular meeting on July 16, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



FLSA: Non-Exempt

MANAGEMENT ASSISTANT

DEFINITION

Under general supervision, performs technical, administrative, and programmatic support duties for a City department, management, staff, and/or boards and commissions; conducts research and analysis and prepares a variety of reports and documents; provides technical assistance for a wide variety of assignments related to administration of budgets, contracts, and department programs; coordinates assigned programs, projects and services with other departments, divisions, and outside agencies; special projects, performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the journey-level classification in the Management Assistant series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment, confidentiality, 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 Assistant is distinguished from the Senior Management Assistant in that the latter performs the most complex work assigned to the series and provides technical and functional lead 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.

- Provides technical, administrative, project, and/or program support for assigned management, departmental staff; acts as a liaison between management and other staff, divisions and departments, outside agencies, and the public, coordinating resolutions when appropriate.
- Conducts and carries out complex technical and administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; prepares technical reports; performs and conducts studies and special projects.
- Independently composes, types, edits, and proofreads a variety of documents, including forms, memos, newsletters, administrative, statistical, financial, and staff reports, and correspondence for department management and staff; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program

policies and procedures in determining completeness of applications, records, and files.

- Assists with requests for proposals as well as bids for projects and/or services; prepares and maintains bid results and updates specifications; reviews and verifies compliance documentation; maintains copies of contracts, bid documents, proposals, and related information.
- Reviews contracts, invoices, and payments for accuracy; processes invoices for payment approval; prepares vouchers for reimbursement; reconciles credit card statements; ensures adherence to contracts and agreements; maintains associated records.
- Assists with the preparation of program, division, department, and/or capital project budgets; monitors revenue and expenditures; compiles and reviews budget requests; provides cost estimates; evaluates the need for changes in budgetary allocations and assists with preparing justifications; generates reports; communicates with Finance regarding corrections to expenditures and purchase order requests; assists with organizing, planning, and conducting budget meetings with department management.
- Develops and implements a variety of record-keeping systems; directs and/or participates in implementing the department's record retention program in accordance with the City's records destruction policy.
- Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.
- Screens calls, visitors, and incoming mail and emails; assists, troubleshoots, and directs the public to appropriate locations and/or staff; responds to concerns and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and concerns from the public.
- Performs other administrative support work as assigned, such as monitoring and ordering office and other related supplies, processing applications and issuing permits, arranging meetings and making appointments, maintaining calendars, managing the City's website content and information, composes newsletters, and scanning, filing, and copying documents.
- May provide back-up assistance where needed to support departmental and division services, customer service, and other various service delivery needs within scope of work.
- Participates in special projects as needed to support City goals, programs, and initiatives.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in public or business administration or a related field. An associate degree is desirable.

Experience:

- Two (2) years of increasingly responsible administrative support experience equivalent to the City's Administrative Assistant II.

Licenses and Certifications:

Council Approved:

- 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:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of research, data collection, and report preparation.
- Budget development, administration, and monitoring and tracking techniques.
- Basic principles of contract administration.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various agendas, contracts, agreements, records, reports, and forms.
- Principles and practices of record-keeping.
- Business arithmetic and basic statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform varied and responsible administrative and technical support work with accuracy, speed, confidentiality, and general supervision.
- Prepare and process various agendas, contracts, agreements, records, reports, forms, applications, and other documents.
- Research, conduct basic analyses, and summarize information from a variety of sources; and prepare reports.
- Compose concise reports, correspondence, 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.
- Handle requests or concerns in a professional manner.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.

Council Approved:

- 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 (use only for driving positions); 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

During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

PERMIT TECHNICIAN I/II

DEFINITION

Under general supervision and direction, performs a variety of technical support duties related to the processing and issuance of building permits; provides customer assistance and interprets codes, policies, and procedures; coordinates plan review with other City staff and departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Permit Technician I: This is the entry-level classification in the Permit Technician series. Initially under close supervision, incumbents learn and perform routine building permit application review and processing and permit issuance. As experience is gained, assignments become more varied and complex; 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 Permit Technician 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.

Permit Technician II: This is the journey-level classification in the Permit Technician series. Positions at this level are distinguished from the Permit Technician I-level by the performance of the full range of duties as assigned including processing applications and issuing permits for large, complex commercial and/or subdivision projects, 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.

Positions in the Permit Technician classification series are flexibly staffed; positions at Permit Technician II may be filled by advancement from Permit Technician I; progression to the II-level 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 Permit Technician 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 Permit Technician I-level may perform some of these duties and responsibilities in a learning capacity.

- Provides information and assistance at the front counter, on the phone, and through e-mail by answering questions and providing information regarding community development, building, and permit processes, fees, and procedures; provides information regarding applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines.
- Receives and processes permit applications, plans, specifications, and supporting documents; calculates and collects applicable fees; prepares and issues a variety of permits and releases approved plans following established guidelines.
- Performs preliminary review of plans; coordinates plan review with other City staff and departments.
- Organizes and maintains accurate and detailed databases, spreadsheets, files, and records; verifies accuracy of information, researches discrepancies, and records information; queries and organizes data; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Researches, compiles, and summarizes data and information and prepares various correspondence, reports, and related documentation.
- Verifies and reviews applications, records, files, 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.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

Permit Technician I/II: Equivalent to completion of the twelfth (12th) grade. Some college level coursework in a related field is desirable.

Experience:

Permit Technician I: One (1) year of general office and clerical support experience.

Permit Technician II: Three (3) years of increasingly responsible permit processing experience at a level equivalent to the City's Permit Technician I.

Certifications and Licenses:

- Possession of, or ability to obtain within two (2) years of appointment, a Residential Building Inspector Certificate or Permit Technician Certificate issued by the International Code Council (ICC), to be maintained throughout employment.
- 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:

Some duties, knowledge, and abilities may be performed in a learning capacity for Permit Technician I positions.

- Permit, building inspection, and code enforcement programs, procedures, and requirements.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various applications, plans, records, reports, and forms.
- Principles and procedures of record-keeping.
- Business arithmetic.
- 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:

- Explain permit, building inspection, and code enforcement programs, procedures, and requirements; identify and respond to issues and concerns.
- Research, summarize, and present information and data in an effective manner.
- Process various permit applications, plans, reports, forms, and other documents.
- Review and understand plans and related documents.
- Respond to and effectively prioritize multiple phone calls and other requests for information and/or service.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.

Council Approved:

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

ASSISTANT/ASSOCIATE PLANNER

DEFINITION

Under general supervision and direction, performs professional planning work related to current and/or long-range (advanced) planning, zoning, and development; reviews plans and explains planning policies and zoning regulations to the public; conducts a variety of studies and prepares and presents reports; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Assistant Planner: This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform routine planning work, while learning City policies and procedures, General Plan, and related planning ordinances, codes, and regulations. As experience is gained, assignments become more varied and complex; 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 Associate Planner-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.

Associate Planner: This is the journey-level classification in the Planner series. Positions at this level are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Occasional instruction or assistance may be necessary as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Associate Planner is distinguished from the Senior Planner in that the latter is supervisory-level classification that performs the more complex work assigned to the series and serves as project manager on complex development applications and special projects.

Positions in the Planner classification series are flexibly staffed; positions at Associate Planner may be filled by advancement from Assistant Planner; progression to Associate Planner 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 Associate Planner.

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 Assistant Planner-level may perform some of these duties and responsibilities in a learning capacity.

- Reviews development proposals and applications and current and/or long-range planning projects for consistency with and conformance to the City's General Plan, Zoning Code, other City policy documents, and applicable City, local, state and federal rules and regulations; implements effective planning practices to achieve consistent and orderly development.
- Provides information to applicants and developers for plan modifications and recommends improvements to project design to meet compliance requirements; responds to inquiries and provides professional planning guidance at the public counter, by phone, mail, or electronic mail.
- Prepares studies and reviews environmental documents related to development plans/applications; prepares written reports with recommendations.
- Reviews building permits and plans for consistency with approved planning entitlements and zoning ordinance; and performs inspections.
- Performs plan check reviews for conformance with project standards and project approval; performs site reviews as needed; reviews and processes variances, land use permits, and zoning amendments.
- Coordinates and participates in the review and processing of various plans and applications for subdivision, housing, and commercial development projects.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and/or the general public.
- Conducts planning studies; collects, analyzes, and interprets field and office data; analyzes planning elements and develops or modifies current land use policies or components of long-range efforts; ensures accuracy of information.
- Researches and assists with the review, development, or revision of the various elements of the General Plan, environmental documentation, and related plans and reports; prepares draft ordinances, resolutions, and agenda items for City Council approval.
- Prepares staff reports and various technical and informational reports; prepares presentations and presents to City Council, boards, commissions, committees, various groups and other jurisdictions interested in or affected by City planning and development.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Assistant/Associate Planner: Equivalent to a bachelor's degree in geography, regional planning, environmental studies, or related field.

Council Approved:

Experience:

Assistant Planner: None.

Associate Planner: Two (2) years of increasingly responsible professional planning experience at a level equivalent to an Assistant Planner at City of El Cerrito.

Certifications and Licenses:

- 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:

Some knowledge, skills, and abilities may be performed in a learning capacity for Assistant Planner positions.

- Principles, practices, theories, and trends of urban, land use, and regional planning and zoning.
- Geographic, socioeconomic, transportation, political, and other elements related to City planning.
- General concepts of architecture, landscaping, grading, and drainage related to planning.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Principles of mathematics and statistics and their application to planning work.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and the public.
- 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, 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:

- Perform professional current and long-range planning duties.
- Interpret City planning and zoning programs to the general public; identify and respond to issues and concerns from the public, City Council, and other boards, committees, and commissions.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Conduct plan check reviews for conformance with project standards and project approval.
- Learn and understand environmental review standards and processes including knowledge of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Read and interpret plans and specifications and make effective site visits.
- Perform mathematical and statistical computations with precision.

Council Approved:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with contractors, governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Prepare clear and concise reports, correspondence, notices, documentation, and other written materials.
- Use tact, initiative, prudence, and 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

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

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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.

Council Approved:



FLSA: Non-Exempt

FIREFIGHTER

DEFINITION

Under general supervision and direction, responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other fire suppression, prevention, inspection, education, and related activities to prevent or minimize the loss of life and property; performs fire station, equipment, and apparatus maintenance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level classification in the Fire series. Initially under close supervision, incumbents learn and perform routine fire suppression, inspection, and prevention duties 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. 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.

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.

- Responds to structural fires; performs search and rescue operations to remove persons from burning structures; performs fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; carries and operates chemical fire extinguishers as required by the nature of the fire; operates fire streams as directed; raises, lowers, and climbs ladders; ventilates roofs and windows; operates fire pumpers; enters burning areas or buildings with hose lines; assists in operating nozzles; makes forcible entry into buildings when necessary.
- Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protect private and public property.
- Performs ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water, and removing debris and smoke.
- Studies Fire Department rules and regulations; performs all necessary training activities as assigned

and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, equipment use and maintenance, fire drills, and other related functions.

- Cleans, washes, and services firefighting vehicles and equipment; inspects, tests, repairs, and maintains equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, generators, rescue and first aid, and related equipment.
- Participates in company fire prevention inspection operations; inspects commercial properties to determine fire risk, prevent fires, and assist in pre-fire planning.
- Drives and maintains fire trucks and other emergency vehicles; operates engine pumping equipment and apparatus.
- Assists in the maintenance of clean and orderly conditions in and about the fire station.
- Participates in fire investigation activities; identifies, collects, and preserves evidence at fire scene.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazards to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals.
- Performs a variety of administrative duties including maintaining proper records and documentation on all job-related activities, functions, apparatus, and equipment.
- May serve as back-up Fire Engineer or Fire Captain as necessary and if qualified.
- Performs basic life support to assist victims at emergency site, including performing CPR and first aid, assisting paramedics as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.
- Successful completion of a recognized regional fire academy course prior to appointment or possession of a California State Fire Marshal Firefighter I Certificate.

Experience:

- None Required

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement 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 (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of, or ability to obtain, the Firefighter I and Firefighter 2 certificates issued by the California State Fire Marshal, within three (3) years of appointment, to be maintained throughout employment.

Council Approved:

- Possession of a current and valid California State Emergency Medical Technician (EMT) Certification to be maintained throughout employment.

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity as applied to fire suppression.
- Purposes and uses of a variety of vehicles, equipment, and apparatus used in firefighting, rescue, and medical assistance operations.
- Techniques of First Aid, cardiopulmonary resuscitation (CPR), and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Incident command systems and principles.
- Mathematical principles.
- Principles and practices of work safety.
- 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:

- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Apply the mechanics of firefighting and emergency medical care.
- Apply the principles, practices, and procedures of modern firefighting and protection of life and property.
- Administer first aid and CPR.
- Drive and operate fire vehicles including the fire engine, ladder truck, and other staff vehicles.
- Remain calm while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Identify safety hazards and work safely without presenting a direct threat to self or others.
- Understand and act in accordance with departmental policies, rules, regulations, instructions, and written material in the field of firefighting.
- Analyze situations and adopt effective courses of action.
- Think and act quickly and effectively in emergencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Council Approved:

- 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

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100 pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

Positions also work in a station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions, and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, hazardous or toxic physical substances and fumes. Employees also work in an office or station 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

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice.



FLSA: Non-Exempt

FIREFIGHTER/PARAMEDIC ASSIGNMENT

DEFINITION

Under general supervision and direction, responds to fires, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other fire suppression, prevention, inspection, education, and related activities to prevent or minimize the loss of life and property; performs fire station, equipment, and apparatus maintenance; responds to emergency calls and provides immediate Basic and Advanced Life Support care to patients; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level classification in the Fire series. Initially, under close supervision, incumbents learn and perform routine fire suppression, inspection, and prevention duties 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 the skill to perform the work independently. 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.

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.

- Responds to structural fires; performs search and rescue operations to remove persons from burning structures; performs fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; carries and operates chemical fire extinguishers as required by the nature of the fire; operates fire streams as directed; raises lowers, and climbs ladders; ventilates roofs and windows; operates fire pumpers; enters burning areas or buildings with hose lines; assists in operating nozzles; makes forcible entry into buildings when necessary.
- Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protect private and public property.
- Performs ventilation procedures and salvage operations to minimize property damage by moving and/or covering furnishings, sweeping water, and removing debris and smoke.
- Studies Fire Department rules and regulations; performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, equipment use and maintenance, fire

drills, and other related functions.

- Responds to emergency calls and provides immediate Basic to Advanced Life Support care to patients, including obstetric patients.
- Obtains required information from patients; conducts an assessment on the nature and extent of patient injuries to provide proper emergency medical assistance and treatment; records vital signs.
- Opens, manages, and maintains patient airways to prevent and relieve airway obstruction; administers positive pressure ventilation.
- Assesses and interprets cardiac arrhythmias; performs cardiopulmonary resuscitation and electrical defibrillation.
- Assesses, controls, and/or treats hemorrhages, shock, burns, overdoses, poisons, and other injuries and/or illnesses in patients.
- Administers intravenous saline, glucose, volume-expanding agents, and medication as prescribed.
- Immobilizes fractures and performs spinal stabilizations/immobilizations; lifts and transports injured patients; assists in childbirth.
- Maintains equipment and pump motors, including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, generators, rescue and first aid, and related equipment.
- Participates in company fire prevention inspection operations; inspects commercial properties to determine fire risk, prevent fires, and assists in pre-fire planning.
- Drives and maintains fire trucks and other emergency vehicles; operates engine pumping equipment and apparatus.
- Assists in the maintenance of clean and orderly conditions in and about the fire station.
- Participates in fire investigation activities; identifies, collects, and preserves evidence at fire scene.
- Participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazards to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals.
- Performs a variety of administrative duties, including maintaining proper records and documentation on all job-related activities, functions, apparatus, and equipment.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- May serve as Acting Fire Engineer or Fire Captain as necessary and if qualified.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.
- Graduation from a paramedic training program that meets the requirements for licensing in the State of California.
- Successful completion of a recognized accredited regional fire training academy course prior to appointment or possession of a California State Fire Marshal Firefighter I Certificate.

Council Approved:

Experience:

- None Required

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement 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 (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of, or ability to obtain, the Firefighter I and Firefighter 2 certificates issued by the California State Fire Marshal, within three (3) years of appointment, to be maintained throughout employment.
- Possession of a current and valid California State Paramedic License (EMT-P) accredited by Contra Costa County Emergency Medical Services Agency (EMSA) or the State of California to be maintained throughout employment.

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity as applied to fire suppression.
- Purposes and uses of a variety of vehicles, equipment, and apparatus used in firefighting, rescue, and medical assistance operations.
- Techniques of First Aid, cardiopulmonary resuscitation (CPR), and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Incident command systems and principles.
- Mathematical principles.
- Principles and practices of work safety.
- 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:

- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Apply the mechanics of firefighting and emergency medical care.
- Apply the principles, practices, and procedures of modern firefighting and protection of life and property.
- Administer first aid and CPR.
- Drive and operate fire vehicles, including the fire engine, ladder truck, and other staff vehicles.
- Remain calm while working in extremely stressful situations that may present a threat to life and

Council Approved:

property.

- Work within a command structure requiring strict adherence to the following of orders.
- Identify safety hazards and work safely without presenting a direct threat to self or others.
- Understand and act in accordance with departmental policies, rules, instructions, and written material in the field of firefighting.
- Analyze situations and adopt effective courses of action.
- Think and act quickly and effectively in emergencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100 pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

Positions also work in a station environment and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, hazardous or toxic physical substances, and fumes. Employees also work in an office or station 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.

Council Approved:

WORKING CONDITIONS

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice.



FLSA: Non-Exempt

FIRE ENGINEER

DEFINITION

Under direction, ensures the safe and efficient operation of firefighting apparatus in response to fires and other emergencies in order to protect life and property; drives all fire apparatus to and from emergency incidents safely; operates, maintains, and oversees the use of numerous types of Fire Department vehicles, equipment, tools, and fire pumps on all apparatus using hydraulic calculations; responds to structural fires; performs search and rescue operations to remove persons from burning structures and vehicles; performs fire suppression techniques as appropriate; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the fully qualified classification in the Fire series responsible for independently performing the full range of duties as assigned. Incumbents in this classification exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Ensures the safe and efficient operation of firefighting apparatus in response to fires and other emergencies in order to protect life and property.
- Drives all fire apparatus to and from emergency incidents safely.
- Operates, maintains, and oversees the use of numerous types of Fire Department vehicles, equipment, tools, and fire pumps on all apparatus using hydraulic calculations to ensure proper volume of water is utilized.
- Inspects and cleans vehicles, equipment, and apparatus; performs maintenance and minor repair work; identifies the need for major repairs.
- Participates in fire inspections, home safety inspections, and other fire prevention activities.
- Conducts and participates in training drills and other training activities.
- Responds to structural fires; performs search and rescue operations to remove persons from burning structures and vehicles; performs fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; carries and

operates chemical fire extinguishers as required by the nature of the fire; operates fire streams; raises, lowers, and climbs ladders; set-up rope systems to lower or raise rescuers, patients, and/or tools; ventilates roofs and windows; operates fire pumpers; enters burning areas or buildings with hose lines; assists in operating nozzles; makes forcible entry into buildings when necessary.

- Performs triage, primary, and secondary assessments; responds to emergency medical calls and administers first aid and/or basic life support as appropriate, including assessing patients, cardiopulmonary resuscitation (CPR), rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments within the scope and authority of licensure.
- Cleans, repairs, and maintains buildings and grounds.
- Performs fire ground tactics, including ventilation procedures, salvage, and overhaul operations to minimize property damage by moving and/or covering furnishings, sweeping water, and removing debris and smoke.
- Participates in fire investigation activities; identifies, collects, and preserves evidence at fire scene.
- Performs a variety of administrative duties, including maintaining proper records and documentation on all job-related activities, functions, apparatus, and equipment.
- Performs basic life support to assist victims at emergency scenes, including performing CPR and first aid and assisting paramedics as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other 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 completion of the twelfth (12th) grade, supplemented by relevant specialized training.

Experience:

- Two (2) years of recent, progressively responsible full-time experience in the fire service.

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement 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 (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I (required) and Firefighter 2 (desirable)
 - Fire Apparatus Driver/Operator Pump Apparatus
 - Confined Space Rescue Operations – Technician
 - Trench Rescue Technician
 - Low Angle Rope Rescue
 - HAZMAT First Responder Awareness
 - ICS 200

Council Approved:

- Possession of a current and valid California State Emergency Medical Technician (EMT) Certification to be maintained throughout employment.
Desired Certifications: S-290, S-230, S-231, S-270, I-300, I-400

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity as applied to fire suppression.
- Purposes and uses of a variety of vehicles, equipment, and apparatus used in firefighting, rescue, and medical assistance operations.
- Techniques of First Aid, CPR, and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Incident command systems and principles.
- Mathematical principles.
- Principles and practices of work safety.
- 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:

- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Apply the mechanics of firefighting and emergency medical care.
- Apply the principles, practices, and procedures of modern firefighting and protection of life and property.
- Administer first aid and CPR.
- Drive and operate fire vehicles including the engine, grass rig, and tanker.
- Remain calm while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Identify safety hazards and work safely without presenting a direct threat to self or others.
- Understand and act in accordance with departmental policies, rules, instructions and written material in the field of firefighting.
- Analyze situations and adopt effective courses of action.
- Think and act quickly and effectively in emergencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.

Council Approved:

- 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

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100 pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

Positions also work in a station environment and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions, and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and smoke, hazardous or toxic physical substances and fumes. Employees also work in an office or station 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

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice.



FLSA: Non-Exempt

FIRE ENGINEER/PARAMEDIC ASSIGNMENT

DEFINITION

Under direction, ensures the safe and efficient operation of firefighting apparatus in response to fires and other emergencies in order to protect life and property; drives all fire apparatus to and from emergency incidents safely; operates, maintains, and oversees the use of numerous types of Fire Department vehicles, equipment, tools, and fire pumps on all apparatus using hydraulic calculations; responds to structural fires; responds to emergency calls and provides immediate Basic and Advanced Life Support care to patients; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Fire series responsible for independently performing the full range of duties as assigned. Incumbents in this classification exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Ensures the safe and efficient operation of firefighting apparatus in response to fires and other emergencies in order to protect life and property.
- Drives all fire apparatus to and from emergency incidents safely.
- Operates, maintains, and oversees the use of numerous types of Fire Department vehicles, equipment, tools, and fire pumps on all apparatus using hydraulic calculations to ensure proper volume of water is utilized.
- Inspects and cleans vehicles, equipment, and apparatus; perform maintenance and minor repair work; identify the need for major repairs.
- Participates in fire inspections, home safety inspections, and other fire prevention activities.
- Conducts and participates in training drills and other training activities.
- Responds to structural fires; performs search and rescue operations to remove persons from burning structures and vehicles; performs fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; carries and operates chemical fire extinguishers as required by the nature of the fire; operates fire streams; raises,

lowers, and climbs ladders; set-up rope systems to lower or raise rescuers, patients, and/or tools; ventilates roofs and windows; operates fire pumpers; enters buildings when necessary.

- Responds to emergency calls and provides immediate Basic Life Support and Advanced Life Support care to patients including obstetric and mentally disturbed patients.
- Obtains required information from patients; conducts an assessment on the nature and extent of patient injuries to provide proper emergency medical assistance and treatment; records vital signs.
- Opens, manages, and maintains patient airways to prevent and relieve airway obstruction; administers positive pressure ventilation.
- Assesses and interprets cardiac arrhythmias; performs cardiopulmonary resuscitation and electrical defibrillation.
- Assesses, controls, and/or treats hemorrhages, shock, burns, overdoses, poisons, and other injuries and/or illnesses in patients.
- Administers intravenous saline, glucose, volume expanding agents, and medication as prescribed.
- Immobilizes fractures and performs spinal stabilizations/immobilizations; lifts and transports injured patients; assists in childbirth.
- Cleans, repairs, and maintains buildings and grounds.
- Performs fire ground tactics including ventilation procedures, salvage, and overhaul operations to minimize property damage by moving and/or covering furnishings, sweeping water, and removing debris and smoke.
- Participates in fire investigation activities; identifies, collects, and preserves evidence at fire scene.
- Performs a variety of administrative duties including maintaining proper records and documentation on all job-related activities, functions, apparatus, and equipment.
- Performs basic life support to assist victims at emergency site, including performing CPR and first aid, assisting paramedics as needed.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other 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 completion of the twelfth (12th) grade supplemented by relevant specialized training.

Experience:

- Two (2) years of recent, progressively responsible full-time experience in the fire service and completion of a paramedic training program that meets the requirements for licensing in the State of California.

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement and satisfactory driving record to be maintained throughout employment. An out-of-state license may be

Council Approved:

used during the hiring process, but a valid California Driver's License (with Firefighter Endorsement) must be obtained prior to appointment.

- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I (required) and Firefighter 2 (desirable)
 - Fire Apparatus Driver/Operator Pump Apparatus
 - Confined Space Rescue Operations – Technician
 - Trench Rescue Technician
 - Low Angle Rope Rescue
 - HAZMAT First Responder Awareness
 - ICS 200
- Possession of a current and valid Company Officer Certificate issued from the California State Fire Marshal's Office to be maintained throughout employment.
- Possession of a current and valid California State Paramedic License (EMT-P) accredited by Contra Costa County Emergency Medical Services Agency (EMSA) or the State of California to be maintained throughout employment.

Desired Certifications: S-290, S-230, S-231, S-270, I-300, I-400

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up; technical and confined response situations.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity as applied to fire suppression.
- Purposes and uses of a variety of vehicles, equipment, and apparatus used in firefighting, rescue, and medical assistance operations.
- Techniques of first aid, cardiopulmonary resuscitation (CPR), and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Incident command systems and principles.
- Mathematical principles.
- 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:

- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Apply the mechanics of firefighting and emergency medical care.
- Apply the principles, practices, and procedures of modern firefighting and protection of life and property.
- Administer first aid and CPR.
- Drive and operate fire vehicles including the engine, grass rig, and tanker.

Council Approved:

- Remain calm while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Identify safety hazards and work safely without presenting a direct threat to self or others.
- Understand and act in accordance with departmental policies, rules, instructions, and written material in the field of firefighting.
- Analyze situations and adopt effective courses of action.
- Think and act quickly and effectively in emergencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100 pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

Positions also work in a station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions, and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and smoke, hazardous or toxic physical substances and fumes. Employees also work in an office or station 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

Council Approved:

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice.

Council Approved:



FLSA: Non-Exempt

FIRE CAPTAIN

DEFINITION

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff performing fire suppression, fire prevention, and emergency response duties on a shift in an assigned station of the Fire Department; participates in fire prevention and inspection activities; oversees equipment and station maintenance; trains staff in all phases of fire suppression, prevention, inspection, rescue, and emergency operations; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises direct supervision over firefighters on an assigned shift.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Firefighter series that exercises independent judgment on diverse and specialized fire suppression and prevention duties with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Incumbents are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established 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 qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of firefighters on a shift in an assigned station of the Fire Department; trains staff in work procedures; evaluates employee performance; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to fire alarms and assumes responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures, including standard operating procedures for assigned operations.

- Monitors shift and station operations and activities; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff and implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Prepares incident reports; ensures the proper documentation of operations and activities and the establishment, maintenance, and retention of files and records.
- Identifies fire training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting apparatus, equipment, tools, and devices; instructs personnel on the location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
- Answers questions and provides information to the public; investigates and responds to concerns and inquiries from community members, other departments, and other agencies; recommends corrective actions to resolve issues.
- Assists in fire investigations; examines fire scenes; collects and preserves evidence at a fire scene; collaborates with others to determine cause and origin.
- Performs special projects on assigned department equipment and facilities including, but not limited to, vehicle extraction, technical rescue, ladders, and related equipment; hazardous materials; and building improvements.
- Performs fire safety inspections on a variety of businesses and residences to ensure they are in compliance with fire safety codes; identifies violations and follows up to ensure these are remedied.
- Directs the cleaning and maintenance of quarters, equipment, and apparatus at a fire station; assists in coordinating the maintenance and repair of fire suppression equipment and facilities, including fire hydrants, trucks, and various support equipment.
- Supervises and assists in rendering first aid at an emergency incident; operates as the On-Scene Coordinator for Advanced Life Support (ALS).
- Participates in a variety of public awareness and community engagement activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

- An associate degree is desirable.

Experience:

- Four (4) years of experience in fire suppression, prevention, inspection, emergency rescue, and training activities.

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement and satisfactory driving record to be maintained throughout employment. An out-of-state license may be

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used during the hiring process, but a valid California Driver's License (with Firefighter Endorsement) must be obtained prior to appointment.

- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I and Firefighter 2
 - Fire Apparatus Driver/Operator Pump Apparatus (1A and 1B)
 - Confined Space Rescue Operations – Technician (If hired after 2017)
 - Trench Rescue Technician (If hired after 2017)
 - Low Angle Rope Rescue (If hired after 2017)
 - HAZMAT First Responder Awareness
 - ICS 100, ICS 200, and ICS 300
 - Desired Certifications: S-290, S-230, S-231, S-270, I-300, I-400
- Possession of a current and valid Company Officer Certificate issued from the California State Fire Marshal's Office or possession of 1) all the Company Officers' series and 2) open Company Officer Task Book.
- Possession of a current and valid California State Emergency Medical Technician (EMT) Certification to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Incident command systems and principles.
- Principles, practices, methods, and techniques of modern firefighting and protection of lives and property.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up.
- Methods and techniques of managing technical and confined response situations.
- Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.
- Techniques of cardiopulmonary resuscitation (CPR) and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas 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.

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Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex firefighting and emergency response duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Analyze situations and adopt effective courses of action.
- Apply the mechanics of firefighting and emergency medical care.
- Administer first aid and CPR.
- Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and 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

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100

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pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, hazardous, or toxic physical substances, and fumes. Employees also work in an office or station 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

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice. Attend evening and weekend meetings and/or events, as required.



FLSA: Non-Exempt

FIRE CAPTAIN/PARAMEDIC ASSIGNMENT

DEFINITION

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff performing fire suppression, fire prevention, and emergency response duties on a shift in an assigned station of the Fire Department; participates in fire prevention and inspection activities; oversees equipment and station maintenance; trains staff in all phases of fire suppression, prevention, inspection, rescue, and emergency operations; supervises and assists in rendering first aid at an emergency incident; operates as the On-Scene Coordinator for Advanced Life Support (ALS); provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises direct supervision over Firefighters and Fire Engineers on an assigned shift.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Firefighter series that exercises independent judgment on diverse and specialized fire suppression and prevention duties with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Incumbents are responsible for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established 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 qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of firefighters on a shift in an assigned station of the Fire Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to fire alarms and assumes responsibility for the supervision, performance, and safety of assigned firefighting personnel on the scene of an emergency incident.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures, including standard operating procedures for assigned operations.

- Monitors shift and station operations and activities; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff and implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Prepares incident reports; ensures the proper documentation of operations and activities and the establishment, maintenance, and retention of files and records.
- Identifies fire training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting apparatus, equipment, tools, and devices; instructs personnel on location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
- Responds to emergency calls and provides immediate Basic and Advanced Life Support care to patients, including obstetric patients.
- Answers questions and provides information to the public; investigates and responds to concerns and inquiries from community member(s), other departments, and other agencies; recommends corrective actions to resolve issues.
- Assists in fire investigations; examines fire scenes; collects and preserves evidence at a fire scene; collaborates with others to determine cause and origin.
- Performs special projects on assigned department equipment and facilities including, but not limited to, vehicle extraction, technical rescue, ladders, and related equipment; hazardous materials; and building improvements.
- Performs fire safety inspections on a variety of businesses and residences to ensure they are in compliance with fire safety codes; identifies violations and follows up to ensure these are remedied.
- Directs the cleaning and maintenance of quarters, equipment, and apparatus at a fire station; assists in coordinating the maintenance and repair of fire suppression equipment and facilities, including fire hydrants, trucks, and various support equipment.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and fire safety awareness, including providing demonstrations, classes, and training to the public.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

- An associate degree is desirable.

Experience:

- Four (4) years of experience in fire suppression, prevention, inspection, emergency rescue, and training activities and completion of a paramedic training program that meets the requirements for licensing in the State of California.

Licenses and Certifications:

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- Possession of a current and valid California Driver's License with Firefighter Endorsement 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 (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I and Firefighter 2
 - Fire Apparatus Driver/Operator Pump Apparatus (1A and 1B)
 - Confined Space Rescue Operations – Technician (If hired after 2017)
 - Trench Rescue Technician (If hired after 2017)
 - Low Angle Rope Rescue (If hired after 2017)
 - HAZMAT First Responder Awareness
 - ICS 100, ICS 200, and ICS 300
 - Desired Certifications: S-290, S-230, S-231, S-270, I-300, I-400
- Possession of a current and valid Company Officer Certificate issued from the California State Fire Marshal's Office or possession of 1) all the Company Officers' series and 2) open Company Officer Task Book.
- Possession of a current and valid California State Paramedic License (EMT-P) accredited by Contra Costa County Emergency Medical Services Agency (EMSA) or the State of California to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Incident command systems and principles.
- Principles, practices, methods, and techniques of modern firefighting and protection of lives and property.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Principles, practices, procedures, techniques, and equipment used in fire, medical, and hazardous materials emergency response, including containment and clean-up.
- Methods and techniques of managing technical and confined response situations.
- Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.
- Techniques of cardiopulmonary resuscitation (CPR) and emergency medical response.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas 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.

Council Approved:

- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex firefighting and emergency response duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Analyze situations and adopt effective courses of action.
- Apply the mechanics of firefighting and emergency medical care.
- Administer first aid and CPR.
- Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups; various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and 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

For fire suppression work, one must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment, including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related firefighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including rooftops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this

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classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs. Employees must possess the ability to lift and carry objects and materials up to 100 pounds and drag up to 175 pounds, in all cases with the use of proper equipment and/or assistance from other staff. Positions also work in a station environment and use standard office equipment, including a computer.

ENVIRONMENTAL ELEMENTS

Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, hazardous or toxic physical substances, and fumes. Employees also work in an office or station 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

Employees in this classification may be subject to emergency recall or to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays, sometimes with little to no notice. Attend evening and weekend meetings and/or events, as required.



FLSA: Non-Exempt

AQUATICS ASSISTANT I/II

DEFINITION

Under general supervision and direction, performs a variety of clerical and administrative duties in support of City Aquatics staff including word processing, data entry, telephone and counter reception, record-keeping, basic report preparation, filing, and mail distribution; provides information and assistance to City staff and the general public; assists swim center staff in program delivery; processes invoices and billings, collects fees and payments from the public, and prepares and coordinates cash deposits; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from assigned management and supervisory personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Aquatics Assistant I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform routine administrative support, 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 Aquatic Assistant 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.

Aquatics Assistant II: This journey-level classification is responsible for independently performing clerical duties in support of aquatics programs. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Aquatics Assistant II is distinguished from the Administrative Assistant series in that the latter performs a broad range of routine to complex administrative support duties that require thorough knowledge of assigned department, division, or program, its procedures, and operational detail.

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.

- Answers incoming telephone calls; provides information and answers questions; addresses issues and

concerns from members of the public, vendors, and City staff; refers issues to the appropriate staff or department; checks and replies to voicemail and email messages; greets visitors and residents at City facilities; distributes literature pertaining to City services and events.

- Assist lifeguards in providing aquatic safety and supervision for community members; monitors activities in the pool and facilities to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Provides courteous and professional customer service to all patrons, facility users, personnel, and public.
- Assists the conduct of aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Collects and distributes incoming mail, packages, email communications, correspondence, reports, requests for service, and concerns to appropriate staff.
- Prepares and processes invoices and billings; manages petty cash funds; collects fees and payments from the public; maintains records of and reconciles revenues collected; prepares and coordinates cash deposits.
- Maintains cleanliness of swim window desk and counter and other aquatic facilities including locker rooms, bathrooms, and communal staff areas.
- Assists with citywide special events and recreation department activities as assigned.
- Participates in scheduling of recreation and community activities, games, and events; supports participant registration, creates rosters, and tracks and inputs participation data; maintains online calendars for events and facility usage.
- Supports lifeguard staff in response to emergency situations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Aquatics Assistant I: Completion of 8th grade.

Aquatics Assistant II: Completion of 9th grade.

Experience:

Aquatics Assistant I: Fourteen years of age or older. Able to competently demonstrate level 5 swimming skills.

Aquatics Assistant II: Sixteen years of age or older. Experience using computer and office equipment and possessing cash handling skills highly desired.

Licenses and Certifications:

- Current certification in CPR/AED and First Aid from the American Red Cross or equivalent, completion of a Junior Lifeguard Training program, American Red Cross Basic Water Rescue training or equivalent training and experience.

Council Approved:

Knowledge of:

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various records, reports, and forms.
- Principles and procedures of record-keeping.
- Business arithmetic.
- 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.

Ability to:

- Perform varied office and customer service support work with accuracy and speed.
- Type concise reports, correspondence, and other written materials from instructions.
- Prepare and process various records, reports, forms, and other documents.
- Compile a variety of information and materials.
- Learn, understand, and apply all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate mathematical computations.
- Maintain accurate records, reports, and other written material.
- 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; 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.

Council Approved:

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

Aquatics Assistant I/ II are required to wear uniforms and may be required to work unusual hours, evenings and weekends. Individuals chosen for hire must be able to pass continuous skill audits. Aquatics Assistant I & II must maintain current certifications and must participate in a minimum of 16 hours of formal rescue skills training per season.



FLSA: Non-Exempt

POOL MANAGER

DEFINITION

Under direction, oversees the daily operations and activities of the City's aquatics facility; ensures that the City's aquatics facility is maintained in a safe and effective working condition to provide the highest level of safety for public use; plans, leads, assigns, schedules, and coordinates the work of part-time aquatics staff; explains and enforces swimming programs and pool policies, rules and regulations; assists with ensuring proper maintenance and care of aquatic facility infrastructure and equipment; provides technical and specialized assistance to supervisory or management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over, and provides training to, assigned staff.

CLASS CHARACTERISTICS

This classification is responsible for overseeing the work of assigned staff and for ensuring that the City's pool facilities are maintained in a safe and effective working condition to provide the highest level of safety for public use. 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 perform assigned duties/ensure efficient and effective servicing function of the assigned program area. 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. The incumbent also participates in operational activities such as lifeguarding and class instruction.

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.

- Oversees the daily operations of the City's aquatic pool facility on a year-round basis; ensures that the City's pool facility is maintained in a safe and effective working condition to provide the highest level of safety for public use.
- Provides technical and functional guidance to assigned staff on an assigned shift; assists with scheduling and directing the workflow for the area of assignment; provides input related to performance evaluations for assigned staff as required.

- Develops and implements in-service training sessions, including safety drills and other emergency procedures; ensures that lifeguard and other staff attend required trainings and that accurate training records are maintained.
- Monitors facility use; ensures that the pool, restrooms and locker rooms are maintained in a safe, neat, and clean condition; opens and closes the facility.
- Performs the work of facility staff including, but not limited to, lifeguarding, class instruction, and rescue of swimmers in distress; provides first responder medical emergency response; administers first aid and adult and/or child cardiopulmonary resuscitation (CPR); calls emergency services such as police, fire, or ambulance.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs.
- Inspects and maintains swimming and pool equipment for functionality; prepares and submits requests for equipment, supplies, repairs to buildings and equipment, and grounds maintenance.
- Performs inspections of water; prepares reports on water condition.
- Assists in creating, modifying, and implementing age-appropriate program curriculum; analyzes program needs and recommends new and innovative program and training ideas; creates and distributes marketing materials including schedule and registration document for Aquatics programs; monitors activity enrollment; telephones patrons on waitlists and/or cancels programs based on enrollment numbers.
- Receives and responds to questions and concerns; determines issue and resolves within established guidelines or refers to supervisor as appropriate.
- Participates in meetings and training sessions, including safety drills and other emergency procedures.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs customer service and administrative clerical duties for the Recreation Department as assigned.
- Assists with citywide special events and recreation department activities as assigned.
- Observes and complies with all City 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 completion of the twelfth (12th) grade.

Experience:

- The minimum age for positions in this classification is eighteen (18). Three (3) summer sessions of lifeguard experience including one (1) summer session of lead experience equivalent to a Senior Lifeguard with the City of El Cerrito.

Licenses and Certifications:

- Possession of a valid Lifeguard Training certificate with First Aid and CPR for the Professional Rescuer from the American Red Cross or equivalent agency, to be maintained throughout employment.

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- Possession of a valid American Red Cross Lifeguarding Instructor (LGI) certification, or equivalent, within one (1) year of hire.
- Possession of a valid American Red Cross Water Safety Instructor (WSI) certification, or equivalent, within one (1) year of hire.
- Possession of a valid Certified Pool Operator or Aquatic Facility Operator, or equivalent, is desirable.

Knowledge of:

- Principles, methods, and techniques of providing functional direction and training.
- Organization and operation of the aquatics facility, including maintenance and safety requirements.
- Swimming pool, guest safety, and emergency procedures.
- Lifeguarding skills and methods.
- Operational characteristics of water rescue safety equipment and devices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- Best maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- Principles and practices of recordkeeping.
- 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 including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of lifeguard staff on an assigned shift.
- Effectively provide staff leadership, work direction, and training.
- Plan optimal lifeguard program coverage to ensure the safety of patrons and staff.
- Ensure that staff attend and participate in required trainings and safety procedures.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic facilities.
- Perform all functions of the Senior Guard classification.
- Operate and maintain lifesaving equipment.
- Enforce swimming pool and facility rules and regulations.
- Think and act quickly and effectively in emergencies.
- Work with children and adults in a recreational setting.
- Assist with facility programs and pool rentals.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Utilize and implement proper money handling and customer service procedures.

Council Approved:

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient to see and hear adults and children in crowded and noisy conditions. Must also possess the mobility to work in an 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 or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths, as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions and variable noise levels; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents are required to wear uniforms; may be required to work varied shifts including early mornings, nights, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker. Ability to urgently be on-call to open, operate, or close facility sometimes with little/no notice. Incumbents must be able to pass continuous skill audits, maintain required certifications, and are required to participate in formal rescue skills training and regular staff meetings.



FLSA: Non-Exempt

FIRE PREVENTION OFFICER I/II (NON-SWORN)

DEFINITION

Under immediate (Fire Prevention Officer I) or general (Fire Prevention Officer II) supervision, performs specialized administrative and technical fire inspection and code enforcement work in support of the Fire Prevention function; inspects private and public buildings, schools, and other related structures for compliance with pertinent fire-safety standards; issues applicable permits; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Fire Prevention Officer I) or general (Fire Prevention Officer II) supervision from the Fire Marshal. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Fire Prevention Officer I: This is the entry-level classification in the Fire Prevention Officer series. Initially under close supervision, incumbents learn and perform routine to moderately complex inspections of public and privately-owned buildings for compliance with fire safety standards as established by federal, state, and local codes and ordinances. As experience is gained, assignments become more varied and complex; 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 Fire Prevention Officer 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.

Fire Prevention Officer II: This is the journey-level classification in the Fire Prevention Officer series. Positions at this level are distinguished from the Fire Prevention Officer 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.

Positions in this class series are flexibly staffed and positions at the Fire Prevention Officer II level are normally filled by advancement from the Fire Prevention Officer I level. When hired from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Fire Prevention Officer II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

Some duties, knowledge, and abilities may be performed by positions at the entry (I) level in a learning capacity.

- Inspects private and public buildings, schools, and other related structures for compliance with pertinent fire-safety standards as mandated by Federal, State, and County codes; reports violations to appropriate management personnel; issues correction notices and fire and life safety violations; conducts follow-up inspections.
- Conducts hazardous materials inspections, researches technical resources concerning hazardous materials issues hazardous materials permits; issues permits for public assemblies and all related occupancies.
- Investigates concerns from community member(s) and other City departments relating to fire and safety hazards; responds to and provides related information, as necessary.
- Assists in preparing and presenting public fire and life safety education programs and participates in fire safety training throughout the City involving structures and open areas.
- Assists with various fire prevention related programs, inspections, and/or activities including the hydrant inspection program, stormwater runoff inspections, weed abatement program, plan review for residential and commercial occupancies, and staffing of the Emergency Operations Center; communicates with appropriate management personnel, as necessary.
- Identifies hazardous occupancies within the city and collaborates with appropriate agencies to mitigate the hazards.
- Prepares reports and maintains records related to a wide variety of fire prevention activities including fire inspections and investigations work.
- Assists the Fire Chief in reviewing existing fire prevention policies and regulations and recommends new fire prevention ordinances and revisions to existing ordinances.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

Fire Prevention Inspector I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized vocational training in fire prevention and inspection or building inspection.

Experience:

Fire Prevention Inspector I: One (1) year of increasingly responsible experience in fire prevention and inspection and/or building plan review.

Fire Prevention Inspector II: Two (2) years of fire prevention inspection experience at a level equivalent to the City's class of Fire Prevention Officer I.

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement 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 (with Firefighter Endorsement) must be obtained prior to appointment.

Council Approved:

Fire Prevention Officer I:

- Possession of, or ability to obtain within twelve (12) months of appointment, a valid Fire Inspector I certification issued by the California State Fire Marshal, or equivalent certification, to be maintained throughout employment.

Fire Prevention Officer II:

- Possession of valid Fire Inspector I and II certifications issued by the California State Fire Marshal, or equivalent certification, to be maintained throughout employment.

Knowledge of:

- Concepts and theories of fire science as they relate to fire prevention and code enforcement.
- Principles, practices, and techniques of modern fire protection and prevention, including fire protection equipment and systems.
- Fire prevention inspection methods and techniques.
- Principles, practices, and methods used in residential and commercial structural building inspection and plan review; land use planning and applicable regulations.
- Principles of structural design and engineering mathematics.
- Types of building materials and variations in their quality.
- Mechanical, chemical, and related characteristics of a wide variety of hazardous materials, chemical reactions, and fire behavior.
- Acceptable health, safety, and fire standards in building construction including construction rating systems, exiting systems, warning systems, fire suppression systems, and fire department service capabilities.
- Occupational hazards and standard safety practices necessary in the area of fire prevention and abatement methods.
- Principles and techniques used in the development and implementation of safety education programs.
- Fire suppression methods, equipment, systems, and procedures.
- Testing procedures of fire protection and extinguishing systems.
- Local geography, including the location of water mains, hydrants, and related preventive measures.
- Basic mathematics.
- Recordkeeping principles and procedures.
- The Incident Command System.
- 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 fire safety inspections of buildings and fire protection equipment to ensure compliance with mandated regulations.
- Detect fire hazards, code violations, and determine proper mitigation measures.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Analyze and interpret plans and specifications and detect deviations from approved plans.

Council Approved:

- Apply technical knowledge of building trades work.
- Perform required mathematical computations with accuracy.
- Maintain accurate records.
- Collect, interpret, and analyze office and field inspection data accurately.
- Coordinate and deal tactfully with the public to correct identified safety hazards.
- Make accurate mathematical calculations.
- Conduct educational programs and respond to a variety of questions relating to fire prevention.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Incumbents must meet the physical/mental standards as set forth by the City's physical and other mandated testing and assessment programs.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime, and travel to different work sites and locations. During an emergency, all City employees serve

as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

SENIOR MANAGEMENT ASSISTANT

DEFINITION

Under direction, leads and performs complex, technical, administrative, and programmatic support duties for a City department, management, staff; conducts research and analysis and prepares a variety of reports and documents; provides technical assistance for a wide variety of assignments related to administration of budgets, contracts, and department programs; coordinates assigned programs, routine and special projects, and services with other departments, divisions, and outside agencies; leads and provides functional direction to staff; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Management Assistant series responsible for providing technical and functional lead direction to assigned staff; performing the most difficult and complex assignments assigned within the scope of work, requiring advanced and thorough knowledge of department, division, and City standards, practices, policies, and procedures. Incumbents regularly work on tasks which are varied and complex requiring considerable independent judgment. Positions in the classification rely on experience and judgment to resolve complex problems and challenges, plan and carry out assignments and projects, coordinate work with others, and provide information, guidance, and recommend solutions regarding administrative processes and procedures. 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. The Senior Management Assistant is distinguished from the Management Analyst series and supervisory/management classifications in that the latter are full supervisory roles responsible for planning, organizing, and supervising staff within a division. The Senior Management Assistant is distinguished from the Management Assistant in which the senior level has an increased scope of work, greater breadth of responsibility, works with less oversight, and leads the work of other staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional lead direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that administrative support services and activities are performed in accordance with City standards and requirements.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to the supervisor; and implements changes and improvements after approval.
- Coordinates, directs, and carries out administrative assignments; plans, coordinates, and conducts various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents findings and recommendations in an appropriate format for review by professional, supervisory, or management staff.
- Assists with the preparation of program, division, department, and/or capital project budgets; monitors revenue and expenditures; compiles and reviews budget requests; provides cost estimates; evaluates the need for changes in budgetary allocations and assists with preparing justifications; generates reports; communicates with Finance regarding corrections to expenditures and purchase order requests; assists with organizing, planning, and conducting budget meetings with department management.
- Independently composes, types, edits, and proofreads a variety of documents, including agendas, forms, memos, newsletters administrative, statistical, financial, and staff reports, contracts and agreements, charts, presentations, and correspondence; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections; reviews the work of assigned staff
- Processes and routes reports, forms, and records, such as request for proposals, bid packages, invoices, contracts and agreements, work orders, permit applications, and draft resolutions for appropriate signatures and approval.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies department and City policies and procedures in determining completeness of applications, records, and files.
- Maintains staff and management calendars; schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; coordinates travel arrangements; arranges for necessary set-up and materials to be available at meetings; serves as meeting coordinator.
- May act as a staff liaison to support a board, committee, and/or commission including preparing and posting agendas and informational packets, setting up the room, and taking, transcribing, and distributing minutes for assigned boards and commissions, ensuring compliance with applicable regulations and requirements, and following-up on action items and decisions, as necessary.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Screens calls, visitors, and incoming mail and emails; assists, troubleshoots, and directs the public to appropriate locations and/or staff; responds to concerns, and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and concerns from the public; refers callers to the appropriate City source; coordinates or resolves problems of a moderate nature when appropriate.
- Performs other administrative support work as assigned, such as monitoring and ordering office and other related supplies, processing applications and issuing permits, arranging meetings and making appointments, maintaining calendars, managing the City's website content and information, composes newsletters, and scanning, filing, and copying documents.

Council Approved:

- May provide back-up assistance where needed to support departmental and division services, customer service, and other various service delivery needs within scope of work.
- May prepare and present information to various groups and City Council.
- Organizes and coordinates special projects as needed to support City goals, programs, and initiatives.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of an associate degree in public or business administration or a related field. A bachelor's degree is desirable.

Experience:

- Four (4) years of increasingly responsible experience performing general administration, technical or functional project/program coordination, with at least one (1) year experience in a lead capacity, working with budget or policy development, and/or comprehensive report writing, preferably in a public agency.

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 of providing functional direction and training and leading work of assigned staff.
- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of coordinating and directing administrative assignments.
- Principles and practices of planning, coordinating, and conducting various research and department-related special projects and studies, and report preparation.
- Budget development, administration, and monitoring and tracking coordination and techniques.
- Principles of contract administration.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various agendas, contracts, agreements, records, reports, and forms.
- Principles and practices of record keeping.

Council Approved:

- Business arithmetic and basic statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Lead and perform varied, complex, and increasingly responsible administrative and technical support work with accuracy, speed, confidentiality, and general supervision.
- Prepare and process various agendas, contracts, agreements, records, reports, forms, applications, and other documents.
- Research, conduct analyses, and summarize information from a variety of sources; and prepare reports.
- Compose concise reports, correspondence, 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.
- Handle requests or concerns in a professional manner.
- Make accurate mathematical and basic statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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; may operate a motor vehicle and visit various City sites (use only for driving positions); 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.

Council Approved:

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

SENIOR PERMIT TECHNICIAN

DEFINITION

Under direction, leads and performs the most complex technical support duties related to the processing and issuance of building permits; provides customer assistance and interprets codes, policies, and procedures; coordinates plan review with other City staff and departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Permit Technician series responsible for performing the most complex work assigned to the series, as well as providing lead direction to assigned staff on a day-to-day basis. 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 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. The Senior Permit Technician classification is distinguished from the Permit Technician I/II classifications in the series by exercising a lead role within the permit counter functions, processes, and daily activities performed by permit technician staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional lead direction to assigned staff; trains, mentors, and guides staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that permit processing and issuance activities are performed in accordance with City standards and requirements.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to the supervisor; and implements changes and improvements after approval; develops and maintains procedure manuals.
- Ensures permits and associated fees are processed in a timely manner and in accordance with established procedures, uniform codes, state laws, and local ordinances governing development.

- Receives and processes complex permit applications, plans, specifications, and supporting documents; calculates and collects applicable fees; prepares and issues a variety of permits and releases approved plans following established guidelines.
- Ensures timely service is provided to all customers; provides information and assistance at the front counter, on the phone, and through e-mail by answering questions and providing information regarding community development, building, and permit processes, fees, and procedures; provides information regarding applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines; coordinates the resolution of issues or conflicts with development review staff within other divisions, departments, and outside agencies.
- Leads and performs preliminary review of plans; ensures timely coordination of plan review with other City staff and departments.
- Directs and participates in the organization and maintenance of accurate and detailed databases, spreadsheets, files, and records; verifies accuracy of information, researches discrepancies, and records information; queries and organizes data; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Researches, compiles, and summarizes data and information and prepares various correspondence, reports, and related documentation; creates and processes quarterly and monthly development services reports including tracking payments received.
- Verifies and reviews applications, records, files, 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.
- Resolves a variety of complex issues and/or concerns within the permit process, including but not limited to permit and plan submittals/processing, illegal construction, code violations and inspections.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade. Some college level coursework is desirable.

Experience:

- Five (5) years of increasingly responsible permit processing experience.

Certifications and Licenses:

- Possession of, or ability to obtain within twelve (12) months of appointment, a Residential Building Inspector Certificate or Permit Technician Certificate issued by the International Code Council (ICC), to be maintained throughout employment.
- 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.

Council Approved:

Knowledge of:

- Principles of providing functional direction and training and leading work of assigned staff.
- Permit, building inspection, and code enforcement programs, procedures, and requirements.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various applications, plans, records, reports, and forms.
- Principles and procedures of record-keeping.
- Business arithmetic.
- 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:

- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Explain permit, building inspection, and code enforcement programs, procedures, and requirements; identify and respond to issues and concerns.
- Research, summarize, and present information and data in an effective manner.
- Process complex permit applications, plans, reports, forms, and other documents.
- Review and understand plans and related documents.
- Respond to and effectively prioritize multiple phone calls and other requests for information and/or service.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although

Council Approved:

standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITION

During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

NEIGHBORHOOD PRESERVATION OFFICER I-II

DEFINITION

Under general supervision and direction, performs a variety of public contact duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, land use, and building and residential codes, health and safety issues, and other matters of public concern; seeks voluntary compliance or issues citations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Neighborhood Preservation Officer I: This is the entry-level classification in the Neighborhood Preservation Officer series. Initially under close supervision, incumbents primarily perform rental, residential, and business license inspections and less complex code enforcement cases. As experience is gained, assignments become more varied and complex; 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 Neighborhood Preservation Officer 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.

Neighborhood Preservation Officer II: This is the journey-level classification in the Neighborhood Preservation Officer series. Positions at this level are distinguished from the Neighborhood Preservation Officer I-level by the performance of more complex investigations and code enforcement cases and 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. This classification is distinguished from the Neighborhood Preservation Coordinator in that the latter is responsible for planning, developing, coordinating, and administering the City's Residential Rental Inspection, Vacant Properties, and Code Enforcement programs including developing and implementing program goals, policies, procedures, and ordinances.

Positions in the Neighborhood Preservation Officer classification series are flexibly staffed; positions at Neighborhood Preservation Officer II may be filled by advancement from Neighborhood Preservation Officer I; progression to Neighborhood Preservation Officer 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 Neighborhood Preservation Officer 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 Neighborhood Preservation Officer I-level may perform some of these duties and responsibilities in a learning capacity.

- Receives and responds to concerns regarding violations of zoning, rentals/housing, signage, health, noise, animal, public safety, property maintenance, weed abatement, business license, and nuisance code violations.
- Investigates possible violations, photographs evidence, and communicates with responsible persons via telephone, in person, or in writing; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Prepares investigative reports and initiates procedures to obtain compliance with City codes by meeting with community member(s) and property owners, providing recommendations for compliance, issuing citations for violations as necessary, and conducting follow-up investigations.
- Advises and provides information to property owners and the public including answering questions and providing information regarding neighborhood preservation processes and procedures; reviews, interprets, and explains applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines.
- Prepares non-compliance cases for legal action; presents testimony at hearings.
- Coordinates neighborhood preservation activities with other agencies and City staff and departments as required.
- Researches, compiles, and summarizes data and information and prepares various correspondence, reports, and related documentation.
- Maintains accurate and detailed databases, spreadsheets, files, and records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Perform 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:

Neighborhood Preservation Officer I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

Neighborhood Preservation Officer I: One (1) year of experience performing field inspections, site surveys, or investigations.

Council Approved:

Neighborhood Preservation Officer II: Three (3) years of neighborhood preservation/code enforcement experience at a level equivalent to the City's Neighborhood Preservation Officer I.

Certifications and Licenses:

- 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:

Some knowledge, skills, and abilities may be performed in a learning capacity for Neighborhood Preservation Officer I positions.

- Principles, practices, methods, and techniques of neighborhood preservation, code violation investigation, enforcement, and compliance including conducting and documenting inspections, notification procedures, procedures for correcting violations, and principles used to prepare legal documents.
- Requirements of municipal, zoning, and related codes, ordinances, and regulations.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various records, reports, and forms.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

- Explain and enforce municipal, zoning, and related codes, ordinances, and regulations to property owners, residents, and others.
- Identify and respond to issues and concerns of City management and staff, a variety of community and business groups, and the general public in a fair, tactful, and timely manner.
- Solicit cooperation with violators in achieving code compliance.
- Apply methods and procedures used in code enforcement including notification procedures, criminal, civil, and administrative remedies, and principles used to prepare legal documents.
- Research, summarize, and present information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Council Approved:

- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, develops, coordinates, and administers assigned programs and services in compliance with established federal, state, and local regulations; acts as a liaison between the public and various City divisions/departments; plans, organizes, and leads the work of staff responsible for providing services within a program(s) providing technical and functional lead direction; provides assistance and support to the Department Director or other management and supervisory staff; assigned special projects to improve service delivery, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and functional lead direction over and provide training to assigned staff.

CLASS CHARACTERISTICS

This Program Coordinator is an entry-level classification in the Program Management series, responsible for the coordination of departmental programs. Incumbents have responsibility for planning, developing, coordinating, and implementing departmental program goals and objectives. Positions in this classification rely on experience and use independent judgment to ensure the program operates and functions efficiently and effectively for service delivery based on needs. Performance of the work requires the use of independence, initiative, and judgment within established guidelines and scope of practice. Incumbents are responsible for planning, organizing, reviewing, and leading the work of assigned staff; and providing expertise and technical support to the Director in a variety of areas. The Program Coordinator is distinguished from the Program Manager by a combination of factors, which may include but not limited to the latter has more oversight and management responsibility over the program's design and function, has a greater breadth, depth and span of control; a greater preponderance of budgetary and administrative accountabilities, manages staff(s) and has more complex service delivery provisions.

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, develops, coordinates, and administers assigned departmental programs; participates in the development and implementation of program goals, objectives, and policies.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to management.

- Plans, organizes, and leads the work of staff responsible for performing functions within the program(s) scope; prioritizes work and prepares weekly schedules; trains staff in work procedures; makes recommendations for employee performance evaluation; coaches employees.
- Participates and assists in annual budget preparation for assigned programs; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and controls expenditures.
- Participates in developing and overseeing requests for proposals for contract/consultant services; gathers information to prepare scope of work; participates in evaluating proposals; administers contracts; oversees and controls the quality of work of contractors/consultants to ensure compliance with specifications and City standards for service quality.
- Ensures program functions and services are processed in a timely manner and in accordance with established procedures, codes, federal and state laws, and local ordinances.
- Works cooperatively with other City-wide departmental programs, projects, and activities; serves as a liaison for assigned programs and functions with other City departments, divisions, outside agencies, and the public.
- May calculates, collects, and processes various fees; generates and provides fee estimates for large developments; researches and recommends updates to the fee schedule.
- Performs a variety of tasks to effectively manage the program such as reviewing, planning, and coordinating the work of assigned staff with other individuals inside and outside of the agency, City staff and departments; may conduct site visits as needed.
- Assists, troubleshoots, and directs concerns from the public to appropriate locations and/or staff; provides a high level of customer service; responds to concerns, and requests for information; interprets and applies regulations, policies, procedures; coordinates or resolves problems or discrepancies of a moderate nature when appropriate.
- Ensures timely service delivery to all customers; provides information and assistance at the front counter, on the phone, and through e-mail; answers questions and providing information regarding the program(s); provides information regarding applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines.
- Conducts various studies on programs, projects, and services; collects and interprets data from a variety of sources; ensures accuracy of information.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, staff reports, lists, forms, schedules, and informational materials.
- Prepares and makes presentations to the City Council, boards, commissions, and committees, and a variety of groups and other jurisdictions interested in or affected by the City's programs, projects, and services.
- 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.
- Assists with the implementation, administration, and maintenance of department specific database(s); provides database coordination and system administration.
- Receives, investigates, and responds to moderately difficult and sensitive problems and concerns in a professional manner; identifies and reports findings, consults with management staff to takes necessary corrective action.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Council Approved:

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of an associate degree with major coursework related to the assigned program area or field. A bachelor's degree is desirable.

Experience:

- Three (3) years of increasingly responsible experience related to the assignment or program, preferably in a lead capacity or involving project management.

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:

- Program planning, development, and coordination principles, practices, and methods including policy and procedure development, quality control, and work standards.
- 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.
- Basic principles and practices of budget and contract preparation and administration.
- Programs, procedures, and requirements related to the scope of work and nature of program.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various applications, plans, records, reports, and forms.
- Record keeping and filing system methods, principles, and practices.
- Business arithmetic.
- 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.

Council Approved:

Ability to:

- Plan, develop, coordinate, and administer departmental programs in compliance with established federal, state, and local regulations.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Participates and assists in the preparation and administration of budgets and contracts; makes recommendations to allocate limited resources in a cost-effective manner.
- Explain the program's procedures, and requirements; identify and respond to issues and concerns.
- Research, summarize, and present information and data in an effective manner.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Council Approved:



FLSA: Non-Exempt

AQUATICS INSTRUCTOR I-II-III

DEFINITION

Under general supervision and depending on assignment, provides specialized instruction for aquatics classes and safety programs; conducts lessons and classes tailored to participant interest and abilities; provides demonstrations and supervises program participants; continuously supervises and monitors participants to ensure their safety and well-being; participates in required training programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. Aquatics Instructor I exercises no direct supervision over staff. Aquatics Instructor II and III exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

Aquatics Instructor I: This is the journey-level classification in the Instructor series responsible for independently delivering a variety of lessons/classes and are assigned primary responsibility for delivery of swim classes, coaching, and safety instruction. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Aquatics Instructor II: This is the advanced journey-level/specialist classification in the Instructor series responsible for performing the most difficult/specialized work assigned to the series, requiring advanced skills and training in the related subject matter area including planning and supervising workouts for the City's swim teams and specialized aquatic and safety classes. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Aquatics Instructor III: This is the advanced journey-level/specialist classification in the Instructor series responsible for performing the most difficult/specialized work assigned to the series, requiring extensive training and industry certification(s) in the related subject matter area including overall supervision and instruction as a Water Aerobics Instructor or other specialized aquatic classes. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Each progressive level in the Instructor classification series performs substantially similar duties related to the delivery of sports, recreation, and/or leisure instructional classes and/or lessons. Allocation within the classification series is determined by the specialized nature of the particular instructional activity,

market competition/availability of qualified instructors, and the level of knowledge, skills and abilities possessed by the incumbent as determined by the incumbent's background, training, and activity-related industry certification(s).

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.

- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.
- Supervises participants during instruction sessions or team practices; assists in planning/plans workouts for the swim teams and/or specialized classes.
- Communicates with parents and other staff regarding assignments, participant progress, and upcoming events, as assigned.
- Attends swim meets, as assigned.
- Records and submits results from swim meets, as assigned.
- Conducts try outs for new swimmers and parent orientations.
- Provides aquatic safety and supervision for patrons; monitors activities in the pool and facilities to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Enforces swimming pool and aquatics facility rules and regulations.
- Provides first responder medical emergency response to water and other emergencies; administers first aid and adult, child, and/or infant cardiopulmonary resuscitation (CPR) as required.
- Inspects and maintains swimming and pool equipment for functionality; recommends maintenance and repairs as required; tests and monitors pool water chemistry and clarity including recording chemical levels.
- Covers and uncovers swimming pool with tarps; tightens and rearranges lane lines as required.
- Attends trainings, workshops, and classes related to job duties.
- Receives and responds to questions and concerns; determines issue and resolves within established guidelines or refers to supervisor as appropriate; suggests program improvements.
- Maintains logs and records of activities including incident reports and training logs.
- Answers telephones and performs clerical duties including data entry for the aquatics facility.
- Assists with citywide special events and recreation department activities as assigned.
- Observes and complies with all City, local, State, and Federal 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:

Aquatics Instructor I-II-III: Equivalent to completion of the eighth (8th) grade.

Council Approved:

Experience:

Aquatics Instructor I: One (1) year of experience providing direct instruction/training/coaching to participants in a sport, recreation, and/or leisure program including aqua fitness classes and/or swim teams, specialized aquatic classes, or equivalent.

Aquatics Instructor II: Two (2) years of increasingly responsible experience providing direct instruction/training/coaching to participants in a sport, recreation, and/or leisure program including experience Head Coaching swim teams, design and implementation of swim team workouts, preparing workouts for and instructing aquatic fitness classes or specialized aquatic classes.

Aquatics Instructor III: Two (2) years of increasingly responsible experience providing direct instruction to participants in a sport, recreation, and/or leisure program including experience Head Coaching swim teams, design and implementation of swim team workouts, preparing workouts for and instructing aquatic fitness classes or specialized aquatic classes.

Licenses and Certifications:

Aquatics Instructor I-II-III:

- If assigned to aquatic instruction, possession of a valid Lifeguard Training certification from the American Red Cross or equivalent agency, including current and valid First Aid, CPR/AED for the Professional Rescuer, and Emergency Oxygen Administration, or equivalent, to be maintained throughout employment.
- Based on assignment, possession of advanced certification(s) of specialized class(es).

Aquatics Instructor I:

- Based on assignment, possession of a valid United States Masters Swimming Level II Coaching or equivalent certification, to be maintained throughout employment.
- Based on assignment, possession of a valid USA Swimming Shield Certified Coach-Core certification or equivalent, to be maintained throughout employment.
- Based on assignment, possession of a valid American Red Cross Lifeguard Instructor (LGI) or Water Safety Instructor (WSI) certification, or equivalent, to be maintained throughout employment.

Aquatics Instructor II:

- Based on assignment, possession of a valid USA Swimming Shield Certified Coach-Head Coach certification, to be maintained throughout employment.
- Possession of both a valid American Red Cross Lifeguarding Instructor (LGI) and Water Safety Instructor (WSI) certifications, or similar/equivalent, to be maintained throughout employment.

Aquatics Instructor III:

- Based on assignment, possession of a valid Aquatics Fitness Professional certification from the Aquatics Exercise Association or equivalent, to be maintained throughout employment.

Knowledge of:

- Instructional methods and techniques applicable to the aquatics field, as applicable, which may include beginning through advanced swim strokes.
- Modern principles and practices of swimming and safety programs development and implementation.

Council Approved:

- Swim competition rules and procedures.
- Methods and techniques of implementing aquatics activities including the design and implementation of swim team and fitness workouts, as assigned.
- Age and ability-appropriate program content.
- Operations, services, activities, and equipment of assigned class or team.
- Swimming pool, guest safety, and emergency procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- Occupational hazards and standard safety practices.
- Basic principles and procedures of recordkeeping.
- 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:

- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Oversee the operations and activities of assigned program.
- Design and implement water fitness workouts or swim team practice workouts, as assigned.
- Provide effective instruction regarding swim form, technique, and competition readiness.
- Conduct age and ability appropriate activities.
- Provide instruction, feedback, and evaluation to program participants.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic facilities.
- Operate and maintain lifesaving equipment.
- Enforce swimming pool and facility rules and regulations.
- Learn City, County, State, and Federal and mandated safety rules, regulations, and protocols.
- Think and act quickly and effectively in emergencies.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.

Council Approved:

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an 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 or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths, as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions and variable noise levels; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents are required to wear uniforms; may be required to work varied shifts including nights, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker. Incumbents must be able to pass continuous skill audits, maintain required certifications, and are required to participate in a minimum of 16 hours of formal rescue skills training and regular staff meetings.



FLSA: Non-Exempt

LIFEGUARD I-II

DEFINITION

Under general supervision and depending on assignment, monitors and controls activities of swimmers and community members at a City aquatic facility; provides routine to advanced/specialized swim lessons and aquatics safety programs; conducts lessons and classes tailored to participant interest and abilities; provides demonstrations and supervises program participants; continuously supervises and monitors participants to ensure their safety and well-being; maintains all aquatics division apparatus and equipment; participates in required training programs; participates in inspections and related aquatic education and prevention activities; enforces swimming pool rules and regulations; rescues and administers first aid treatment to children and adults in distress and responds to unsafe conditions or potential hazards; teaches swimming and safety skills to children and adults; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned higher-level Aquatics personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Lifeguard I: This is the journey-level classification in the Lifeguard series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment, initiative, attentively observe swimmers, ensure compliance with pool policies and safety guidelines. 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.

Lifeguard II: This is the advanced journey-level, classification in the Lifeguard series. Positions are responsible for performing the more difficult/specialized work assigned to the series, requiring advanced skills and training in the related subject matter area including teaching more advanced swim lessons and stroke technique, or teaching Lifeguard classes. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

The Lifeguard II is distinguished from the Senior Guard class in that the latter performs the more complex and technical work assigned to the series and serves as a lead over other staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides aquatic safety and supervision for community members; monitors activities in the pool and facilities to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Provides courteous and professional customer service to all patrons, facility users, personnel, and public.
- Enforces swimming pool and aquatics facility rules and regulations.
- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.
- Provides first responder medical emergency response; administers first aid as required.
- Maintains cleanliness of aquatic facilities including locker rooms, bathrooms, and communal staff areas; performs light cleaning and custodial duties including, but not limited to, mopping, scrubbing, hosing, sweeping, and removing litter.
- Inspects and maintains swimming and pool equipment for functionality; recommends maintenance and repairs as required; tests and monitors pool water chemistry and clarity including recording chemical levels.
- Covers and uncovers swimming pool with tarps; tightens and rearranges lane lines as required.
- Attends trainings, workshops, and classes related to job duties.
- Receives and responds to questions and concerns; determines issue and resolves within established guidelines or refers to supervisor as appropriate.
- Maintains logs and records of activities including incident reports and training logs.
- Answers telephones and performs clerical duties including data entry and money handling.
- Assists with citywide special events and recreation department activities as assigned.
- Observes and complies with all City, local, state, and federal 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:

Lifeguard I-II: Equivalent to completion of the tenth (10th) grade.

Experience:

Lifeguard I-II: The minimum age for positions in this classification is fifteen (15). Ability to provide a work permit if you have not completed high school or the equivalent and are under the age of 18 years old.

Lifeguard I: Experience swimming, teaching, or assisting with swim lessons and/or participation in junior lifeguard programs, or equivalent.

Lifeguard I-II: One (1) year of experience lifeguarding and teaching swim lessons.

Licenses and Certifications:

Lifeguard I-II:

- Possession of a current and valid Lifeguarding certification with First Aid and CPR for the Professional Rescuer from the American Red Cross or equivalent agency, to be maintained throughout employment.

Lifeguard II:

- Possession of a valid American Red Cross Lifeguard Instructor (LGI) or Water Safety Instructor (WSI) certification, or equivalent, to be maintained throughout employment.

Knowledge of:

- Swimming pool, guest safety, and emergency procedures.
- Lifeguarding skills and methods.
- Instructional methods and techniques applicable to the aquatics field including beginning through advanced swim strokes.
- Modern principles and practices of swimming program development and implementation.
- Methods and techniques of implementing aquatics activities.
- Age and ability-appropriate program content.
- Operations, services, activities, and equipment of assigned class.
- Swimming pool, guest safety, and emergency procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Instructional methods and techniques applicable to the aquatics field, as applicable, which may include beginning through advanced swim strokes.
- Modern principles and practices of swimming and safety programs development and implementation.
- 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:

- Attentively observe and monitor the safety of swimmers and other guests using aquatic facilities.
- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Provide instruction, feedback, and evaluation to program participants.
- Operate and maintain lifesaving equipment.

- Enforce swimming pool and facility rules and regulations.
- Work with children and adults in a recreational setting.
- Learn City and mandated safety rules, regulations, and protocols.
- Think and act quickly and effectively in emergencies.
- Assist with facility programs and rentals as assigned.
- Provide effective instruction regarding swim form, technique, and competition readiness.
- Conduct age and ability appropriate activities.
- Provide instruction, feedback, and evaluation to program participants.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Utilize and implement proper money handling and customer service procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient to see and hear adults and children in crowded and noisy conditions. Must also possess the mobility to work in an 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 or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths, as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions and variable noise levels; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

- Incumbents are required to wear uniforms; may be required to work varied shifts including early mornings, nights, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker.
- Incumbents must be able to pass continuous skill audits, maintain required certifications, and are required to participate in formal rescue skills training and regular staff meetings.

Council Approved:



FLSA: Non-Exempt

SENIOR LIFEGUARD

DEFINITION

Under general supervision, monitors and controls activities of swimmers and patrons at a City aquatic facility; enforces swimming pool rules and regulations; functions as a shift lead and oversees the work performed by assigned staff; rescues and administers first aid and emergency treatment to children and adults in distress and responds to unsafe conditions or potential hazards; teaches swimming and safety skills to children, adults, and staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned higher-level Aquatics personnel. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Lifeguard 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 perform assigned duties and ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform the full range of lifeguarding and instructional duties required to ensure the City's aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. 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.

- Provides technical and functional guidance to assigned staff on an assigned shift; assists with scheduling and directing the workflow for the area of assignment; provides input related to performance evaluations for assigned staff as required.
- Trains employees in work methods, quality standards, and relevant safety precautions.
- Assists with ordering materials and equipment for the facility.
- Assists with coordinating emergency response activities.
- Assists with coordinating aquatic and safety programs, ensure proper teaching technique, test, and move participants to appropriate classes, complete end of program reports to give to participants.
- Inspects and maintains swimming and pool equipment for functionality; recommends maintenance

and repairs as required; tests and monitors pool water chemistry and clarity including recording chemical levels.

- Monitors facility use; ensures that the pool, restrooms, and locker rooms are maintained in a safe, neat, and clean condition; opens and closes the facility.
- Calls and facilitates emergency services such as police, fire, or ambulance.
- Maintains logs and records of equipment and activities including incident/accident reports and training logs.
- Answers telephones and performs clerical duties including data entry for the aquatic facility.
- Assists with citywide special events and recreation department activities as assigned.
- Observes and complies with all City 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 completion of the twelfth (12th) grade.

Experience:

- The minimum age for positions in this classification is eighteen (18) or completion of twelfth (12th) grade. Two (2) summer seasons of experience as equivalent to the position of Lifeguard with the City of El Cerrito.

Licenses and Certifications:

- Individuals who are appointment to this position will be required to maintain a current and valid California Driver's License and satisfactory driving record throughout employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.
*A current and valid out-of-state license may be used upon hire and a valid California Driver's License must be obtained within six (6) months of appointment.
- Possession of a valid Lifeguarding certification with First Aid and CPR for the Professional Rescuer from the American Red Cross or equivalent agency, to be maintained throughout employment; or ability to obtain and complete before working any shifts.
- Possession of a valid American Red Cross Lifeguarding Instructor (LGI) and/or Water Safety Instructor (WSI) certification, or equivalent, is highly desirable.

Knowledge of:

- Principles, methods, and techniques of providing functional direction and training to employees.
- Organization and operation of the aquatic facility, including maintenance and safety requirements.
- Swimming pool, guest safety, and emergency procedures.
- Lifeguarding skills and methods.
- Operational characteristics of water rescue safety equipment and devices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- Basic maintenance and cleaning practices.

Council Approved:

- Occupational hazards and standard safety practices.
- Principles and practices of recordkeeping.
- 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 including first aid and CPR for the Professional Rescuer methods.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of lifeguard staff on an assigned shift.
- Effectively provide staff leadership, work direction, and training.
- Plan optimal lifeguard program coverage to ensure the safety of patrons and staff.
- Ensure that staff attend and participate in required trainings and safety procedures.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic facilities.
- Perform all functions of the Lifeguard I/II classification.
- Operate and maintain lifesaving equipment.
- Enforce swimming pool and facility rules and regulations.
- Think and act quickly and effectively in emergencies.
- Work with children and adults in a recreational setting.
- Assist with facility programs and pool rentals.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Utilize and implement proper money handling procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Vision and hearing which must be sufficient

Council Approved:

to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an 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 or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances, and dive to pool depths, as determined by testing/certification authorities, and to lift 100 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions and variable noise levels; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents are required to wear uniforms; may be required to work varied shifts including early mornings, nights, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker. Ability to be on-call to open, operate, or close facility sometimes with little/no notice.

Incumbents must be able to pass continuous skill audits, maintain required certifications, and are required to participate in formal rescue skills training and regular staff meetings.



FLSA: Non-Exempt

FACILITY ATTENDANT

DEFINITION

Under general supervision, opens, closes and oversees the proper use of various City facilities; moves furniture and equipment to set up for classes, activities, and functions; interacts with and provides basic information and assistance to the public; performs light custodial work; and performs related work as required.

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 facility operations and customer service duties in support of various City programs. Positions at this level are able to follow established procedures and exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Opens, sets up, takes down, and closes facilities for classes, public and private rentals, meetings, and special events; arranges furniture and equipment and ensures set up is in accordance with customer needs and requests.
- Assists groups using facilities as requested; explains and enforces facility rules.
- Monitors the proper and safe use of program facilities by the general public and ensures adherence to rules and policies.
- Makes reservations and registers participants for programs and classes; receives program and reservation fees and requests.
- Removes trash in and around buildings; helps ensure proper waste sorting and disposal including recycling and organics; performs light cleaning and custodial duties of facility rooms.
- Cleans and disinfects surfaces, refills soap, hand towels and toilet paper dispensers, clean spills and respond to other situations as they arise.
- Identifies and reports building maintenance needs to appropriate staff.
- Provides information about City programs, services, activities, and events to the public.

- Provides staff support at special events
- Maintains accurate schedule and records of work performed and materials and equipment used.
- Transports supplies, equipment and program participants in the course of the work.
- Performs routine administrative duties such as filing, photocopying, scanning, and answering phone calls and emails, and related functions.
- 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 completion of the twelfth (12th) grade.

Experience:

- Some general clerical or custodial/janitorial experience involving public contact is desirable.

Licenses and Certifications:

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

Knowledge of:

- Recreation, leisure, and community programs, services, and activities.
- Basic safety precautions and procedures related to recreation program area(s) and facilities.
- Basic facility maintenance techniques and materials.
- Methods, materials, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- City and Department cash handling and balancing practices.
- Basic arithmetic.
- Basic principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Council Approved:

Ability to:

- Provide courteous assistance to facility patrons.
- Set up rooms and facilities for classes, public and private rentals, special events, and meetings according to written diagram and/or verbal direction of supervisor.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Use and operate a variety of custodial equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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 and/or City facility setting and use standard office and/or recreation 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. Must possess the physical stamina to lift and move tables, chairs, and equipment and arrange facilities for classes, public and private rentals, special events, and meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to set up and take down facilities; and 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 weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, biologic/infectious agents, and hazardous physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as required in addition to responding as a Disaster Services Emergency Worker.

Council Approved:



AGENDA BILL

Agenda Item No. 9.A.

Date: July 16, 2024
To: El Cerrito City Council
From: Roland Lambert, Associate Engineer; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Construction Contract Award and Budget Amendment for the Miscellaneous Storm Drain Repair Project, City Project No. C5036.10

ACTION PROPOSED

Adopt a resolution to approve plans and specifications for the Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project); accept the three bids submitted for the Project; authorize the City Manager to execute a contract in the amount of \$649,260 with A-3 Pipeline, Inc. and to approve potential change orders in an amount not to exceed \$65,000 for the construction of the Project; and amend the Fiscal Year (FY) 2024-25 Adopted Budget and Capital Improvement Program to appropriate \$785,000 from the Measure J Storm Drain Fund Balance.

BACKGROUND

The Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project) is a component of the Measure J-funded Storm Drain Program. This project is intended to complete high priority storm drain repairs at six locations within the City as follows:

1. Colusa Avenue at Hotchkiss Avenue
2. Navellier Street at Donal Avenue
3. Navellier Street at Schmidt Lane
4. Hillside Nature Area at Schmidt Lane
5. King Drive north of Moeser Lane – Alternate Bid Item
6. Arlington Boulevard - Alternate Bid Item

The planned work consists of storm drain pipe, manhole, and inlet construction; sidewalk, curb, and gutter construction; pipe bursting; and other related work. For bidding purposes, to allow flexibility of award within the Project budget, the work was divided into a Base Bid and two Additive Alternate Bids.

The Project was originally bid in March 2024. At that time, City staff recommended that all bids be rejected to incorporate additional requirements into the Project documents including details relating to technical experience, contractor licensing requirements, and other items necessary to allow the City to better evaluate bid responses. On May 7, 2024, the City Council rejected all bids and authorized City staff to amend the project scope if needed and rebid the Project (Resolution 2024-26).

For the rebidding, a Notice Inviting Bids for the Project was advertised in the West County Times on May 13 and 20, 2024. Additionally, the notice along with a complete set of Project documents was sent to eight Builder and Construction Exchanges in the Bay Area and Northern California and made available for purchase through an online plan room. The notice was also posted on the City's website. A non-mandatory pre-bid conference was held on May 28, 2024. No addenda were issued.

ANALYSIS

Three bids were received by the advertised bid opening date and time of June 4, 2024, at 2 p.m. The bids were publicly opened and read by the City Clerk. All bids were checked for completeness and found to be responsive. The results are summarized below.

Name and Location of Bidder	Base Bid	Additive Alternate 1 (King)	Additive Alternate 2 (Arlington)	Grand Total
A-3 Pipeline (San Francisco, CA)	\$452,010.00	\$197,250.00	\$217,800.00	\$867,060.00
FJ&I Engineering (San Pablo, CA)	\$538,958.00	\$173,739.50	\$116,620.00	\$829,317.50
WR Forde (Richmond, CA)	\$618,829.00	\$180,390.00	\$143,113.00	\$942,332.00
Engineer's Estimate	\$551,375.00	\$148,920.00	\$118,155.00	\$818,450.00

The Contract Documents stipulated that the low bidder was to be determined by the total amount of the Base Bid only. A-3 Pipeline Inc. submitted the lowest Base Bid (A-3) in the amount of \$452,010, approximately 18% below the Engineer's Estimate. A-3 is therefore the lowest responsive and responsible bidder.

The work at King Drive under Additive Alternate 1 has been determined to be of the highest priority. As a result, City staff therefore further compared the bid amounts for this alternate. A-3's Base Bid plus Additive Alternate 1 totals \$649,260 and is below both the Engineer's Estimate by approximately 7% and below the next closest bidder by 9%. Given the priority of the work at King Drive, City staff recommends that the City Council award the construction contract in the amount of \$649,260 for the Base Bid and Additive Alternate 1 to A-3 Pipeline Inc. as the lowest responsive and responsible bidder. City staff also recommends that City Council approve potential change orders in an amount not to exceed \$65,000 for the construction of the Project.

STRATEGIC PLAN CONSIDERATIONS

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

- *Infrastructure and Amenities.*

ENVIRONMENTAL CONSIDERATIONS

The Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the Project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing. More specifically, restoration or rehabilitation of deteriorated or damaged facilities to meet current standards of public health and safety, unless it is determined that the damage was substantial and resulted from an environmental hazard such as an earthquake, landslide, or flood, is exempt from CEQA.

FINANCIAL CONSIDERATIONS

The Measure J Storm Drain Fund will fund the Project. City staff originally anticipated that the Project would be awarded for construction in FY 2023-24. As a result, no budget for construction was requested in the FY 2024-25 Adopted Budget and Capital Improvement Program. Nevertheless, in the May 7, 2024 Agenda Bill, City staff indicated that there were sufficient funds in the Measure J Storm Drain Fund Balance and City staff would request additional funds that may be needed after rebidding of the Project.

The estimated project expenditures for construction now total just under \$785,000 as summarized below.

Construction Expenditures	
Construction Contract	\$649,260
Construction Contract Contingency	\$65,000
Construction Management, Inspection & Testing	\$70,000
Total	\$784,260

As indicated in the FY 2023-24 Mid-year Budget Update, the projected fund balance at the end of FY 2023-24 was \$505,121, assuming a \$550,000 budget for the Storm Drain Program. However, only approximately \$270,000 was spent or encumbered on urgent repairs and design costs, leaving \$280,000. As a result, a total of approximately \$785,000 is available in the Measure J Fund Balance in FY 2024-25 for the Project. City staff requests that the City Council appropriate this amount for construction of the Project.

LEGAL CONSIDERATIONS

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

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING PLANS AND SPECIFICATIONS FOR THE MISCELLANEOUS STORM DRAIN REPAIR, CITY PROJECT NO. C5036.10 (PROJECT); ACCEPTING THE THREE BIDS SUBMITTED FOR THE PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$649,260 WITH A-3 PIPELINE, INC. AND TO APPROVE POTENTIAL CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$65,000 FOR THE CONSTRUCTION OF THE PROJECT; AND AMENDING THE FISCAL YEAR (FY) 2024-25 ADOPTED BUDGET AND CAPITAL IMPROVEMENT PROGRAM TO APPROPRIATE \$785,000 FROM MEASURE J STORM DRAIN FUND BALANCE FOR THE PROJECT

WHEREAS, the Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project) is a component of the Measure J Storm Drain Program, and the project is intended to complete high priority repairs at six locations within the City; and

WHEREAS, the planned work consists of storm drain pipe, manhole, and inlet construction; sidewalk, curb, and gutter construction; pipe bursting; and other related work; and

WHEREAS, for bidding purposes to allow flexibility of award within the Project budget, the work was divided into a Base Bid and two Additive Alternate Bids; and

WHEREAS, the Project was originally bid in March 2024 and to allow the City to better evaluate bid responses by incorporating additional requirements into the Project documents, the City Council rejected all bids and authorized City staff to amend the project scope, if needed, and rebid the Project (Resolution 2024-26); and

WHEREAS, for the rebidding, the Notice Inviting Bids for the Project was advertised in the West County Times on May 13 and 20, 2024 and posted on the City's website; and

WHEREAS, the notice and complete set of Project documents were sent to eight Builder and Construction Exchanges and the Project documents were made available to contractors through an online plan room; and

WHEREAS, a non-mandatory pre-bid meeting was held on May 28, 2024, and no addenda were issued; and

WHEREAS, three bids were received by the advertised bid opening date and time of June 4, 2024, at 2 p.m.; and

WHEREAS, based on the Base Bid as stipulated in the Contract Documents, A-3 Pipeline, Inc. submitted the lowest responsive and responsible bid in the amount of \$452,010, which is approximately 18 percent below the Engineer's Estimate; and

WHEREAS, the work at King Drive under Additive Alternate 1 is of the highest priority and A-3's Base Bid plus Additive Alternate 1 in the amount of \$649,260 is below both the Engineer's Estimate by approximately 7% and below the next closest bidder by 9%; and

WHEREAS, there is a need to repair these storm drain facilities before the next rainy season, and rebidding of the Project confirmed the City received competitive bids; and

WHEREAS, the construction-related expenditures for the Project are estimated to total \$785,000 in FY 2024-25 for the contract, potential change orders, and construction support; and

WHEREAS, a budget amendment is requested for this purpose; and

WHEREAS, the Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the project is a repair to an existing facility involving negligible or no expansion of use beyond that presently existing.

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

- 1) Approves plans and specifications for the Miscellaneous Storm Drain Repair, City Project No. C5036.10 (Project);
- 2) Accepts the three bids submitted for the Project;
- 3) Authorizes the City Manager to execute a contract with A-3 Pipeline, Inc. in the amount of \$649,260 for the Base Bid and Additive Alternate 1 and to approve any potential change orders in an amount not to exceed \$65,000 for the construction of the Project; and
- 4) Amends the FY 2024-25 Adopted Budget and Capital Improvement Program to appropriate \$785,000 from the Measure J Storm Drain Fund Balance for the Project.

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

I CERTIFY that at a regular meeting on July 16, 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. 9.B.

Date: July 16, 2024
To: El Cerrito City Council
From: Will Provost, Assistant to the City Manager, City Management; Christina Leard, Management Analyst III; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: El Cerrito Climate Action & Adaptation Plan

ACTION PROPOSED

Approve a resolution adopting the El Cerrito Climate Action and Adaptation Plan.

BACKGROUND

The City of El Cerrito has been actively working to address climate change for nearly two decades. Key actions taken by the City Council are as follows:

- 2006 - the City Council endorsed the U.S. Mayors Climate Protection Agreement, in which local governments agreed to implement greenhouse gas (GHG) reduction measures (Resolution 2006-61) and the reduction targets of the California Global Warming Solutions Act - AB 32 (Resolution 2006-93)
- 2008 - the City Council accepted the City's 2005 baseline GHG emissions inventory and authorized development of a Climate Action Plan (Resolution 2008-33)
- 2011 - the City Council adopted GHG emissions reduction targets of 15% below 2005 levels by 2020 and 30% below 2005 levels by 2035 (Resolution 2011-12) and approved the City's participation in the Institute for Local Government's Beacon Award Program for "Local Leadership toward Solving Climate Change" (Resolution 2011-26)
- 2013 - the City Council adopted the El Cerrito Climate Action Plan (Resolution 2013-27)
- 2017 – the City Council supported the Paris Climate Agreement (Resolution 2017-50)

More recently, in 2019, the City Council declared a climate emergency and endorsed emergency mobilization efforts to restore a safe and stable climate (Resolution 2019-52). The Climate Emergency declaration additionally called for the City to strive for zero GHG emissions citywide as quickly as possible within the forthcoming Climate Action Plan update.

On December 6, 2022, the City Council approved an agreement with Cascadia Consulting Group to develop a Climate Action and Adaptation Plan (CAAP) with the intention of building on the City's initial Climate Action Plan and meeting these more ambitious targets, and also directed City Staff to develop a policy to prohibit natural gas in new construction concurrent with development of the CAAP (Resolution 2022-96).

ANALYSIS

Climate Action and Adaptation Plan

Over the last 18 months, City Staff, in partnership with Cascadia Consulting Group, developed the CAAP based on three primary foundational processes and assessments: community engagement, a climate vulnerability assessment, and greenhouse gas analyses. These steps set the City up to develop strategies and actions that are impactful, relevant, and reflective of community priorities.

The CAAP is intended to specify strategies and actions that will enable the City to achieve or exceed GHG reduction goals; identify climate adaptation and resilience strategies; and provide a means of reporting and monitoring the effectiveness of the Plan.

With the proposed adoption of this CAAP, the City would be setting new ambitious emissions reduction targets. To align with national and statewide targets, the Plan puts forth the following emissions reduction targets compared to a 2005 baseline:

- 40% by 2030 (an increase from the 30% by 2035 target set in 2011)
- 75% by 2040
- Carbon neutrality by 2045

Strategies in the Plan are broadly organized into six categories: Buildings & Energy, Transportation, Consumption & Waste, Water & Natural Systems, Community Resilience & Empowerment, and Municipal & Policy.

Equity was a primary lens through which the CAAP was developed and will be implemented. Locally and globally low-income communities, individuals with disabilities, communities of color, people who are unsheltered, and other vulnerable populations will face impacts of climate change and have fewer resources to protect themselves. The CAAP aims to distribute the benefits of climate action and adaptation equitably by prioritizing vulnerable communities both in planning and implementation. This prioritization during the planning process involved providing opportunities for equitable and inclusive community engagement, elevating actions likely to have the most climate benefit, and flagging and addressing actions that could result in inequitable costs or benefits.

Community Engagement

To develop the Plan, City Staff held 2 public workshops, 3 meetings with the Environmental Quality Committee, 3 Stakeholder Advisory Group meetings, and facilitated numerous other opportunities to provide input via in-person tabling outreach, an online survey that received over 100 responses, and more. Throughout the process, Staff aimed to gather perspectives and feedback that are representative of the diverse communities of El Cerrito. To meet this goal, Staff translated the CAAP informational flyer and the CAAP Executive Summary into Spanish and Chinese, conducted in-person tabling outreach, held community workshops at different times and venues to

accommodate different schedules and preferences, and boosted social media posts about opportunities to engage. City Staff also used a unique and innovative online tool to gather public input in a way that spurred dialogue and interaction among community members.

Public Draft Comments Received

The Public Draft was released for public comment between March 5 and April 1, 2024. During this period, 376 written comments were received in the online tool, and more than 400 comments were received in total, including comments received verbally. A large majority of comments received were positive. Several comments focused on whether the reduction targets, particularly for 2030, were aggressive enough. Most comments were suggestions for additional strategies to be included in the CAAP. For most of the suggested additions, Staff was able to modify or expand language in the CAAP or change the implementation timeline of an action to fully incorporate the comments.

Based on feedback received, City Staff also: added parameters around potential use of carbon sequestration in the future, added additional language on reporting and monitoring the Plan's effectiveness to ensure accountability, and added information about why the City uses a 2005 baseline for our GHG inventories and targets.

At their March 12, 2024 meeting, the Environmental Quality Committee passed a motion recommending the City Council adopt the Climate Action and Adaptation Plan, with modifications based on feedback heard in the public outreach process. The final draft of the CAAP incorporated the vast majority of comments received, greatly improving the quality of the Plan, with just one primary exception for the City to have more ambitious GHG reduction targets. The selection of the proposed targets is described in detail in the Plan.

Natural Gas Ban In New Construction

One other piece of feedback voiced during the process was for the City to prioritize moving forward with an ordinance to prohibit natural gas in new construction. This follows City Staff's initial attempt at such an ordinance in 2023. Based on direction provided by the City Council to develop a policy to prohibit natural gas in new construction citywide concurrent with development of the CAAP, City Staff drafted a "building electrification ordinance" that would modify the El Cerrito Municipal Code. However, in April 2023 the Ninth Circuit Court of Appeals' *California Restaurant Association v. City of Berkeley* decision held that federal law precludes cities and counties from adopting building codes that prohibit the installation of gas plumbing in buildings. Following the decision, Berkeley is repealing its ban and Contra Costa County and others are suspending enforcement of their similar requirements.

Contra Costa County is among a number of jurisdictions that are still exploring what policies could be implemented that would comply with the Ninth Circuit ruling and have a similar effect. Ideas being explored include amending the energy code to require higher energy compliance margins, including completing cost-effectiveness studies

and/or amending CALGreen Building Standards to require zero NOx emission equipment for new construction. Both paths would require substantial effort and would be on the frontier of this rapidly changing legal landscape, and would not be without some legal risk.

Meanwhile, thanks to past City Council action, and action at the regional and State level, the City already requires new multi-family residential projects to be all-electric in the San Pablo Avenue Specific Plan Area. (City Staff, in coordination with the City Attorney, are in the process of modifying the appeals process for these requirements to ensure compliance with the Ninth Circuit ruling.) Similarly, the Bay Area Air Quality Management District recently approved new rules that will require all new water heaters and furnaces to be zero-emission by 2027 and 2029, respectively. This impacts not just new construction, but also the existing built infrastructure as appliances are replaced. At the State level, the California Air Resources Board has also banned the sale of new gas furnaces and water heaters by 2030. Additionally, under the California Energy Commission's [proposed energy efficiency standards](#), starting in 2026, the high energy efficiency standards are anticipated to be set to such a level that most new homes will likely use electric heat pumps for space and water heating. Natural gas appliances would not be prohibited, but the tough energy efficiency standards will very strongly promote and favor the use of electric appliances.

Given that any additional local policy would have only a temporary impact until other laws come into effect, would be outside the San Pablo Avenue Specific Plan Area (where development is less frequent), and would require substantial effort to put in place, Staff's recommendation is to focus on other actions in the CAAP that have been identified as potential "early wins".

Early Wins

As part of the CAAP process, including feedback from the community, an analysis of initial strategies was completed using a qualitative multi-criteria analysis (MCA) to identify key opportunities for climate action in the near term. This process highlighted "public EV charging" and "tree planting" as two potential actions for early implementation. Both of these two strategies would have a moderate to high impact in reducing or sequestering GHG emissions, would be highly visible to the public, and have high potential for advancing equity and conferring co-benefits.

During the last two years and concurrent with development of the CAAP, the City upgraded and expanded the EV charging stations at City Hall, shifted to renewable diesel for all diesel vehicles in the City's fleet (including fire engines), transitioned from gas to electric water heaters at 9 facilities, and applied for and received a \$200,000 technical assistance grant to plan for electrifying the City's entire fleet. Other recent climate-related actions have included: adopting an Expanded Foodware Ordinance prohibiting plastic foodware in El Cerrito, updating the City's Franchise Agreement and municipal code to ensure the rapid implementation of SB 1383, including rolling out new color-compliant solid waste carts Citywide, adopting a Public Tree and Shrub Ordinance and becoming a Tree City USA, and purchasing electric landscape equipment.

Implementation, Monitoring and Reporting

Based on the GHG analyses, vulnerability assessment, and community engagement, a full list of 57 climate strategies and actions were developed for inclusion in the CAAP. The City then conducted an additional multi-criteria analysis, weighing an action's potential impact, affordability, equity, visibility, leadership and alignment with other plans, and co-benefits to help prioritize actions for implementation. Actions that rank higher across criteria are generally planned for earlier implementation.

The CAAP guides implementation by separating actions into three phases from 2024 through 2045. Actions identified for "Phase 1" (2024-2027) are focused on building City and community capacity to effectively implement other CAAP actions, and implementing a strategic mix of actions that scored highly in the multi-criteria analysis, are foundational for other actions, and are simpler to implement quickly.

Notably, many of the CAAP's actions will require community members to take action in their own lives--to reduce waste, for example--and cannot be completed through municipal policies alone. In other words, achieving the CAAP's goals will require combined efforts from the City and El Cerrito's residents, businesses, and visitors.

To effectively monitor and report on progress toward meeting the GHG reduction goals outlined in the CAAP, the City will:

- Prepare detailed implementation reports for the City Council and Environmental Quality Committee on implementation challenges, successes, and overall progress toward GHG reduction goals at least every 5 years.
- Complete GHG inventory updates no less than every 10 years and report on results compared to the 2005 baseline and previous inventory years.
- Create and regularly update a City climate dashboard to keep the community informed about CAAP progress and invite participation in CAAP actions.
- Evaluate the need for CAAP updates after "Phase 2" (~2033), including evaluating the relevance and effectiveness of current targets, strategies, and actions.

Pending adoption of the CAAP, the City will form an Interdepartmental Task Force to plan next steps for implementing Phase 1 and to integrate climate action into routine business practices in all areas of the City.

Continued Leadership

Following adoption of the City's first Climate Action Plan in 2013, the City has made meaningful progress to address climate change by installing solar panels on City facilities, joining MCE Clean Energy and opting up to "Deep Green" 100% renewable energy for all municipal accounts, focusing on "Transit-Oriented Development" and "Complete Streets" in the San Pablo Avenue Specific Plan, and more. As demonstrated in the CAAP's GHG Inventory, thanks to these efforts the City has made significant progress in reducing GHG emissions, with a 30% reduction in municipal emissions from

2005 to 2021, a 23% reduction in per capita emissions community-wide, and an 11% reduction in overall community-wide emissions during the same period. These reductions exceed the City's 2011 targets (i.e., 16% reduction by 2021) as an organization and on a per capita basis. This CAAP provides the foundation for the City to continue to be a leader, striving to meet ambitious environmental goals to achieve a vision for a carbon-neutral and resilient El Cerrito.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

California Environmental Quality Act ("CEQA") requirements will be addressed and evaluated as necessary throughout the implementation of the CAAP at the earliest feasible time and prior to commitment to any particular project that requires CEQA analysis. Staff has determined that adoption of the Climate Action and Adaptation Plan is categorically exempt from environmental review under CEQA guidelines under section 15307, "Actions by regulatory agencies for protection of natural resources," and the general rule under section 15061(b)3 because it can be seen with certainty that there is no possibility that adoption of the Plan will have a significant effect on the environment. Staff will prepare a categorical exemption provided under CEQA Guidelines upon adoption of the Plan.

FINANCIAL CONSIDERATIONS

There are no financial obligations associated with adoption of the CAAP. However, implementation of the CAAP does have associated costs. Much of the CAAP will be implemented by existing City Staff and through existing programs and practices and/or outside resources. If and when additional City funds are necessary for a specific project or program to be implemented, City Staff will present financial considerations to the City Council and request budget authorization as needed at that time.

It should be noted that there are many factors that will mitigate CAAP implementation costs, since climate protection activities are often implemented in the course of completing other actions. For instance, most measures intended to reduce vehicle miles traveled, such as transit-oriented development and improved pedestrian amenities, are goals already advanced in the General Plan and other related plans and policies, and thus their implementation would not be solely to reduce emissions. Other emissions reduction measures, such as those that result in increased energy, water, and fuel efficiencies, can be very cost-effective and result in long-term cost savings.

Finally, there are sources of state and federal funding available for programs and projects that reduce greenhouse gases. Staff will pursue such funding to advance the implementation of the CAAP.

LEGAL CONSIDERATIONS

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

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Climate Action & Adaptation Plan

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE EL CERRITO CLIMATE ACTION AND ADAPTATION PLAN

WHEREAS, the City of El Cerrito has been actively working to address climate change for more than a decade and for these efforts received a prestigious Statewide Beacon Award in 2019 from the Institute for Local Government; and

WHEREAS, El Cerrito, like the Bay Area and the state of California, is already suffering impacts of climate change in the form of droughts, air pollution, heat stress, wildfire risk, and increased risk of lowland flooding, and these impacts will grow more severe if global greenhouse gas (GHG) emissions are not significantly reduced; and

WHEREAS, to reduce our community's impact, the City Council has taken numerous actions thus far, including adopting and implementing the initial El Cerrito Climate Action Plan, approved in 2013, which aimed to reduce the City's GHG emissions by 30% from 2005 levels by 2035; and

WHEREAS, the City has made significant progress toward meeting these goals, reducing municipal emissions by 30% from 2005 to 2021, per capita communitywide emissions by 23%, and overall communitywide emissions by 11%, exceeding the City's targets of a 16% reduction by 2021 as an organization and on a per capita basis; and

WHEREAS, in the years since the initial El Cerrito Climate Action Plan was adopted, the science has become clear that a more ambitious timeline is required to reduce GHG emissions and mitigate the most severe impacts of climate change; and

WHEREAS, with the need for more immediate action in mind, the City Council declared a climate emergency and endorsed emergency mobilization efforts to restore a safe and stable climate and additionally resolved for the City to strive for zero GHG emissions as quickly as possible within the forthcoming Climate Action Plan update (Resolution 2019-52); and

WHEREAS, on December 6, 2022, the City Council approved an agreement with Cascadia Consulting Group to develop a Climate Action and Adaptation Plan that builds on the existing Climate Action Plan to meet these more ambitious targets; and

WHEREAS, the El Cerrito Climate Action & Adaptation Plan has been developed in partnership with the community, over the course of 18 months, including two public workshops, three meetings with the Environmental Quality Committee, three Stakeholder Advisory Group meetings, and numerous other opportunities to provide input via in-person tabling outreach, online surveys, and more; and

WHEREAS, at their March 12, 2024, meeting the Environmental Quality Committee passed a motion recommending City Council adopt the draft Climate Action and Adaptation Plan, with modifications based on feedback heard in the public outreach process; and

WHEREAS, the final draft of the CAAP incorporated the vast majority of comments received, greatly improving the quality of the Plan; and

WHEREAS, the culmination is a Plan that is intended to guide equitable implementation of actions by the City and El Cerrito residents, businesses, and visitors that will meet ambitious GHG reduction targets of carbon neutrality by 2045 and to improve the community's resilience to climate change impacts; and

WHEREAS, achieving the CAAP's goals will require combined efforts from all community members, including personal actions taken by households and businesses in El Cerrito, to ensure the City is able to meet its targets.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby adopts the El Cerrito Climate Action and Adaptation Plan.

BE IT FURTHER RESOLVED, the City of El Cerrito commits to keeping the concerns of vulnerable communities central to all climate action strategies and to distribute the benefits of climate action and adaptation equitably by prioritizing vulnerable communities in planning and implementation.

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

I CERTIFY that at a regular meeting on July 16, 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

El Cerrito Climate Action and Adaptation Plan

JULY 2024





Contents

Executive Summary.....	3
Introduction	3
CAAP Context	3
Strategies and Actions	7
Implementation	7
Acronyms and Key Terms.....	8
Message from the City of El Cerrito	9
Acknowledgements	10
El Cerrito City Council	10
El Cerrito City Staff	10
Partners and Advisors	10
Consultant Team	10
Introduction	11
A Strong Foundation.....	11
Synergies with Other City Initiatives	12
Our Vision: A Resilient and Carbon Neutral El Cerrito	13
Equity and Climate Change	14
Key Goals and Focus Areas	14
Climate Change and El Cerrito	15
Climate Vulnerabilities	15
Greenhouse Gas Emissions	16
CAAP Development	26
Community Engagement.....	26
Strategy and Action Development	31

Strategies and Actions	32
Guide to Action List.....	33
Buildings & Energy	35
Transportation.....	41
Consumption & Waste	47
Water & Natural Systems	49
Community Resilience & Empowerment	54
Municipal & Policy	58
Sequestration and Carbon Offsets	63
Implementation.....	64
Monitoring & Continuous Improvement	64
Ongoing Community Engagement.....	65
Community's Role	66
Partnerships	69
Funding	69
Appendices	70



Executive Summary



Introduction

Nestled between the San Francisco Bay and the East Bay Hills, El Cerrito is home to a vibrant community dedicated to sustainability and resilience. This **Climate Action and Adaptation Plan (CAAP)** builds on El Cerrito's environmental achievements and positions the City to be a regional leader in climate action while prioritizing equity every step of the way.

With a strong foundation established by the city's 2013 Climate Action Plan, this update renews El Cerrito's dedication to reducing its carbon footprint and enhancing the quality of life for its residents by adopting a more aggressive goal of reaching **carbon neutrality by 2045** and implementing an ambitious set of actions.

CAAP Context

The City developed this CAAP based on findings from several foundational processes and assessments conducted as part of this project: **community engagement**, a **climate vulnerability assessment**, and **greenhouse gas analyses**. These steps allowed the City to develop **strategies and actions** that are impactful, relevant, and reflective of community priorities.



Community Engagement

The City worked to engage the El Cerrito community through a variety of touchpoints, including community workshops, a survey, meetings with the Stakeholder Advisory Group and Environmental Quality Committee, and tabling events.

Community members and residents shared their visions of a sustainable and resilient El Cerrito throughout the CAAP development process, shaping key elements of the plan. Generally, the community wants El Cerrito to be:

- Carbon neutral or carbon negative.
- Friendly to pedestrians and bicyclists.
- Less dependent on cars.
- Civically robust.
- Prepared for wildfires and other climate impacts.
- Equitable and affordable.
- A city of environmentally resilient and native trees.
- A role model for other communities.

Climate Vulnerabilities

The City conducted a vulnerability assessment to **identify current and future climate change impacts and risks** to different sectors and communities of El Cerrito. This assessment helped identify the city's resilience needs and strategies and actions to meet those needs. Key takeaways from the vulnerability assessment include:



Infrastructure and Built Environment

Buildings, roads, and transportation systems are at risk from increasing floods, landslides, and wildfires.



Natural Systems and Water

Urban forests are at risk from higher temperatures, wildfire, drought, and more extreme rainfall.

Stormwater infrastructure is at risk from more intense rainfall.



Energy

Energy infrastructure and electricity systems are at risk from severe weather events, including heat waves, heavy rainfall, wind, and wildfires.

With increasing demand for electricity, reliability and resiliency of the energy grid will be critical.



Community Health, Wellbeing, and Public Safety

Emergency services are at risk for disruption from increased flooding, landslides, wildfires, and energy brownouts.

Extreme weather events will likely cause increases in physical injury, illness, and mental health impacts.



Greenhouse Gas Emissions

Greenhouse gas (GHG) inventories identify and quantify the main sources of emissions for a jurisdiction and can help inform climate planning priorities. Key takeaways from El Cerrito's inventories include:

- From 2005 to 2021, total **communitywide emissions decreased** 11% and per capita emissions decreased 23%.
- **Transportation** was the largest source of 2021 communitywide emissions (responsible for 51% of total emissions), followed by **building energy** (34%), which includes homes and commercial buildings.
- The City's **vehicle fleet** was the largest source of 2021 emissions produced by City operations (responsible for 35% of total emissions), followed by **building energy** (27%).
- In 2021, the largest sources of **consumption-based** emissions—emissions from all items consumed by El Cerrito residents throughout an item's full lifespan, including production, transportation, use, and disposal—included **vehicle gasoline, healthcare, air travel, furnishings and appliances, and meats, poultry, fish, and eggs**.
 - Overall emissions from consumption of goods and services by El Cerrito residents were estimated to be 3.6 times greater than total emissions generated within El Cerrito's jurisdictional boundaries, underscoring the importance of low-carbon consumption in reducing El Cerrito's overall carbon footprint.

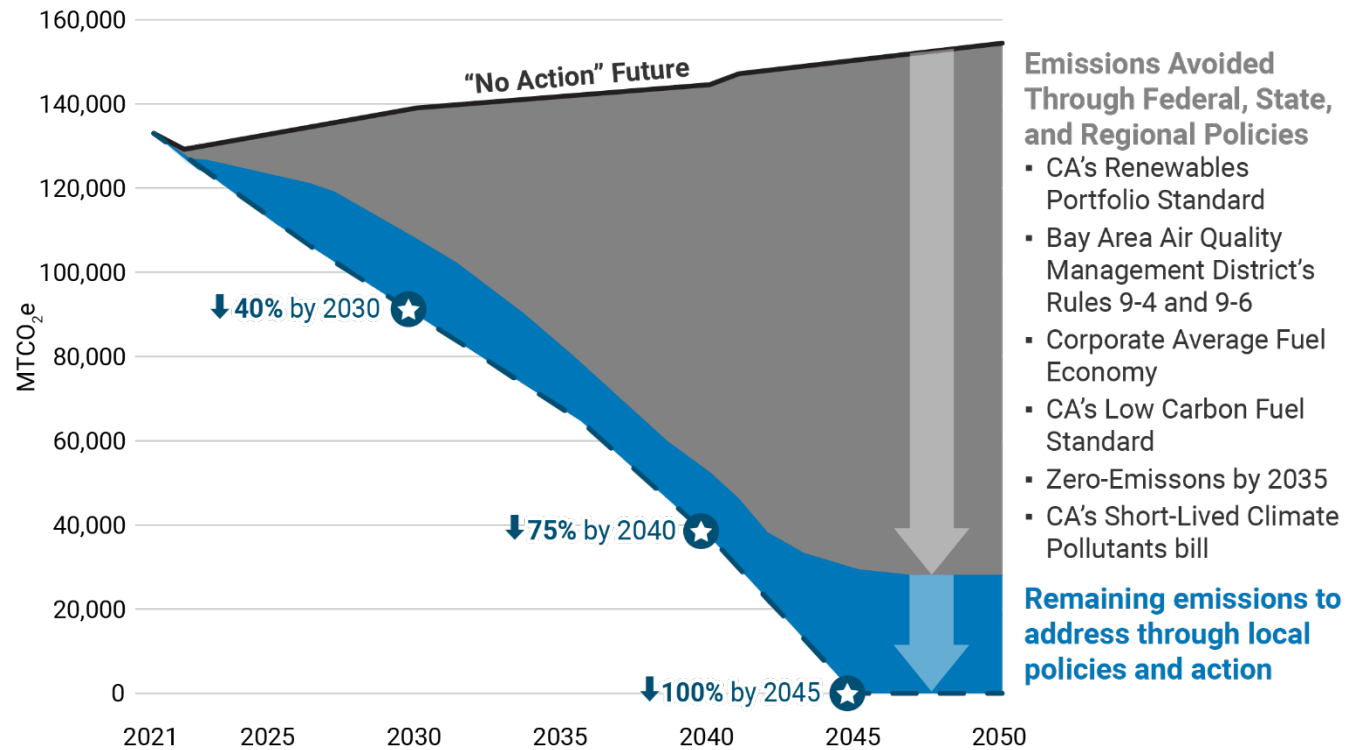




Future Emissions and Targets

With this CAAP, the City is adopting a new set of emissions reduction targets. To align with national and statewide targets and commit to reducing communitywide environmental impacts, the City is adopting the following emissions reduction targets, compared to a 2005 baseline:

- **40% by 2030**
- **75% by 2040**
- **Carbon neutrality by 2045**



To identify emissions reduction measures to meet these newly adopted targets, the City completed an emissions forecast, projecting El Cerrito's emissions through 2050 under different scenarios, as shown above.

Without any climate action, El Cerrito's total GHG emissions are expected to **increase 17%** by 2050 due to expected population and job growth. When accounting for expected reductions from key federal, state, and regional policies, emissions within the city are expected to **decrease 72%**. This model also identified the city's remaining emissions that should be addressed through local policies and actions to reach the City's updated targets.



Strategies and Actions

The City developed the CAAP's focus areas and strategies, summarized below, based on results from community engagement, the vulnerability assessment, and GHG analyses.

Focus Area	Strategies
Buildings & Energy	• Use less energy. • Use cleaner energy sources. • Build more sustainably.
Transportation	• Drive less. • Drive cleaner vehicles.
Consumption & Waste	• Reduce consumption and waste generation and increase waste diversion.
Water & Natural Systems	• Increase and promote healthy urban tree canopy and open spaces, local biodiversity, and carbon sequestration. • Protect water quality and supply. • Implement wildfire education, prevention, and response.
Community Resilience & Empowerment	• Increase community resilience and capacity to respond to climate impacts. • Increase climate and environmental awareness and education.
Municipal & Policy	• Implement the CAAP while prioritizing equity. • Lead by example with sustainable City operations.



Implementation

Achieving the CAAP's goals will require **combined efforts from the City and El Cerrito's residents, businesses, and visitors.**

This CAAP is intended to serve as a roadmap toward achieving these goals—reaching aggressive emissions reduction targets, improving El Cerrito's resilience to climate change impacts, and guiding collaboration between the City and El Cerrito's community. The CAAP guides the implementation timeframe by separating actions into three phases from 2024 through 2045.

The City will rely on the community's continued engagement throughout implementation—**everyone has a role to play** to support the **effective** and **equitable** implementation of the CAAP.



Acronyms and Key Terms

Term	Definition
Bay Area Rapid Transit (BART)	The rapid transit system serving the San Francisco Bay Area, with two stations in El Cerrito
Carbon neutrality	An equilibrium or balance between human-caused GHG emissions and removals, usually achieved through reducing GHG emissions and increasing carbon sequestration
Carbon sequestration	The process by which atmospheric carbon dioxide is captured and stored by soils, oceans, vegetation, and geologic formations
Climate change	The long-term change in climate patterns due to increased levels of atmospheric carbon dioxide and other greenhouse gases, primarily produced by human activities
Climate resilience hubs	Facilities that offer support, education, and resources related to climate change resilience for communities and residents. Climate resilience hubs often provide services during emergencies and extreme weather events, such as heating, cooling, and power.
Consumption-based emissions inventory (CBEI)	A type of greenhouse gas emissions inventory that identifies and quantifies emissions occurring both locally and globally, associated with all items, goods, and services consumed by households and residents

Decarbonization	The reduction of greenhouse gases emitted into the atmosphere from systems and infrastructure that are currently powered by fossil fuels
Electric vehicle (EV)	A vehicle that derives its power from an electric motor rather than a fuel-powered internal combustion engine
Electrification	The transition toward using electricity instead of natural gas and other fossil fuels to power buildings and vehicles
Green Stormwater Infrastructure (GSI)	Systems that use vegetation, soils, and natural processes to filter, slow, and treat stormwater runoff, such as permeable pavement, rain gardens, and bioswales
Greenhouse gases (GHGs)	Heat-trapping gases that warm the atmosphere and cause climate change, such as carbon dioxide (CO ₂), methane (CH ₄), and nitrous oxide (N ₂ O)
Metric tons of carbon dioxide equivalent (MTCO ₂ e)	A unit of measurement that represents an amount of a greenhouse gas whose impact on climate change has been standardized to that of one unit of carbon dioxide (CO ₂), based on the global warming potential (GWP) of the gas
Vehicle miles traveled (VMT)	The total miles of vehicle travel in a geographic area over a given time

Message from the City of El Cerrito

The City of El Cerrito has long recognized the need for local action to address climate change and has been actively working on the issue for nearly two decades. In 2006, the El Cerrito City Council endorsed the U.S. Mayors Climate Protection Agreement, in which local governments agreed to implement greenhouse gas (GHG) reduction measures and in 2008, the City approved its first GHG emissions inventory. In the years that followed, the City adopted GHG emissions reduction targets (2011), adopted a Climate Action Plan (2013), supported the Paris Climate Agreement (2017), declared a Climate Emergency (2019), and more.

As demonstrated by this Climate Action and Adaptation Plan (CAAP), the City has made significant progress in reducing GHG emissions, with a **30% reduction in municipal emissions** from 2005 to 2021, and a **23% reduction in per capita emissions communitywide during the same period.**

However, as noted in the City's Climate Emergency Declaration, and further outlined in the vulnerability assessment in this CAAP, El Cerrito is already experiencing adverse impacts from climate change in the form of droughts, wildfire danger, air pollution, heat stress, increased risk of flooding, and more. More ambitious action is needed to reduce emissions and prepare our community for the impacts from climate change.

It should be noted also that globally and locally, climate change doesn't impact people equally. In addition to being more likely to experience climate impacts like extreme heat, vulnerable populations often have fewer resources to protect themselves from these impacts. This Plan aims to distribute the benefits of local climate action and adaptation equitably by prioritizing vulnerable communities in both planning and implementation.

Recognizing the need for more urgent action, this Plan puts forth ambitious targets to reduce emissions further, with the City aiming to achieve Carbon Neutrality, equivalent to a 100% reduction in emissions, by 2045.

Importantly, we won't be able to meet our targets alone. As shown in the Consumption-Based Emissions Inventory, and throughout the CAAP, personal actions taken by households and businesses in El Cerrito will be key to achieving our goals.

We invite you to take our Climate Pledge and consider what actions you can take to reduce your carbon footprint and help prepare our community for the impacts from climate change.





Acknowledgements

The City of El Cerrito would like to thank the individuals and organizations that contributed to this Climate Action and Adaptation Plan, including City staff from all departments. The City would like to offer special thanks to community members for their feedback, input, and ideas throughout the planning process.

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Partners and Advisors

Stakeholder Advisory Group

Environmental Quality Committee

Urban Forest Committee

Park and Recreation Commission

Planning Commission

El Cerrito Trail Trekkers

El Cerrito/Richmond Annex Walk & Roll

Make El Cerrito Fire Safe

Fridays for Future

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Introduction

Nestled between the San Francisco Bay and the East Bay Hills, El Cerrito is home to a vibrant community dedicated to sustainability and resilience. This **Climate Action and Adaptation Plan** (CAAP) builds on El Cerrito's environmental achievements and positions the City to be a regional leader in climate action while prioritizing equity every step of the way.

With a strong foundation established by the City's 2013 Climate Action Plan, this update renews El Cerrito's commitment to reducing its carbon footprint and enhancing the quality of life for its residents by adopting a more aggressive goal of reaching **carbon neutrality by 2045** and implementing an ambitious set of actions.

A Strong Foundation

Since adopting its Climate Action Plan in 2013, El Cerrito has taken steps to reduce the city's greenhouse gas (GHG) emissions and enhance sustainability. Some of the City's **key accomplishments** include:

- Developing and adopting plans that support climate goals.
- Helping residents finance projects through SunShares, Real Property Transfer Tax rebate, Property Assessed Clean Energy (PACE) loans, and other programs.
- Becoming recognized as a Tree City USA, signifying the City's commitment to improving its natural environment.
- Educating residents about recycling and reducing waste through mail and bill inserts, newsletters, and workshops.
- Expanding green and open spaces citywide, including along the Ohlone Greenway and San Pablo Avenue and within the El Cerrito Hillside Natural Area.
- Installing solar panels on key City facilities.
- Installing electric vehicle (EV) charging stations at City Hall and the Recycling + Environmental Resource Center.
- Shifting the community's electricity provider to [MCE Clean Energy](#), expanding renewable building energy.
- Enrolling all City electricity accounts in MCE's Deep Green (100% renewable) electricity option.
- Adopting the San Pablo Avenue Specific Plan and supporting transit-oriented development.
- Making progress on active transportation projects, including the El Cerrito del Norte Complete Streets Project.
- Reducing communitywide GHG emissions 11% since 2005.
- Reducing City operations GHG emissions 30% since 2005.



Transforming El Cerrito's Built Environment

One of the key strategies identified in the City's initial Climate Action Plan (2013) and the City's San Pablo Avenue Specific Plan (2014) was to encourage higher density transit-oriented development that would reduce vehicle miles traveled and per capita greenhouse gas emissions while investing in pedestrian-, bicycle-, and transit-friendly infrastructure to support denser housing and alternative modes of transportation.

In the last ten years, the City has made significant progress in implementing both transit-oriented development and "complete streets" to support pedestrians, bicyclists, buses, and transit. Through 2022, over 1,500 housing units and over 122,000 square feet of commercial space had been entitled through the Specific Plan, with additional buildings proposed. Large and small capital projects continue to move forward citywide, adding bike lanes, crosswalks, wayfinding signage, and more to transform El Cerrito's built environment for a more sustainable and resilient future.

Synergies with Other City Initiatives

This CAAP also shares goals with other City plans and initiatives, which can create helpful synergies during CAAP implementation. **Related City plans and programs** include:

- [San Pablo Ave Specific Plan](#)
- [Active Transportation Plan](#)
- [General Plan](#)
- [Strategic Plan](#)
- [Green Infrastructure Plan](#)
- [Urban Greening Plan](#)
- [Ohlone Greenway Master Plan](#)
- [Parks & Recreation Facilities Master Plan](#)
- [El Cerrito-Kensington Wildfire Action Plan](#)
- [Urban Forest Management Plan](#)
- [Storm Drain Master Plan](#)
- [Fire Hazard Reduction Program](#)
- [Contra Costa Hazard Mitigation Plan](#)

El Cerrito strives to reach **carbon neutrality** by 2045 while continuously **improving the quality of life** for its residents and engaging with the community along the way. We want our city to be:





Equity and Climate Change

Climate change does not impact everyone equally. Locally and globally, certain communities—such as those in the Global South, low-income communities, individuals with disabilities, Black, Indigenous, and communities of color, and people who are unsheltered or experiencing homelessness—are **more vulnerable** to the impacts of climate change. In addition to being more likely to experience climate impacts such as drought, flooding, pollution, and exposure to heat and smoke, vulnerable populations often have fewer resources to protect themselves from these impacts due to historic and current systemic racism and other systems of inequity.

The CAAP aims to **distribute the benefits of climate action and adaptation equitably** by prioritizing vulnerable communities in planning and implementation. This prioritization during the planning process involved providing opportunities for equitable and inclusive community engagement, elevating actions likely to have the most climate benefit, and flagging and addressing actions that could result in inequitable costs or benefits.

Though this plan has a local focus, the global nature of climate change means that El Cerrito's CAAP has implications beyond its city limits. By committing to ambitious climate action, El Cerrito aims to reduce its contributions to local and global inequities amplified by climate change.

Key Goals and Focus Areas

This CAAP lays out a roadmap for reaching El Cerrito's ambitious goal of **carbon neutrality by 2045**.

CAAP strategies and actions contribute to El Cerrito's goals through two primary pathways:

- 1 Reducing greenhouse gas emissions
- 2 Increasing resilience and preparing for climate impacts

CAAP actions are categorized into the following six focus areas.

	Focus Area	Description
	Buildings & Energy	Actions that address building and equipment energy emissions and resilience.
	Transportation	Actions that focus on transportation systems.
	Consumption & Waste	Actions that address waste and consumption of goods and food.
	Water & Natural Systems	Actions that focus on carbon sequestration and resilience through natural systems.
	Community Resilience & Empowerment	Actions that enhance community resilience and empower residents through education and resources.
	Municipal & Policy	Actions that focus on sustainable City operations and CAAP implementation.



Climate Change and El Cerrito

Climate Vulnerabilities

The City conducted a vulnerability assessment to **identify current and future climate change impacts and risks** to different sectors and communities of El Cerrito. Outcomes from this assessment, summarized below, helped identify CAAP strategies and actions for meeting the city's resilience needs. See *Appendix F: Climate Vulnerability Assessment* for more details.

Infrastructure and Built Environment

- **Hundreds of El Cerrito buildings and several critical facilities—collectively valued at over \$2 billion—are at risk** from increasing floods, landslides, and wildfires.
- **Transportation systems and roads are at moderate-high risk** of flooding and landslides. Some of the city's primary transportation routes are in a 100-year flood zone, and with more intense precipitation expected, flooding in those areas is likely to occur more frequently.

Natural Systems and Water

- **Higher temperatures, wildfire, changing rainfall patterns, and more extreme drought will stress urban forests** and expose them to greater risk of disease outbreaks and mortality. These impacts—combined with higher risk of mortality due to pests and diseases—will generate higher fuel loads and increase wildfire risk.
- **More intense rainfall during wet years will increase the risk of overloading stormwater infrastructure**, which could contaminate groundwater supplies and flood homes and businesses.
- **Precipitation variability in the Bay Area is expected to continue and potentially intensify**, leading to more frequent nuisance flooding and more severe urban flooding during wet years.

Energy

- **Severe weather events such as heavy rainfall and wind will likely damage powerlines, substations, and transmission and distribution towers.** Wildfires will also disrupt energy distribution, having direct impacts on residents, businesses, and City operations.
- **More frequent and intense heat waves will strain electricity systems** and significantly increase demand for energy, which can lead to brownouts and power outages.
- **Extreme events, such as sustained droughts, can affect the efficiency of energy transmission and renewable energy generation.**

Community Health, Wellbeing, and Public Safety

- **Physical injury and illness are expected to increase** as extreme weather events become more frequent, especially for vulnerable populations.
- **Anxiety and mental health impacts** from current and anticipated climate changes **may increase.**
- **Access to emergency response services will likely be disrupted** from increased flooding, landslides, wildfires, and energy brownouts.
- **There will be a greater need for resilience centers** to provide cooling, clean air, and other services during extreme events.



Greenhouse Gas Emissions

When El Cerrito's community burns fossil fuels to heat, cool, and power homes, drives gasoline or diesel vehicles, or disposes of solid waste into landfills, greenhouse gases are emitted into the atmosphere. These gases trap heat from the sun, increasing the earth's average surface temperature—a process known as global warming.

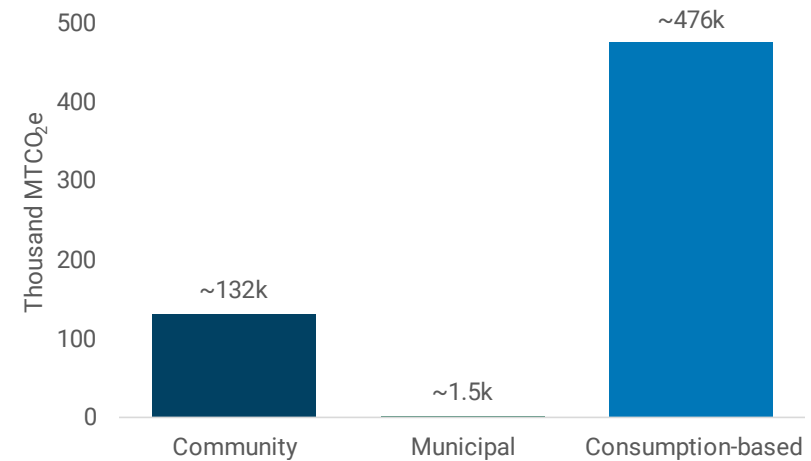
Examples of activities that produce GHG emissions include:

- **Powering, heating, and cooling buildings.** Non-renewable energy sources used in buildings, such as natural gas, produce GHG emissions.
- **Driving vehicles powered by gasoline or diesel,** which release emissions when fuel is combusted.
- **Generating and disposing of solid waste,** which breaks down over time, emitting greenhouse gases. When properly managed at a composting site, compostable materials emit fewer greenhouse gases than when they end up in a landfill.
- **Using refrigeration equipment, which uses liquid coolants.** When refrigeration equipment is not properly maintained, it can leak and release especially potent greenhouse gases.
- **Treating wastewater generated by the community.** The process of breaking down organic material generates GHG emissions.
- **Buying products and goods.** Household items, food, and other products emit greenhouse gases through manufacturing, production, transportation, and packaging.

Greenhouse gas inventories identify and quantify the main sources of emissions for a jurisdiction and can help inform climate planning priorities. By understanding which sources are contributing the most to communitywide emissions, the City can more effectively plan climate action initiatives to target the largest emission sources.

Different types of inventories measure different sources of emissions. To fully understand where El Cerrito's emissions are coming from, the City completed **community, municipal operations, and consumption-based** emissions inventories to better understand the full scope of emissions that the community can work on reducing.

Emissions estimates from three different inventory types for El Cerrito in 2021 (thousand MTCO₂e)



Overall emissions from consumption of goods and services by El Cerrito residents were estimated to be 3.6 times greater than total emissions generated within El Cerrito's jurisdictional boundaries, underscoring the importance of low-carbon consumption in reducing El Cerrito's overall carbon footprint.

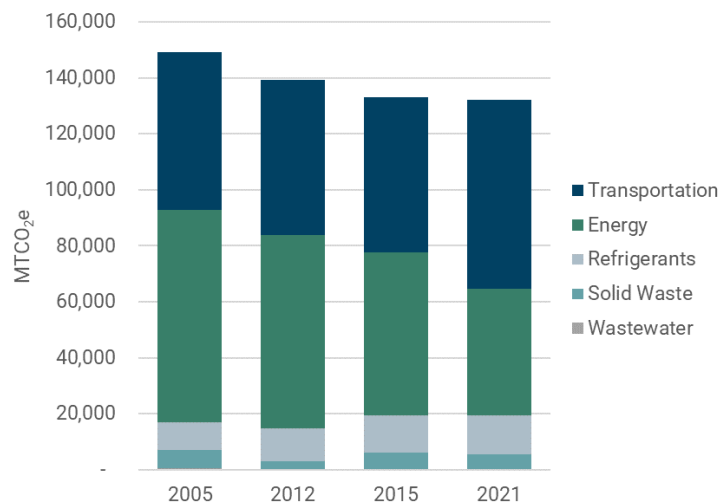


Community Emissions

In 2021, the **El Cerrito community** (residents, businesses, and visitors) generated 132,223 metric tons of carbon dioxide equivalent (MTCO₂e), approximately 5.12 MTCO₂e per person.

- Transportation was the largest source of 2021 communitywide emissions (responsible for 51% of total emissions), followed by building energy (34%).
- The remaining emissions came from leakage from the use of refrigerants (11%), solid waste generation and disposal (4%), and wastewater treatment processes (<1%).
- From 2005 to 2021, total communitywide emissions decreased 11% and per capita emissions decreased 23%.
- Building energy emissions decreased the most between these years (-41%), due mainly to El Cerrito's community transitioning to MCE, which uses cleaner energy sources for electricity generation.

Total communitywide greenhouse gas emissions over time (MTCO₂e)

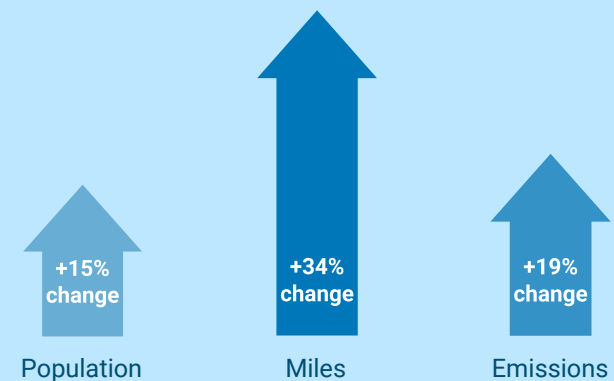


Why are transportation emissions increasing?

The increase in GHG emissions from transportation is due to an increase in vehicle miles traveled (VMT)—estimated using [California's Highway Performance Monitoring System](#) and [CalTrans Traffic Volumes](#)—within El Cerrito's boundaries, which is likely due in part to El Cerrito's growing population. From 2005 to 2021, El Cerrito's **population increased by 15%**, while total **miles driven within El Cerrito increased by 34%**.

This indicates that the community is driving more miles per capita (a **16% increase** from 2005 to 2021), which may be due to decreased public transit ridership stemming from the COVID-19 pandemic, changing transportation needs (e.g., needing to drive further for errands or to commute to work), or other factors. While overall community miles increased by 34%, emissions only increased by 19%, shown below. This is due to an increase in electric and hybrid vehicle ownership and increased fuel efficiency of vehicles; average emissions per mile have decreased **11%** from 2005 to 2021.

On-road transportation metric changes over time.





Carbon sequestration in El Cerrito

While El Cerrito's community produces emissions through daily activities, the city also has a robust tree canopy which **sequesters**, or removes, greenhouse gas emissions from the atmosphere. As part of the CAAP, the City completed a high-level carbon sequestration analysis to estimate the city's sequestration benefits from urban forests.

According to this analysis, in 2023, trees covered **33%** of El Cerrito's land mass and sequester **4,227 MTCO₂e** from the atmosphere each year.

4,227 MTCO₂e is equivalent to...¹

- Driving **941** gasoline-powered passenger vehicles for one year
- Powering **533** homes for one year
- Charging **514,183,466** smartphones
- Using **194,184** propane cylinders for home barbeques

In addition to sequestering GHG emissions from the atmosphere, El Cerrito's tree cover provides significant air quality and hydrological benefits, removing particulate matter from the air and filtering stormwater runoff. Trees also help to reduce the urban heat island effect, beautify neighborhoods, and enhance the walking experience for pedestrians. See *Appendix D: Sequestration Analysis* for more detail on this analysis.

Municipal Operations Emissions

In 2021, the City's **municipal operations** produced 1,665 MTCO₂e, equivalent to approximately 9.94 MTCO₂e per employee.

- The City's vehicle fleet was the largest source of 2021 municipal operations emissions (responsible for 35% of total emissions), followed by building energy consumption by City facilities (27%).
- The remaining emissions came from City employee commuting (22%), solid waste generation (9%), refrigerant leakage (4%), and business travel (2%).
- From 2005 to 2021, municipal operations emissions decreased 30%.

See *Appendix A: Communitywide and Municipal GHG Emissions Inventories* for more detail on these analyses.

¹ [U.S. EPA Greenhouse Gas Equivalencies Calculator](#)

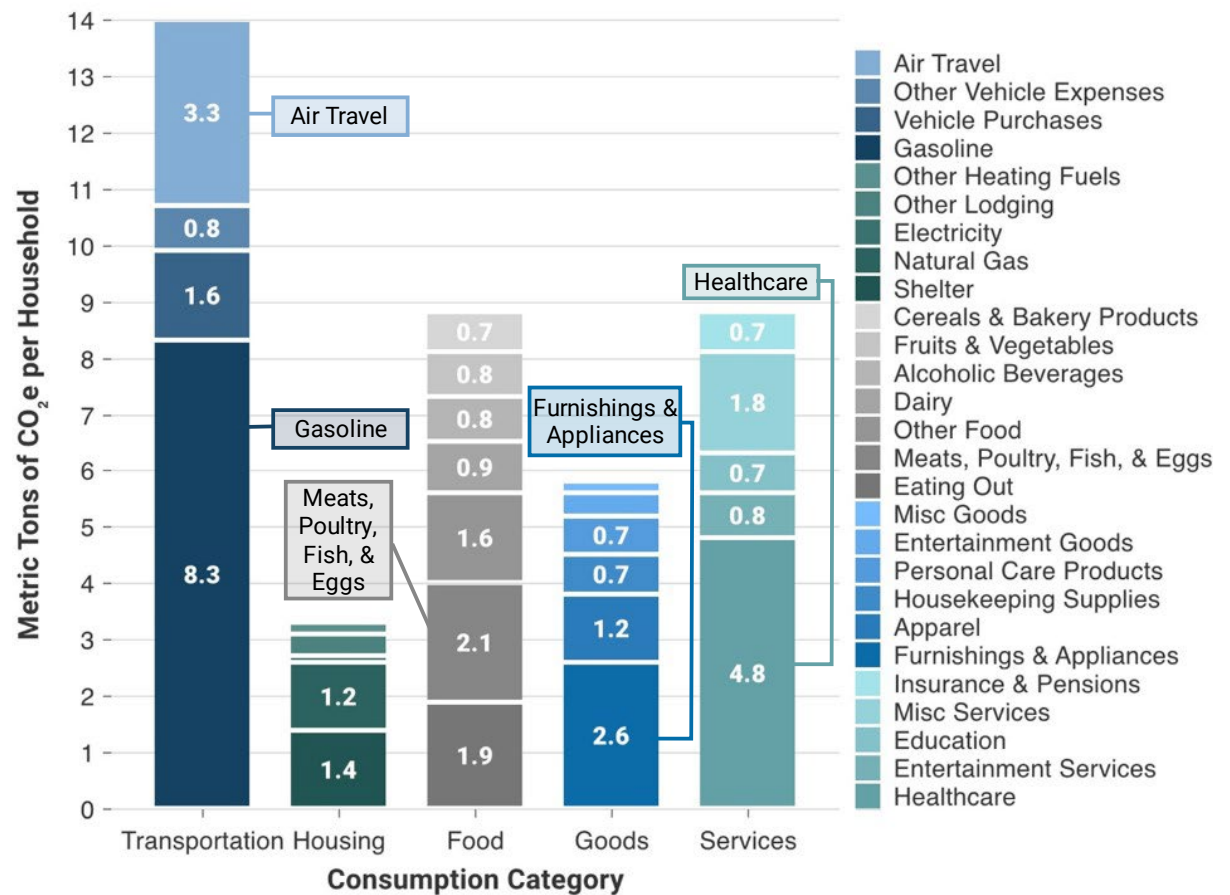


Consumption-Based Emissions

While the communitywide emissions inventory focuses primarily on locally occurring emissions, a **consumption-based emissions inventory (CBEI)** identifies and quantifies emissions occurring both locally and globally, outside of El Cerrito and along supply chains, associated with everything consumed by households. The CBEI includes emissions associated with household energy use, driving, and air travel, as well as emissions from food, goods, and other services, representing a more comprehensive picture of El Cerrito's emissions-producing activities.

El Cerrito's 2021 consumption-based emissions were 41 MTCO₂e per household, equivalent to ~17 MTCO₂e per person and 476,000 MTCO₂e total—more than three times greater than the communitywide inventory emissions. With over two-thirds of El Cerrito's consumption-based emissions occurring outside of city boundaries, climate action should also focus on these upstream emissions. El Cerrito's household emissions are slightly lower than the U.S. average of 43 MTCO₂e, due to a variety of factors such as lower vehicle ownership per household and fewer rooms per household. The figure to the right shows the breakdown of El Cerrito's CBEI.

El Cerrito consumption-based emissions inventory (2021; MTCO₂e per household)





The largest contributors of consumption-based emissions included **vehicle gasoline, healthcare, air travel, furnishings and appliances, and meats, poultry, fish, and eggs.**²

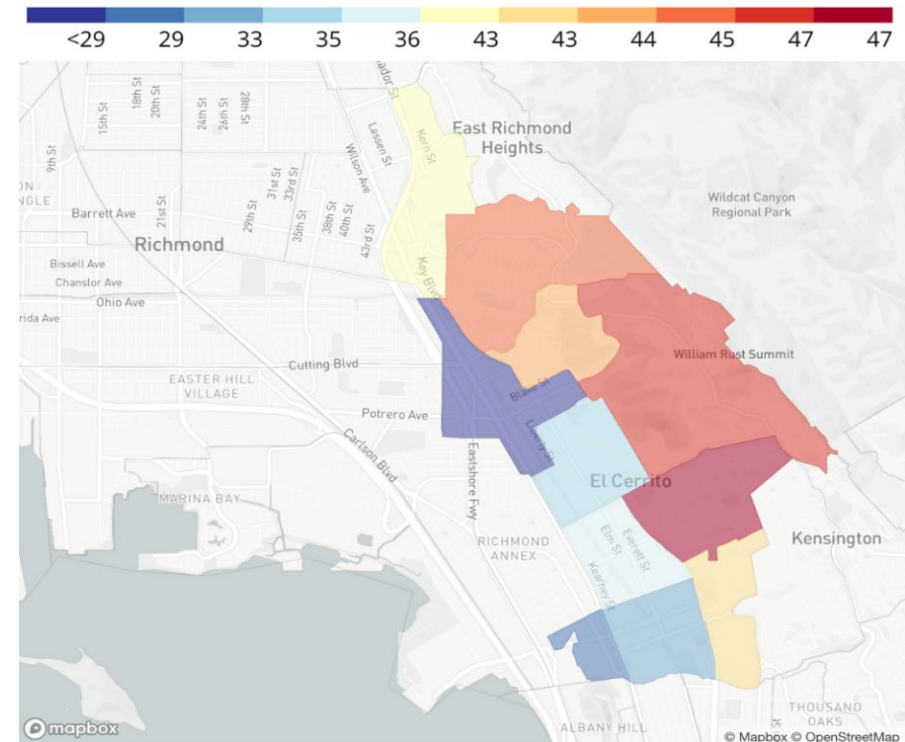
Some of the emissions included in the CBEI overlap with those in the communitywide inventory, such as household energy use and local transportation.

However, the communitywide inventory does not include emissions associated with the production, transportation, or sale of food, appliances, clothing, healthcare, or other goods and services consumed by El Cerrito residents. At the same time, the CBEI does not include locally occurring emissions from businesses except to the extent that they serve El Cerrito residents.

The map to the right shows how El Cerrito's consumption-based emissions vary by **neighborhood**. Generally, households with **higher income, greater vehicle ownership, and larger homes** tend to have **higher emissions**, while smaller households, renters, and households without a college degree tend to have lower emissions.

To see how the consumption-based GHG emissions inventory was developed, including the assumptions used to estimate household consumption patterns, please see *Appendix B: Consumption-Based GHG Emissions Inventory*.

El Cerrito neighborhood-level consumption-based emissions (2021; MTCO₂e per household)



The community plays an important role in reducing these consumption-based emissions; see the *Community's Role* section for some ideas and inspiration for reducing personal and household emissions.

² For more detailed information on what these emissions categories include, please see *Appendix B: Consumption-Based GHG Emissions Inventory*.



Future Emissions and Targets

With this CAAP, the City of El Cerrito is adopting **bold greenhouse gas reduction targets** following the State's lead to take rapid action to mitigate California's contributions to accelerating climate change.

The City of El Cerrito is adopting a goal of achieving **carbon neutrality** by 2045, with interim goals of achieving **40%** and **75%** emissions reductions by 2030 and 2040, respectively, compared to a 2005 baseline.³ These targets set ambitious but achievable milestones in alignment with other similarly sized communities.

These reduction targets are shown to the right in comparison to California, United States, other local jurisdictions, and previous El Cerrito targets. Though direct comparisons between these targets are difficult due to differences in emission baseline years, El Cerrito's targets generally align with state and national targets.

See *Appendix E: Target Setting* for more detail on target setting.

Jurisdiction	Baseline Year	2030	2035	2040	2045	2050
El Cerrito (2024 targets)	2005	40%		75%	100%	-
El Cerrito (2013 targets)	2005		30%			
Albany	2004		70%		100%	
Piedmont	2005	40%				80%
Emeryville	2005	40%				80%
State of California	1990	40%		-	100% ⁴	-
United States	2009	50-52%		-	-	100%

³ The City is using a 2005 baseline in coordination with other local governments in the region. The City has used a 2005 baseline since its first two GHG inventories, which has allowed for clear progress tracking over time and increased confidence in accuracy by using real emissions data,

rather than backcasting El Cerrito's emissions to 1990 for use as a baseline, which may be less accurate.

⁴ The State of California has committed to achieving carbon neutrality by 2045 (Executive Order B-55-18, 2018).



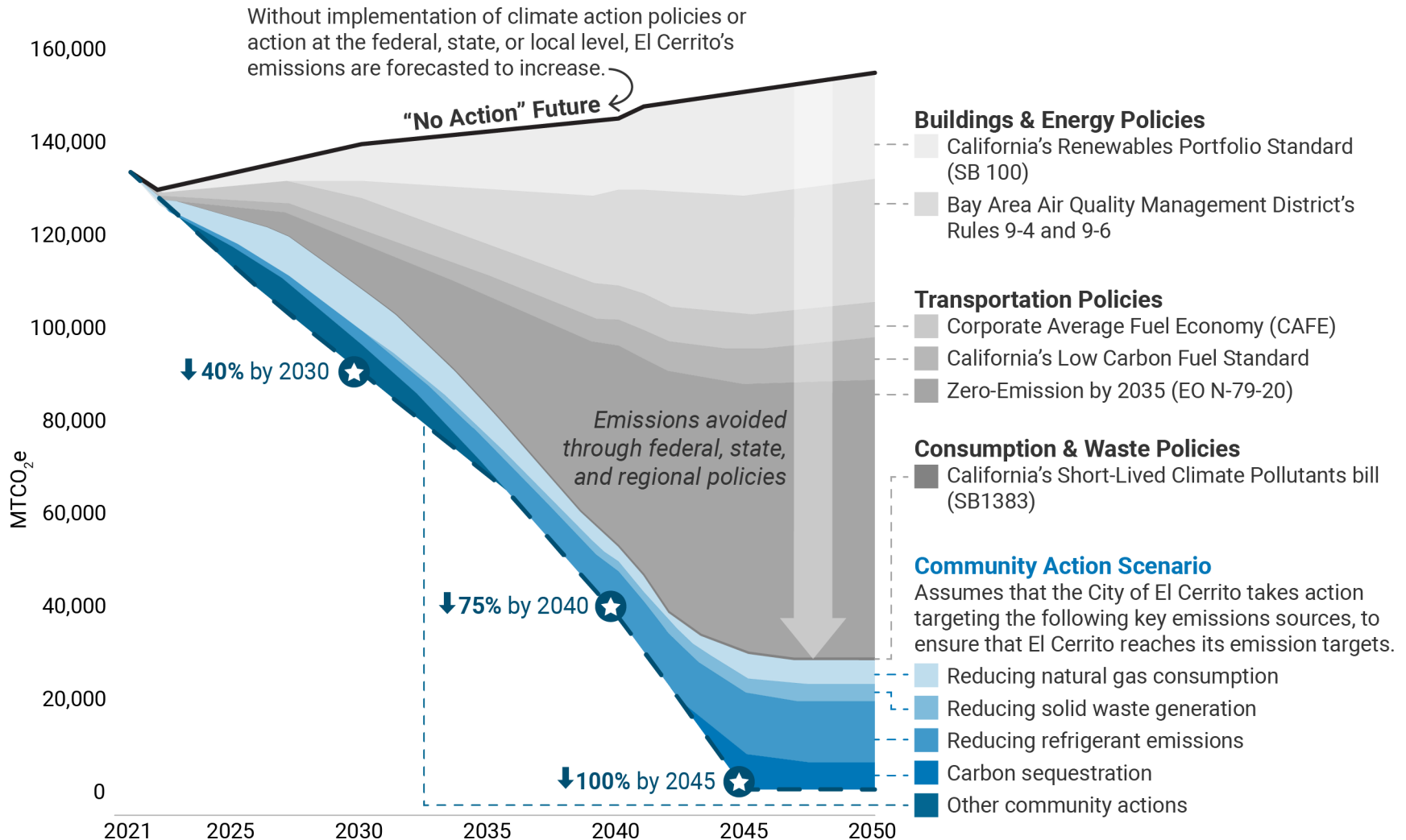
To identify emissions reduction measures to meet these newly adopted targets, the City completed an emissions forecast, projecting El Cerrito's emissions through 2050. This analysis projects El Cerrito's future emissions under a "no action" or "**business-as-usual**" (BAU) path, which assumes no implementation of climate policies or actions at the national, state, or local level. Under this "no action" path, El Cerrito's emissions are forecasted to increase 17% by 2050 compared to the City's 2005 baseline. This forecast also models an "**adjusted business-as-usual**" (ABAU) scenario, accounting for likely emissions reductions from key federal, state, and regional climate policies.⁵ Under this ABAU scenario, the city's emissions are projected to decrease 79% by 2050. Lastly, this forecast models a "**community action**" scenario, which identifies local action needed to reduce key emission sources expected to remain after the modeled ABAU scenario, primarily relating to emissions generated from natural gas, solid waste, and refrigerants.



⁵ See *Appendix C: Wedge Analysis* for more information regarding policies included in this analysis.



The “wedge” figure below illustrates El Cerrito’s **“business-as-usual,” “adjusted business-as-usual,”** and **“community action”** scenarios. Each wedge shown in this figure represents emissions reductions expected to occur from climate policies or actions, guiding the City’s trajectory toward achieving a **40% reduction in emissions by 2030** and reaching **carbon neutrality by 2045**.





The federal, state, and regional policies modeled under the “adjusted business-as-usual” scenario are described below.

Policy	Overview
SB100 (California Renewables Portfolio Standard)	The state’s Renewable Portfolio Standard establishes the target that 100% of electricity in California will be zero-carbon by 2045.
BAAQMD Rules 9-4 and 9-6	The Bay Area Air Quality Management District’s (BAAQMD) Rules 9-4 and 9-6 require that natural gas water heaters and furnaces, when replaced, are switched to zero-NOx alternatives like heat pumps beginning in 2027.
Federal Fuel Economy standards (CAFE)	Corporate Average Fuel Economy (CAFE) standards require increases in average fuel economy levels for manufacturers.
Low Carbon Fuel Standard	California’s Low Carbon Fuel Standard requires reducing the carbon intensity of transportation fuels 10% by 2020 and 20% by 2030 through low-carbon and renewable alternatives.
EO N-79-20 (Zero-Emission by 2035)	Zero-Emission by 2035 (EO N-79-20) sets goals for the percentage of new vehicle purchases that are zero-emission by certain target years.
SB1383 (Short-Lived Climate Pollutants)	California’s Short-Lived Climate Pollutant bill aims to divert 50% of organic waste from landfills below 2014 levels by 2020 and 75% by 2025.





Federal, state, and regional policies are expected to significantly reduce the city's emissions, but to reach **carbon neutrality by 2045**, the City and community will need to participate in local action aimed at reducing the remaining emissions.

The El Cerrito community can work together to close the projected future emissions gap—the remaining emissions in 2045 that will not be addressed through current federal, state, and regional policies modeled in this analysis.

For more ideas about what you can do to reduce El Cerrito's emissions, see the Climate Pledge and the [Cleaner Contra Costa Challenge](#).



⁶ [Solid Waste Curbside Program](#)

Expected 2045 Emission Source	What Can You Do?
Natural gas	• Complete electrification retrofits to transition away from building natural gas usage. • Make energy efficiency upgrades to existing natural gas equipment to reduce the quantity of fuel used.
Transportation	• Combine trips, walk, bike, and take public transit to drive less. • Consider purchasing an electric bike or electric vehicle.
Refrigerants	• Perform regular maintenance on refrigeration and air conditioning equipment to prevent refrigerant leaks. • Switch to environmentally friendly refrigerants in equipment.
Solid waste	• Be conscious about purchases; buy secondhand, repair, or borrow. • Properly dispose of all waste, including recycling and composting waste, to reduce emissions generated as waste decomposes in landfills.⁶

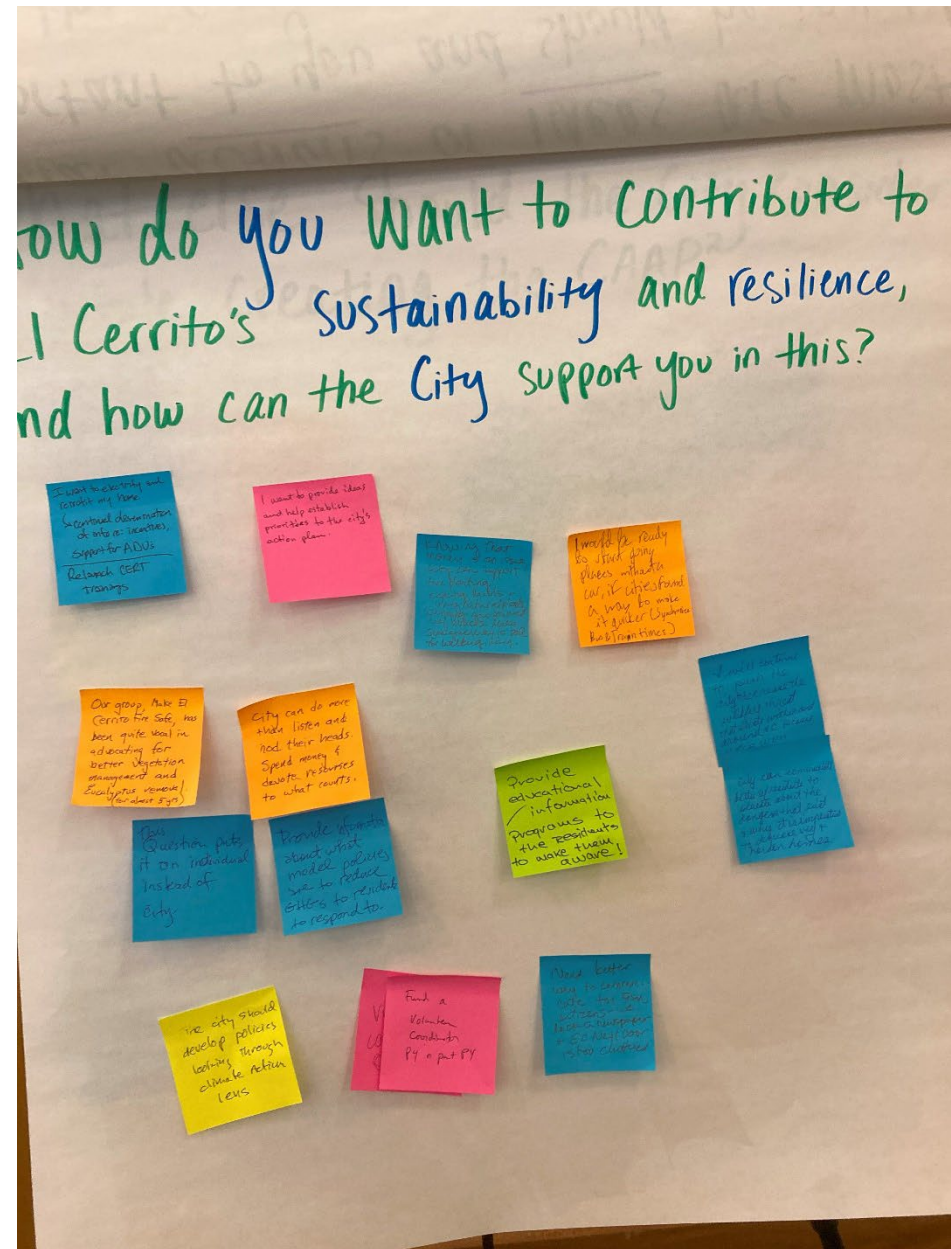


CAAP Development

The City developed this CAAP based on findings from several foundational processes and assessments: **community engagement**, a **climate vulnerability assessment**, and **greenhouse gas analyses**. These steps set the City up to develop **strategies and actions** that are impactful, relevant, and reflective of community priorities.

Community Engagement

The El Cerrito community was foundational to this plan's development and will be essential for effective implementation. Ideas, opinions, and priorities voiced by the community helped to **establish the vision** for this plan and **develop and finalize the list of strategies and actions**.





What We Did

Throughout the CAAP development process, the City worked to engage the El Cerrito community through a variety of touchpoints during **three phases**:

1. Goal & Action Development: Share background context, brainstorm actions, learn about challenges and opportunities related to climate action.
2. Collaborative Planning: Review and refine strategies and actions.
3. Refinement & Implementation: Review draft CAAP and plan for implementation.

Phase 1: Goal & Action Development	Stakeholder Advisory Group & Environmental Quality Committee meetings Public workshop at City Hall
Phase 2: Collaborative Planning	Stakeholder Advisory Group & Environmental Quality Committee meetings Public workshop on Zoom
Phase 3: Refinement & Implementation	Stakeholder Advisory Group & Environmental Quality Committee meetings Online feedback session

Throughout the process:

City webpage E-newsletter Social media Survey
English, Spanish, and Chinese fact sheets City newsletter
Attendance at local meetings In-person outreach

By the Numbers

- **3** Stakeholder Advisory Group meetings with **14** participants representing the Environmental Quality Committee, Urban Forest Committee, Park and Recreation Commission, Planning Commission, El Cerrito Trail Trekkers, El Cerrito Richmond Annex Walk & Roll, Make El Cerrito Fire Safe, and Fridays for Future
- **3** Environmental Quality Committee meetings with **11** Committee participants and **11** members of the public
- **2** community workshops with **~40** total attendees
- **1** survey with **108** responses
- **3** tabling events: Earth Day, Bike to Work Day, and the 4th of July worldOne Festival
- **376** comments on the online CAAP draft





What We Heard

Community members and residents shared their vision of a sustainable and resilient El Cerrito through the engagement events and channels described above. These quotes represent **key themes and priorities** that community members and residents shared during the CAAP development process via the online survey and first community workshop.



Buildings & Energy

- “All-electric affordable housing for all”
- “Promotion and support for residential rooftop solar with battery back-up”
- “Local resilient electric micro grid”
- “Comfortable, safe, energy efficient homes”



Transportation

- “A more walkable community with greater use of public transportation”
- “A safely and easily bikeable and walkable El Cerrito, including protected bike lanes, well-lit intersections, and bike share”
- “Electric buses!”
- “Dense, transit-oriented development and a robust public transit and protected bike-lane system”
- “Strong transit presence with BART and AC Transit”
- “Public and abundant EV charging stations”



Consumption & Waste

- “A shift in focus from 'recycle' to reduce, reuse, and repurpose”
- “Increased composting and decreased stuff into landfills”
- “Thriving local businesses”



Water & Natural Systems

- “More drought resistant gardens”
- “Native oaks and plants”
- “More fire-resistant trees and fire prevention measures”



Community Resilience & Empowerment

- “Support for low income and unhoused residents for extreme heat events”
- “Access to air purifiers and masks for all residents”
- “Housing and food security for all”



Municipal & Policy

- “Electric vehicles for all City fleet vehicles”
- “Working with communities around us”
- “A role model for other communities”



Who We Heard From

Through CAAP engagement, the City aimed to gather perspectives and feedback that are representative of the diverse communities of El Cerrito. To meet this goal, the City translated the CAAP informational flyer and the CAAP Executive Summary into Spanish and Chinese, conducted in-person tabling outreach, held community workshops at different times and venues to accommodate different schedules and preferences, and boosted social media posts about opportunities to engage. The City also used a unique and innovative online tool, Konveio, to gather public input in a way that spurred dialogue and interaction among community members.

The City did not collect demographic information at all engagement touchpoints and events, but the online survey included optional demographic questions. Of those who answered the demographic questions, 71% of survey respondents identified as White or Caucasian, 9.6% identified as Asian, and 4.1% identified as Hispanic/Latino. About a third (35%) of survey respondents were 65 and older, and nearly 63% have an advanced degree. Note that survey respondents do not represent all community members engaged during the CAAP development process; however, this data indicates that older, more educated, and White residents were more likely to participate and provide input through the online survey than the El Cerrito population as whole. See *Appendix I: Survey Respondent Demographics* for demographic comparisons between survey respondents and the El Cerrito population.

To better engage with harder to reach populations in the future, the City will:

- Expand into new communication channels to advertise events and feedback opportunities.
- Connect with community organizations and leverage networks of people involved in City committees and groups.
- Continue to organize in-person workshops and tabling events to encourage intergenerational equity and provide people with different channels for feedback.
- Leverage connections with ongoing or parallel planning efforts, such as the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan.

For more information about plan implementation and future engagement efforts, see the *Ongoing Community Engagement* section.





Strategy and Action Development

Step 1. Develop Actions: Based on the GHG analyses, vulnerability assessment, and community engagement, the City developed a list of climate strategies and actions to guide this CAAP. About 75% of actions include suggestions or ideas voiced by community members during Phase 1. The action list aims to achieve the broader vision of El Cerrito as a walkable, bikeable, safe, vibrant, equitable, tree-filled, transit-oriented, and resource-conscious community.

Step 2. Vet and Revise Actions: Once drafted, three stakeholder groups reviewed actions and recommended revisions and additions (Stakeholder Advisory Group, Environmental Quality Committee, and public workshop participants).

Step 3. Prioritize Actions: The City then conducted a multi-criteria analysis to help prioritize actions for implementation; actions that ranked higher across criteria are generally planned for earlier implementation. The City decided on criteria and weights with input from the community, then assigned a score for each action and criterion.

Multi-criteria analysis criteria and weights.

Icon	Criteria	Weight
	Impact	35%
	Affordability	20%
	Equity	20%
	Visibility, Leadership, and Alignment	15%
	Co-benefits	10%





Strategies and Actions

This list of strategies and actions aims to advance El Cerrito's vision of a sustainable and resilient community and achieve the City's goal of reaching **carbon neutrality** by 2045.

	Focus Area	Vision	Strategies
	Buildings & Energy	Electric. Affordable. Resilient. Comfortable	• Use less energy. • Use cleaner energy sources. • Build more sustainably.
	Transportation	Safe. Walkable. Bikeable. Transit-oriented. Electric.	• Drive less. • Drive cleaner vehicles.
	Consumption & Waste	Local. Resource-conscious. Educated.	• Reduce consumption and waste generation and increase waste diversion.
	Water & Natural Systems	Drought-tolerant. Fire-safe. Resilient. Adaptable.	• Increase and promote healthy urban tree canopy and open spaces, local biodiversity, and carbon sequestration. • Protect water quality and supply. • Implement wildfire education, prevention, and response.
	Community Resilience & Empowerment	Equitable. Safe. Healthy. Accessible. Empowered.	• Increase community resilience and capacity to respond to climate impacts. • Increase climate and environmental awareness and education.
	Municipal & Policy	Ambitious. Collaborative. Resourceful.	• Implement the CAAP while prioritizing equity. • Lead by example with sustainable City operations.



Guide to Action List

Actions are organized by **focus area** and **strategy**. Each action row contains an action ID, action short name, action description, benefit icons, and phase information. Benefit icons are included if the action received a high score (4 or 5) in the multi-criteria analysis for the given benefit.

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
EXAMPLE 1.1	Action short name. • Detailed action description.	 			

Benefit icons and definitions.

					
Impact: Action has a high potential to reduce GHG emissions, increase sequestration, or address key climate risks and improve resilience	Affordability: Action is relatively affordable for the City and/or community	Equity: Action has a high potential to benefit communities that face current and historic inequities	Visibility, Leadership, and Alignment: Action provides a visible demonstration of City leadership and aligns with or supports existing City plans and goals	Co-benefits: Action strongly achieves multiple co-benefits	Phasing: Phase 1: 2024–2027 (1–4 years) Phase 2: 2028–2032 (5–9 years) Phase 3: 2033–2045 (10+ years)



This CAAP contains 57 unique actions across 6 focus areas. The multi-criteria analysis helped the City to decide on action phasing, which serves as a high-level guide for the **timing of action implementation**.

Phase 1
2024–
2027

Build City and community capacity to effectively implement CAAP actions. Implement a strategic mix of actions that scored highly in the multi-criteria analysis, are foundational for other actions, and are simpler to implement quickly.

Phase 2
2028–
2032

Continue implementation of actions started during Phase 1. Begin implementation of more complex actions.

Phase 3
2033–
2045

Continue implementation of longer-term actions from Phase 2. Implement actions that are more complex or focused on longer-term planning.

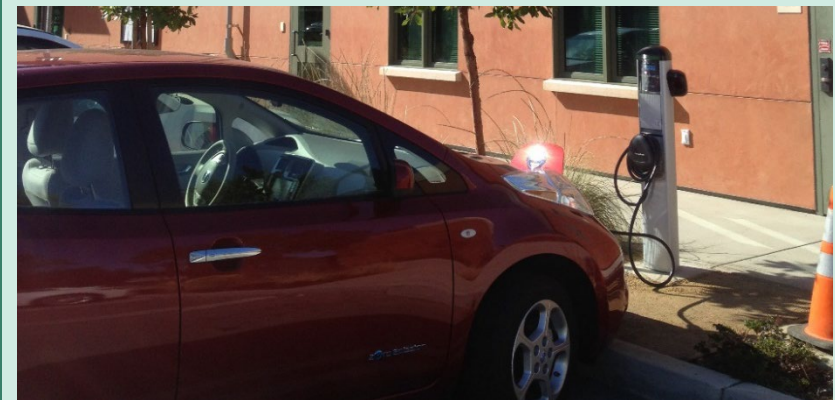
Equitable Implementation

Throughout implementation of CAAP actions, the City will identify and center equity considerations to ensure that action benefits are distributed equitably. If an action has the potential to increase costs or other burdens for vulnerable or low-income communities, the City will identify and implement effective mitigation strategies, such as providing grants and rebates to small businesses and low-income households. See the *Implementation* section and *Appendix K: Implementation Matrix* for more implementation planning considerations.

Early Implementation

In addition to developing the more comprehensive action list in the sections below, the City has identified actions for early implementation.

- The City began drafting a building electrification ordinance in early 2023, but the process has temporarily stalled due to a [federal ruling on a similar ordinance in Berkeley](#).
- In September 2023, City Council approved a resolution authorizing renewable diesel to be used for all diesel-fueled City vehicles, which will result in an estimated 65%–75% reduction in CO₂ emissions—in addition to reductions in fine particles, nitrogen oxides, hydrocarbons, carbon monoxide, and polyaromatic hydrocarbons—as compared to petroleum-based diesel.
- An analysis of initial strategies, including feedback from the community, highlighted "public EV charging" (T1.2) and "tree planting" (WNS1.2) as key opportunities for early implementation. These actions are described in more detail in the section below.





Buildings & Energy

Community vision: Electric. Affordable. Resilient. Comfortable.

Strategy 1: Use cleaner energy sources

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE1.1	MCE default - Implement a policy to default all existing El Cerrito electricity customers to MCE's Deep Green electricity service, which provides 100% renewable energy. Customers can opt out, if desired. - Advocate for efficient and effective Deep Green project investments in El Cerrito, such as community solar and battery storage projects.	 			
BE1.2	Community solar In partnership with MCE, plan for and solicit community solar projects and microgrids to support community resilience and reduce energy emissions and costs. Provide financial incentives and technical assistance to support the development of community solar projects, streamline permitting where possible, and prioritize storage systems to ensure community solar could be used during outages.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE1.3	Community building electrification In collaboration with BayREN and MCE, implement residential, multifamily, and low-income building electrification programs and associated outreach and education. • Consider developing an incentive/rebate match program. • Focus outreach and education on lower-income or more vulnerable communities (i.e., sensitive populations for whom indoor air quality issues have more damaging effects). • Facilitate community-led education and resource sharing. • Encourage and support community workshops and demonstrations (e.g., electric home show) by individuals and local organizations.				
BE1.4	Real Property Transfer Tax (RPTT) rebate update Change the Real Property Transfer Tax (RPTT) rebate so that it no longer offers subsidies for efficient gas appliances, and does not qualify any gas appliances for the rebate. Additionally, update qualifying work to include rebates for resilience upgrades (e.g., battery storage), wildfire hardening, all-electric appliances, and other climate mitigation or adaptation activities.				
BE1.5	All-electric new buildings Work with other jurisdictions to develop an ordinance, taking into account state and regional regulations and recent case-law, requiring all-electric buildings in new construction and significant remodels. Assess the potential for updates and revisions to the ordinance every 3–4 years.				
BE1.6	Outdoor natural gas ban Adopt an ordinance that phases in a citywide ban on outdoor natural gas and propane use for space heating by businesses and vendors. Explore options to provide grants for businesses.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE1.7	Gas-powered outdoor equipment ban Implement a ban on gas-powered outdoor and off-road equipment, such as leaf blowers, vehicles and equipment used in construction, landscaping, and recreation. Provide financial support for electric landscaping tools and leverage state programs.				
BE1.8	Restaurant and food truck electrification Explore opportunities to encourage and support the electrification of restaurants and food trucks, including transitioning cooking equipment to use electricity. Explore options to provide grants and incentives to businesses. Explore adding publicly available outlets and power sources in the public right-of-way for food trucks to access while parked at specific locations.				
BE1.9	Coordination with utilities Coordinate with local utilities and regional entities to support the ability of the electrical grid to handle increased electricity demand.				



Strategy 2: Use less energy

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE2.1	Energy efficiency upgrades Support communitywide energy efficiency upgrades. - Leverage existing programs and funding sources to support energy efficiency retrofits at City facilities, schools, and large commercial and multifamily buildings. - Provide or leverage existing funding/incentives to support energy efficiency and electrification upgrades at time of sale, time of replacement, and time of renovation. - Key retrofits might include improved insulation and weatherization, installation of more efficient appliances (ENERGY STAR rated or equivalent), and use of smart appliances like programmable thermostats and lighting-control devices like light timers, motion sensors, and dimming technologies.				
	Energy assessments and benchmarking Explore cost and feasibility of an ordinance and program requiring energy assessments and benchmarking in existing buildings that are not covered by the State's Building Energy Benchmarking Program. - Explore Berkeley's Building Emissions Saving Ordinance (BESO) model. - Explore requiring energy assessments at time of sale, and at more regular intervals for large buildings. - Explore requiring energy benchmarking at regular intervals for large buildings.				
BE2.2					



Strategy 3: Build more sustainably

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE3.1	Embodied carbon in building materials Reduce embodied carbon in building materials, exploring Marin County's low carbon concrete ordinance as a model. Provide incentives for sustainable building practices and materials, and facilitate information sharing and training for contractors and developers on low-carbon building materials. Advances in building materials may allow for earlier implementation of these actions.				
BE3.2	ADU and tiny house permitting Enable easier and less costly permitting and code requirements for ADUs and tiny houses. • Determine a square footage to be eligible. • Explore alternative seismic capable hold downs that aren't traditional foundation designs. • Explore "off grid" tiny houses and ADUs without all utility connections. • Explore providing guidelines for composting toilets and greywater for an ADU to avoid costly/complex sewer connections. • Explore allowing solar/battery electric service with no grid connection. • Explore allowing rainwater catchment and filtering for domestic water in ADUs and tiny houses. • Prohibit new gas connections to ADUs. • Incentivize ADU access to EV charging capabilities.	 			
BE3.3	Long-term building infrastructure electrification plan Develop a long-term plan for transitioning the existing building infrastructure in the community to use 100% renewable electricity.	 			



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
BE3.4	Refrigerants management Support El Cerrito households and businesses to be more efficient with and reduce emissions from refrigerants, including providing resources and education about alternate refrigerant options and proper disposal.				





Transportation

Community vision: Safe. Walkable. Bikeable. Transit-oriented. Electric.

Strategy 1: Drive cleaner vehicles

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T1.1	EV ordinance Implement an EV charging/readiness ordinance requiring a minimum percentage of EV chargers to be installed for new developments, major remodels, or parking expansions—including multifamily buildings—that exceeds current code requirements. Include chargers for smaller electric vehicles (e.g., electric mopeds and motorcycles).				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T1.2	Public EV charging Develop an EV Infrastructure Plan to implement expanded public EV charging in both residential and commercial areas. • Consider providing grants to fund and incentivize charging installations on commercial properties and multifamily buildings. • Work with MCE to explore implementing a City match program to provide greater incentives and rebates for charger installations. • Explore the feasibility of curbside charging. • Develop a policy for residential charging on the right-of-way. • Explore partnerships with third-party charging station providers to reduce costs. • On commercial properties, focus on supporting businesses in transitioning their fleet to EVs. • Identify optimal sites for chargers. • Consider Smart Charging technologies. • When feasible, integrate renewable energy sources, such as solar panels, with EV charging infrastructure.	 			



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T1.3	Clean vehicle education and outreach Develop and implement an educational campaign focused on clean vehicle adoption and use. • Promote existing incentives and rebates for EV purchases. • Promote EV car share programs. • Provide resources and education specifically for lower-income residents. • Partner with CBOs to develop and implement the program. • Raise awareness about the use of EVs for electrical power backup. • Encourage smaller vehicles and micro-mobility options. • Educate the community on refrigerant emissions and sustainable practices and alternatives.				



Strategy 2: Drive less

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T2.1	Active transportation Plan, design, and implement a citywide pedestrian and bikeway network that's comfortable for users of all ages and abilities. • Implement the 2016 Active Transportation Plan and update with corridor or area-specific studies to enhance the active transportation network. • Expand protected sidewalks, bikeways, and safe street crossings, especially on San Pablo Avenue, at transit stations, and around schools. • Reduce the area of public right-of-way dedicated to vehicle traffic and parking and increase the area dedicated to other modes and active uses. • Expand and enhance east-west bicycle routes. • Explore parking restrictions, repealing any parking minimums for development (if applicable), or other strategies for reducing parking demand. • Establish temporary and permanent car-free zones. • Work toward the goal of residents being able to meet all needs via safe and efficient walking or biking.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T2.2	Bike access, parking, and charging As part of Action T2.1, encourage use of and access to bikes and improve bike parking and charging. - Assess current citywide bicycle parking and e-bike charging and plan for expansion of secure parking and charging stations protected from the elements, prioritizing BART stations, other transit hubs, schools, City facilities, and commercial areas. - Create a citywide public bicycle parking program to plan, fund, and install bicycle parking facilities at key destinations. - Add bicycle parking (if needed) and e-bike charging at key City buildings. - Encourage and promote e-bike incentive or rebate programs, prioritizing lower-income residents.				
T2.3	Shared-use micromobility program Pilot a shared-use micromobility program with bicycles, e-bikes, and e-scooters, to support Actions T2.1 and T2.2. - Provide outreach and education about the program. - Subsidize costs for lower-income residents. - Forge partnerships with regional agencies and/or local cities to expand shared micromobility to El Cerrito and other West Contra Costa cities. - Explore potential partnerships with third party e-bike and e-scooter companies and programs. - Locate programs by BART stations and other transit stops to enhance mobility hubs.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
T2.4	Transit-oriented development Support and plan for transit-oriented development. • Maximize the potential of transit/mobility hubs (especially BART) by increasing density of housing, services, and commerce in those areas. • Build off the work of the San Pablo Avenue Specific Plan and explore options to amend the zoning code to require higher density development in strategic locations. • Explore feasibility of supporting more commercial uses in residential areas to create more walkable neighborhoods.				
T2.5	Public transit improvements Work with public transit agencies to improve access to key destinations and make transit a competitive travel choice. • Evaluate the performance of existing routes and consider transit priority features, such as bus lanes and transit signal priority, to reduce travel time and improve reliability. • Explore demand for new routes (e.g., San Pablo Avenue Bus Rapid Transit). • Expand and promote subsidized or discounted transit passes or programs. • Support regional transit fare and schedule coordination efforts. • Improve public transportation options in hillside neighborhoods. • Encourage families to use school bus routes.				



Consumption & Waste

Community vision: Local. Resource-conscious. Educated.

Strategy: Reduce consumption and waste generation and increase waste diversion

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CW1.1	Recycling and composting education and resources • Explore opportunities for expanding existing recycling and compost education programs. • Increase outreach efforts to provide educational materials and technical assistance to businesses, building owners, and community members about recycling and composting. • Partner with CBOs and schools to promote education and outreach.				
CW1.2	Reuse and waste reduction programs and local businesses Support community reuse and waste reduction programs and local businesses through funding, financial incentives, education, and outreach. Examples of programs may include local "Buy Nothing" groups, tool lending libraries, food banks, fix-it/repair clinics and workshops, and food rescue and recovery programs and partnerships. Promote local businesses and, when feasible, conduct City operations through local businesses and suppliers.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CW1.3	Climate-friendly food Reduce emissions and negative environmental impacts from food. • Develop and implement a personal food education campaign, promoting understanding of food emissions and encouraging low-carbon food choices. • Expand vegetarian options at City events. • Explore the Coolfood Pledge and C40 Good Food Cities Declaration for ideas on more climate-friendly food. • Explore the feasibility of developing a GHG labeling program for food on restaurant menus. • Explore the feasibility of supporting more farmers' markets. • Encourage home vegetable and fruit gardening. • Develop and implement a food waste education campaign.				
CW1.4	Recycling Center Continue to expand offerings at the El Cerrito Recycling + Environmental Resource Center, as recycling markets allow.				
CW1.5	Plastics reduction Building on the City's Foodware Ordinance , explore opportunities to further reduce the consumption of plastics and other fossil fuel derived products. This could include encouraging stores to sell products and food in bulk to customers to reduce packaging waste, providing financial or technical support to businesses in the transition away from plastics, and educating community members about reducing consumption of plastics.				



Water & Natural Systems

Community vision: Drought-tolerant. Fire-safe. Resilient. Adaptable.

Strategy 1: Increase and promote healthy urban tree canopy and open spaces, local biodiversity, and carbon sequestration

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
WNS1.1	Hillside Natural Area maintenance and carbon sequestration Integrate measures into the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan (under development) that optimize carbon sequestration, promote a healthy ecosystem, and promote wildfire resilience. • Perform proper thinning. • Encourage native trees (e.g., oak). • Employ methods and tools (e.g., TreeKeeper) to track carbon sequestration in the urban landscape. • Explore opportunities to improve tree diversity. • Seek grants and other funding to support Hillside Natural Area maintenance.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
WNS1.2	Tree planting Develop and implement an urban tree planting program to expand the urban forest. • Partner with CBOs, schools, and the Urban Forest Committee for outreach, education, volunteer recruitment, and decision-making on tree planting locations. • Prioritize areas that experience extreme heat or urban heat island effect, have existing environmental or health disparities, are frequently used by the community (churches, schools, playgrounds, etc.), are in lower-income neighborhoods, or have lower existing canopy cover. • Explore partnering with and using resources from the Green Pocket Forests initiative to develop and implement programs to plant Miyawaki forests⁷ at schools and City properties, if pilot studies determine they are cost-effective. • Prioritize drought tolerant and native tree species selections, where possible, to reduce water consumption for irrigation. • Prioritize diversity in tree species and tree age. Select tree species with climate changes and impacts in mind. • Pair this action with Action WNS1.3, tree maintenance, to ensure trees remain healthy. • Set a target for tree canopy increase as appropriate using available data.				

⁷ The Miyawaki method involves ultra-dense tree planting of native saplings, with the goals of trees growing quickly, storing more carbon, requiring less water, and providing other ecological benefits ([Green Pocket Forests](#)) .



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
WNS1.3	Tree maintenance Develop and implement an urban tree canopy maintenance program that provides sufficient irrigation and consistent and quality maintenance for urban trees to mitigate the impacts of heat stress and high fluctuations in precipitation from year-to-year.				
WNS1.4	Native plants and biodiversity Support planting and maintaining native plants, where possible, to enhance biodiversity and improve fire and drought resilience. • Develop and continually update a preferred planting list for plant species that are less sensitive to drought, disease, fire, and pests. • Develop a program (or leverage existing programs) to encourage conversion of lawns to drought-tolerant native plant gardens.				

Strategy 2: Protect water quality and supply

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
WNS2.1	Community water conservation Promote water conservation through the following actions: • Provide public education and outreach and workshops on water conservation practices and benefits (indoor water use and landscaping and gardening). • Provide incentives for native and drought-tolerant residential and commercial landscaping and removal of grass turf and lawns. • Enable easier permitting of greywater, non-potable water re-use, and composting toilet installations. • Promote communitywide water collection and storage and greywater systems by providing education and financial support to residents and businesses.				



WNS2.2

Stormwater infrastructure and pervious surfaces

Improve stormwater infrastructure and increase area of pervious surfaces.

- Identify and promote opportunities to create green stormwater infrastructure, building on the City's Green Infrastructure Plan, to install permeable pavement, bioswales, rain gardens, vegetated roofs, retention ponds, and other green infrastructure.
- Identify and promote opportunities to remove unnecessary pavement and impervious surfaces.
- Provide education and incentives for residents to install green infrastructure and/or to reduce impervious surfaces on private property.
- Update the city's stormwater infrastructure to reflect projected increase in intensity of rainstorms and address deficiencies in condition and capacity, implementing the recommendations of the Storm Drain Master Plan (in progress).



Strategy 3: Implement wildfire education, prevention, and response

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
WNS3.1	Outdoor fire and wood-burning ban Consider temporary bans on outdoor fires (including barbeques) and wood-burning fireplaces and stoves during high wildfire risk conditions, low air quality events, or on days meeting other specific criteria.				



WNS3.2

Wildfire prevention

Continue to improve wildfire prevention.

- Perform education and outreach on maintaining defensible space around structures to slow or halt the progress of fire.
- Manage vegetation to reduce wildfire risk on City and private property, including in the Wildland Urban Interface/Intermix (WUI). Focus on removing species that pose the greatest risk for wildfires.
- Facilitate community-led education and resource sharing. Encourage and support community workshops and demonstrations (e.g., wildfire prevention tactics in personal yards) by individuals and local organizations.





Community Resilience & Empowerment

Community vision: Equitable. Safe. Healthy. Accessible. Empowered.

Strategy 1: Increase community resilience and capacity to respond to climate impacts

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CRE1.1	Climate resilience hubs Create climate resilience hubs and conduct outreach to educate and inform the community about the hubs. Hubs will provide shelter from extreme heat, wildfire smoke, and other climate emergencies. • Locate hubs in accessible community facilities, such as City buildings, community centers, and libraries. • Explore opportunities with BayREN's Bay Area Resilient Libraries Network Initiative. • Promote climate action and adaptation resources and education efforts at hubs.				
CRE1.2	Community gardens Seek financial and technical support for the El Cerrito Community Garden Network, CBOs, and schools to expand and add community gardens throughout the city. Support the development of community gardens at community buildings, churches, and multi-family properties. Explore opportunities to implement green roofs and living walls.				
CRE1.3	Urban Greening Plan Implement the Urban Greening Plan to enhance public places and open spaces throughout the city. Open and green spaces provide cooling from heat and are linked to mental health and quality of life benefits.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CRE1.4	Equitable climate preparedness Develop and implement a program (or partner with existing programs) to provide climate preparedness resources to community members and ensure that resources are allocated equitably. • Focus implementation on populations and areas that are most vulnerable to climate impacts. • Provide free or discounted air filter box fans or filter fan kits. • Include education and resources for wildfire risk and prevention and extreme heat and wildfire smoke events. • Expand and enhance Community Emergency Response Team (CERT) trainings that teach community members important skills needed to respond to a community emergency or disaster.				
CRE1.5	Adaptation and resilience education and incentives Provide education and financial incentives and rebates for adaptation and resilience retrofits, upgrades, and projects on commercial and residential properties (e.g., installing green roofs, ceiling fans, heat pumps, and permeable pavement; reducing paved areas to address runoff and heat; planting drought-tolerant trees and plants).				
CRE1.6	Housing and food security Invest in and promote programs that expand affordable housing and food security, including emergency housing and food programs for climate emergencies such as extreme heat events, flooding, and poor air quality days from wildfire smoke. Invest in and promote local farmers' markets.				



Strategy 2: Increase climate and environmental awareness and education

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CRE2.1	Public education on climate risks and resources Collaborate with education-focused community-based organizations and schools to develop and implement climate and environmental education programs and resources. Initiatives could include: • Curriculum development focused on climate mitigation and adaptation, climate challenges or pledges, and school garden planning and development. • Educational videos, events, and workshops about climate mitigation and adaptation, with a focus on saving money and taking climate action at home. • Education and outreach to communities that have historically been excluded from government processes to provide avenues for their voices in decision-making processes. • Partner with schools and the Contra Costa County Library to augment climate education initiatives.				
CRE2.2	Climate dashboard Develop a public-facing dashboard for key climate/sustainability metrics as part of the City's website. Include an outreach campaign to gain community buy-in and implementation support.				



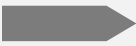
Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
CRE2.3	Personal climate action Promote and implement programs to empower residents to take climate action. • Implement the Cool Block Program. • Promote the Cleaner Contra Costa Challenge or adapt the program for El Cerrito. • Promote personal carbon footprint calculators. • Catalog and promote existing incentives and rebates, especially for lower-income residents. • Integrate these programs and tools into the City's climate dashboard (Action CRE 2.2).				



Municipal & Policy

Community vision: Ambitious. Collaborative. Resourceful.

Strategy 1: Implement the CAAP while prioritizing equity

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP1.1	Interdepartmental task force Create an interdepartmental task force of City staff to regularly meet and collaborate on the integration of climate action into routine business practice and all areas of the City.				
MP1.2	City staff capacity Increase City staff capacity for climate work. - Pursue funding for positions, including but not limited to college internships to full-time positions that focus on environmental and climate programs, which could include volunteer coordination. - Integrate CAAP action implementation into City Staff workplans				
MP1.3	Regional coordination Strengthen and expand regional alignment in climate planning and access more funding. - Coordinate with Richmond and the County to access more funding. - Research, leverage, and partner with regional/county programs, resources, and incentives. - Consider joining BayCAN or other regional climate action and adaptation groups.	 			



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP1.4	CAAP funding - Research options and opportunities to develop a dedicated local funding stream for climate action and adaptation efforts that could fund staff and projects to meet the goals of the CAAP. - Research federal, state, and regional funding opportunities, including the Inflation Reduction Act (IRA). - Explore possibilities for new funding sources, such as a utility users' tax for climate and a parcel tax. - Ensure that the cost burden for each climate solution falls on those who can afford it.				

Strategy 2: Lead by example with sustainable City operations

Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP2.1	City building electrification Transition City building and facilities to electric systems, including the El Cerrito Swim Center swimming pool heating. - Identify and prioritize buildings and facilities that a) currently consume large amounts of natural gas or other fossil fuel-based energy sources, and b) are candidates for relatively simple or quick electrification upgrades and retrofits. - Implement this action in conjunction with Action MP2.2 to install solar systems and address energy storage.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP2.2	On-site solar and energy storage at City facilities Continue installing and upgrading on-site solar photovoltaic systems with energy storage at City facilities, using resources from BayREN and other regional energy networks and partners. Identify and prioritize buildings and facilities that a) may need backup energy during outages, and b) provide essential City services during extreme weather events.				
MP2.3	EV charging at City facilities Install EV charging stations at City facilities for City and public use. • For City use, prioritize sites where fleet vehicles can charge overnight (e.g., Public Safety Building, Corp. Yard, etc.) • For public use, prioritize facilities and sites that are most accessible or most frequently visited by the community, such as the Community Center, City Hall, and the Library.				
MP2.4	City fleet electrification Transition City fleet vehicles to electric, in conjunction with Action MP2.3. • Inventory existing fleet vehicles. • Develop a fleet transition plan; prioritize vehicle types with highest annual VMT and lowest fuel efficiency. • Research electric options for heavy-duty vehicles and off-road equipment				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP2.5	City staff commute reduction Reduce City staff commuting emissions. • Explore opportunities for continued expansion of telework policy and promote flexible schedule options. • Provide and promote incentives for using active transportation, rideshares, or public transit. • Provide workplace EV charging. • Create municipal bicycle and e-bike fleet for employee trips. • Catalog and reduce business air travel.				
MP2.6	Environmentally Preferable Purchasing Policy update Update the City's Environmentally Preferable Purchasing Policy to include the following elements: • Add "climate" to the title and incorporate GHG reduction considerations into all purchasing policies. • Prohibit purchase of gas appliances for City facilities (including the replacement of existing gas appliances) unless the City determines that the non-gas option is financially infeasible. • Adopt a fleet vehicle policy that transitions as quickly as feasible to an all-electric fleet. Include exceptions for vehicle classes for which there are no available options at a feasible life-cycle price. When all-electric is not feasible, require purchase of a more fuel-efficient vehicle than the vehicle being replaced. Factor in life-cycle fuel and maintenance costs to the cost analysis of electric versus fossil fuel vehicles at the time of purchase. • Develop guidelines for purchase of low-carbon concrete and other building materials with high embodied carbon. • Develop guidelines to limit purchases of plastics and other fossil fuel derived products.				



Action ID	Action Description	Benefits	Phase 1	Phase 2	Phase 3
MP2.7	Refrigerants management in City operations Reduce emissions from refrigerants. • Prioritize low carbon refrigerants and proper disposal in City operations. • Replace outdated refrigerants with alternate refrigerants with lower global warming potentials in City operations.				
MP2.8	City water conservation Promote water conservation through the following actions: • Construct water collection and storage systems on City properties, where feasible, to expand back-up water supplies for landscaping. • Retrofit City plumbing systems to separate greywater and allow for on-site water reuse and non-potable plumbing (e.g., use greywater for flushing toilets). • Conduct water audits at City facilities every 2-3 years.				



Sequestration and Carbon Offsets

As the wedge analysis shows, carbon sequestration may be a key strategy for the City to reach its goals, after the other strategies in this CAAP have been explored and/or implemented. Potential carbon sequestration actions identified in the CAAP include optimizing carbon sequestration in the Hillside Natural Area, planting and maintaining trees, planting and maintaining native plants, and supporting community gardens (WNS1.1–1.4, CRE1.2).

If the City ultimately intends to close any remaining emissions gaps and reach carbon neutrality by using carbon offsets, the City will need to determine the maximum allowable amount of carbon offsets⁸ and appropriate validation standards for offsets. In exploring carbon offsets, and prior to securing any carbon offset credits, City staff will consult with the Environmental Quality Committee on these questions and seek City Council approval to ensure any such action both meets the goals of the CAAP and is a fiscally responsible use of the City's resources.

⁸ Carbon offsets are part of carbon trading systems that allow an entity to invest in GHG emissions reduction projects elsewhere to compensate for—or offset—the entity's GHG emissions.



Implementation



Achieving the goals outlined in this plan will require **combined efforts from the City and El Cerrito's residents, businesses, and visitors**. This CAAP aims to serve as a roadmap toward achieving these goals, including reaching aggressive emissions reduction targets, improving El Cerrito's resilience to climate change impacts, and guiding collaboration between the City and El Cerrito's community. This section, along with *Appendix K: Implementation Matrix*, outlines key elements designed to support the effective and equitable implementation of the CAAP.

Monitoring & Continuous Improvement

El Cerrito has laid a strong foundation for achieving its climate action goals, but monitoring progress will be critical to ensuring that the City remains on track to meeting its targets.

City staff will lead implementation of the CAAP with oversight from the El Cerrito City Council. To effectively monitor and report on progress, the City will:

- Prepare detailed implementation reports for the City Council and Environmental Quality Committee on implementation challenges, successes, and overall progress toward GHG reduction goals at least every 5 years.
- Complete GHG inventory updates no less than every 10 years and report on results compared to the 2005 baseline and previous inventory years.
- Regularly update the City's climate dashboard (CRE2.2) to keep the community informed about CAAP progress and invite participation in CAAP actions.
- Evaluate the need for CAAP updates after "phase 2" (~2033), including evaluating the relevance and effectiveness of current targets, strategies, and actions.
 - During phase 1 and phase 2, as the City provides progress reports to the City Council and Environmental Quality Committee, the City should add or strengthen actions as needed to stay on track to meet GHG reduction targets.



Ongoing Community Engagement

This Climate Action and Adaptation Plan was developed for and with El Cerrito's community to ensure that the CAAP reflects the community's needs and priorities. The City will work with the community to answer the following **guiding questions**, intended to ensure that implementation decisions will serve and benefit vulnerable and historically and currently marginalized communities.

- **Equity.** Does the action advance racial or social equity and reduce the burden on marginalized groups by reducing negative impacts and increasing benefits for these communities? What are the accountability mechanisms to ensure the intended benefits of this action? If this action produces disproportionate burdens or costs to these communities, how can the City mitigate these impacts?
- **Accessibility.** Are resources and materials provided in languages, formats, and communication channels for the community to understand and engage with, including for older community members or those who speak a language other than English?

- **Partnership.** Does the action align with and advance the work of equity-focused community-based organizations? Does the action align with the goals and priorities of El Cerrito's residents and businesses, particularly the priorities of vulnerable or marginalized communities?
- **Community benefits.** Does the action realize other important co-benefits for the City or community, such as improving air quality, public health, or community mobility, and does the action maintain long-term fiscal sustainability for the City?
- **Synergies.** Can the action leverage connections with ongoing or parallel planning efforts, committees, or community organizations?

In addition to prioritizing equitable implementation of CAAP strategies and actions, the City will also prioritize community input. Implementation of the CAAP will continue to rely on engagement with the community, whose active participation will be necessary to help El Cerrito reach its climate goals both equitably and effectively.

Community's Role

The success of this Climate Action and Adaptation Plan requires community support and investment; every resident and visitor in El Cerrito has a role to play.

Small Actions for a Big Impact*

Action	MTCO ₂ e avoided when action is taken by...		Total consumption-based emissions avoided annually
	<i>My household</i>	<i>Everyone in El Cerrito</i>	
 Replace travel 2x per week with an electric vehicle (EV)	2.4 MTCO ₂ e	27,814 MTCO ₂ e	6%
 Replace travel 2x per week with walking, biking, or public transit	2.4 MTCO ₂ e	27,814 MTCO ₂ e	6%
 Take 1 less cross-country plane trip per year	2.6 MTCO ₂ e	12,053 MTCO ₂ e	3%
 Take 1 less international plane trip per year	5.6 MTCO ₂ e	25,959 MTCO ₂ e	5%
 Replace a home natural gas furnace with a heat pump	0.5 MTCO ₂ e	5,794 MTCO ₂ e	1%
 Replace a home hot water heater with a heat pump water heater	0.7 MTCO ₂ e	8,112 MTCO ₂ e	2%
 Buy no new furniture or appliances for a year	2.6 MTCO ₂ e	30,131 MTCO ₂ e	6%
 Skip meat 1 day per week	0.3 MTCO ₂ e	3,467 MTCO ₂ e	1%
 Skip meat and dairy 3 days per week	1.3 MTCO ₂ e	14,859 MTCO ₂ e	3%

*For details about data sources and assumptions, see *Appendix J: Data Sources and Assumptions for Emissions Estimates*.



CLIMATE PLEDGE

We need your help to reach our climate goals!



I, ,
pledge to help make El Cerrito more sustainable and
resilient through the following actions:

Climate Pledge Checklist

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ☐ Walk or bike to school, work, and errands ☐ Take BART or other public transportation to school, work, and errands ☐ Combine trips to drive less ☐ Consider purchasing an electric bike or vehicle ☐ Consider local travel options and reduce my plane trips; choose direct flights when I fly | <ul style="list-style-type: none"> ☐ Buy less stuff; investigate options for repair and buy used items when possible ☐ Shop locally and support local businesses ☐ Reduce single-use plastics; use reuseable grocery bags, produce bags, utensils, travel mugs, and containers for leftover food; try buying ingredients from bulk bins | <ul style="list-style-type: none"> ☐ Invest thoughtfully; research climate-friendly banks and investment options ☐ Donate to trusted organizations focused on accelerating equitable climate action and adaptation |
| <ul style="list-style-type: none"> ☐ Install an electric heat pump ☐ Replace my gas stove with an electric stove ☐ Replace other natural gas appliances with electric appliances | <ul style="list-style-type: none"> ☐ Eat more plant-rich meals; reduce my meat and dairy consumption ☐ Compost all food scraps ☐ Plan meals to reduce food waste ☐ Support my local farmers' markets and promote a local food economy; consider subscribing to a Community Supported Agriculture (CSA) box | <ul style="list-style-type: none"> ☐ Talk to the people I live with about climate action and what we can do ☐ Talk to my friends and family outside of El Cerrito about climate action and what we can do ☐ Join a community group that supports equitable climate action and adaptation ☐ Join the Cleaner Contra Costa Challenge to learn about more ways to have a positive impact |
| <ul style="list-style-type: none"> ☐ Research options for installing solar panels at my home or workplace ☐ Be mindful of energy use; install energy-saving appliances | <ul style="list-style-type: none"> ☐ Practice fire-safe landscaping at my home ☐ Plant drought-resistant native plants at my home | <ul style="list-style-type: none"> ☐ Other: _____ ☐ Other: _____ ☐ Other: _____ |



Partnerships

In addition to community involvement, many actions in this CAAP will be strengthened by partnerships. Potential partners may include:

- Neighboring cities, including Richmond, Albany, and Berkeley
- Local transit agencies, including Bay Area Rapid Transit (BART) and AC Transit
- Local utilities, including Pacific Gas & Electric (PG&E) and MCE
- Schools and school districts
- Contra Costa County Library
- Local faith-based and environmental community-based organizations (CBOs)
- [BayREN](#)
- [511 Contra Costa](#)
- [Contra Costa County Health Services](#)

Funding

The City will determine an approach for funding the strategies and actions outlined in this climate action roadmap following adoption of the plan. This approach will consider funding from various sources, including the City's existing budget, local, state, and federal grants, and other potential funding opportunities. The City will prioritize identification of funding sources as early as possible

to ensure rapid and sustainable plan implementation. Some examples of potential funding sources include the following:

Federal

- Inflation Reduction Act
- USDOT Charging and Fueling Infrastructure Grant Program
- CPRG Implementation Grants
- USFS Urban and Community Forestry Program
- FEMA Building Resilient Infrastructure and Communities

State

- Extreme Heat and Community Resilience Program
- Adaptation Planning Grant Program
- Regional Resilience Grant Program
- Community Energy Resilience Investment Program
- Carl Moyer Memorial Air Quality Standards Attainment Program

Regional

- BayREN and MCE programs

While many of the actions identified in the CAAP will require substantial funding, these efforts will bring important additional benefits to El Cerrito. Not only will these actions directly work toward mitigating El Cerrito's greenhouse gas emissions and improving the community's resilience and ability to adapt to climate change impacts, but they will also provide valuable social, economic, and environmental co-benefits for the community.

See *Appendix K: Implementation Matrix* for more implementation planning considerations and details.



Appendices

The following appendices provide supplemental information about the CAAP process and analyses.

- [Appendix A: Communitywide and Municipal GHG Emissions Inventories](#)
- [Appendix B: Consumption-Based GHG Emissions Inventory](#)
- [Appendix C: Wedge Analysis](#)
- [Appendix D: Sequestration Analysis](#)
- [Appendix E: Target Setting](#)
- [Appendix F: Climate Vulnerability Assessment](#)
- [Appendix G: Early Win Action Options and Evaluation](#)
- [Appendix H: Multi-Criteria Analysis](#)
- [Appendix I: Survey Respondent Demographics](#)
- [Appendix J: Data Sources and Assumptions for Emissions Estimates](#)
- [Appendix K: Implementation Matrix](#)

To view all appendices, visit <https://el-cerrito.org/ClimateActionPlan>.



AGENDA BILL

Agenda Item No. 9.C.

Date: July 16, 2024
To: El Cerrito City Council
From: Karen Pinkos, City Manager; Will Provost, Assistant to the City Manager; Holly M. Charl  ty, City Clerk, City Management
Subject: Call and Request Services for a November 5, 2024 Election to Submit to Voters the Reauthorization of Measure R to Maintain El Cerrito Safety and Local Services

ACTION PROPOSED

1) Adopt a resolution to call for an election to be held on Tuesday, November 5, 2024 to submit to the voters of El Cerrito a measure to reauthorize an existing Transactions and Use Tax (Measure R) to maintain El Cerrito safety and local services, to request the Contra Costa County Board of Supervisors consent to the consolidation of said measure and direct the Registrar of Voters to provide specified services to the City related to the conduct of the election, to direct the City Attorney to prepare an impartial analysis of the measure, and to establish deadlines for arguments and rebuttals; and 2) Waive further reading and introduce by title an ordinance of the City Council of the City of El Cerrito amending and restating chapter 4.62 of the El Cerrito Municipal Code to reauthorize an existing transactions and use tax to be administered by the California Department of Tax and Fee Administration.

BACKGROUND

The City's one-cent Transactions and Use Tax, more commonly referred to as "sales tax", was approved by El Cerrito voters in 2014 and is set to expire in 2027. The tax measure known as Measure R provides approximately 8% of the City's General Fund revenue and supports a wide array of critical City services, including fire protection and public safety, rapid emergency response times, after-school programs for children and teens, and maintenance of City parks, paths, and playfields. With this local funding measure expiring soon, City staff have been evaluating options, engaging with the community, and are now recommending placing a reauthorization measure on the ballot in November 2024.

The local funding measure, first approved by local voters as a 0.5% general sales tax in 2010 and most recently approved as a 1.0% general sales tax in 2014, generates revenues that have been essential to maintaining City services, including 9-1-1 emergency response, crime prevention, and fire protection, and preventing more severe cuts during the COVID-19 pandemic.

Following the pandemic and a corresponding reduction in revenues, in 2021 the City implemented an across-the-board 10% cut to all City services, programs, and staff. The locally controlled Transactions and Use Tax enabled the City to avoid deeper cuts to programs and services that community members rely upon. Moreover, thanks to these

reductions and efforts at every level of the organization, the City has built up a General Fund reserve of greater than \$16 million dollars, equivalent to more than 30% of General Fund expenditures.

Despite the City's now healthy General Fund reserves, El Cerrito's long-term financial projections are more precarious. With the impacts of historical state takeaways of local funds, rising costs to maintain basic services, and the expiration of this local funding, the City is beginning to plan for this significant loss of revenue impacting all service areas in the near future, including 9-1-1 emergency response, fire and crime prevention, parks and public facility maintenance, and programs for youth and seniors. If a reauthorization measure is not approved, City staff will need to consider all options to address the loss of revenue, including another 10% cut to all services, programs, and staff.

City staff has worked diligently to deal with various financial headwinds over the years, including making more than \$1 million in reductions to balance the budget this year and working to conduct City operations as efficiently as possible. Despite these efforts, the City's financial projections show a need for an additional \$1 million in reductions annually to ensure the City can maintain its reserves at the current levels. Additionally, to avoid the most severe cuts citywide across departments, the City needs to continue to secure local funding in the amount currently being provided by the existing transactions and use tax.

In March 2024, staff engaged Godbe Research to conduct a survey of El Cerrito residents to determine their service priorities and gauge support for a possible reauthorization measure. Public safety services such as maintaining 9-1-1 emergency response times, fire protection, and emergency medical services received a high level of support. Respondents also stated a strong desire for programs that enhance quality of life, such as maintaining City parks, paths, and playfields, after-school programs for children and teens, library programming hours, and wildfire prevention programs.

At the May 7, 2024, City Council meeting, the City Council was presented with the results of the completed Godbe Research survey (Attachment 3). The initial and final ballot tests found 74.5% and 74.8% support, respectively, for a one-cent sales tax that would continue to maintain and prevent cuts to City services, without increasing taxes.

Current Sales Tax

The current total sales tax rate of 10.25% includes the El Cerrito Transactions and Use Tax (1.0%) which is proposed for reauthorization, the City's Measure A Streets Fund (0.5%), and voter-approved sales taxes for the Contra Costa Transportation Authority (0.5%), BART (0.5%), and the Contra Costa County Measure X fund (0.5%). Other components of El Cerrito's total sales tax rate include funding for the State General Fund (3.94%), County Services (1.81%), Public Safety Proposition 172 (0.5%), and the Bradley-Burns Uniform Local Sales Tax (1.0%).

ANALYSIS

Community Feedback

Throughout the Spring, the City has sought feedback from the community by creating an online and paper feedback survey, posting information online and on the City's social media channels, and sending print and electronic newsletters to gauge public support and understand community priorities. Through the surveys conducted, the City received more than 500 responses. Overall, the City found that top community priorities include for the City to:

- Maintain fire protection and emergency medical services
- Maintain rapid 9-1-1 emergency response times
- Maintain City parks, paths and playfields
- Maintain after-school programs for children and teens
- Maintain library program hours for children, adults and families
- Maintain wildfire prevention programs
- Maintain and improve open spaces
- Maintain crime prevention and investigation resources

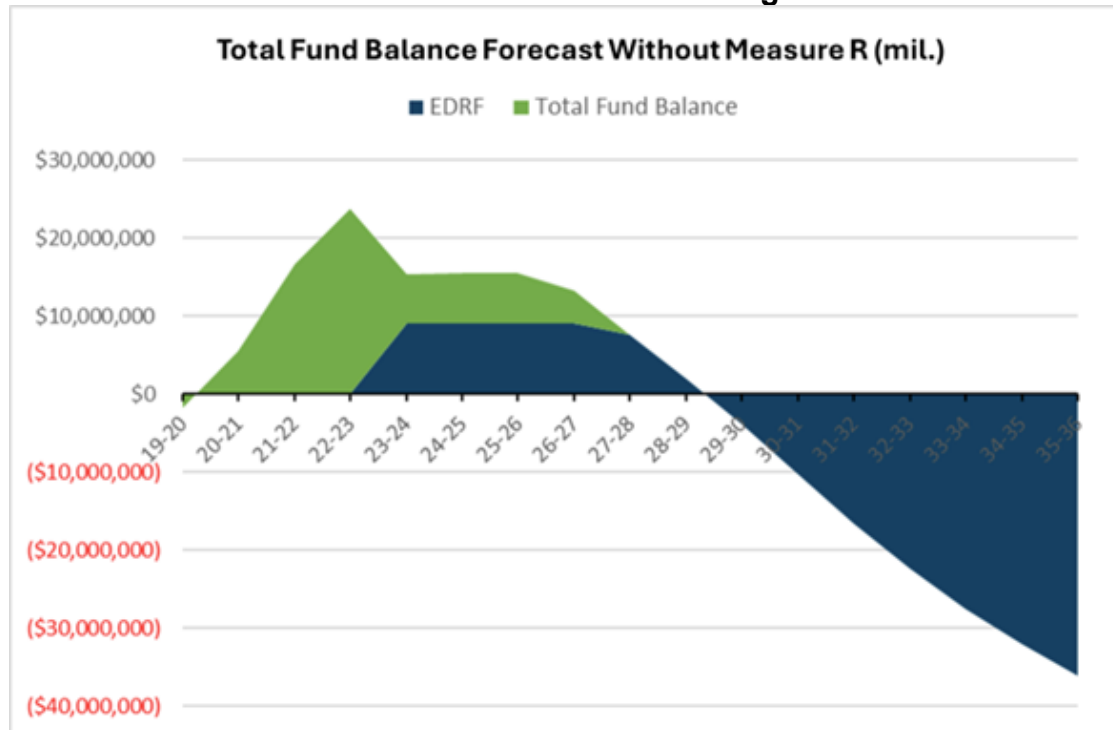
Measure Duration

Feedback received through the community engagement process also made clear residents' desire for a reliable and stable revenue source that will continue to provide funding for critical El Cerrito services well into the future. Rather than setting a term expiration on the extension, residents as a whole indicated they value this funding source and the continuity it provides and wish to retain the ability of voters to end the measure in the future. Notably, in the survey conducted by Godbe Research, the proposed measure received high levels of support with one of the highlighted features being that it would remain in effect until ended by voters.

Budget Impacts

In addition to engaging Godbe Research, City staff has been actively engaging with community members throughout the Biennial Budget Process in order to determine the approach for a potential ballot measure to maintain revenues. The projections shown at the June 4 City Council Budget Hearing (pictured below), show the current projection for General Fund reserves if the one-cent sales tax is not reauthorized by voters. As seen in the graph, if a similar reduction of nearly 10% is not made to expenditures, the City's General Fund Balance would sink below zero as soon as Fiscal Year 2028-29. In other words, the City would need to make cuts of nearly 10% Citywide to ensure that doesn't happen. These cuts would impact the services upon which our community relies, including the ability to maintain safety services such as fire protection and emergency medical services, rapid 9-1-1 emergency response times, wildfire prevention programs, and crime prevention and investigation resources. Non-public safety items including maintaining our City parks, open spaces, paths and playfields, and maintaining after-school programs for children and teens would also face significant cuts.

General Fund Reserve Forecast – Without Existing One-Cent Sales Tax



Next Steps

As shown during the Biennial Budget process, the City has enacted budget reductions and is planning for significant cuts to basic services if the locally controlled and voter approved transactions and use tax is not reauthorized. In short, if the local funding expires, the City will be required to develop plans to address the revenue shortfall, including potential 10% across-the-board cuts to all City services, programs, and staff. Based on the budget projections, impact to services, and community feedback, City staff recommends that the City Council consider placing the reauthorization measure for maintaining El Cerrito safety and local services on the November 2024 ballot.

Measure Overview

The ballot measure under consideration has the following key components:

- The Transactions and Use Tax Measure would be extended, providing local funding at the one-cent sales tax rate until ended by voters
- All funds generated by the measure would be used to maintain and prevent cuts to City services without increasing taxes
- Independent audits of revenues generated would be required
- The Measure would include continued citizen's oversight
- All revenues would be kept local

Voter approval of the Maintaining El Cerrito Safety and Local Services Measure would provide approximately \$4 million annually. Because the existing voter-approved local

funding is a general tax, it can only be considered for extension by the voters at a general municipal election at which members of the City Council are elected. With that being the case, November 2024 would be the optimal time to consider a reauthorization of the measure prior to its expiration.

If the Transactions and Use Tax were to be extended at the one-cent rate by the citizens of El Cerrito, the measure would continue to provide a protected and reliable source of revenue to maintain and prevent cuts to critical resident services and give El Cerrito local control over local funds for local needs. Staff recommends the City Council consider placing the reauthorization measure for maintaining El Cerrito safety and local services on the ballot to ask voters the following question:

CITY OF EL CERRITO	
To continue to maintain and prevent cuts to City services, without increasing taxes, such as: • fire prevention/emergency response times; • neighborhood police patrols; • wildfire prevention; • crime prevention/ investigation; • after-school programs; • library hours; • senior services; • open space, parks/ playfields; and • for general government use, shall El Cerrito's measure extending the existing voter approved 1¢ sales tax, until ended by voters be adopted, providing approximately \$4,000,000 annually, with citizens' oversight, annual audits, all funds staying local, none to Sacramento?	YES
	NO

The next established election date is November 5, 2024. To be approved, the measure must receive "yes" votes from a simple majority of the voters voting on the question at the election.

The proposed resolution sets in motion an election for the placement of the reauthorization measure. It calls an election to be held on November 5, 2024, submits the question of a reauthorization measure to maintain El Cerrito safety and local services to the voters at that election, requests that Contra Costa County conduct the election on behalf of the City, directs the City Attorney to prepare an impartial analysis of the measure, and sets deadlines for arguments and rebuttals. Measure R is codified in Chapter 4.62 of the El Cerrito Municipal Code. Additionally, Council must adopt an ordinance that would extend existing local funding at the one-cent (1.0%) sales tax rate in order to maintain and prevent cuts to the current level of services provided by the City, which would become effective only if adopted by 50 percent plus one vote of the

El Cerrito electorate. The ordinance amends and restates El Cerrito Municipal Code Chapter 4.62 to reauthorize the existing tax until ended by voters.

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 action is exempt from review under the California Environmental Quality Act (Public Resources Code § 21000 et seq. ("CEQA") and 14 Cal. Code Reg. § 15000 et seq. ("CEQA Guidelines")). Under CEQA Guidelines section 15378(b)(4), the proposed tax renewal is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have such effect, the City would undertake the required CEQA review for that particular project at the earliest feasible time prior to approval of the project, consistent with CEQA Guidelines Sections 15004 and 15352. Therefore, pursuant to CEQA Guidelines section 15060, CEQA analysis is not required.

FINANCIAL CONSIDERATIONS

If El Cerrito voters approve the reauthorization measure, the City will continue to receive approximately \$4 million per year to help maintain and prevent cuts to City services, including fire prevention and emergency response times, neighborhood police patrols, wildfire prevention, crime prevention and investigation, after-school programs, library hours, senior services, open space, parks and playfields, and other city programs.

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 will cost approximately \$52,000. Funds sufficient to cover the estimated costs are approved as part of the City Clerk's budget for Fiscal Year 2024-2025.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved all of the documentation with respect to this measure, including all public information and outreach materials as well as the attached resolution and ordinance.

Staff will continue to work with the City Attorney to ensure that all activities of the City and its employees are strictly limited to providing accurate, fair, and impartial information about the ballot measure and the election process.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Ordinance
3. Godbe Research Survey Results

RESOLUTION 2024–XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CALLING AND GIVING NOTICE OF THE HOLDING OF A MUNICIPAL ELECTION ON NOVEMBER 5, 2024; ORDERING THE SUBMISSION OF A REAUTHORIZATION MEASURE FOR MAINTAINING EL CERRITO SAFETY AND LOCAL SERVICES TO QUALIFIED VOTERS OF THE CITY AT SAID ELECTION; DIRECTING THE FILING OF AN IMPARTIAL ANALYSIS AND AUTHORIZING WRITTEN ARGUMENTS CONCERNING THE BALLOT MEASURE; 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 City's one-cent Transactions and Use Tax, approved by El Cerrito voters in 2014, is set to expire in 2027; and

WHEREAS, the existing measure provides approximately 8% of the City's General Fund revenue and supports a wide array of critical City services, including fire protection and public safety, rapid emergency response times, after-school programs for children and teens, and maintenance of City parks, paths and playfields; and

WHEREAS, since the measure was approved by El Cerrito voters in 2014, the City has continued to face financial headwinds, most recently due to the pandemic and a corresponding reduction in revenues; and

WHEREAS, the City's long-term financial projections without a local source of funding are much more precarious and with the impacts of historical state takeaways of local funds, rising costs to maintain basic services, and the expiration of this local funding, the City is starting to plan for this significant loss of revenue for all service areas in the near future; and

WHEREAS, without the stability of the existing locally controlled measure, the City will be forced to implement an across-the-board 10% cut to all City services, programs, and staff including 9-1-1 emergency response, fire and crime prevention, parks and public facility maintenance, and programs for youth and seniors; and

WHEREAS, the City wishes to avoid deeper cuts to programs and services that community members rely upon without increasing taxes; and

WHEREAS, extending the existing voter-approved measure would give El Cerrito local control over local funds for local needs with funding that cannot be taken by the state; and

WHEREAS, any local funding would continue to require citizens' oversight, mandatory financial audits, and yearly reporting to the community to continue to ensure that all voter-approved funds are spent as promised; and

WHEREAS, at its June 18, 2024, meeting, the City Council adopted a budget for Fiscal Years 2024-25 and 2025-26 that recognizes the need for stable revenues to maintain and prevent cuts to services; and

WHEREAS, the City Council has concluded that all of the information presented indicates that, to obtain the revenue necessary to maintain and prevent cuts to service levels, the Council should call an election to ask the voters of the City to approve a local transactions and use tax ("sales tax") that would extend until ended by voters, the revenue from which could be used to support general municipal services; and

WHEREAS, the tax to be submitted to the voters, if approved, would be imposed on the sale of tangible personal property and the storage, use, or other consumption of such property; the tax rate would be one percent (1.0%) of the sales price of the property; the tax revenue would be collected by the California Department of Tax and Fee Administration and remitted to the City; the tax would be in effect until ended by voters, and the tax shall be approved if the measure receives at least a simple majority vote of affirmative votes; and

WHEREAS, the City Council desires to hold an election for the purposes of submitting a revenue renewal measure to the voters Maintaining El Cerrito Safety and Local Services; and

WHEREAS, the City Council has the authority to submit this measure to the voters of the City of El Cerrito pursuant to Section (§) 9222 of the California Elections Code and Revenue and Taxation Code §7251 and 7285.9; and

WHEREAS, other elections may be held in whole or part of Contra Costa County on the same date, and it is to the advantage of the City to consolidate its municipal election pursuant to 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 12111 requires publication of notice of measure once in a newspaper of general circulation in the City; 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 municipal election for the purpose of submitting to the voters a revenue renewal measure maintaining El Cerrito safety and local services.

Section 3. Ballot Question. The following question shall be submitted to the voters of the City of El Cerrito at a general municipal election to be held on November 5, 2024:

CITY OF EL CERRITO	
To continue to maintain and prevent cuts to City services, without increasing taxes, such as: • fire prevention/emergency response times; • neighborhood police patrols; • wildfire prevention; • crime prevention/ investigation; • after-school programs; • library hours; • senior services; • open space, parks/ playfields; and • for general government use, shall El Cerrito's measure extending the existing voter approved 1¢ sales tax, until ended by voters be adopted, providing approximately \$4,000,000 annually, with citizens' oversight, annual audits, all funds staying local, none to Sacramento?	YES
	NO

Section 4. Approval of Ordinance. By an affirmative vote of at least two-thirds of its full membership, the City Council hereby approves the proposed ordinance to be submitted to the voters, attached hereto as Exhibit A. The full text of the ordinance shall be completely printed in the voter pamphlet. The measure shall not take effect unless and until it is approved by a vote of at least a simple majority of the voters voting on the question at the election. If approved by voters, the ordinance amends and restates El Cerrito Municipal Code Chapter 4.62 to reauthorize the existing tax until ended by voters.

Section 5. Ballot Format. The ballots to be used at the election shall be in the same form and content as required by law.

Section 6. Impartial Analysis. The City Attorney is hereby directed to prepare an impartial analysis of the measure pursuant to Elections Code Section 9280 which shall be filed no later than **August 16, 2024 at 4:00 p.m.**

Section 7. Ballot Arguments. The City Council hereby authorizes the Mayor to submit a ballot argument in favor of the measure, pursuant to Elections Code Section

9282. The last day for filing of primary arguments is **4:00 p.m. on August 21, 2024**. At the Mayor's discretion, the argument may also be signed by members of the City Council or representatives of bona fide associations or by individual voters who are eligible to vote on the measure. In the event that an argument is filed against the measure, the Mayor is also authorized to submit a rebuttal argument on behalf of the City Council, which may also be signed by members of the City Council or representatives of bona fide associations or by individual voters who are eligible to vote on the measure, which may be different from those who signed the primary argument.

If more than one argument is submitted on the measure, the City Clerk shall select the argument and shall give preference to arguments pursuant to California Elections Code Section 9287.

Section 8. Provisions for Rebuttal Arguments. The provisions of Elections Code Section 9285 shall apply to this election. The last day for filing of rebuttal arguments is **4:00 p.m. on August 26, 2024**.

Section 9. 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 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 and print a ballot question as described in Section 3 of this resolution. The county election department is authorized to canvass the returns of the 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 measure 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 10. 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 11. 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 12. Notice. The City Clerk is authorized and directed to give notice of the election and notice of measure 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.

Section 13. Compliance with the California Environmental Quality Act.

Approval of this resolution is exempt from review under the California Environmental Quality Act (Public Resources Code § 21000 *et seq.* ("CEQA") and 14 Cal. Code Reg. § 15000 *et seq.* ("CEQA Guidelines")). The tax to be submitted to the voters by this resolution is a special tax that may only be used for specified governmental purpose(s). As such, under CEQA Guidelines section 15378(b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have such effect, the City would undertake the required CEQA review for that particular project at the earliest feasible time prior to approval of the project, consistent with CEQA Guidelines Sections 15004 and 15352. Therefore, pursuant to CEQA Guidelines section 15060, CEQA analysis is not required.

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

I CERTIFY that at the regular meeting on July 16, 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

ORDINANCE NO. 2024-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING AND RESTATING CHAPTER 4.62 OF THE EL CERRITO MUNICIPAL CODE TO REAUTHORIZE AN EXISTING TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

WHEREAS, the City's one-cent Transactions and Use Tax, approved by El Cerrito voters in 2014, is set to expire in 2027; and

WHEREAS, the existing measure provides approximately 8% of the City's General Fund revenue and supports a wide array of critical City services, including fire protection and public safety, rapid emergency response times, after-school programs for children and teens, and maintenance of City parks, paths and playfields; and

WHEREAS, since the measure was approved by El Cerrito voters in 2014, the City has continued to face financial headwinds, most recently due to the pandemic and a corresponding reduction in revenues; and

WHEREAS, the City's long-term financial projections without a local source of funding are much more precarious and with the impacts of historical state takeaways of local funds, rising costs to maintain basic services, and the expiration of this local funding, the City is starting to plan for this significant loss of revenue for all service areas in the near future; and

WHEREAS, without the stability of the existing locally controlled measure, the City will be forced to implement an across-the-board 10% cut to all City services, programs, and staff including 9-1-1 emergency response, fire and crime prevention, parks and public facility maintenance, and programs for youth and seniors; and

WHEREAS, the City wishes to avoid deeper cuts to programs and services that community members rely upon without increasing taxes; and

WHEREAS, extending the existing voter-approved measure would give El Cerrito local control over local funds for local needs with funding that cannot be taken by the state; and

WHEREAS, any local funding would continue to require citizens' oversight, mandatory financial audits, and yearly reporting to the community to continue to ensure that all voter-approved funds are spent as promised; and

WHEREAS, at its June 18, 2024, meeting, the City Council adopted a budget for Fiscal Years 2024-25 and 2025-26 that recognizes the need for stable revenues to maintain and prevent cuts to services; and

WHEREAS, the City Council has concluded that all of the information presented indicates that, to obtain the revenue necessary to maintain and prevent cuts to service levels, the Council should call an election to ask the voters of the City to approve a local transactions and use tax ("sales tax") that would extend until ended by voters, the revenue from which could be used to support general municipal services; and

WHEREAS, the tax to be submitted to the voters, if approved, would be imposed on the sale of tangible personal property and the storage, use, or other consumption of such property; the tax rate would be one percent (1.0%) of the sales price of the property; the tax revenue would be collected by the California Department of Tax and Fee Administration and remitted to the City; the tax would be in effect until ended by voters, and the tax shall be approved if the measure receives at least a simple majority vote of affirmative votes; and

WHEREAS, Measure R was codified as Chapter 4.62 of the El Cerrito Municipal Code. This ordinance amends and restates Chapter 4.62 to reauthorize the existing tax until ended by voters.

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

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

Section 2. Amendment of Municipal Code. Chapter 4.62 of the El Cerrito Municipal Code is hereby amended and restated as set forth in Exhibit A to reauthorize the existing transactions and use tax approved by El Cerrito voters in 2014.

Section 3. Authority for Reauthorization of Transactions and Use Tax. This ordinance reauthorizes an existing 1.0% transactions and use tax approved by El Cerrito voters in 2014. The City is empowered to reauthorize the existing 1.0% transactions and use tax pursuant to Revenue and Taxation Code sections 7251.1, 7285.9, 7293, and 7294.

Section 4. Approval by the Voters; Effect of Voters Not Approving Ordinance. Pursuant to California Elections Code section 9217, this ordinance shall take effect only if approved by a majority of the eligible voters of the City of El Cerrito voting on the question of reauthorization of the existing transactions and use tax at the General Municipal Election of November 5, 2024. In the event that El Cerrito voters do not approve this ordinance at the General Municipal Election on November 5, 2024, the City's authority to levy the existing 1.0% transactions and use tax shall be unaffected for the remainder of the term of the existing tax.

Section 5. Compliance with the California Environmental Quality Act. Approval of this ordinance is exempt from review under the California Environmental Quality Act (Public Resources Code §§ 21000 et seq. (“CEQA”) and 14 Cal. Code Reg. §§ 15000 et seq. (“CEQA Guidelines”)). The tax authorized by this ordinance is a general tax that can be used for any legitimate governmental purpose; it is not a commitment to any particular action. As such, under CEQA Guidelines section 15378(b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue from the tax were used for a purpose that would have such effect, the City would undertake the required CEQA review for that particular project at the earliest feasible time prior to approval of the project, consistent with CEQA Guidelines Sections 15004 and 15352. Therefore, pursuant to CEQA Guidelines section 15060, CEQA analysis is not required.

Section 6. Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed the ordinance codified in this chapter, and each section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

Section 7. No Conflict with Federal or State Law. Nothing in this Ordinance is intended to create any requirement, power or duty that is in conflict with any federal or state law.

Section 8. Effective Date. This ordinance relates to the levying and collecting of the City transactions and use taxes and shall take effect immediately. Notwithstanding the foregoing, Chapter 4.62 of the Municipal Code shall not be amended until the operative date, as defined in Exhibit A.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on July 16, 2024, and passed by the following vote:

AYES:	Councilmembers
NOES:	Councilmembers
ABSENT:	Councilmembers
ABSTAIN:	Councilmembers

ADOPTED AND ORDERED published at a regular meeting of the City Council held on August 20, 2024 and passed by the following vote, subject to voter approval at the General Municipal Election to be held on November 5, 2024:

AYES:	Councilmembers
NOES:	Councilmembers
ABSENT:	Councilmembers
ABSTAIN:	Councilmembers

APPROVED:

Tessa Rudnick, Mayor

ATTEST:

Holly Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. (2024-XX) of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the August 20, 2024; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, on ____
_____.

Holly M. Charléty, City Clerk

EXHIBIT A

4.62.010 - Title.

This ordinance shall be known as the Maintaining El Cerrito Safety and Local Services Transactions and Use Tax Ordinance. The City of El Cerrito hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

4.62.020 - Operative Date.

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

4.62.030 - Purpose.

This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Sections 7285.9, 7293, and 7294 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

4.62.040 - Contract with state.

Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

4.62.050 - Transactions tax rate.

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of 1.0% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

4.62.050 - Place of sale.

For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

4.62.060 - Use tax rate.

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of 1.0% of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

4.62.080 - Adoption of provisions of state law.

Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

4.62.090 - Limitations on adoption of state law and collection of use taxes.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefore. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California.

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

4.62.100 - Permit Not Required.

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

4.62.110 - Exemptions and exclusions.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

4.62.120 - Amendments.

All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

4.62.130 - Enjoining collection forbidden.

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

4.62.140 - Annual audit.

By no later than December 31st of each year, the City's independent auditors shall complete a report reviewing the collection, management, and expenditure of revenue from the tax levied by this chapter. The report shall be reviewed by the Financial Advisory Board as part of its review of the annual audit.

4.62.150 - Amendments by city council.

The following amendments to this chapter must be approved by the voters of the City: increasing the tax rate or revising the methodology for calculating the tax such that a tax increase would result; imposing the tax on transactions and uses not previously subject to the tax (unless such amendment occurs automatically by operation of Section 4.62.120); or extending the tax. The City Council may otherwise amend this chapter without submitting the amendment to the voters for approval.

4.62.160 - Termination date.

The authority to levy the tax imposed by this ordinance shall continue until ended by City voters.



GODBE RESEARCH
Gain Insight



City of El Cerrito: Highlights of a 2024 Service Priorities and No-Rate Increase Local Measure Renewal Feasibility Survey

Methodology Overview

- Data Collection Landline (18), cell (119), text to online (269), and email to online (19) interviewing
- Universe 15,817 Likely November 2024 Voters
- Fielding Dates March 25 through April 1, 2024
- Interview Length 22 minutes
- Sample Size n=425
- Margin of Error $\pm 4.69\%$

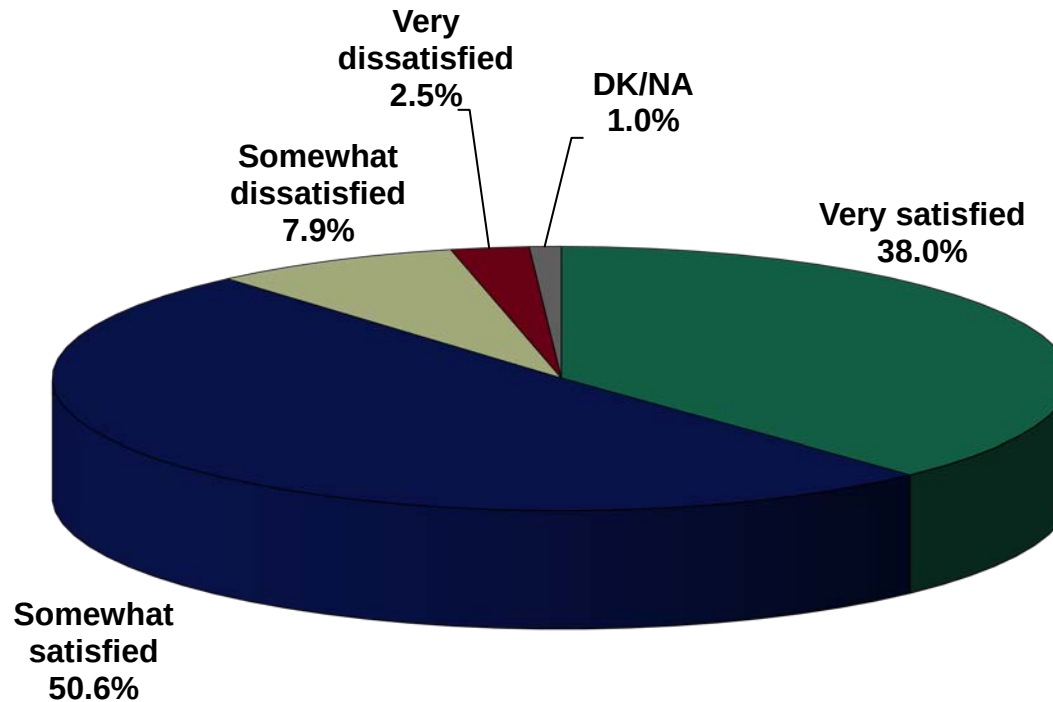


GODBE RESEARCH
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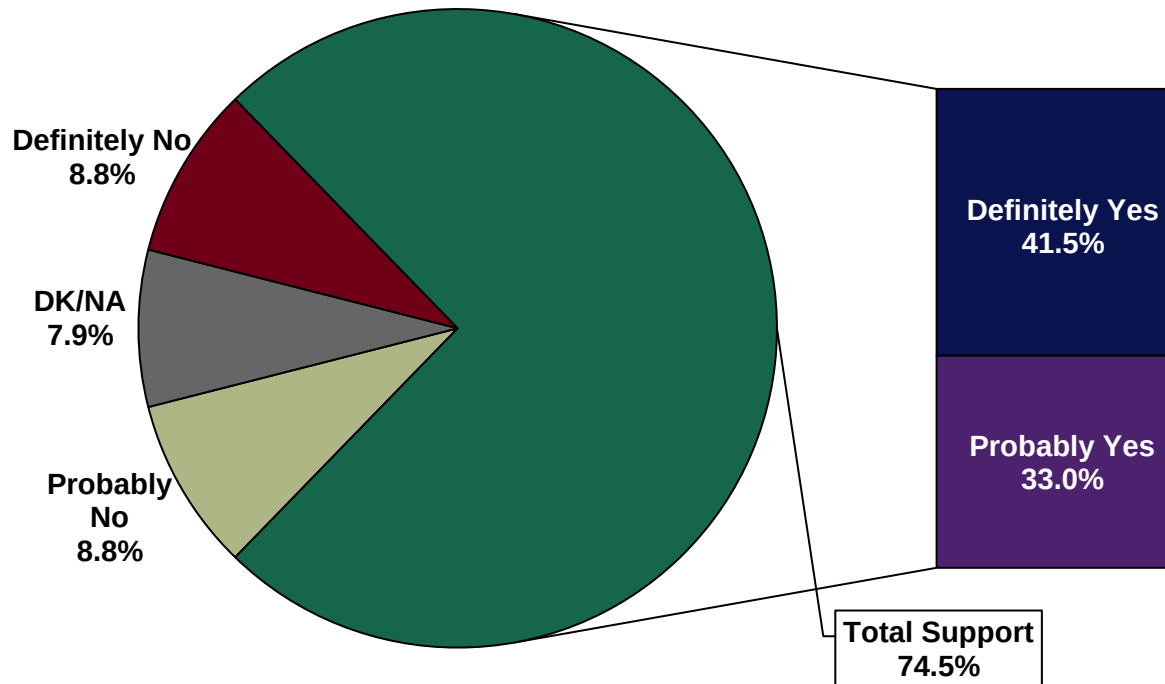
Key Findings

Satisfaction With Quality of Life



	3/24 Survey 11/24 Voters	10/23 Survey 3/24 Voters	5/23 Survey 3/24 Voters	5/19 Survey 3/20 Voters
Total Satisfied	88.6%	86.8%	86.9%	92.7%
Total Dissatisfied	10.4%	12.8%	12.9%	6.5%
Ratio Sat to Dissat	8.52	6.81	6.7	14.2

Uninformed Support for Hypothetical No-Rate Increase Local Measure Renewal



To continue to maintain and prevent cuts to City services, without increasing taxes, such as:

- fire prevention/emergency response times;
- neighborhood police patrols;
- wildfire prevention;
- crime prevention/ investigation;
- after-school programs;
- library hours;
- senior services;
- open space, parks/ playfields; and
- for general government use,

shall El Cerrito's measure extending the existing voter approved 1¢ sales tax, until ended by voters be adopted, providing approximately \$4,000,000 annually, with citizens' oversight, annual audits, all funds staying local, none to Sacramento?

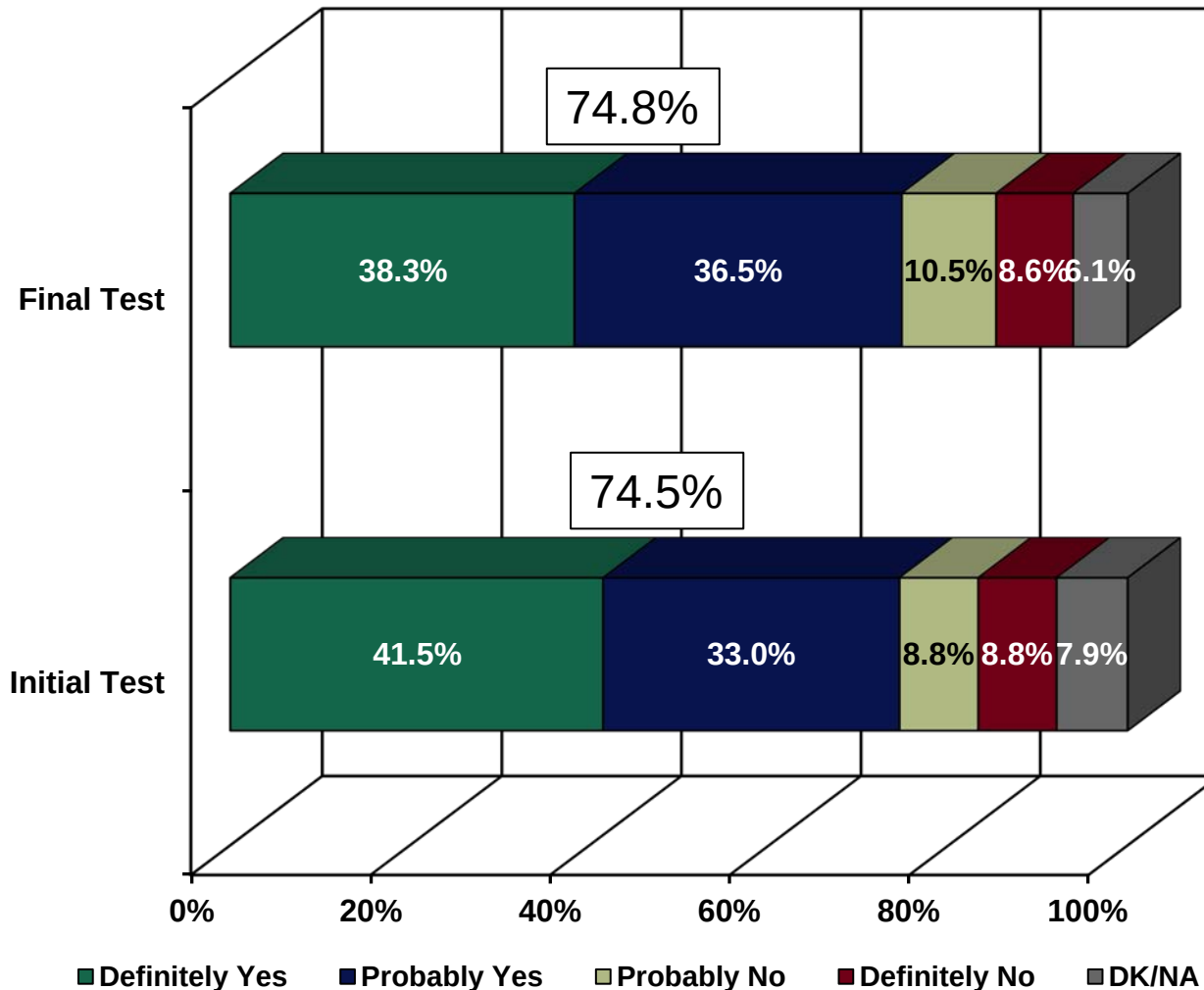
Support of Service Priorities Funded by Current Measure

A variety of city services were tested to identify respondent priorities which included “Maintain fire protection and emergency medical services”, “Maintain rapid 9-1-1 emergency response times”, “Maintain city parks, paths and playfields”, “Maintain after-school programs for children and teens”, “Maintain library programs for children, adults and families”, “Maintain wildfire prevention programs”, “Maintain and improve open spaces”, “Maintain crime prevention and investigation resources”, and “Maintain library hours”.

A variety of informational statements were tested including the fact that if the measure fails, the City will be facing an across the board 10 percent cut to City services, programs and staff; the measure will give El Cerrito local control over local funds for local needs. No funds can be taken by Sacramento; the measure will maintain rapid 9-1-1 response times for police and emergency services; the measure just extends the current rate and is not a tax increase; and the measure requires independent citizen oversight, to ensure that all funds are spent as promised.

A variety of critical statements were also tested including the fact that a property tax increase for affordable housing will also be on the ballot, the sales tax in El Cerrito will continue to be 10 and a half percent, the measure will never end, the City just needs the money to solve the general fund shortfalls, and there is no guarantee that the funds will be spent as promised. However, the critical statements did not reduce the overall support for the renewal of the measure.

Informed Support for Hypothetical No-Rate Increase Local Measure Renewal



To continue to maintain and prevent cuts to City services, without increasing taxes, such as:

- fire prevention/emergency response times;
- neighborhood police patrols;
- wildfire prevention;
- crime prevention/ investigation;
- after-school programs;
- library hours;
- senior services;
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Reno, NV 89521



**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
July 16, 2024
(Revised July 17, 2024)**

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
- 2. Agenda Item No. 9.B. - El Cerrito Climate Action & Adaptation Plan**
 - a. Presentation**
 - b. Public Comments**
- 3. Agenda Item No. 9.C. - Call and Request Services for a November 5, 2024 Election to Submit to Voters the Reauthorization of Measure R to Maintain El Cerrito Safety and Local Services**
 - a. Presentation**
 - b. Public Comments**

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Thursday, July 11, 2024 3:42:38 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 Meeting, the Council Should Invite Danny Wan or Designee to Present on the Port of Oakland
2. I AM in Full Support of 7.F on the Consent Calendar

Sincerely
Cordell

From: [jhammer](#)
To: [City Clerk](#)
Subject: Public Comment, Non-Agenda, for Tuesday, July 16 City Council Meeting
Date: Sunday, July 14, 2024 8:29:01 PM

Caution! This message was sent from outside your organization.

Mayor Rudnick and Honorable City Council members:

In January of this year, the City purchased the property at 10936 San Pablo Avenue, location of Life in Christ church for many years, for, I believe, the cost of \$1.5 million. This was a smart decision as the property is abutted on its north and south sides by City property. I would like to suggest the property be used as a Senior Center.

The Life in Christ building is large — 5,698 square feet — on a lot size of 20,000 square feet. It's listed as containing a well-equipped kitchen, a cafeteria, an auditorium with a capacity for 225 people, two classrooms, and an office. It also has a lovely, paved, and inviting courtyard.

I do not know the official plans for this property, if there are any presently. In answer to my questions about it, a council member told me that the fire department (which is directly south) or police department needs a shower for female officers. It was intimated that fire department or police department purposes were what the Life in Christ property might be used for. If this is true, I believe \$1.5 million is a high price to pay for a shower, important though a shower may be.

El Cerrito is in desperate need of a centrally located Senior Center (emphasis on "Center"). Over twenty percent of residents here are 65 or older. If residents 55 and older are included, this percentage probably comes to a quarter of this community.

I understand that both the police and fire department buildings are quite old and probably inadequate, yet I also understand that El Cerrito has been lacking a Senior Center ever since the former one was demolished and the property it was on reverted back to WCCSD use.

For awhile, bungalows on the City-owned parking area directly to the north of the Life in Christ property served as a replacement to house programs and facilities for seniors in an attempt to compensate for the loss of the designated Senior Center behind the library. However, these bungalows have since been removed, save one which is used as a temporary location for the Kensington Police Department. The Kensington Police Department uses the lot — formerly with bungalows for senior use — for parking their vehicles.

The many seniors I have spoken with greatly miss El Cerrito's former Senior Center and its centralized, "open door" services. I and others value this city's continuous striving toward a sense of community, and the former Senior Center was an important public amenity that contributed toward this goal.

I realize that El Cerrito has many classes and programs for seniors through the Recreation Department (ably administered by Mark DeLeon) and that there are supplemental senior amenities at St. John's Community Center and Christ Lutheran Church, but these are all limited to specific and limited days with set times. There is no one location to replace the former Senior Center — no place for senior residents to informally gather, make a cup of tea, use computers, socialize, take classes, share interests and engage with others, hear speakers, obtain information about services available to them, have fun. All offerings are currently scattered in both location and time.

The Life in Christ property and buildings would be a very good location for a replacement Senior Center — on San Pablo (for access by AC Transit), in the relative center (north-south) of the City, with ample room and amenities. I am not an architect or contractor, but it seems that, with only minimal modification, this location is an excellent candidate for a fully functioning Senior Center.

Please very seriously consider the building at 10936 San Pablo Avenue for this much-needed use.

Thank you very much.

Jenny Hammer
(for self and others)

From: [Sherry Drobner](#)
To: [Tessa Rudnick](#); [Lisa Motoyama](#); [Carolyn Wysinger](#); [Gabe Quinto](#); [Paul Fadelli](#); [City Clerk](#); [Karen Pinkos](#)
Subject: Public Comment: Item not on the agenda
Date: Monday, July 15, 2024 12:37:51 PM

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and City Council member,

As a longtime resident, familiar with the city's attempt to address social justice in our community, . I am writing to express my concerns regarding the City Council's relationship with the Anti-Defamation League (ADL), especially in light of recent reports about the organization's activities.

An article published by The Guardian on July 8, 2024, revealed troubling information about the ADL's involvement in surveillance activities. According to the report, the ADL has been engaged in practices that raise significant privacy and ethical concerns, which I believe are inconsistent with the values and principles our community upholds.

Given this information, I respectfully request that the City Council take the following actions:

1. Re-evaluate the current relationship with the ADL, taking into account the recent revelations about their surveillance activities.
2. Consider alternative organizations that better align with our community's commitment to privacy, transparency, and ethical conduct.

I have attached a copy of the article from The Guardian for your reference. I believe that a thorough examination of this partnership is necessary to ensure that our community's values are upheld.

I would be grateful for the opportunity to discuss this matter further and am available to meet at your earliest convenience. Thank you for your attention to this important issue.

Sincerely,
Sherry Drobner

El Cerrito resident

Attachments:

- The Guardian article titled "Anti-Defamation League's Surveillance Activities Revealed" (July 8, 2024)

<https://www.theguardian.com/us-news/article/2024/jul/08/anti-defamation-league-surveillance>

--

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

From: [Sherry Drobner](#)
To: [City Clerk](#)
Cc: [Tessa Rudnick](#); [Carolyn Wysinger](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Public Comment: not on the agenda
Date: Tuesday, July 16, 2024 4:54:11 PM
Attachments: [Screenshot 2024-07-16 at 4.40.34 PM.png](#)
[Screenshot 2024-07-14 at 9.38.14 AM.png](#)
[Screenshot 2024-07-14 at 9.37.32 AM.png](#)
[Screenshot 2024-07-14 at 9.36.58 AM.png](#)

Caution! This message was sent from outside your organization.

Dear City Council Members,

I couldn't make it to Council this evening but I noted the many letters opposing the "forever tax" for the renewal of your tax measure. I am reminded that although most of you do not think that the extermination of civilians in Gaza has much to do with our city, I want to give you a gentle reminder.

In El Cerrito, California, \$386,680 to Israel's weapons could instead fund:

 **45**

Households with public housing for a year

 **134**

Children receiving free or low-cost healthcare

 **4**

Elementary school teachers

 **1,100**

Households with solar electricity produced for a year

 **10**

Students with their loan debt cancelled

 **336,244**

N95 respirator masks

These federal tax dollars might have been used elsewhere, for example, state grants to local governments for services? But instead, you have all chosen to abdicate your voice and ask voters to approve a tax with no date of expiration. Interesting. Just in case you haven't heard:



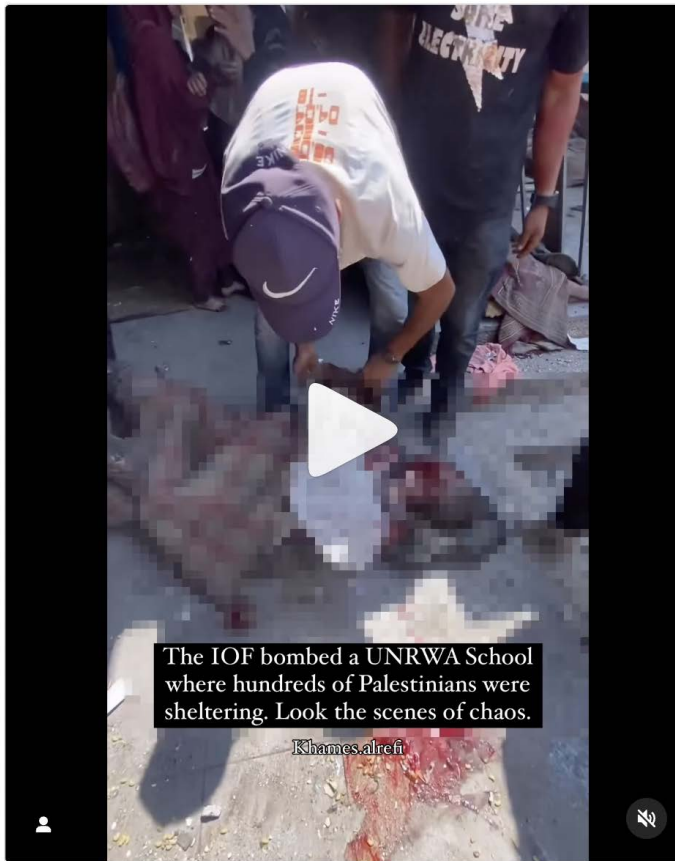
👁️🌍 253,139 likes

eye.on.palestine 🌐 The of bombing of Mawasi, Khan Younis by Israeli warplanes killing dozens of displaced Palestinians yesterday... more



wearthepeace • 57m
eye.on.palestine • Original audio

..





Thank you for your commitment to social justice.
Sherry Drobner
Resident

--

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

El Cerrito Climate Action & Adaptation Plan

City Council | July 16, 2024



A Strong Foundation

- El Cerrito has been working to address climate change for nearly two decades
 - 7 resolutions approved since 2006
 - Declared Climate Emergency in 2019
- Adoption of initial Climate Action Plan (2013), San Pablo Avenue Specific Plan (2014), Urban Greening Plan (2015), Active Transportation Plan (2016), Green Infrastructure Plan (2019), etc.



Key Accomplishments

- Shifting community to MCE Clean Energy and Enrolling all City Accounts in “Deep Green”
- Installing solar at 4 City Facilities
- Expanding Open Spaces (e.g., Madera Property acquisition)
- Adopting Public Tree & Shrub Ordinance and Becoming a Tree City USA
- Installing EV Charging Stations at City Hall and the Recycling Center
- Supporting TOD and completing small and large bike/ped projects

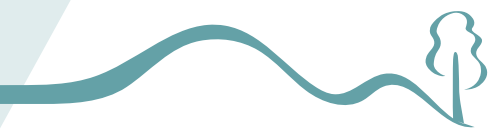


Recent “Early Wins”

- Upgraded and expanded EV Charging Stations at City Hall
- Shifted to renewable diesel for all diesel vehicles in the City’s fleet
- Transitioned from gas to electric water heaters at 9 City facilities
- Received a \$200k grant to plan for electrifying the City’s entire fleet
- Updated the City’s Franchise Agreement and municipal code to fully implement SB 1383 and transitioned to color-compliant solid waste containers
- Started work on the El Cerrito del Norte Complete Streets project



Substantial Progress Since 2005



23% Reduction in **per capita** emissions communitywide

11% Reduction in **overall** emissions communitywide
Note: El Cerrito's population increased 12%

30% Reduction in **municipal** emissions

Need for Additional Action



Search NOAA sites



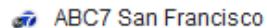
During a year of extremes, carbon dioxide levels surge faster than ever

The two-year increase in Keeling Curve peak is the largest on record

Focus areas: Research, Climate Topics: climate data, carbon dioxide, climate change

Share: [Twitter](#) [Facebook](#) [Email](#) [Print](#)

June 6, 2024 — Carbon dioxide is accumulating in the atmosphere faster than ever — accelerating on a



San Francisco and major coastal cities 'sinking' amid rising sea levels and flooding from climate change, report says

SAN FRANCISCO (KGO) — Rising sea levels could affect part of the West Coast including the Bay Area. That could mean serious flooding in the...

Mar 7, 2024



Climate change effects in California kill kelp, make ocean deserts

Editor's note: USA TODAY, with support from the Pulitzer Center, traveled to Alaska, Southern California, Florida and Maine to document...

Oct 30, 2023



California wildfires burned four times as many acres as usual

Despite the rapid, wind-fueled spread of the 14000-acre Corral Fire, officials do not necessarily anticipate a disastrous California fire...

1 month ago



ARTICLE | LEVELED

Climate Milestone: Earth's CO2 Level Passes 400 ppm

Today, greenhouse gasses in Earth's atmosphere are at their highest since the Pliocene Era, when sea levels were higher and Earth was warmer.



Insurers such as State Farm and Allstate are leaving fire- and flood-prone areas. Home values could take a hit

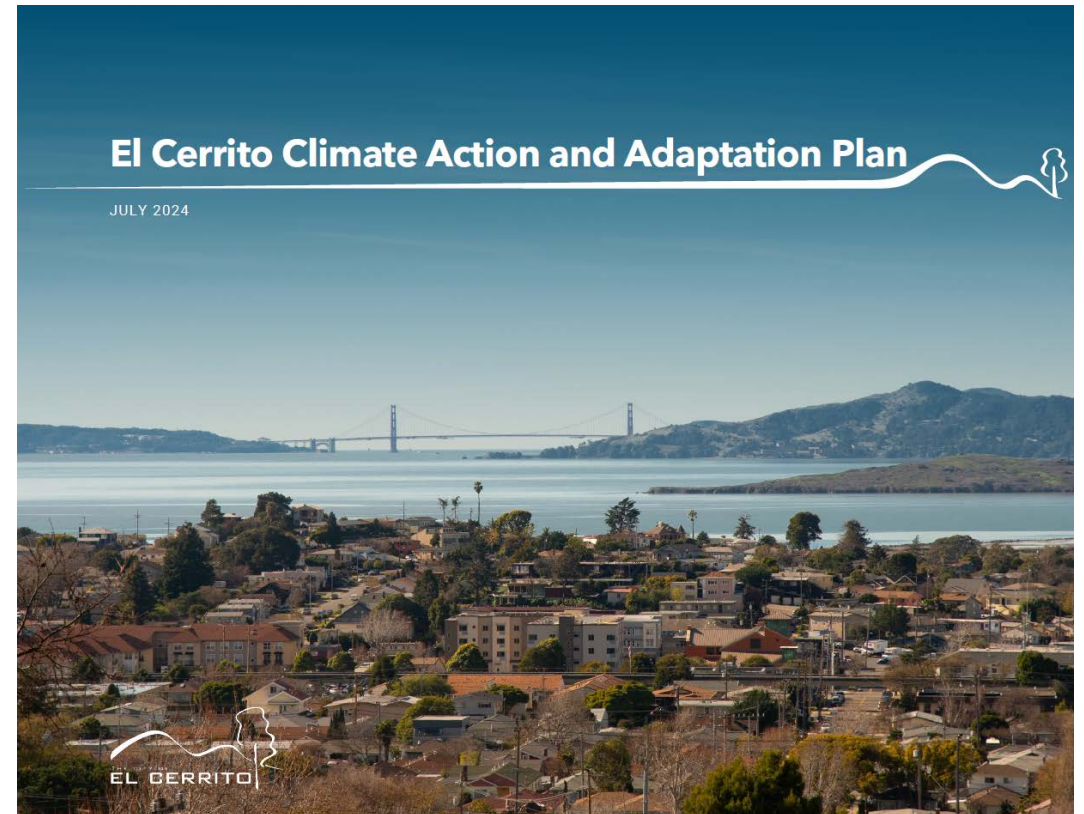
Insurance companies are reducing coverage in climate-dangerous markets, leaving many homeowners without affordable property insurance...

Feb 5, 2024

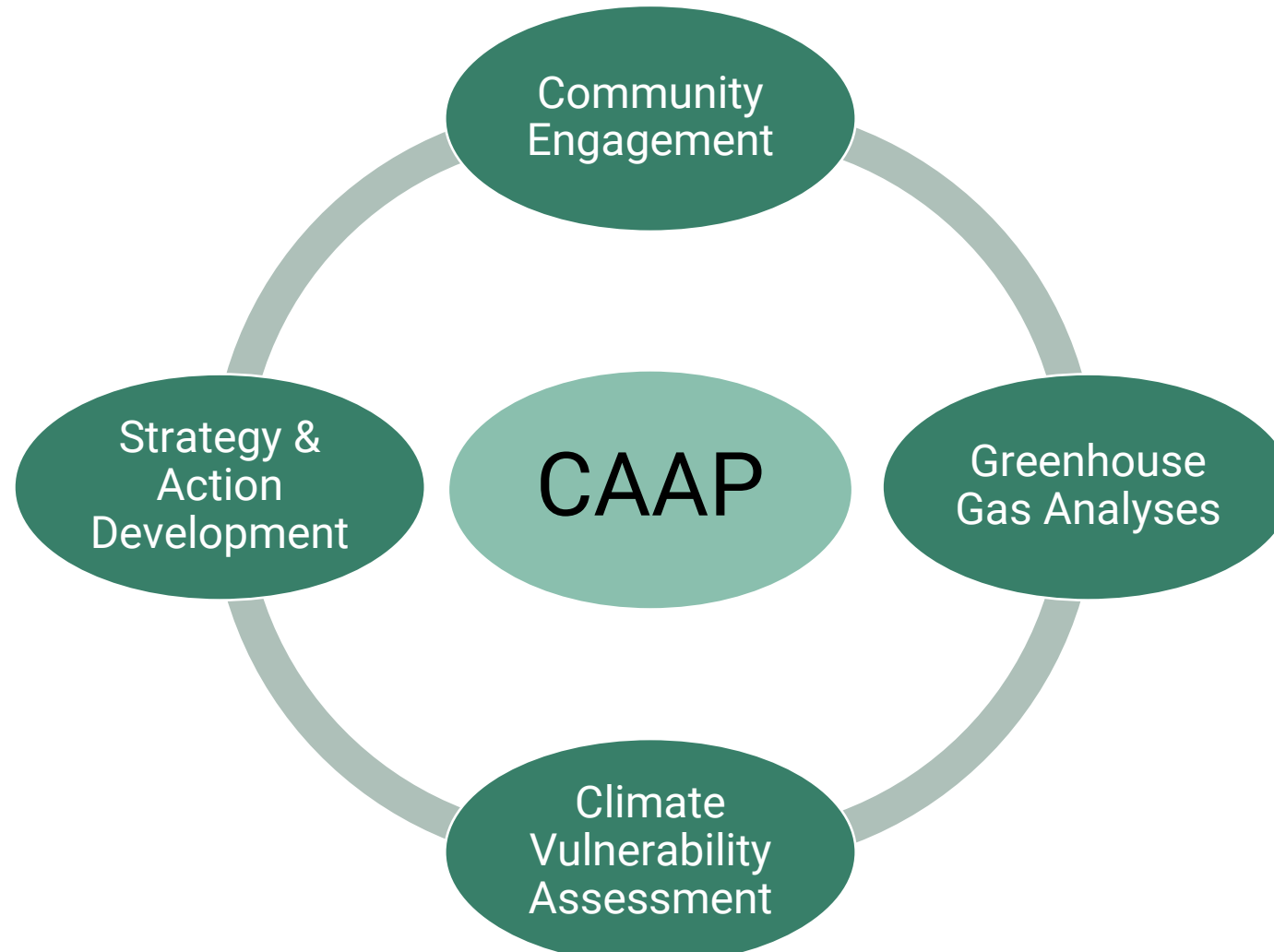


Developing the CAAP

- In 2019, the City Council declared a climate emergency endorsing emergency mobilization efforts to restore a safe and stable climate
- Resolved for the City to strive for zero GHG emissions citywide as quickly as possible within the forthcoming Climate Action Plan update



How It Came Together



Community Engagement



Phase 1: Goal & Action Development	Stakeholder Advisory Group & Environmental Quality Committee meetings Public workshop at City Hall
Phase 2: Collaborative Planning	Stakeholder Advisory Group & Environmental Quality Committee meetings Public workshop on Zoom
Phase 3: Refinement & Implementation	Stakeholder Advisory Group & Environmental Quality Committee meetings Online feedback session

Throughout the process:

City webpage

E-newsletter

Social media

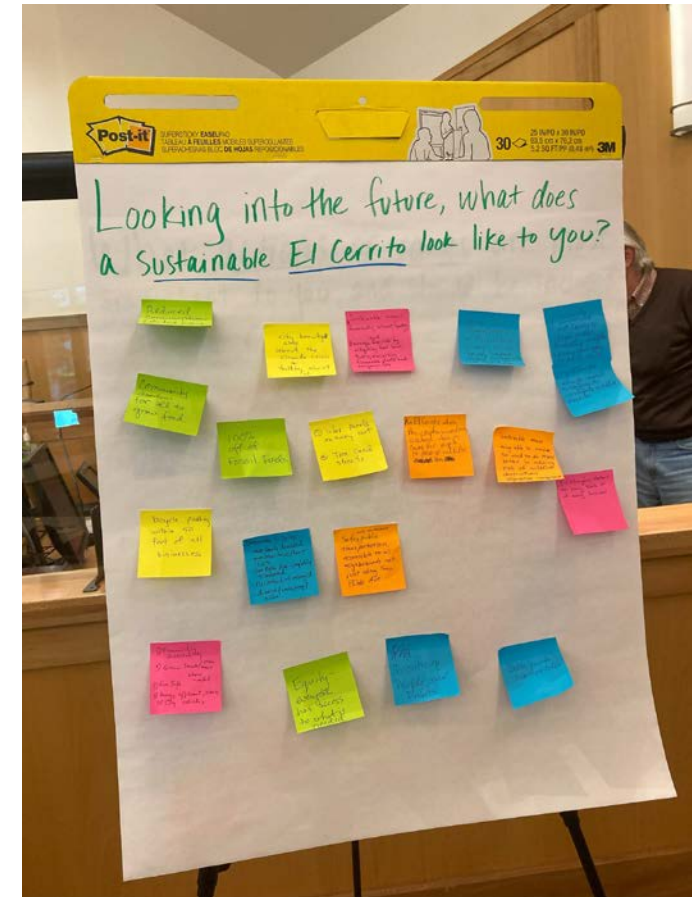
Survey

English, Spanish, and Chinese fact sheets

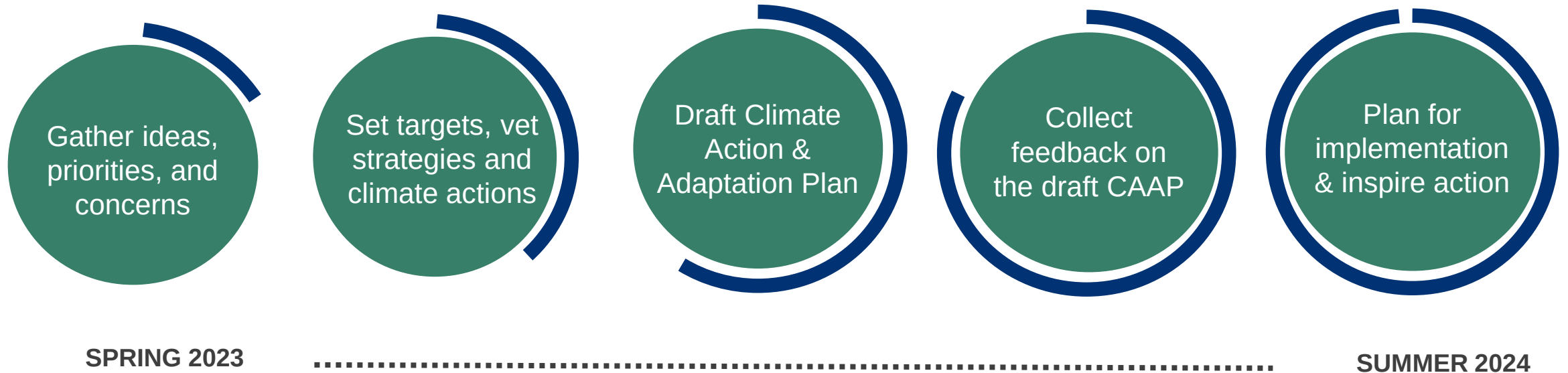
City newsletter

Attendance at local meetings

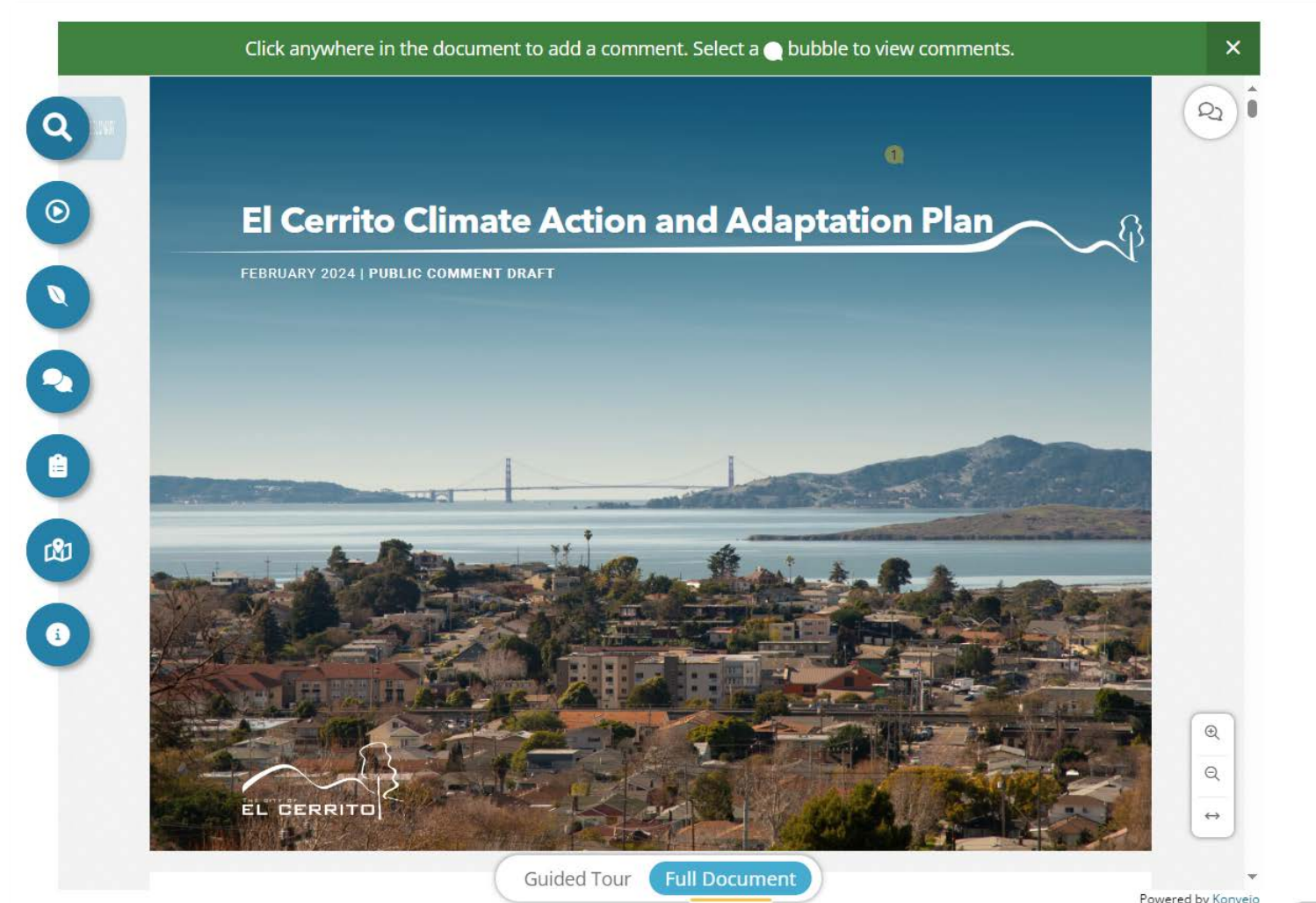
In-person outreach



Community Engagement



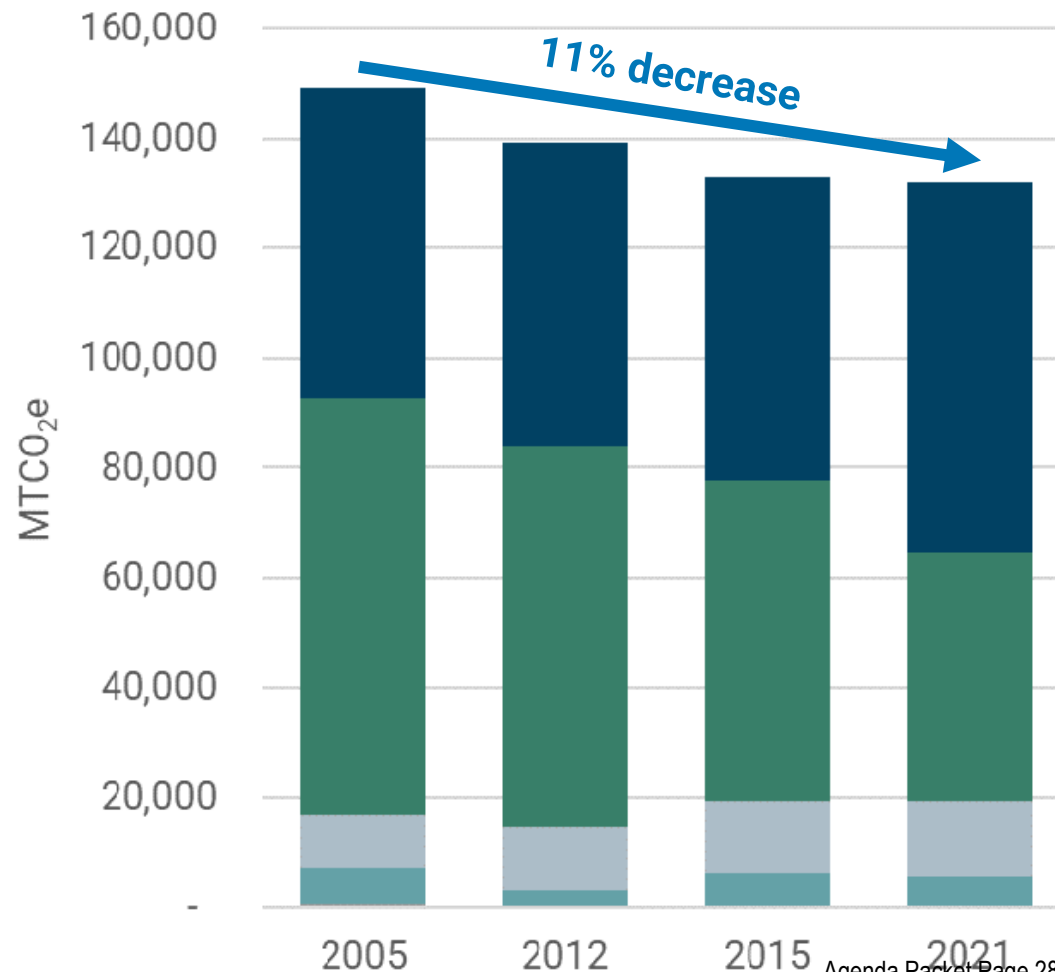
CAAP Public Review



Community GHG Inventory



Total communitywide greenhouse gas emissions over time (MTCO₂e)



Total Emissions: ~132,000 MTCO₂e

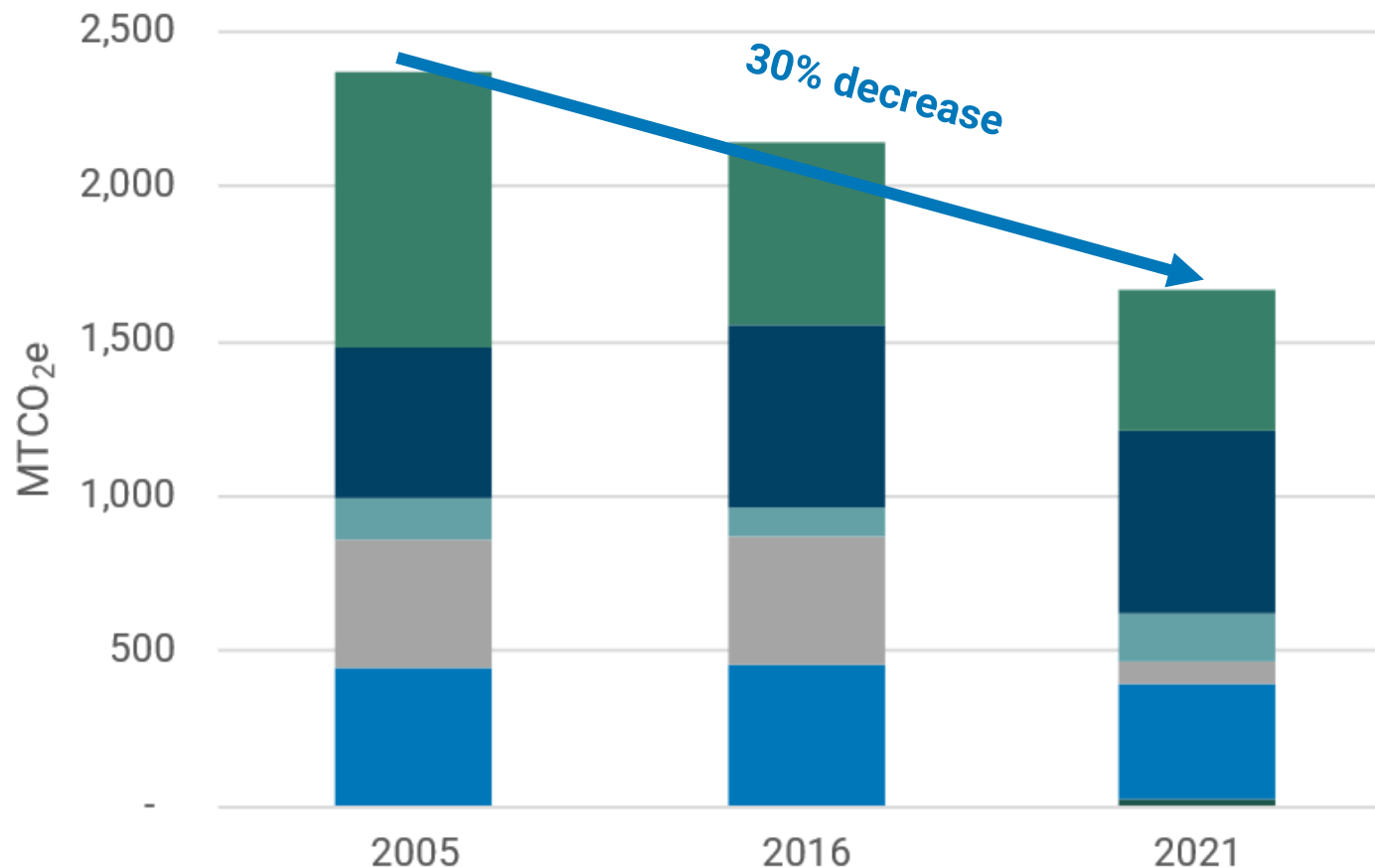
2021 Community Emissions by Sector

- Transportation, 51%
- Energy, 34%
- Refrigerants, 11%
- Solid Waste, 4%
- Wastewater, 4%

Municipal Operations GHG Inventory



Total municipal greenhouse gas emissions over time.



Total Emissions: ~1,500 MTCO₂e

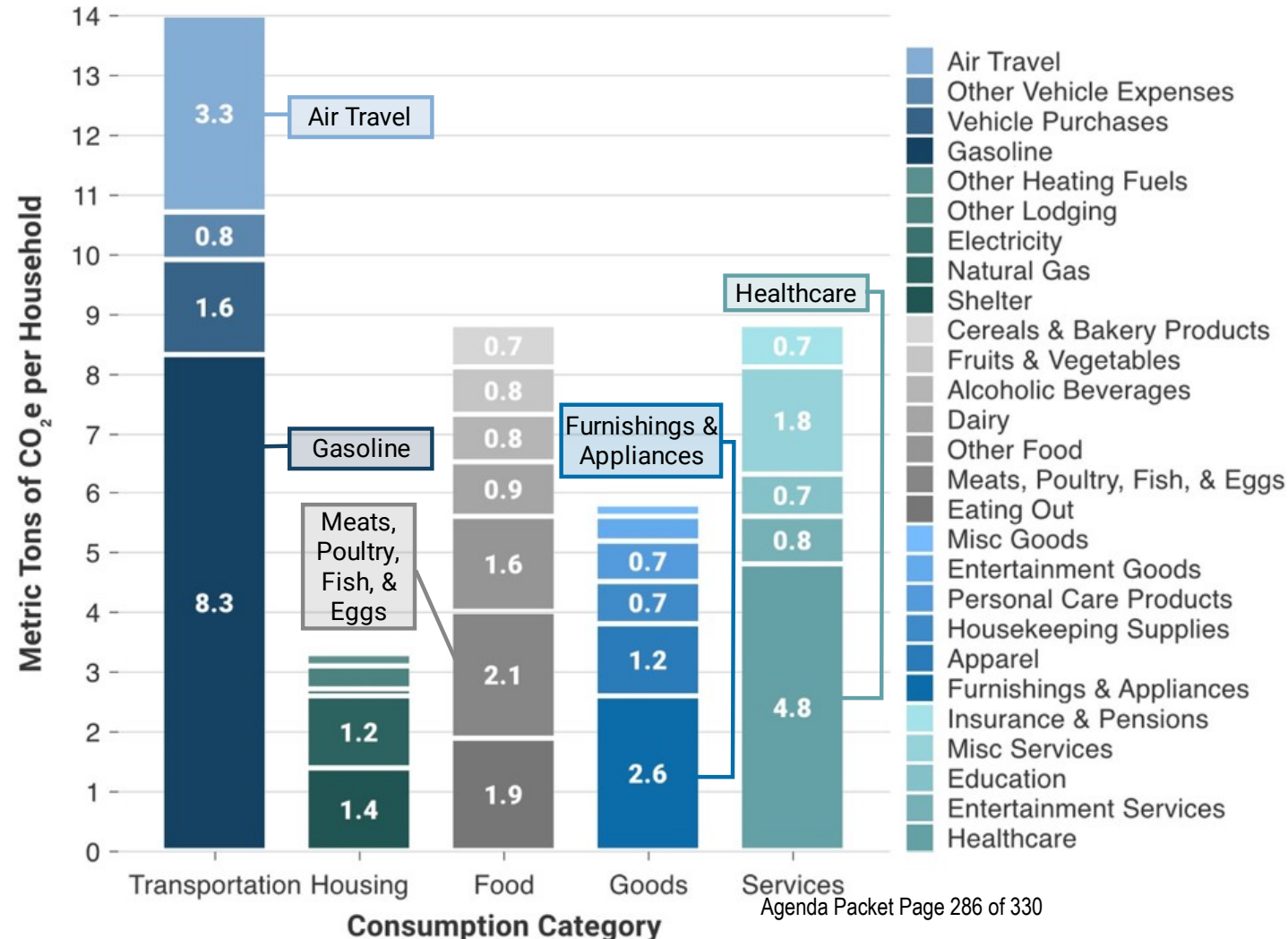
2021 Municipal Emissions by Sector

- Energy, 27%
- Transportation, 35%
- Solid Waste, 9%
- Refrigerants, 4%
- Employee Commute, 22%
- Business Travel, 2%

Consumption-Based GHG Inventory



El Cerrito consumption-based emissions inventory (2021; MTCO₂e per household)

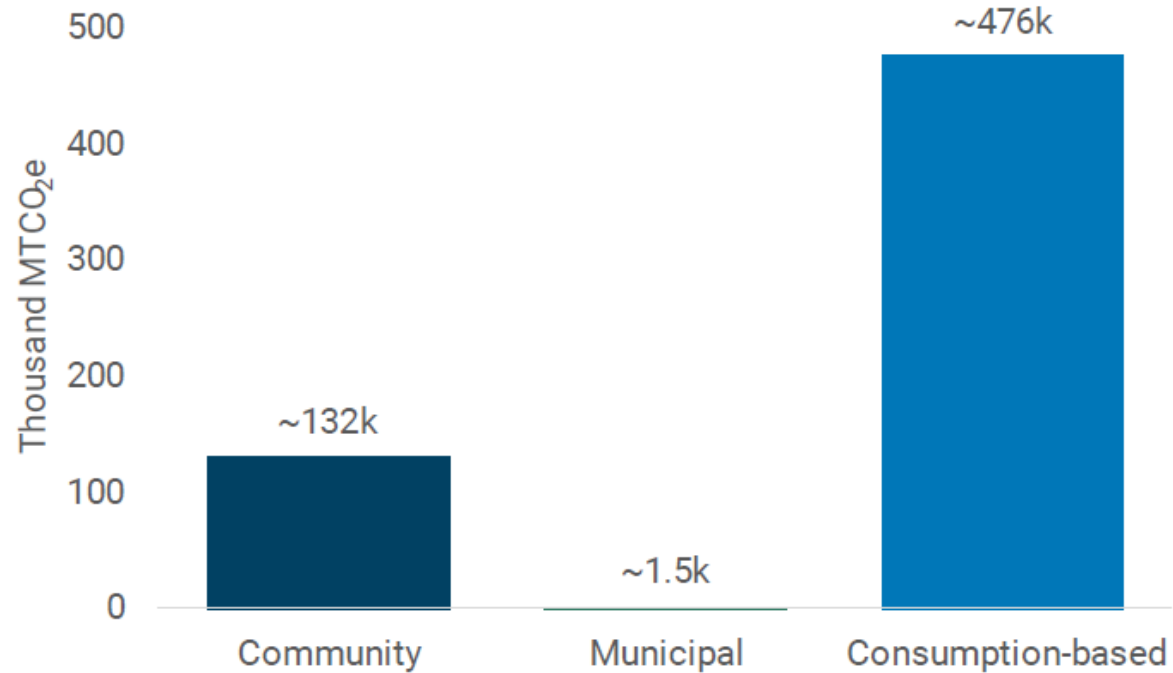


Total Emissions:
~476,000 MTCO₂e

Greenhouse Gas Analyses



Emissions estimates from three different inventory types for El Cerrito in 2021 (thousand MTCO₂e)

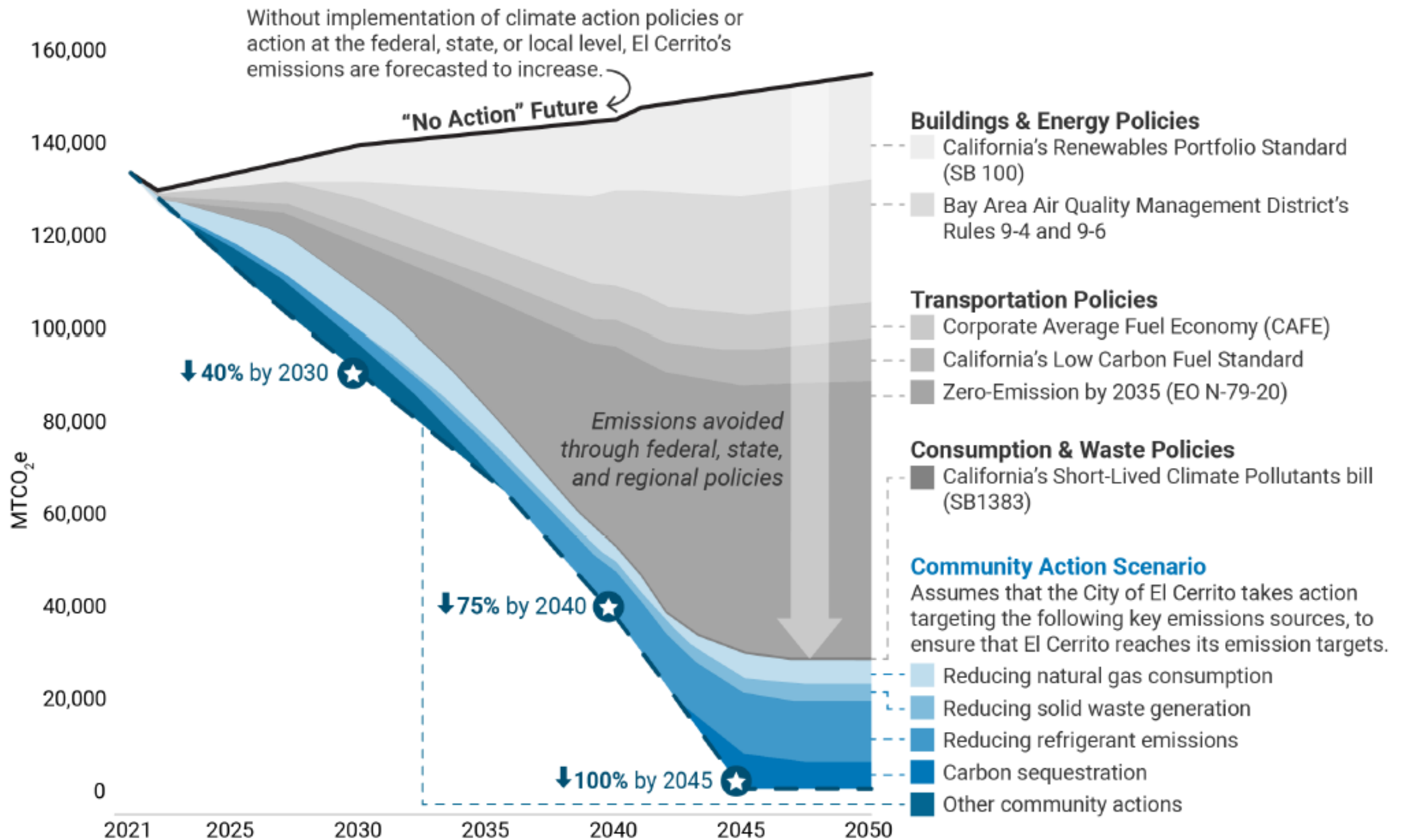


Target Setting



- Aligning with the State and City Council direction, this Plan aims for:
 - Carbon Neutrality by 2045**
 - 40% by 2030
 - 75% by 2040

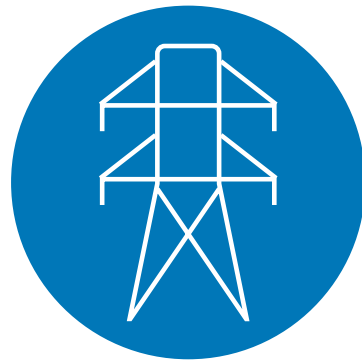
Jurisdiction	Baseline Year	2030	2035	2040	2045	2050
El Cerrito (2024 targets)	2005	40%		75%	100%	-
El Cerrito (2013 targets)	2005		30%			
Albany	2004		70%		100%	
Piedmont	2005	40%				80%
Emeryville	2005	40%				80%
State of California	1990	40%		-	100% ⁴	-
United States	2009	50-52%		-	-	100%



Climate Vulnerability Assessment



Infrastructure



Energy



Natural Systems & Water



**Community Health, Wellbeing,
and Public Safety**

Focus Areas



	Focus Area	Vision	Strategies
	Buildings & Energy	Electric. Affordable. Resilient. Comfortable	• Use less energy. • Use cleaner energy sources. • Build more sustainably.
	Transportation	Safe. Walkable. Bikeable. Transit-oriented. Electric.	• Drive less. • Drive cleaner vehicles.
	Consumption & Waste	Local. Resource-conscious. Educated.	• Reduce consumption and waste generation and increase waste diversion.
	Water & Natural Systems	Drought-tolerant. Fire-safe. Resilient. Adaptable.	• Increase and promote healthy urban tree canopy and open spaces, local biodiversity, and carbon sequestration. • Protect water quality and supply. • Implement wildfire education, prevention, and response.
	Community Resilience & Empowerment	Equitable. Safe. Healthy. Accessible. Empowered.	• Increase community resilience and capacity to respond to climate impacts. • Increase climate and environmental awareness and education.
	Municipal & Policy	Ambitious. Collaborative. Resourceful.	• Implement the CAAP while prioritizing equity. • Lead by example with sustainable City operations.

Equity and Climate Change

- Locally and globally, certain communities are more vulnerable to the impacts of climate change and have fewer resources to protect themselves
- The CAAP aims to distribute the benefits of climate action and adaptation equitably, both in planning and implementation



Public Comments



- Over 400 comments received
- Most comments were suggestions for additional strategies or minor modifications to the Plan
- Based on feedback received, the City added:
 - parameters around potential use of carbon offsets in the future
 - additional language on reporting and monitoring the Plan's effectiveness
 - information about why the City uses a 2005 baseline for our GHG inventories and targets
 - smaller changes to incorporate feedback throughout the text

Building Electrification



- In 2023, Staff drafted an ordinance to prohibit natural gas in new construction
- Ninth Circuit Court of Appeals' decision held that federal law precludes cities from adopting such a prohibition
- Meanwhile, electrification is already in place or forthcoming:
 - **Locally** – El Cerrito San Pablo Avenue Specific Plan
 - **Regionally** – Air District requiring water heaters and furnaces to be zero-emission
 - **Statewide** – Air Board banning sale of gas furnaces and water heaters & new proposed energy efficiency standards in 2026 to strongly incentivize electric appliances in new homes

EQC Recommendations



- At their March 12, 2024 meeting the Environmental Quality Committee passed a motion recommending City Council adopt the draft Climate Action and Adaptation Plan, with modifications based on feedback heard in the public outreach process
- May 21, 2024 Recommendation to Council:
 - Fund climate action including “early wins” in Biennial Budget, with specific endorsement of prioritizing:
 - A building electrification ordinance
 - Modification to the Real Property Transfer Tax rebate program
 - Adoption of a new Environmentally Preferred Purchasing Policy
 - Investing in equipment to support tree planting
 - EV Charging Stations
 - Incorporating climate action into the work of all staff citywide

What's Next?

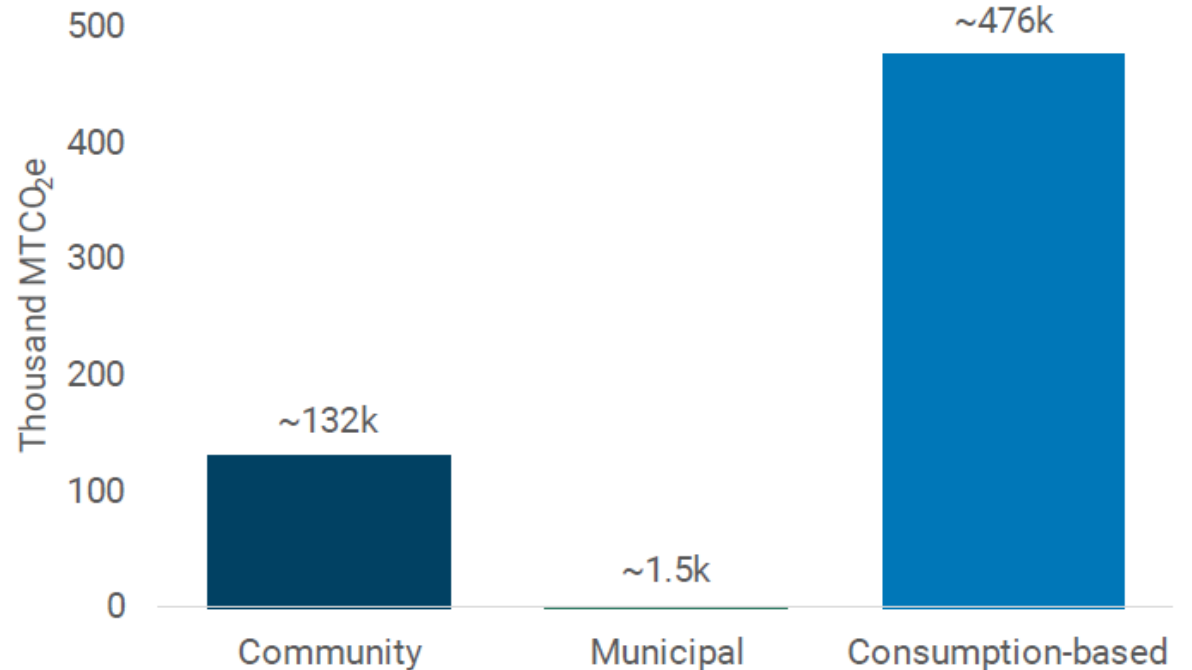


- Adopt the Plan
- Form an Interdepartmental Task Force
- Engage the Community (e.g., new Cleaner Contra Costa Challenge partnership)
- Complete Fleet Electrification Transition Plan with MTC
- Finalize Implementation Matrix and Implement "Phase 1"
- Pursue Funding (e.g., Inflation Reduction Act)
- Report back to Council and the EQC

Conclusion

- This CAAP sets forth an ambitious Plan to achieve **carbon neutrality by 2045** and adapt our community to a changing climate
- To achieve our goals, we'll need to support residents, businesses, employees, and all community members to take action!

Emissions estimates from three different inventory types for El Cerrito in 2021 (thousand MTCO₂e)





Thank you!



From: [Denice A Dennis](#)
To: [Tessa Rudnick](#); [Paul Fadelli](#); [Carolyn Wysinger](#); [Gabe Quinto](#); Imotoyama@ci.el-cerrito.us
Cc: [City Clerk](#)
Subject: Comments on 7/16 Agenda Item 9B Climate Action Plan
Date: Tuesday, July 16, 2024 1:50:19 PM
Attachments: [EQC 5 14 24 minutes CAAP recommendation.pdf](#)

Caution! This message was sent from outside your organization.

Dear Mayor Rudnick and City Council members,

I am writing to support the May 2024 EQC Recommendation to City Council on Climate Action “Early Wins” and CAAP Integration into Budget, which is was sent to the Council in May and is included as an attachment to the Minutes from the May EQC Meeting below.

These recommendations include the following:

“The Environmental Quality Committee (EQC) has the following recommendation that we encourage you to take into consideration during your current 2-year budget setting process.

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

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

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

Thank you for prioritizing the most important issue of our times—for our children’s and our grandchildren’s health and safety.

Denice A Dennis, MPH

1000 Grandmothers for Future Generation and [REDACTED]

July 16, 2024

City Council
City of El Cerrito
10890 San Pablo Avenue
El Cerrito, CA 94530

RE: Climate Action and Adaptation Plan Adoption, agenda item 9B

Dear Mayor Rudnick and Councilmembers,

Thank you to Council and Staff for prioritizing the Climate Action and Adaptation Plan and all the work that went into getting it to this point of adoption, including the public process and the integration of a lot of public comment.

I urge you to adopt this plan and maintain a consistent and urgent focus on implementation of the CAAP going forward. Reaching carbon neutrality by 2045, in roughly 20 years, is critically important, but it is not going to be easy. We can not afford to relax our attention to this goal just because we have adopted a plan. We need aggressive attention to implementation and tracking of the plan, if we are going to succeed. Council will play an important part in maintaining this attention and assuring that adequate resources are directed to these goals.

I appreciate that there are maximum 5 year intervals for implementation reports and 10 years for GHG inventories, but climate updates should be voluntarily offered by staff more frequently and, if not, Council should be requesting this information on a regular basis as part of the normal course of business. In approving this plan Council should include a message to staff that climate action is an expected element of everyone's job and that it will be discussed as part of job performance reviews.

There were many positive climate actions taken over the past 10 years under the first Climate Action Plan; however, it will take much more work and attention to meet the new CAAP goals. Part of the adoption of this plan must be a clear recognition that the status quo, and even our prevailing levels of change and innovation, which have been good, are not sufficient to get us where we need to be. There must be a consistent call for significant changes and improvement to meet these ambitious, but essential, goals.

One area that needs particular attention is transportation carbon emissions. It is still more than 50% of the total inventory, and even more alarmingly, it is growing, not falling. We have done well to reduce building energy GHG emissions, over the past 10 years, mostly through the shift to clean renewable electric power from MCE; however transportation GHG emissions have risen because vehicle miles traveled have grown much more than the emission reduction from alternatively fueled vehicles have been able to compensate. This is an important point to focus attention for climate action. For all that was promised about mode shift associated with transit oriented development reducing reliance on cars, vehicle miles traveled (VMT) is significantly up,

much more than can be explained with population increase, and we really have to get VMT down, if we are going to reduce transportation GHG emissions and make the city safer and more attractive to other modes of transportation.

We should not delay addressing embodied carbon in building materials (currently identified for phase 3). Everything we build today, whether it is new housing, businesses or active transportation streetscapes, promise to reduce future emission, if they are designed toward that end, but they will be undermined in their ability to deliver on that promise if they have to first work off unnecessarily high embodied emissions that were used to get them in place. Similarly, we can not afford to squander any opportunities in our current work to avoid future costly conversions, so all our work today, and along the way, must maintain a forward looking focus, with close attention to climate action and avoid postponing action to the future, when it will be more expensive and likely too late.

Thank you for your time and consideration,

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

Howdy Goudey
El Cerrito



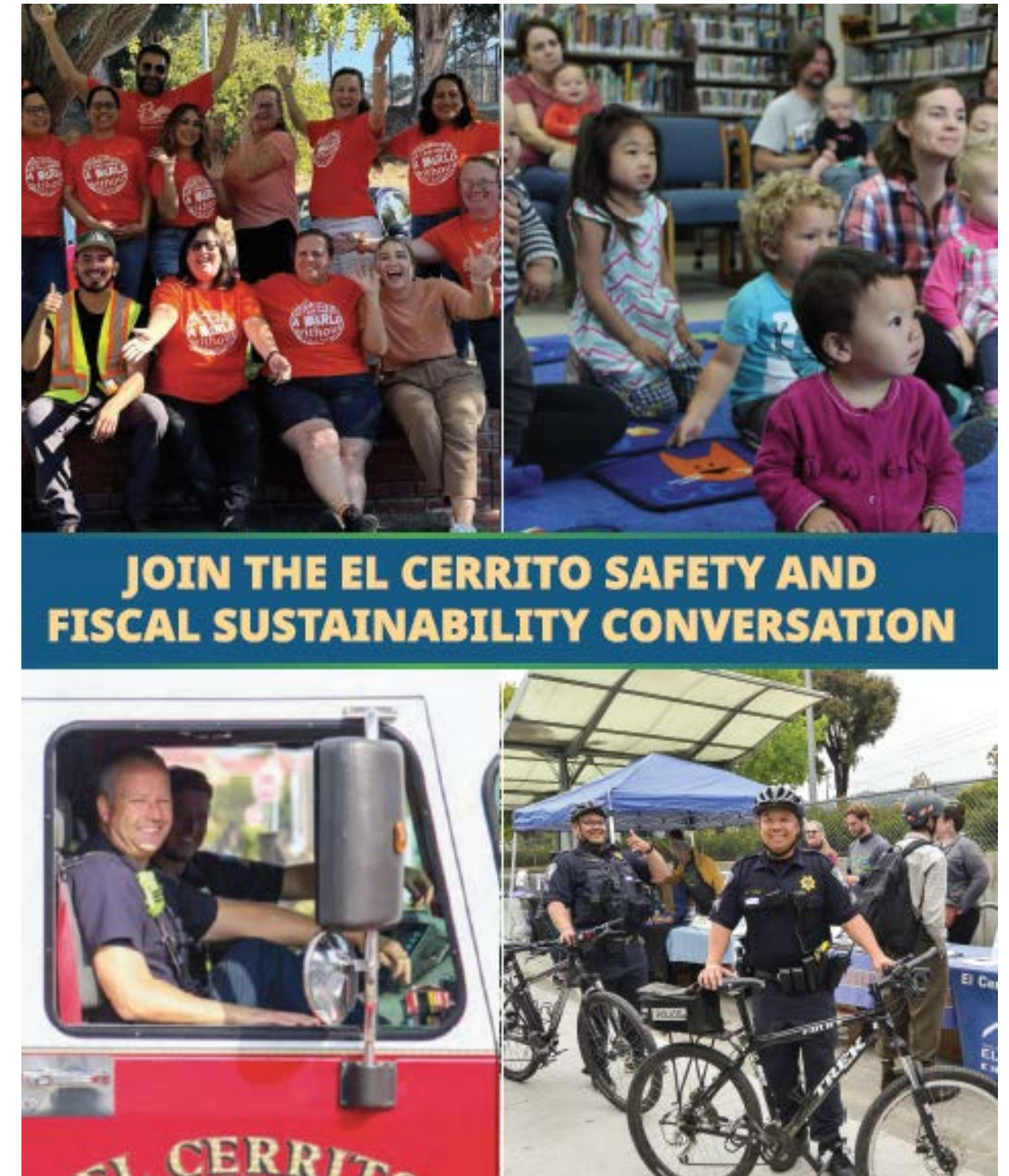
Reauthorization Measure to Maintain El Cerrito Safety and Local Services

July 16, 2024

Local Tax Dollars Expiring Soon

Measure R

- Approved by voters in 2014
- 1.0% Transactions and Use Tax (Sales Tax)
- Provides a guaranteed source of local funds to address local needs
- Funding is set to expire in 2027

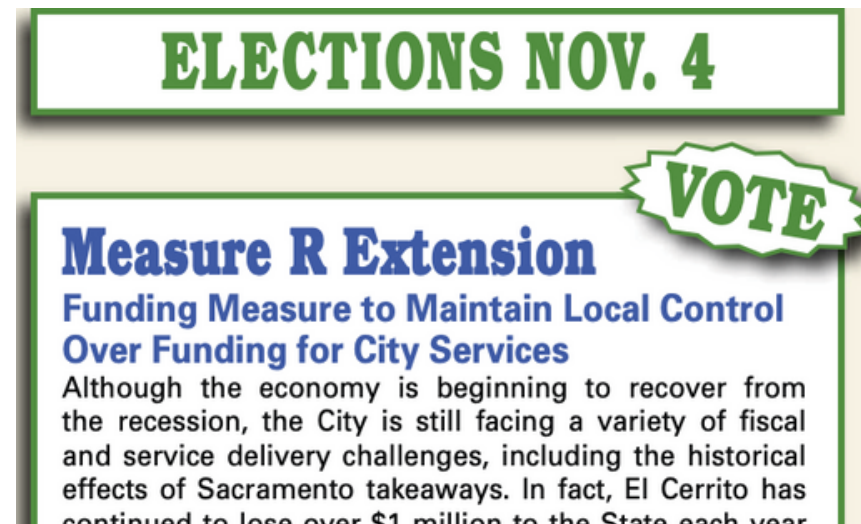


Budget Importance

- Generates 8.7% of General Fund Revenue
- Funds support critical City services, including:
 - Fire protection and public safety
 - Rapid emergency response times
 - After -school programs for children and teens
 - Maintenance of City parks, paths, and playfields
 - And, much more!



Reliable Funding



MAINTAIN CRITICAL SERVICES

Measure R dollars have allowed the city to maintain critical services in our community.



PROTECTING FROM THE WORST OF CUTS

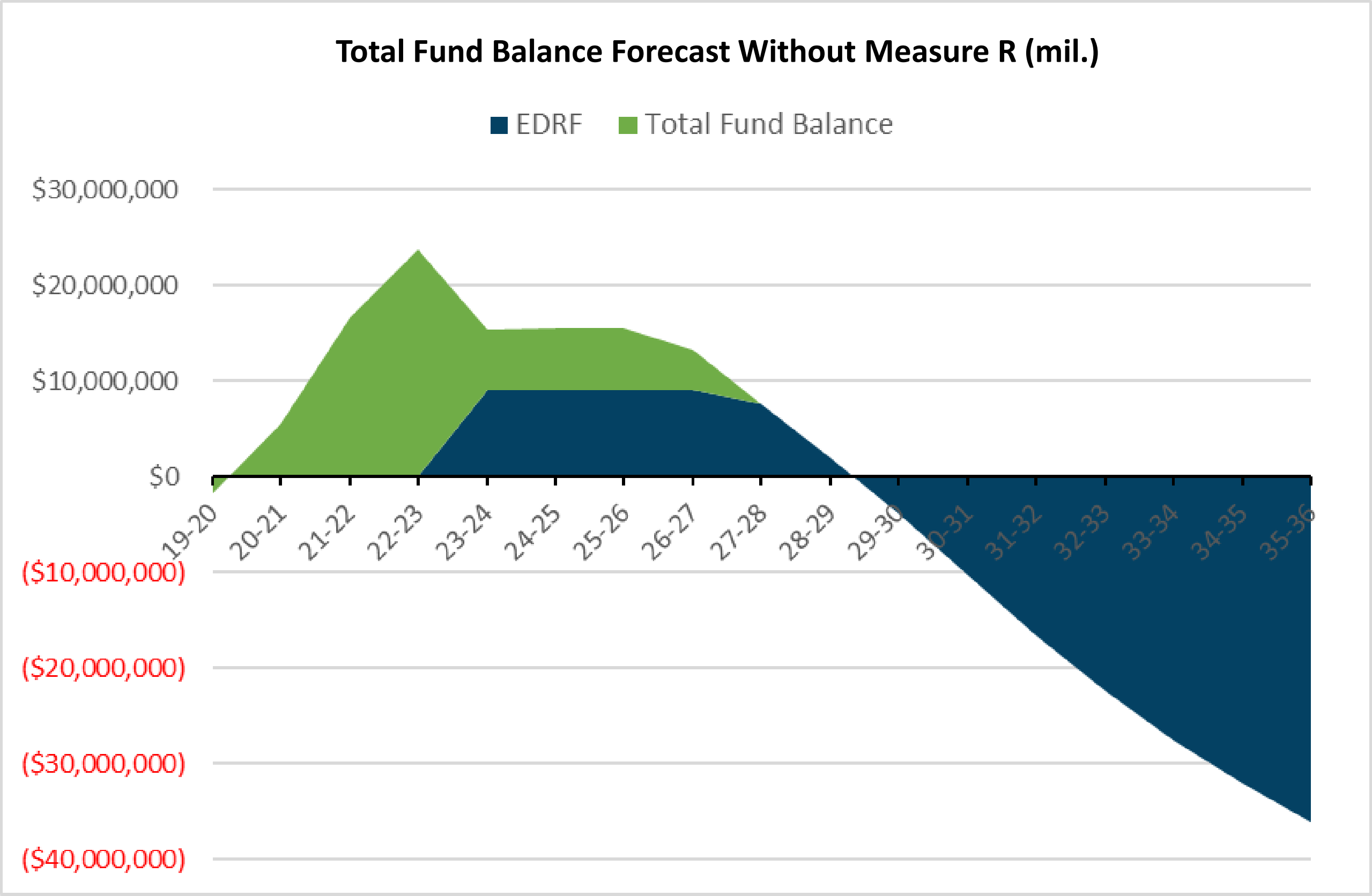
Measure R funds have prevented the need for more severe cuts as a result of the pandemic and financial challenges at the State level and will protect against more severe cuts in the future.



RELIABLE FUNDING EXPIRING

This funding, that allows the City to maintain a baseline level of critical services, is set to expire soon.

General Fund Forecast



A scenic view of a city at sunset, with a large blue text box overlaid on the left side. The city is densely packed with houses and buildings, and a large body of water is visible in the distance. The sky is a mix of orange, yellow, and blue, indicating the time is either sunrise or sunset. The text box is a solid blue color and contains white text.

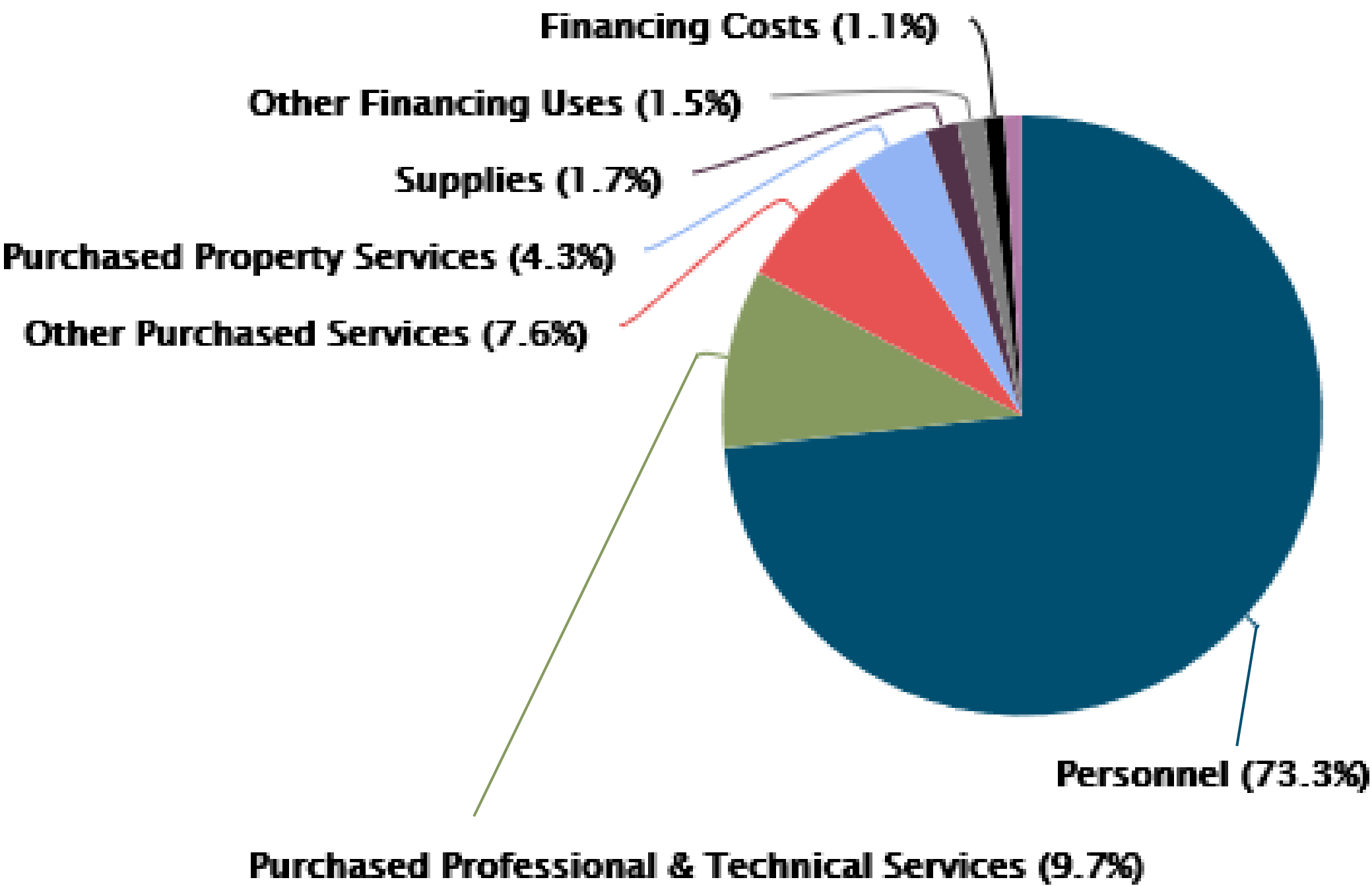
City Must Plan for
10 % General Fund
Cuts if the Measure
is not Reauthorized

All City Services at Risk

While Measure R funding has allowed El Cerrito to mitigate the worst of the recent budget challenges, adjustments will be necessary.

The expiration of Measure R would require much deeper and more severe impacts to service delivery.

General Fund Expenditures by Type FY 2024-25 Adopted Budget



Initial Outreach: Community Priorities

The City recently conducted an updated community survey.

Priorities identified include:



MAINTAIN
FIRE
PROTECTION
AND
EMERGENCY
MEDICAL
SERVICES



MAINTAIN
RAPID 9-1-1
EMERGENCY
RESPONSE
TIMES



MAINTAIN
CITY PARKS,
PATHS AND
PLAYFIELDS



MAINTAIN
AFTER-
SCHOOL
PROGRAMS
FOR CHILDREN
AND TEENS



MAINTAIN
LIBRARY
PROGRAMS
FOR
CHILDREN,
ADULTS AND
FAMILIES



MAINTAIN
WILDFIRE
PREVENTION
PROGRAMS



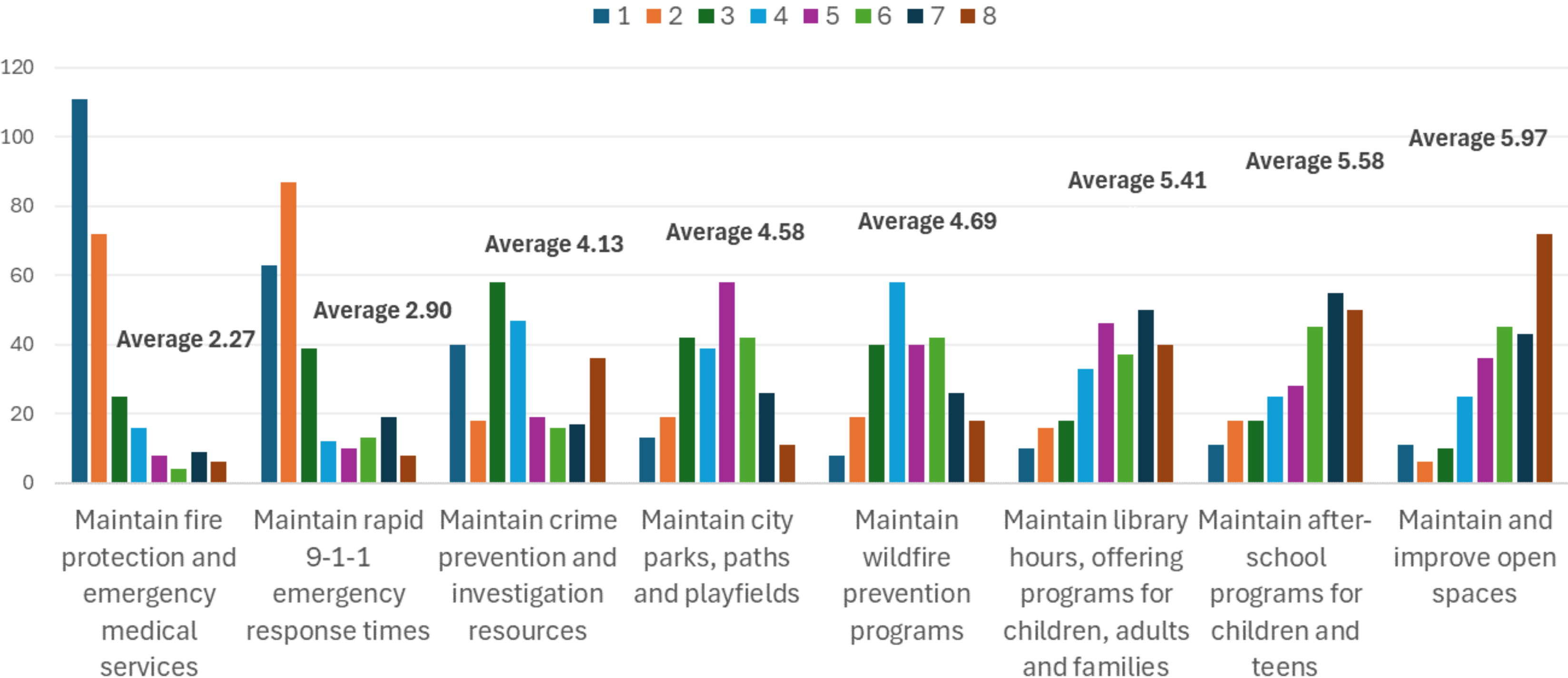
MAINTAIN AND
IMPROVE
OPEN SPACES



MAINTAIN
CRIME
PREVENTION
AND
INVESTIGATION
RESOURCES

Join the Conversation

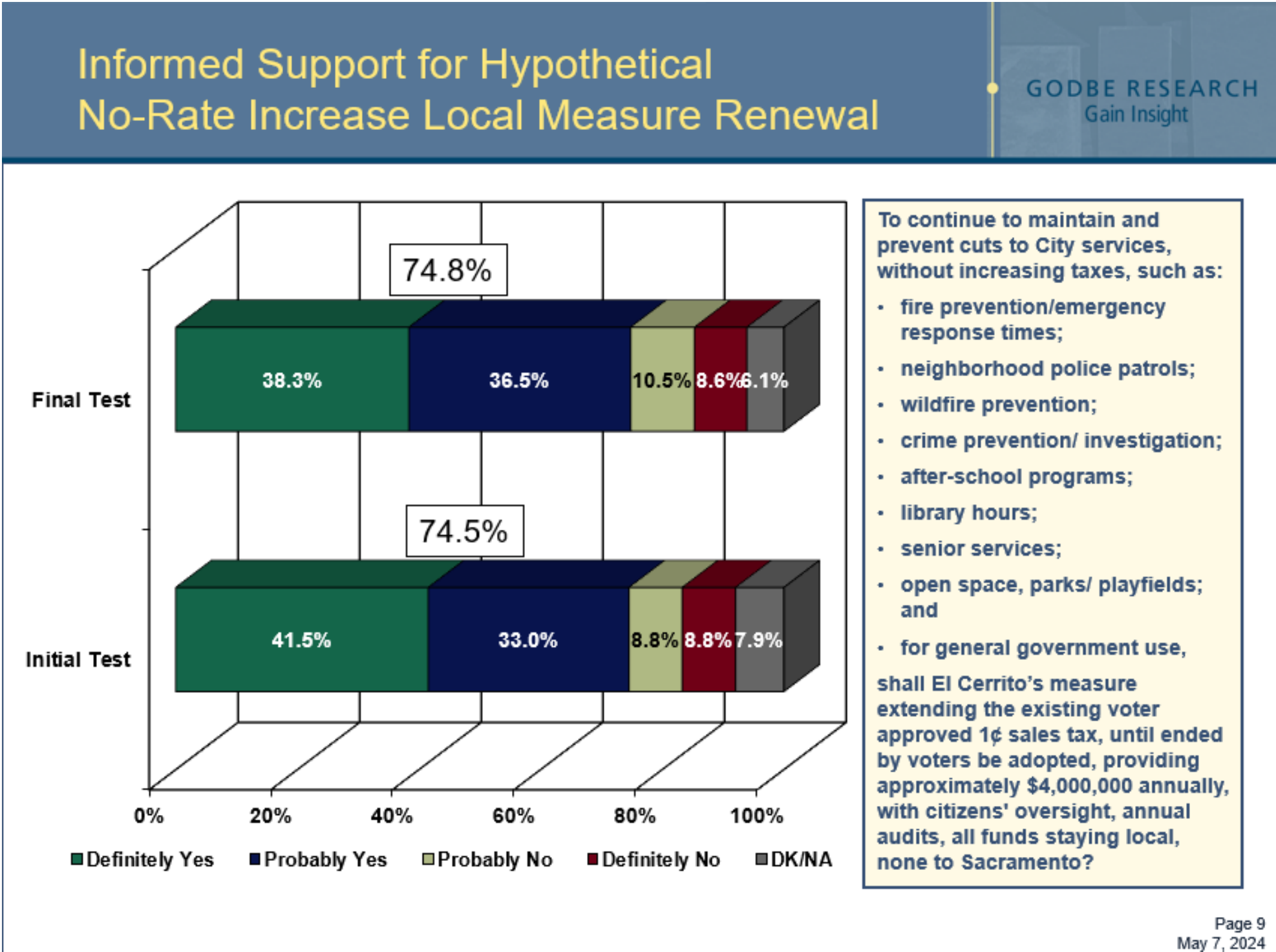
Survey Feedback Ranking from 1 through 8 (with “1” being the most important)
Responses = 266



Strong Support for Measure

In the statistically valid survey completed by Godbe Research 74.8% of respondents were in support of a hypothetical no -rate increase measure renewal, after hearing informational and critical statements.

Notably, the proposed measure received high levels of support with one of the highlighted features being that it would remain in effect until ended by voters. But, support declines by nearly 10% with an 18 -year sunset.



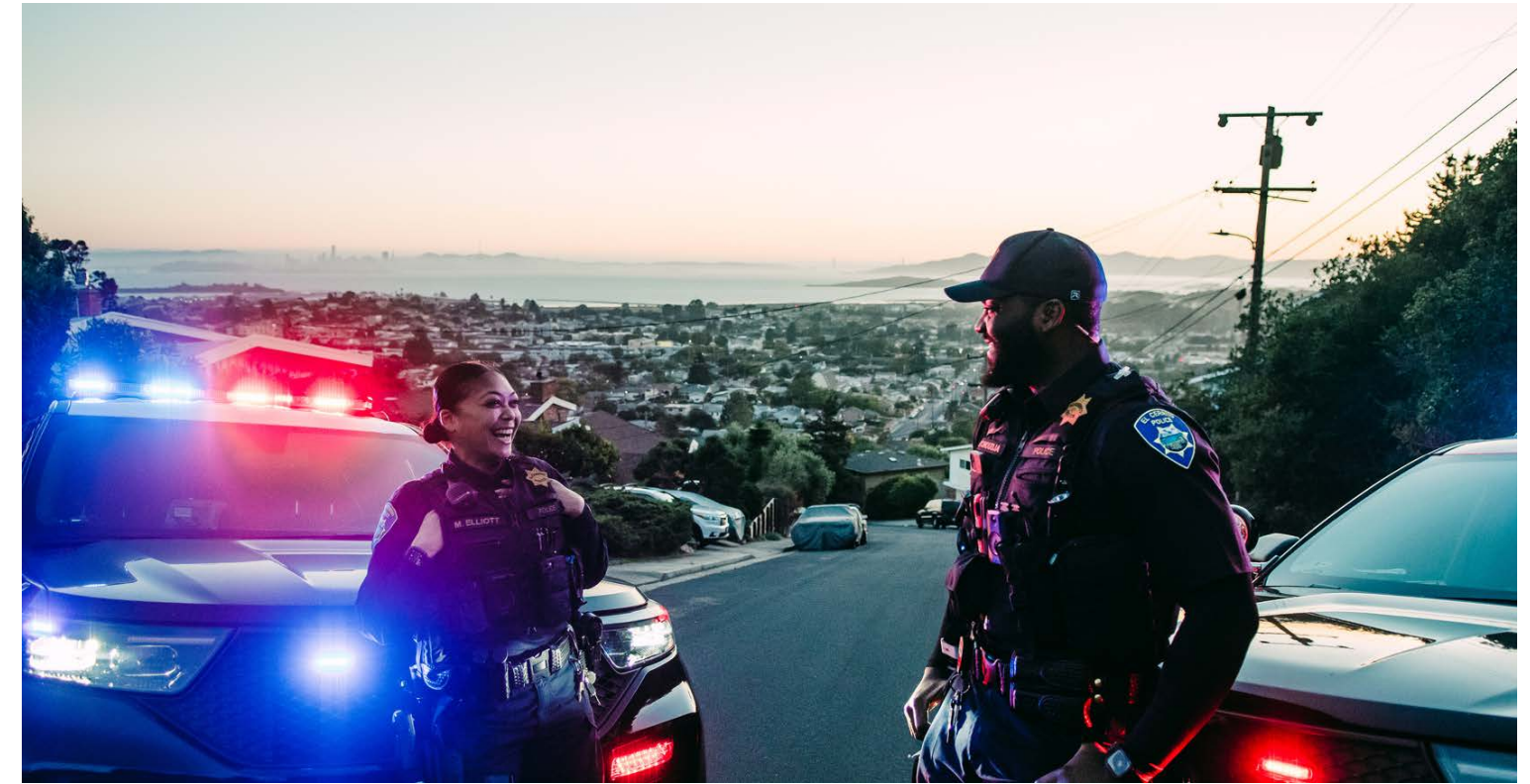
Until Ended by Voters	74.8% support
Ended at 12 years	69% support
Ended at 18 years	65% support

Margin of error = ± 4.69%

Maintaining El Cerrito Safety and Local Services Measure

Key Details:

- The Transactions and Use Tax Measure would be extended, providing local funding at the one -cent sales tax rate until ended by voters, with no tax increase
- All funds generated by the measure would be used to maintain and prevent cuts to City services without increasing taxes
- Independent audits of revenues generated would be required
- The Measure would include continued citizen's oversight
- All revenues would be kept local



Staff Recommendation:
Call and Request Services for
a November 5, 2024 Election
to Submit to Voters
Reauthorization of Measure R
to Maintain El Cerrito Safety
and Local Services





Questions?

From: [Elizabeth Bashor](#)
To: [City Clerk](#)
Subject: Public Comment for July 16, 2024 City Council Agenda Item 9C
Date: Friday, July 12, 2024 8:48:46 AM

Caution! This message was sent from outside your organization.

Dear Members of the City Council,

Please do not make the extension of the Measure R sales tax a forever tax. I understand you will vote on this at your meeting on July 16, 2024.

If you favor making it easy for people to participate in democracy, it is good public policy to place an expiration date on taxes. This gives all residents an opportunity to vote yes if they are satisfied with how money is being spent and no if they are not. This is especially important for a measure that puts money in the general fund like Measure R as opposed to a very specific tax that can only be spent on certain items such as repair and maintenance of city streets.

To say that voters can repeal a tax if they don't like it is absurd since this places a tremendous burden on citizens to figure out the process and collect a large number of signatures.

Most people don't have time to keep close track of city spending. That's why it is wise if you truly favor community engagement to enact taxes that expire within a reasonable amount of time. If the council votes on July 16 to place a "forever" sales tax extension on the ballot, I hope they will state their reasoning.

Sincerely,
Elizabeth Bashor


El Cerrito

From: [cindy.mekjian](#)
To: [City Clerk](#)
Subject: Public comments- agenda item 9C
Date: Friday, July 12, 2024 11:17:30 AM

Caution! This message was sent from outside your organization.

Dear City Council Members,

I am writing to advocate that you do not make the extension of the Measure R sales tax one WITHOUT a concrete expiration date.

This should not be a *forever* tax that does not get checked by voters periodically. As it will be a tax that goes into the general fund, voters should have the opportunity to review how the money is spent and decide, through a renewal vote, if they continue to support an ongoing extension of the Measure R tax.

As most El Cerrito residents likely do not have the time to keep track of city spending, a renewal vote that encourages the City to share how these funds are used, in order to get ongoing community support is a necessary check on this tax. I am aware that there is language that voters can repeal the tax. We all know that is not a likely scenario, so this would essentially be an unchecked *forever* tax.

Please support the City's ongoing engagement with the community on how funds are spent, by supporting a renewal of the Measure R tax that includes a reasonable expiration date. This would allow voters to voice whether they continue to support this tax at appropriate intervals.

Thank you for your time and attention.

Sincerely,

Cindy Mekjian

[REDACTED]. EC

From: [Ira Sharenow](#)
To: [Holly Charléty](#); [City Clerk](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Item 9C Forever Tax
Date: Sunday, July 14, 2024 11:06:55 AM

Caution! This message was sent from outside your organization.

I recommend that the FAB be disbanded. No FAB member spoke on the troubled budget. It does not appear that FAB even reviewed the \$4 million forever tax proposal.

FAB has nothing to say on the most important budget items and is ignored when it does make recommendations (\$1 million surplus). It serves no useful purpose. Save money disband FAB.

Ira Sharenow

El Cerrito, CA

From: [Justin Chang](#)
To: [City Clerk](#)
Subject: Public Comment - item #9C on the agenda: "No!" to extending Measure R with a "forever tax"
Date: Friday, July 12, 2024 12:18:36 PM

Caution! This message was sent from outside your organization.

Dear city leaders,

I heard that the council will be proposing to extend Measure R with a forever tax. I am against more city taxes of any kind and especially against any taxes that does not have an expiration date. Please do not even propose this to us citizens.

Sincerely
Justin Chang

From: [Louise ODea](#)
To: [City Clerk](#)
Subject: Measure R
Date: Monday, July 15, 2024 6:44:27 PM

Caution! This message was sent from outside your organization.

Please always make sure there are end limits on any tax measure. Louise Odea, Terrace Drive, El Cerrito.

From: [john odea](#)
To: [City Clerk](#)
Subject: Public Comment Item 9C on July 16, 2024
Date: Monday, July 15, 2024 7:04:19 PM

Caution! This message was sent from outside your organization.

I am not in favor of special property taxes being extended without a expiration date. I think a reassessment of the need should be put on the ballot every 10 years to allow the voters to decide if it is still appropriate or not.

I believe it should be submitted to the voters of El Cerrito with a limit of 10 years.

John ODea

From: [2corgis](#)
To: [City Clerk](#)
Subject: Public Comment #9C on the Agenda July 16, 2024
Date: Monday, July 15, 2024 9:04:26 PM

Caution! This message was sent from outside your organization.

Dear Council,

I am against placing Measure R on the ballot without a sunset. In essence it is a forever tax. The only way it can be revoked is if voters launch a citywide campaign to remove it. Which won't happen - I'm reasonably sure you know this. Please modify Measure R and let the voters decide if they want to renew it for a specified time. And please NO scare tactics (threats of no police, no 911, no firefighters) this time around.

- Melissa Holmes
EC resident

Sent from my T-Mobile 5G Device

From: [Fred Bialy](#)
To: [City Clerk](#)
Subject: Public Comments - Agenda Item #9C.
Date: Tuesday, July 16, 2024 12:59:44 PM

Caution! This message was sent from outside your organization.

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

I'm writing with a concern about the proposal to put an extension of the Measure R 1.0% sales tax on the ballot in November. My concern is that the proposal states that this sales tax extension would be in force "until ended by voters."

I understand from the staff report on this item the following:

"Rather than setting a term expiration on the extension, residents as a whole indicated they value this funding source and the continuity it provides and wish to retain the ability of voters to end the measure in the future."

I only recently learned the specifics of the process necessary to end a tax measure "by voters." It sounds complicated and I suspect would be a deterrent to taking this step in the future.

I do not remember the specifics of the outreach to El Cerrito voters about this issue. I suspect, though, that the details of how to end a tax measure were not spelled out. If they had been, I don't think the respondents would have indicated support for wording that would essentially make this extension a "forever tax."

At this time, I would support a measure to continue the 1.0% sales tax as a source of revenue for city services. But I would want the extension to have a specific time limit, say 10-12 years, and be reauthorized by voters in the future if this source of revenue is considered still necessary.

As the proposal is now written, I will vote NO in November. If rewritten with a specific expiration date, I would vote YES.

Sincerely,

Fred Bialy
El Cerrito Resident

From: [Kimberly White](#)
To: [City Clerk](#)
Cc: [Holly Charléty](#)
Subject: Public Comment for City Council Meeting on July 16, 2024 - Item 9C
Date: Tuesday, July 16, 2024 1:57:34 PM

Caution! This message was sent from outside your organization.

Dear City Council Members,

I am writing to express my concern regarding the proposed measure to extend our city's Measure R one percent sales tax "until voters end it."

While I understand the importance of maintaining a steady revenue stream for our city's general fund, I believe that extending Measure R indefinitely is not in the best interest of our community. A "until the voters end" tax makes it extremely difficult for future voters to have a say in renewing or not renewing the tax. The current process to place a local initiative on the ballot to end such a tax is cumbersome and requires significant effort.

Given these challenges, I urge the City Council to reconsider the proposal and instead ask voters to extend Measure R until a fixed expiration date. This approach ensures that voters retain their existing right to review and decide on the tax every 12 years, as is currently the case.

Maintaining a fixed expiration date for Measure R allows for regular assessment and accountability, ensuring that the tax continues to meet the needs of our community without placing an undue burden on future voters.

Thank you for your consideration.

Best regards,

Kimberly White
El Cerrito

A Song in Your Heart Makes You Dance All Day

From: [Kimberly White](#)
To: [City Clerk](#)
Cc: [Holly Charléty](#)
Subject: Public Comment for City Council Meeting on July 16, 2024 - Item 9C
Date: Tuesday, July 16, 2024 1:41:22 PM

Caution! This message was sent from outside your organization.

Dear City Clerk,

I hope this message finds you well.

I am writing to request that the following letter be included in the public comments for today's City Council meeting regarding Item 9C:

Dear City Clerk

I hope this message finds you well.

I am writing to request detailed information regarding the upcoming tax initiative. Specifically, I would like to understand the following:

1. The estimated annual revenue that this tax initiative is projected to generate for the city.
2. The current amount spent along with the anticipated costs associated with renewing this tax initiative, including any administrative or procedural expenses.

Additionally, I would appreciate any clarification on the process required for voters to end this tax initiative, given that it is proposed to be extended "until voters end it." Understanding the steps and requirements involved in placing a local initiative on the ballot to terminate this tax is essential for our planning and community engagement.

Your assistance in providing this information will be greatly appreciated, as it is crucial for our understanding and decision-making process.

Thank you for your time and cooperation.

Best regards,

Kimberly White
El Cerrito Resident

Please include this letter in the public comments for today's City Council meeting.

Thank you for your assistance.

Best regards,

Kimberly

From: [Lisa Martinengo](#)
To: [City Clerk](#)
Subject: public comment item 9C and more
Date: Tuesday, July 16, 2024 1:52:00 PM

Caution! This message was sent from outside your organization.

Hello Council members and staff reading the public commentary,

If it is true that the Measure R 'extension' tax you want to propose has no sunset date, then I would ask you to reconsider and rewrite the proposed ballot measure.

Plus, why rush to put it on ballot in 2024, when it is not set to end until 2027, if I understand correctly? Please take some more time to listen to your constituents who will be subject to these tax payments. Take a bit of time to rewrite it with an end date.

If you insist on adding it to this year's ballot without any finite end or renegotiation date, I imagine you risk really alienating a large part of the residents you're supposed to be helping.

best regards,
Lisa Martinengo

PS. Regarding the priority list on the big mailing about Budget Feedback, I was disappointed but not totally surprised to find no mention of bringing back a dedicated space for a Senior Center. The Comm Center programs and activities are not at all at the level they need to be to get back to what was offered at the Open House Center for many years.

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From: [REDACTED]
To: [Tessa Rudnick](#); [Paul Fadelli](#); [Gabe Quinto](#); [Carolyn Wysinger](#); [Lisa Motoyama](#); [City Clerk](#)
Subject: Public Comment - Agenda Item # 9 C. Request Services for a November 5, 2024 Election to Submit to Voters the Reauthorization of Measure R
Date: Tuesday, July 16, 2024 1:56:39 PM

Caution! This message was sent from outside your organization.

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

I wish to express my concerns about item “9 C. Request Services for a November 5, 2024 Election to Submit to Voters the Reauthorization of Measure R” on the agenda for tonight’s July 16th City Council Meeting. I fully recognize the City’s precarious financial situation and support reauthorizing the existing one percent “transaction and use” sales tax. However, due to my concerns about fiscal responsibility, accountability, social justice and equity, I strongly oppose extending the tax indefinitely.

Fiscal Responsibility and Accountability

I believe the biggest issues facing El Cerrito continue to be those of fiscal responsibility and accountability. While progress has certainly been made, I am bothered that City expenditures continue to climb, pension liabilities continue to go unfunded, and Financial Advisory Board (“FAB”) recommendations continue to be ignored. I watched with dismay as more than six million dollars in American Rescue Plan Act (“ARPA”) funds from the Federal government intended for COVID relief were used to temporarily bail out the City from fiscal mismanagement that long preceded the pandemic rather than, as intended, to support local businesses, service workers, renters, children, families and communities impacted by COVID. I listened in disbelief last month when the City Council was told that the dramatic drop in real property transfer tax revenue was unforeseen, particularly since two years ago FAB presented to the City an analysis of rising interest rates and resulting declines in property sale transactions that nearly exactly predicted the revenue drop that ultimately occurred—a forewarning that was summarily dismissed then as “wrong.” I am struck by the irony of the City wasting taxpayer money on slick, full-color, mailed flyers triumphantly proclaiming “fiscal responsibility” and vague claims of a “ten million dollar savings.”

As we are seeing with the growing opposition to the proposed El Cerrito Plaza BART library, the prospect of a “never ending” permanent tax increase feeds distrust and fuels opposition. For the record, I use the existing Stockton Avenue library regularly, know firsthand the need for a more modern facility, and fully support building a new library. I am undecided about the Plaza location, mostly because I haven’t been able to get the information necessary to have a truly informed opinion. I wish the City had arrived at its recommendation and built support by actively engaging the community in an open, honest discussion of site feasibility studies, cost analyses and financing options—rather than simply trying to sell the Plaza proposal to the public through an elaborate, expensive, taxpayer-funded, marketing campaign that feels much more like a “dog and pony show.” Like many others, I would strongly support a temporary increase in property taxes that fully funded the repayment of construction bonds for a new library. However, also like many others, I would not support a permanent “forever” property tax increase

with unrestricted funds that could be used for expenses that have nothing to do with the library.

As is unfolding now, I fear that the reauthorization of Measure R may fail at polls this November, not necessarily on its merits but rather from the growing distrust residents feel towards the City. Rightly or wrongly, a “never ending” tax strongly reinforces the perception that El Cerrito continues to lack fiscal responsibility and accountability. Many residents feel the “if the measure fails” doomsday threats to public safety are dishonest and manipulative. Few feel reassured that the “until ended by voters” provision provides a reasonable, practical, cost-effective way to remove the tax when, and if, it is no longer necessary. I encourage the City Council to head off opposition to extending Measure R by instituting a sunset date—a small gesture of fiscal responsibility and accountability that can build trust by facilitating a periodic review and assessment of the sales tax and its necessity.

Social Justice and Equity

Sales taxes are inherently regressive in that they disproportionately burden lower-income individuals and families. The simple explanation is that lower-income households spend a greater portion of their disposable income on taxable goods than middle and upper-income households. For example, a person earning \$2,000 per month typically spends their entire paycheck on necessities, most of which are subject to sales taxes. A family earning \$20,000 per month generally puts aside a large chunk of their “extra income” into various savings and investment accounts. Viewed through an equity lens, a sales tax is unjust in that a much greater proportion of the earnings of a low-income family is subject to sales taxes than that of higher-income families. Sales taxes are regressive taxes on the poor.

There is a common misconception that sales taxes are less regressive when food is not taxed. I wish this were true, but it is not. Economic research has found that exempting groceries from the sales tax reduces economic efficiency without achieving the oft-stated objective of enhancing tax progressivity. The poorest decile of households pay approximately ten percent more sales tax liability with California’s grocery tax exemption than they would in a revenue-neutral scenario in which groceries were taxed but the general sales tax rates were reduced commensurately. The inequities are even greater when untaxed Supplemental Nutrition Assistance Program food benefits (aka “SNAP” and “CalFresh”) are factored in.

While Alaska, Delaware, Montana, New Hampshire and Oregon do not levy a statewide sales tax, California’s base sales tax rate of 7.25% is the highest in the country. Although sales taxes disproportionately burden the poor and exasperate inequity—particularly in high tax states like California—they are, unfortunately, among the very few revenue sources available to municipalities like El Cerrito. I urge the City Council to proceed with caution, particularly since our current 10.25% sales tax rate is among the highest in the state (tied for 9th among California’s 482 incorporated cities). Please don’t extend Measure R into a “forever tax” on the poor.

I would support an extension of the one-cent Measure R sales tax only if, as is the case now, it is subject to a time limit that prompts evaluation and review. I view “until ended by voters” as a gimmick that disempowers voters and keeps the tax in place indefinitely.

My suggestion is to amend Chapter 4.62 of El Cerrito's Transactions and Use Ordinance to provide successive four- or eight-year voter approved extensions which align sales tax reauthorizations with presidential elections and greater voter participation.

Please put the onus on City leaders to periodically justify to voters why a regressive but temporary tax should be extended. Do not disingenuously force residents to go through the arduous, contentious and expensive process of collecting 2,000 signatures for a ballot measure and organizing, funding and waging a battle against the City should they wish to repeal Measure R.

Thank you for taking the time to listen to your constituents. Some of us occasionally have good ideas.

Respectfully,

William Ktsanes
El Cerrito Resident

From: [Paola](#)
To: [City Clerk](#)
Subject: Public Comment item 9c
Date: Wednesday, July 17, 2024 7:36:21 AM

Caution! This message was sent from outside your organization.

I am one of many El Cerrito residents who oppose this forever tax move on your part! Put a sunset date on it, this is your responsibility and you should not put it on voters to do the work! This is one of the many reasons why this city council is awful!

From: [Lw](#)
To: [City Clerk](#)
Cc: [REDACTED]
Subject: Measure R
Date: Wednesday, July 17, 2024 8:20:59 AM

Caution! This message was sent from outside your organization.

I strongly disagree with an extension of Measure R as you are presenting it on the ballot..
If there were a reasonable time limit , say 10 years, and then it would come up for a vote
again, I'd definitely reconsider.

Not one of my friends or neighbors supports the extension as it will appear on the ballot, with
no time limit.

I believe you are doing a great disservice to our community and endangering public safety by
potentially reducing services if the measure fails.

Lynn Watkins
El Cerrito Tax Payer

[Yahoo Mail: Search, Organize, Conquer](#)