

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, AUGUST 20, 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/89053003770?pwd=DjawVX5FHtbiGNdyTWiPVaaZtZgon.1>
Meeting ID: 890 5300 3770 Password: 685559 Dial in: 1-408-638-0968

View (Regular Meeting Only):

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

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

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

Public Comments:

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

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

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

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

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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

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3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association (PEA); Public Safety Management Association; and Service Employees International Union (SEIU) Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

4. ADJOURN SPECIAL CITY COUNCIL MEETING

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

6. PRESENTATIONS

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.

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Councilmembers
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A. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from June 18 and July 16, 2024.

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

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

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

- Environmental Quality Committee (FY24 Accomplishments)
- Financial Advisory Board (FY24 Accomplishments)

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

C. Civility Awareness Month Proclamation

Action Proposed: *At the request of Mayor Rudnick* Approve a proclamation recognizing August as Civility Awareness Month in El Cerrito

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

D. FY 2023-24 Fourth Quarter Cash and Investment Report

Action Proposed: Receive and file the City's Fourth Quarter Cash and Investment Report for the period April 1, 2024 to June 30, 2024.

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

E. Monthly Disbursement and Check Register Report for July 2024

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

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

Mayor
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Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

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 Van Driver II, Administrative Assistant I/II and 2) authorize new classifications of Fire Marshal, Van Driver I and Neighborhood Preservation Program Coordinator.

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

G. Execute an Agreement For The Lease Purchase of Five EKG Monitors And Three Mechanical CPR Devices For An Annual Amount Not To Exceed \$79,000 With A Total Price Of \$332,000.

Action Proposed: Adopt a Resolution authorizing a sixty-six month lease purchase of five EKG monitors and three mechanical CPR devices for an amount not to exceed \$79,000 per year, for a total purchase price of \$331,173.

Contact: Eric Saylors, Fire Chief, Fire Department

H. Amendment of the License Agreement with the Kensington Police Protection & Community Services District Extending the Use of Site and Amenities at 10940 San Pablo Avenue

Action Proposed: Adopt a resolution authorizing the City Manager to execute an amendment to the license agreement with the Kensington Police Protection and Community Services District extending the temporary usage of the modular building and other site amenities located at 10940 San Pablo Avenue for an additional three years with options to extend in two-year increments.

Contact: Christopher Jones, Recreation Director, Recreation Department

8. PUBLIC HEARINGS

A. Fire Hazard Abatement

Exempt from CEQA review pursuant to Sections 15304 and 15308, Notice published 8/10/2024

Action Proposed: 1) Adopt a resolution declaring that weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing;

Mayor
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Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

and 3) Adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

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

9. POLICY MATTERS

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

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

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, September 17, 2024 at 6:00 p.m.

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

Mayor

Tessa Rudnick

Mayor Pro Tem

Carolyn Wysinger



Councilmembers

Paul Fadelli

Lisa Motoyama

Gabriel Quino

EL CERRITO CITY COUNCIL DRAFT MINUTES

TUESDAY, JUNE 18, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

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

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

View (Regular Meeting Only):

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

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

Public Comments:

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

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

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

Mayor Rudnick called the meeting to order at 5:04 PM.

Present: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama (left at 5:17 PM), Councilmember Quinto (arrived at 5:11 PM) **Absent:** None

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

2. ORAL COMMUNICATIONS FROM THE PUBLIC

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

3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association (PEA); Public Safety Management Association; and Service Employees International Union (SEIU) Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

City Council convened to closed session at 5:05 PM.

Councilmember Motoyama recused herself due to a potential financial conflict of interest and left the meeting at 5:17 PM.

No reportable action.

4. ADJOURN SPECIAL CITY COUNCIL MEETING

The special meeting adjourned at 5:30 PM

6:00 PM ROLL CALL – CONVENE CONCURRENT SPECIAL PUBLIC FINANCING AUTHORITY, EMPLOYEE PENSION BOARD, AND REGULAR CITY COUNCIL MEETING

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

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

City Manager Pinkos - announced City holiday closure for Juneteenth, reported on recent library community meeting, and upcoming July 4th event.

Mayor Pro Tem Wysinger - reported on recent speaking engagement with El Cerrito High School Graduates.

Councilmember Fadelli - announced the upcoming Regional Wildfire Prevention Coordination Group hosted by El Cerrito on 7/8.

Councilmember Motoyama - announced amateur radio field day on 6/22 at Kensington Park.

Mayor Rudnick - Formally disbanded the Crime Prevention Committee Evaluation Ad-Hoc Committee.

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.

Amelia Schmale, Stuart Sonatina, Pier LeBlanc, Janet Bryan, Mark Peterson, Rebecca Saltzman, Gaia Sonatina - spoke regarding the need for additional street safety and traffic-calming measures in the City and requested to meet with the Public Works Director.

BL, Lucinda Casson - spoke in opposition to a council ceasefire resolution.

Buddy Akacic - commented regarding city diversity and needs for increasing senior services.

Barbara Chan - commented on the need for the Financial Advisory Board to have more oversight on financial matters.

Ann Ogonowski - commented on attendance at city advisory body meetings, and the need for education on how to properly sort waste bins including notes or warnings when bins are not sorted properly.

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.

Moved/Seconded: Councilmember Fadelli/Councilmember Motoyama

Action: Approved Items A, B, D-G on the consent calendar as indicated below.

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

A. Approval of Minutes

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

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

Action: Approved minutes

B. Monthly Disbursement and Check Register Report for May 2024

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

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

Action: Received and filed

C. Resolution to Amend the City's Classification Plan

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

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

Pulled from Consent by Councilmember Motoyama

Discussion: Revisions to City Manager and Human Resources Manager descriptions.

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger

Action: Approved Resolution No. 2024-39 including authorization for the City Manager to administratively amend language in the City Manager's classification to reference "efficient and economically sustainable performance of the City's operations"; and adding language for a leadership component to the Human Relations Manager classification. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

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

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

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

Action: Approved Resolution No. 2024-40

Councilmember Fadelli announced that he will not be seeking re-election.

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

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

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

Action: Approved Resolution No. 2024-41

F. Resolution to Join Green Empowerment Zone

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

Contact: Karen Pinkos, City Manager, City Management

Action: Approved Resolution No. 2024-42

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

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

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

Action: Approved Resolution No. 2024-43

8. PUBLIC HEARINGS

A. Fire Hazard Abatement

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

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding reoccurring violations at certain properties, inclusion of the Kensington area.

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger
Action: Adopted Resolution No. 2024-44 (Declaring Public Nuisance) with the revised Exhibit A. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

Public Hearing: Mayor Rudnick opened the public hearing.

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

Moved/Seconded: Councilmember Quinto/Councilmember Motoyama
Action: Adopted Resolution No. 2024-45 (Overriding Objections)
Ayes: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

9. POLICY MATTERS

A. CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION BOARD

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

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

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding Kensington budget calculation error and correction, assumptions, fire overtime estimates, track changes on budget book updates, intent statements, Financial Advisory Board involvement, increasing surplus and equivalent of service reductions, cost allocation study, and deferred maintenance.

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

Moved/Seconded: Councilmember Fadelli/Councilmember Motoyama
Action: Approved Resolution No. 2024-46, Resolution No. 2024-47, PFA Resolution No. 2024-01, and PB Resolution No. 2024-01 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

- 10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS** *Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.*

Mayor Rudnick - reported on attendance at 6/6 Mayors Conference, 6/8 El Cerrito Summertime Kick Off Craft Fair, 6/12 Loving Day screening, and 6/14 Advisory Body Recognition Dinner.

Councilmember Quinto - reported on attendance at Local Area Formation Commission meeting.

Councilmember Fadelli - reported on Contra Costa Transportation Authority meeting.

Councilmember Motoyama - reported on attendance at 6/5 El Cerrito High School Graduation ceremony, 6/8 El Cerrito Summertime Kick Off Craft Fair, 6/12 Police Swearing in Ceremony, and 6/14 Advisory Body Recognition Dinner.

- 11. ADJOURN REGULAR CITY COUNCIL MEETING**

The concurrent meeting adjourned at 8:12 PM in memory of Willie Mays.

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of June 18, 2024 as approved by the El Cerrito City Council.

Holly M. Charléty, MMC, City Clerk

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Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quino

EL CERRITO CITY COUNCIL DRAFT MINUTES

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=a5DynG2gYR2PL7MiGNydESHXiWlqdN.1>

Meeting ID: 883 1276 7082 **Password:** 615564 **Dial in:** 1-408-638-0968

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Public Comments:

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2. *By Email* to cityclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #.**

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5:00 PM **ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING**
Mayor Rudnick called the meeting to order at 5:03 PM.
Present: Mayor Rudnick, Mayor Pro Tem Wysinger (arrived at 5:34 PM), Councilmember Fadelli, Councilmember Quinto **Absent:** Councilmember Motoyama

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

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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

3. **CLOSED SESSION CONFERENCE WITH NEGOTIATORS**

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association; Public Safety Management Association; Service Employees International Union Local 1021.

Contact: Sky Woodruff, City Attorney, City Management

City Council convened to closed session at 5:04 PM. No reportable action.

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

No reportable action.

5. **ADJOURN SPECIAL CITY COUNCIL MEETING**

The special meeting adjourned at 5:46 PM

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

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

Present: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Quinto **Absent:** Councilmember Motoyama

1. **CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE**
3. **TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

4. COUNCIL/STAFF COMMUNICATIONS

Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.
City Manager Pinkos - provided an update on city approval of the BART Transit Oriented Development master plan and subdivision map, announced 7/17 public meeting regarding the approval at City Hall.

Mayor Pro Tem Wysinger - reported on attendance at the July 4th event and Pride Day celebration in San Francisco.

Councilmember Quinto - announced appointment to the Stationary Source Committee for the Bay Area Air Quality Management District.

Councilmember Fadelli - reported on attendance at the July 4th event, and ribbon cutting of Planned Parenthood.

Mayor Rudnick - announced the recognition of centenarians Ruby Adachi Hiramoto and Esther Tanizawa with a Mayoral Certificate of Recognition.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

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

Jennifer Hammer - spoke regarding recreation activities in El Cerrito and the need for increased senior services.

Linda Kalin - spoke regarding the need for a space for senior services.

Toby Blome, Fred Bialy, Nina Joe - spoke in support of a council ceasefire resolution.

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.

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

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
Councilmember Fadelli requested a presentation of the Urban Forest Committee workplan when next completed.

Action: Received and filed

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

Action: Received and filed

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

Action: Approved Resolution No. 2024-48

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

Action: Approved Resolution No. 2024-49

E. 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.

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

Action: Approved Resolution No. 2024-50

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

Action: Approved Resolution No. 2024-51

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding priority of six projects listed.

Public Comments:

Rebecca Butler - spoke in support of the project and work to improve conditions in the area, and consideration of property uphill being considered.

Moved/Seconded: Mayor Pro Tem Wysinger/Councilmember Fadelli **Action:** Adopted Resolution No. 2024-52 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Quinto **Noes:** None **Absent:** Councilmember Motoyama

B. EI Cerrito Climate Action & Adaptation Plan

Action Proposed: Approve a resolution adopting the EI 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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding completed action items and timing of future phases, program updates to the Real Property Transfer Tax (RPPT) rebate program, transportation focus action items, involvement with local transit in development of plan, responsibility of implementation, timing of reported updates to City Council, planting trees, interdepartmental taskforce responsibilities, and climate action pledge.

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

Howdy Goudey - spoke in support of adoption with a need to increase the pace and effort of implementation, support of more frequent updates to the City Council, and transportation emissions.

Toby Blome - spoke in support of updates to City Council every six months to one year, and fast pace of climate change, and the impact of military activities and war on the climate.

Susan Duncan - commented on the importance of a climate focus and need for resident grants to modify to electric and solar installations.

Fred Bialy - commented in support of more frequent reporting to City Council.

Moved/Seconded: Councilmember Fadelli/Mayor Rudnick

Action: Passed a motion to modify the plan language to report back with updates to City Council not less than every two years.

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

Moved/Seconded: Councilmember Fadelli/Mayor Rudnick

Action: Adopted Resolution No. 2024-53 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Quinto **Noes:** None **Absent:** Councilmember Motoyama

City Council provided staff general direction to prioritize updates to the RPPT rebate program.

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
Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding the end date of the tax, accountability measures related to the necessity of the tax, and language used when framing opposition statements during the polling process.

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

Fred Bialy - provided comments regarding polling and concern regarding the lack of an expiration date.

Howdy Goudey - spoke regarding support of the measure with or without a sunset date.

Moved/Seconded: Councilmember Fadelli/Mayor Pro Tem Wysinger **Action:** Adopted Resolution No. 2024-54, waived further reading and held the first reading by title of Ordinance 2024-02.
Ayes: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Quinto **Noes:** None **Absent:** Councilmember Motoyama

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

Councilmember Quinto - reported on attendance at the Cal Cities Board of Directors meeting.

Councilmember Fadelli - reported on attendance at the East Bay Wildfire Coalition meeting.

Mayor Rudnick - reported on attendance at the Association of Bay Area Governments meeting, Cal Cities Public Safety Policy Committee Meeting, Contra Costa Mayors Conference meeting, and call with Congressmen Garamendi.

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

The regular meeting adjourned at 8:18 PM in memory of Councilmember and former Mayor Jane Bartke.

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of July 16, 2024 as approved by the El Cerrito City Council.

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



AGENDA BILL

Agenda Item No. 7.B.

Date: August 20, 2024
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: Board, Commission, and Committee Workplan(s) and/or Accomplishments

ACTION PROPOSED

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

- Environmental Quality Committee (FY24 Accomplishments)
- Financial Advisory Board (FY24 Accomplishments)

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):

- Environmental Quality Committee **Accomplishments** for FY 2023/2024
 - Chair: Simrun Dhoot
 - Staff Liaison: Christina Leard, Management Analyst III
- Financial Advisory Board **Accomplishments** for FY 2023/2024
 - Chair: Kimberly White
 - Staff Liaison: Crystal Reams, Finance Director/Treasurer

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. Environmental Quality Committtee FY 2023 - 2024 Accomplishments
2. Financial Advisory Board FY 2023-2024 Accomplishments



FISCAL YEAR 2023-2024 ACCOMPLISHMENTS

Environmental Quality Committee

Chair **Simrun Dhoot**; Vice-Chair **Fred Bialy**; Members **Buddy Akacić, Pamela Austin, Howdy Goudey, Heather Hayashi, Mark Miner, Sean O'Connor, Paloma Pavel, Sheila Tarbet, Rose Vekony**

Staff Liaison

Christina Leard | (510) 215-4338
cleard@ci.el-cerrito.ca.us
Public Works Department

Action: The Environmental Quality Committee approves documentation of the EQC Accomplishments for the period July 1, 2023 through June 30, 2024.

Motion / Second: O'Connor / Goudey **Ayes:** Nine (9) Akacić, Austin, Dhoot, Goudey, Hayashi, Miner, O'Connor, Pavel, Tarbet,

Nays: None **Absent:** Two (2) Bialy, Vekony

Goal/Objective	Activities Supporting Goal	Status
Public Education and Outreach	a) Promoted electric vehicle outreach and education in collaboration with Drive Clean Bay Area. b) Participated in National Drive Electric Week events. c) Tabled at the WorldOne 4th of July festival to promote electrification of vehicles, home heating and cooking, including induction cooktop loaner programs. d) Sponsored the water refill station at the 2023 and 2024 WorldOne 4th of July festivals e) Promoted the SunShares program. f) Promoted and hosted 2024 Earth Day work parties. g) Co-sponsored 2024 East Bay Green Home Tour. h) Promoted the postponed 10th Annual Hillside Festival, co-sponsored with El Cerrito Trail Trekkers. i) Maintained steady coordination with the Urban Forest Committee, including participation in Arbor Week event. j) Received a presentation from EQC Member Paloma Pavel on her Fulbright residence in Norway and her attendance at the United Nations Climate Summit in Egypt (COP 27). k) Received a presentation from EQC Member Simrun Dhoot on BAAQMD's efforts to reduce harmful impacts from natural gas appliances and wood smoke on Bay Area residents. l) Received a presentation from City Staff on the Hillside Natural Area Fire Resilience And Forest Conservation Management Plan. m) Received a presentation from City Staff on the Contra Costa County Local Hazard Mitigation Plan. n) Co-hosted a screening of <i>The Street Project</i> with El Cerrito Strollers and Rollers at the Rialto Cinemas.	a) Ongoing b) Recurring c) Recurring d) Complete e) Recurring f) Ongoing g) Recurring h) Recurring i) Ongoing j) Complete k) Complete l) Complete m) Complete n) Complete

	o) Co-sponsored El Cerrito Free Market events and assisted with securing a site for them in the library parking lot. p) Continued recurring agenda items to present an example of environmental art at each meeting.	o) Recurring p) Ongoing
Volunteer Work Parties	a) Organized thirteen (13) in-person Green Teams work parties, including seven (7) that focused on trash removal from streets, parks, and creeks and participated in Coastal Clean-up Day; and six (6) broom pulls in the Hillside Natural Area with El Cerrito Trail Trekkers.	a) Ongoing
Policy Development and Recommendations	a) Hosted three (3) public meetings on the CAAP and provided recommendations and feedback to the CAAP consultant and to City Council. Two EQC members served on the CAAP Stakeholder Advisory Group. b) Provided a member to represent the EQC on the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan Stakeholder Advisory Group. c) Provided a member to represent the EQC on the Local Road Safety Plan Stakeholder Group. d) Provided advice to Council about changes to the communications between advisory groups and Council, Staff and other advisory groups, as well as other aspects of how advisory bodies operate.	a) Complete b) Ongoing c) Ongoing d) Complete
Implementation of City Environmental Programs	a) Supported City programs through public education, outreach, and work parties.	a) Ongoing



ACCOMPLISHMENTS FISCAL YEAR 2023-2024

FINANCIAL ADVISORY BOARD

Chair Kimberly White; **Vice-Chair** David Carvel, **Members** Anisha Desai, Nate Schaffran, Farhad Farahmand

Staff Liaison

Crystal Reams | 510-215-4312

creams@ci.el-cerrito.ca.us

Finance Department

MISSION STATEMENT: Budgeting and long-term financial planning review and recommendations. ECMC 2.04.300.

HISTORICAL BACKGROUND: Established in 2000 with ordinance amendments in 2007, 2010, 2012.

Goal/Objective	Activites Supporting Goal	Status
Supported city in fully funding the EDRF; including the FY23 surplus allocation	Subcommittee and council participation	Complete
Supporting the Section 115 Trust and investment policy by integrating socially responsible investment aspects.	Adopted socially responsible investment policy in prior years	Complete
Raised Council compensation based on a comparison of similar cities.	Researched salaries of regional cities	Complete
Updates to the Comprehensive Financial Policy.	Financial Advisory Board Meetings	Complete

Accomplishments adopted on June 25, 2024 by the following vote:

Moved/second: Chair Farhad Farahmand, second by Member Nate Schaffran.

Ayes: Chair Farhad Farahmand; Members David Carvel and Nate Schaffran.

Absent: Members Kimberly White and Anisha Desai.

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing August as Civility Awareness Month

WHEREAS, civility is the key cornerstone of the golden rule – to treat others as you would like to be treated. Every individual should practice civility in their personal and professional relationships with others. Civility paves the way for effective leadership, grace, kindness, and dignity in our homes, schools, offices, and communities; and

WHEREAS, civility is promoted in our local community as a way to foster healthy communities. When we respect one another in speech and deed, we come to trust one another as equals. This trust and understanding are important to the free expression of grievances, concerns, and objections without retaliation or reproach; and

WHEREAS, we need civility now more than ever. Everyone is urged to recognize, appreciate, and exercise civility; the simple truths of our democracy depend on it; and

WHEREAS, National Civility Month is held in August each year; and

WHEREAS, El Cerrito adheres to the basic virtues of kindness and respect, and sees that civility is a critical component of a free society.

NOW, THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the month of August, 2024 as Civility Awareness Month in El Cerrito.

Dated: August 20, 2024

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.D.

Date: August 20, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2023-24 Fourth Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's Fourth Quarter Cash and Investment Report for the period April 1, 2024 to June 30, 2024.

BACKGROUND

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

ANALYSIS

The FY 2023-24 Third Quarter Cash and Investment Report for April 1, 2024 through June 30, 2024 shows that the City's total cash and investments as of June 30, 2024, had a par value of \$39,858,870.70 in the following accounts.

- \$24,149,872.72 (LAIF)
- \$2,069,665.69 (Mechanics Bank) (Includes interest earnings)
 - \$16.18 Interest Earned April 2024
 - \$10.37 Interest Earned May 2024
 - \$23.50 Interest Earned June 2024
- \$12,264,092.25 (Mechanics Bank Money Market) (Includes interest earnings)
 - \$30,638.77 Interest Earned April 2024
 - \$34,766.49 Interest Earned May 2024
 - \$36,738.53 Interest Earned June 2024
- \$1,372,890.04 (PARS/Section 115 Trust) (Includes earnings)
 - \$3,803.91 Interest Earned April 2024
 - \$5,977.47 Interest Earned May 2024
 - \$5,578.31 Interest Earned June 2024
- \$2,350.00 (Petty Cash Funds)

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

STRATEGIC PLAN CONSIDERATIONS

The City's Investment Policy, Comprehensive Financial Policy, and Strategic Plan sets form guidelines for the investment of City funds and aligns with California Government

code, Section 53646 and Section 53600-53609. The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures, systems, and best practices in fiscal management.

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

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

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. FY 24 Q4 Quarterly Cash & Investment Report

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

Attachment A

Category	Trustee/Broker	Month Ending	PAR Value (Actual Value)	Quarter End Interest Rate	Market value
Pooled Investments	California State Treasurer	June 30, 2024	\$ 24,149,872.72	4.36%	\$ 24,149,872.72
Cash with Bank	Mechanics Bank	June 28, 2024	\$ 2,069,665.69	0.01%	\$ 2,069,665.69
Money Market Account	Mechanics Bank	June 28, 2024	\$ 12,264,092.25	4.91%	\$ 12,264,092.25
Section 115	PARS/US Bank	June 30, 2024	\$ 1,372,890.04	N/A	\$ 1,372,890.04
Petty Cash Funds	City Management	June 30, 2024	\$ 2,350.00	N/A	\$ 2,350.00
Total Cash and Investments			\$ 39,858,870.70		\$ 39,858,870.70

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

Crystal Reams

Crystal Reams, Finance Director/City Treasurer



AGENDA BILL

Agenda Item No. 7.E.

Date: August 20, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for July 2024

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of July 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 July 31, 2024, reflecting 311 Accounts Payable General Warrant Nos. 90172 through 90482, 41 ACH/EFT transactions, and 694 payroll-related checks and EFTs for a grand total of \$14,890,198.05.

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', is written over a faint rectangular grid background.

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register July 2024

City of El Cerrito
Payment Register

From Payment Date: 7/1/2024 - To Payment Date: 7/31/2024

Number	Date	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable - Checks							
Check							
90172	07/03/2024		07/09/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	EE/HR HOSTED EVENTS	\$73.87
90173	07/03/2024		07/10/2024	Accounts Payable	BAY AREA NEWS GROUP EAST BAY	ADVERTISING FOR MISC. STORM DRAIN	\$692.58
90174	07/03/2024		07/09/2024	Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	PERSONNEL MATTER 11/30/23	\$10,448.75
90175	07/03/2024		07/08/2024	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	\$25.51
90176	07/03/2024		07/11/2024	Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMP SVCS JUNE24	\$1,688.78
90177	07/03/2024		07/10/2024	Accounts Payable	CIRCLEUP EDUCATION	DEI TRAINING - MAY 2024	\$16,302.00
90178	07/03/2024		07/08/2024	Accounts Payable	CITY OF FOSTER CITY	JOB POSTING - OESD POSITION	\$567.00
90179	07/03/2024		07/15/2024	Accounts Payable	CLAREMONT BEHAVIORAL SERVICES, INC.	RECREATION MEDIATION MAY 2024	\$3,000.00
90180	07/03/2024		07/12/2024	Accounts Payable	ERGONOMIC SEATING & PRODUCTS INC.	ERGO CHAIRS	\$9,019.82
90181	07/03/2024		07/11/2024	Accounts Payable	GALLAGHER BENEFIT SERVICES, INC.	CLASS & COMP STUDY	\$680.00
90182	07/03/2024		07/09/2024	Accounts Payable	GIL, LETICIA MELODY, ESQUER	CAT & DOG CAMP WK 2 AM - JUNE 2024	\$2,172.00
90183	07/03/2024		07/08/2024	Accounts Payable	HILLTOP FORD KIA	LOWER CONTROL ARM - CAR 14	\$263.40
90184	07/03/2024		07/11/2024	Accounts Payable	INDEPENDENT INVESTIGATIVE CONSULTANTS	PERSONNEL INVESTIGATION	\$17,985.86
90185	07/03/2024		07/08/2024	Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE MAY 2024	\$398.40
90186	07/03/2024		07/10/2024	Accounts Payable	KNORR SYSTEMS, INC.	QUARTERLY MAINTENANCE	\$4,418.53
90187	07/03/2024		07/09/2024	Accounts Payable	L.N. CURTIS & SONS	EXTERIOR VEST & POUCHES - RIZZO	\$446.51
90188	07/03/2024		07/11/2024	Accounts Payable	LACK, CHRIS	OPEN CERAMICS MAY 2024	\$820.20
90189	07/03/2024		07/09/2024	Accounts Payable	LAVERA WILSON	BOOKS THAT CAMP WK 2 JUNE 2024	\$1,263.60
90190	07/03/2024		07/08/2024	Accounts Payable	MCAVOY, IAN	OFF THE BLOCK STEM CAMPS WK 2 2024	\$4,712.40
90191	07/03/2024		07/12/2024	Accounts Payable	MUNICIPAL POOLING AUTHORITY	UNMET LIAIBILITY DEDUCTIBLE - APR 2024	\$3,917.50
90192	07/03/2024		07/10/2024	Accounts Payable	NICHOLS CONSULTING ENGINEERS	5 YEAR PAVING PLAN	\$9,772.50
90193	07/03/2024		07/08/2024	Accounts Payable	NINYO & MOORE	GEO-TECH SVCS FOR ARLINGTON BLVD	\$4,845.00
90194	07/03/2024		07/05/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WEEK 2B JUNE 2024 - BALANCE	\$2,487.78
90195	07/03/2024		07/12/2024	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$246.64
90196	07/03/2024		07/09/2024	Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 1	\$231.06
90197	07/03/2024		07/15/2024	Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES - MAY 2024	\$2,754.70
90198	07/03/2024		07/08/2024	Accounts Payable	REDWOOD PUBLIC LAW, LLP	1755 EASTSHORE (LABOR)	\$23,190.70
90199	07/03/2024		07/09/2024	Accounts Payable	SCHLANGER, APRIL, ADAIR	CAT& DOG CAMP WK 2 PM	\$2,220.00
90200	07/03/2024		07/23/2024	Accounts Payable	STUBER, JACQUELYN	OUTREACH MATERIAL DESIGN & PRINTING	\$1,290.00
90201	07/03/2024		07/09/2024	Accounts Payable	TAYLOR ENGINEERING, LLP	CITY HALL BOILER REPLACEMENT	\$6,400.00
90202	07/03/2024		07/10/2024	Accounts Payable	VERMONT SYSTEMS, INC.	REC TRAC ANNUAL LICENSE FEES	\$14,636.18
90203	07/03/2024		07/08/2024	Accounts Payable	W.R. FORDE ASSOCIATES	SWIM CENTER SLIDE DEMOLITION	\$19,470.00
90204	07/03/2024		07/08/2024	Accounts Payable	WILLIAMS, GARY	COMPANY OFFICERS CLASS - MAY2024	\$250.00
90205	07/03/2024	Invoice Error	07/16/2024	Accounts Payable	BROM, HAYLEY	Voided	\$837.51
90206	07/03/2024		07/16/2024	Accounts Payable	NATIVE SOIL INC.	4TH OF JULY ADDITIONAL LABOR	\$19,440.00
90207	07/03/2024		07/09/2024	Accounts Payable	PORTOLA HOTEL & SPA AT MONTEREY BAY	DEPOSIT - HOTEL FOR TEAM BUILDING TRAINING 12/2 - 12/4/24	\$1,900.00
90208	07/03/2024		07/09/2024	Accounts Payable	PROGRESSIVE SOLUTIONS, INC.	SOFTWARE LICENSE AGREEMENT FY25	\$17,450.33
90209	07/03/2024		07/08/2024	Accounts Payable	AVEC PRODUCTIONS, INC.	4TH OF JULY STAGE EQUIPMENT	\$8,284.00
90210	07/03/2024		07/11/2024	Accounts Payable	CLASSIC AMUSEMENT LLC	4TH OF JULY CARNICAL RIDES DEPOSIT	\$32,900.00
90211	07/03/2024		07/08/2024	Accounts Payable	COREY JOHN MASON	JULY 4TH OF JULY PAYMENT	\$2,000.00
90212	07/03/2024		07/08/2024	Accounts Payable	EISICO, SHARLEEN	4TH OF JULY PRODUCITON SUPPORT	\$235.00
90213	07/03/2024		07/22/2024	Accounts Payable	JUAREZ SAAVEDRA, DAVID , ANTONIO	JULY 4TH PRODUCTION SUPPORT	\$600.00

City of El Cerrito
Payment Register

From Payment Date: 7/1/2024 - To Payment Date: 7/31/2024

Number	Date	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
90214	07/03/2024		07/08/2024	Accounts Payable	PAGE, AVERY	JULY 4TH PRODUCTION SUPPORT	\$600.00
90215	07/03/2024		07/08/2024	Accounts Payable	RUSSELL, DMITRI, CASTILLO	JULY 4TH PRODUCTION SUPPORT	\$600.00
90216	07/03/2024			Accounts Payable	SEGAL, NATHANIEL	4TH OF JULY MAGIC SHOWS	\$400.00
90217	07/03/2024		07/08/2024	Accounts Payable	TORIANO, JOE	4TH OF JULY PRODUCTION SUPPORT	\$600.00
90218	07/11/2024		07/17/2024	Accounts Payable	4IMPRINT, INC.	STAFF SHIRTS 2024	\$17,037.19
90219	07/11/2024		07/25/2024	Accounts Payable	ADAMS SAFETY TRAINING	CHILDCARE CPR/FIRST AID TRAINING	\$1,575.00
90220	07/11/2024		07/15/2024	Accounts Payable	AMERICAN FLAGPOLE	CITY HALL FLAGPOLE REPAIR JUNE 2024	\$4,236.66
90221	07/11/2024		07/16/2024	Accounts Payable	AT&T	AT&T LAND TELEPHONE LINES	\$14,270.13
90222	07/11/2024		07/16/2024	Accounts Payable	BLACK, MEI-YU	WATER COLOR & ACRYLIC JUNE 2024	\$240.00
90223	07/11/2024		07/16/2024	Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	GENERAL OFFICE SUPPLIES	\$304.94
90224	07/11/2024		07/22/2024	Accounts Payable	BREAK POINT INVESTIGATIONS	BACKGROUND INVESTIGATION	\$300.00
90225	07/11/2024		07/22/2024	Accounts Payable	CHAVAN & ASSOCIATES, LLP	23/24 FINANCIAL & COMPLIANCE AUDIT, PLANNING PHASE	\$26,000.00
90226	07/11/2024		07/15/2024	Accounts Payable	CONCORD UNIFORMS	ACADEMY UNIFORMS	\$854.68
90227	07/11/2024		07/29/2024	Accounts Payable	CONSTABLE, MARIANNE	FELDENDRAIS JUNE 2024	\$144.00
90228	07/11/2024		07/16/2024	Accounts Payable	CPS HR CONSULTING	RECRUITING	\$1,829.34
90229	07/11/2024		07/16/2024	Accounts Payable	CRUMP, ALLISON	DOLLHOUSE AM CAMP WK 3 2024	\$2,865.00
90230	07/11/2024		07/15/2024	Accounts Payable	DELL MARKETING L.P.	6 LAPTOPS FOR FINANCE STAFF	\$17,449.94
90231	07/11/2024			Accounts Payable	DIVISION OF STATE ARCHITECT	DISABILITY ACCESS & EDU FEE FOR Q2 2024	\$38.80
90232	07/11/2024		07/15/2024	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSME	PSYCH EVAL	\$625.00
90233	07/11/2024		07/18/2024	Accounts Payable	EHSD-CC SENIOR NUTRITION	SENIOR NUTRITION PROG CONTRIBUTION REIMBRSMNT MAY 2024	\$262.75
90234	07/11/2024		07/15/2024	Accounts Payable	ENERGY SYSTEMS	COMMUNITY CTR GENERATOR MAINENANCE 6/18/24	\$2,068.12
90235	07/11/2024		07/17/2024	Accounts Payable	GILMAN STREET PRESS	BUSINESS CARDS	\$354.40
90236	07/11/2024		07/16/2024	Accounts Payable	HONEYWELL INTERNATIONAL, INC.	CITY SATELLITE PHONES - MAY24 USAGE	\$225.00
90237	07/11/2024		07/16/2024	Accounts Payable	INCREDIFLIX INC.	INCREDIFLIX CAMPS WK 3 2024	\$9,120.79
90238	07/11/2024		07/29/2024	Accounts Payable	JONES, HIROMI	HATHA YOGA JUNE 2024	\$486.00
90239	07/11/2024		07/15/2024	Accounts Payable	KI RESEARCH INSTITUTE	AIKIDO JUNE 2024	\$366.00
90240	07/11/2024		07/15/2024	Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE JUNE 2024	\$289.20
90241	07/11/2024		07/16/2024	Accounts Payable	L.N. CURTIS & SONS	REPAIRS TO PPE	\$27,295.06
90242	07/11/2024		07/29/2024	Accounts Payable	LACK, CHRIS	OPEN CERAMICS THUR/INTRO TO THROWING JUNE 2024	\$598.80
90243	07/11/2024		07/17/2024	Accounts Payable	LEAF	FIREWALL & FEATURE SUBSCRIPTION. 2ND PYMT FY24	\$12,992.84
90244	07/11/2024		07/25/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WK 3 B 2024	\$2,386.05
90245	07/11/2024		07/16/2024	Accounts Payable	NORTH BAY PETROLEUM	EQUIPMENT SUPPLIES	\$214.79
90246	07/11/2024		07/22/2024	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	supplies	\$165.84
90247	07/11/2024		07/16/2024	Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 35	\$208.87
90248	07/11/2024		07/29/2024	Accounts Payable	PASTIME HARDWARE	SIX KEYS	\$13.16
90249	07/11/2024		07/17/2024	Accounts Payable	PLAY-WELL TEKNOLOGIES	PLAY-WELL CAMPS WKS 2+3 2024	\$2,515.73
90250	07/11/2024		07/16/2024	Accounts Payable	RICOH USA, INC	LEASE PAYMENT JUNE 2024	\$1,609.92
90251	07/11/2024		07/22/2024	Accounts Payable	ROSTAD, KIKI	BEE WEEK CAMP WK 3 2024	\$1,026.00
90252	07/11/2024		07/16/2024	Accounts Payable	SCHLANGER, APRIL, ADAIR	DOLLHOUSE PM CAMP WK 3 2024	\$2,730.00
90253	07/11/2024		07/15/2024	Accounts Payable	SHAHKAR, MEHRAN	STRENGTH & BALANCE JUNE 2024	\$510.00
90254	07/11/2024		07/16/2024	Accounts Payable	ST. FRANCIS ELECTRIC	CITY HALL & COMMUNITY CTR SVC CALLS	\$16,721.15
90255	07/11/2024		07/17/2024	Accounts Payable	STERICYCLE, INC.	HAZARDOUS WASTE	\$364.66
90256	07/11/2024		07/15/2024	Accounts Payable	SUPERION, LLC	INITIAL eTRAKIT CONFIGURATION	\$1,500.00
90257	07/11/2024		07/19/2024	Accounts Payable	THE FLYING LOCKSMITHS - SAN JOSE	DOOR ACCESS CONTROL CLOUD HOSTING FEE	\$15,408.19

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90258	07/11/2024		07/16/2024	Accounts Payable	TWO BROTHERS POOL & SPA, INC	POOL SERVICE & CHEMICALS JUNE 2024	\$3,906.96
90259	07/11/2024		07/15/2024	Accounts Payable	TYLER TECHNOLOGIES	NWERP HR-POSITION CONTROL SUPPORT & TRAINING 6/11/24	\$292.50
90260	07/11/2024			Accounts Payable	UNIVERSAL BUILDING SERVICE	RECYCLING CENTER JANITORIAL SVC JUNE 2024	\$6,001.00
90261	07/11/2024		07/18/2024	Accounts Payable	VERIZON WIRELESS	WIRELESS PHONE SERVICE 5/20/24 - 6/19/24	\$2,645.13
90262	07/11/2024		07/23/2024	Accounts Payable	WEST COAST VENDING SERVICES, INC.	FOOD	\$3,454.68
90263	07/11/2024		07/30/2024	Accounts Payable	AT&T	RELEASE OF BONDS - JUNE 2024 PART 2	\$732.00
90264	07/11/2024		07/22/2024	Accounts Payable	BERKHEIMER LABOR RELATIONS, LLC	MOU AND LABOR CONTRACTS 4TH QTR 2024	\$9,250.00
90265	07/11/2024		07/17/2024	Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - JUNE 2024 PART 2	\$3,392.00
90266	07/11/2024			Accounts Payable	DICRUTALLO, JESSE	JULY 4TH PRODUCTION SUPPORT	\$600.00
90267	07/11/2024		07/16/2024	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - JUNE 2024 PART 2	\$3,598.24
90268	07/11/2024		07/15/2024	Accounts Payable	IRON MOUNTAIN	DOCUMENT STORAGE - JULY 24	\$935.95
90269	07/11/2024		07/16/2024	Accounts Payable	KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING	\$4,907.41
90270	07/11/2024		07/17/2024	Accounts Payable	LEAF	SOPHOS LICENSING LEASE PYMT	\$1,300.43
90271	07/11/2024		07/23/2024	Accounts Payable	MERCURIO BROS. PRINTING, INC,	WEED ABATEMENT FORMS	\$90.41
90272	07/11/2024			Accounts Payable	PG&E	RELEASE OF BONDS - JUNE 2024 PART 2	\$12,408.77
90273	07/11/2024		07/17/2024	Accounts Payable	PLANETMAGPIE	CONSULTANT SUPPLIED SECURITY SOFTWARE LICENSE	\$240.00
90274	07/11/2024		07/16/2024	Accounts Payable	RICOH USA, INC	LEASE PYMT FOR MP C307 AT CORPYARD - JULY24	\$66.95
90275	07/11/2024		07/17/2024	Accounts Payable	RINGCENTRAL, INC.	VOIP PHONE SVC 6/14-7/13/24 FOR CITY STAFFS	\$1,825.52
90276	07/11/2024		07/17/2024	Accounts Payable	ROADPOST USA, INC.	FD SATELLITE PHONES - JULY 24	\$133.90
90277	07/11/2024		07/29/2024	Accounts Payable	SEWER WORKS, INC	RELEASE OF BONDS - JUNE 2024 PART 2	\$2,560.77
90278	07/11/2024		07/17/2024	Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE - JULY 2024	\$797.38
90279	07/11/2024		07/15/2024	Accounts Payable	SUPERION, LLC	CD ADVANCED SaaS ANNUAL SUBSCRIPTION	\$4,134.64
90280	07/11/2024			Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	\$425.88
90281	07/11/2024			Accounts Payable	VAZQUEZ, PILAR, MATA	JULY 4TH PRODUCTION SUPPORT	\$370.00
90282	07/11/2024		07/22/2024	Accounts Payable	ALTMAN, STUART	RELEASE OF BONDS - JUNE 2024 PART 2	\$792.00
90283	07/11/2024		07/18/2024	Accounts Payable	CALMOS PLUMBING & ROOTER INC	RELEASE OF BONDS - JUNE 2024 PART 2	\$1,799.12
90284	07/11/2024			Accounts Payable	CARDONA CONSTRUCTION INC	RELEASE OF BONDS - JUNE 2024 PART 2	\$792.00
90285	07/11/2024		07/17/2024	Accounts Payable	MOORE, LISA	RELEASE OF BONDS - JUNE 2024 PART 2	\$792.00
90286	07/11/2024		07/23/2024	Accounts Payable	OSCAR, RUTH	RELEASE OF BONDS - JUNE 2024 PART 2	\$792.00
90287	07/16/2024		07/22/2024	Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD COMPLETE STREETS	\$48,915.94
90288	07/18/2024		07/23/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	TENNIS NETS FOR ECHS	\$1,421.40
90289	07/18/2024		07/23/2024	Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT CO	UST VISUAL INSPECTION ON 6/20/24	\$200.00
90290	07/18/2024		07/22/2024	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING 6/13/24	\$100.00
90291	07/18/2024		07/23/2024	Accounts Payable	BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS JUNE24	\$234.74
90292	07/18/2024		07/26/2024	Accounts Payable	BOUNDTREE MEDICAL LLC	BC VEHICLE CASES	\$2,312.78
90293	07/18/2024		07/30/2024	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$991.73
90294	07/18/2024		07/23/2024	Accounts Payable	CIRCLEUP EDUCATION	DEI TRAINING - JUNE 2024	\$9,878.00
90295	07/18/2024		07/25/2024	Accounts Payable	CITY OF PINOLE	AV SVC FOR CITY COUNSEL MTGS	\$11,548.00
90296	07/18/2024		07/23/2024	Accounts Payable	COAST COUNTIES PETERBILT	REPAIR AIR LEAK UNDER SEAT. REPLACE AIR LINE	\$186.41
90297	07/18/2024			Accounts Payable	COMMUNITY CONSERVATION CENTERS, INC.	MIXED PAPER + HDPE PLASTIC RECYCLING MAY 2024	\$304.31
90298	07/18/2024		07/30/2024	Accounts Payable	CONTRA COSTA HEALTH SERVICES	TIPPING WALL INSPECTION REPORTS: 2/20, 3/15, 4/19 & 5/30/24	\$796.00
90299	07/18/2024		07/22/2024	Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS JUNE 2024	\$272.92
90300	07/18/2024		07/19/2024	Accounts Payable	CUISON, MARIELLE	LOCAL ROAD SAFETY PLAN SURVEY - GIFT CARDS	\$100.00
90301	07/18/2024		07/24/2024	Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	R3: BRAKES + REGEN	\$2,826.00

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90302	07/18/2024		07/23/2024	Accounts Payable	EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT - MAY24	\$74.96
90303	07/18/2024		07/22/2024	Accounts Payable	ENGBERG, GERI	IMPROV CAMP WK 3 2024	\$2,044.50
90304	07/18/2024		07/23/2024	Accounts Payable	FIRE SAFETY CLEARING	MEMO, RIAL, PEPTER PAN/REGENCY 6/29/2024	\$7,550.00
90305	07/18/2024			Accounts Payable	FUJIWARA, PATTY	OPEN CERAMICS MON EVENING JUNE 2024	\$754.40
90306	07/18/2024		07/23/2024	Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET JUNE 2024	\$205.20
90307	07/18/2024			Accounts Payable	GRAUL, BELINDA	GYMNASTICS CAMP WKS 1 & 2 2024	\$4,095.00
90308	07/18/2024		07/31/2024	Accounts Payable	HANNA, MICHAEL, JOHN	HANNA BANANA CAMP WK 3 2024	\$1,620.00
90309	07/18/2024		07/22/2024	Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	DELIVERED 4 TIRES & DISPOSED OF 6 TIRES	\$1,616.55
90310	07/18/2024		07/23/2024	Accounts Payable	JACKSON, DOUGLAS, W.	CHESSE BASICS JUNE 2024	\$21.00
90311	07/18/2024		07/22/2024	Accounts Payable	JAFFE, SCOT	OPEN CERAMICS TH JUNE 2024	\$374.40
90312	07/18/2024		07/23/2024	Accounts Payable	KENNEDY, GREG, C	JUNE24 PCR REVIEW	\$2,000.00
90313	07/18/2024		07/23/2024	Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO	\$2,155.52
90314	07/18/2024		07/23/2024	Accounts Payable	LAVERA WILSON	BOOKS THAT CAMP WK 4 2024	\$1,263.00
90315	07/18/2024		07/25/2024	Accounts Payable	LSA ASSOCIATES, INC.	PHASES 1, 2 & 4, MAY 24	\$2,187.50
90316	07/18/2024		07/22/2024	Accounts Payable	MANQUEROS, MARK, MARCOS	TENNIS CAMPS WKS 2&3 2024	\$7,437.85
90317	07/18/2024			Accounts Payable	MCGEOY, MICHELE	PICKLEBALL MAR-JUN 2024	\$4,845.00
90318	07/18/2024		07/24/2024	Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	CURBSIDE RECYCLING PROCESSING: MAY 2024	\$15,721.75
90319	07/18/2024		07/29/2024	Accounts Payable	OLIVERO PLUMBING	TASSAJARA CLUBHOUSE DRINKING FOUNTAIN REPAIR	\$185.84
90320	07/18/2024		07/29/2024	Accounts Payable	PASTIME HARDWARE	HARDWARE	\$320.91
90321	07/18/2024		07/23/2024	Accounts Payable	PLAZA AUTO SERVICE INC	'08 CHEVY CHECK-UP	\$2,554.56
90322	07/18/2024		07/22/2024	Accounts Payable	PREMIER GRAPHICS	ENVELOPES	\$555.66
90323	07/18/2024		07/26/2024	Accounts Payable	R&S ERECTION OF RICHMOND	STA 51 APP DOOR REPAIR	\$320.00
90324	07/18/2024		07/30/2024	Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA JUNE 2024	\$4,084.20
90325	07/18/2024		07/24/2024	Accounts Payable	REDWOOD PUBLIC LAW, LLP	1755 EASTSHORE (LABOR)	\$35,620.50
90326	07/18/2024			Accounts Payable	RILE, KATHRYN	OPEN CERAMICS JUNE 2024	\$374.40
90327	07/18/2024		07/23/2024	Accounts Payable	RUIZ, JOE	XFIT BOOTCAMP & CAMPS JUNE 2024	\$7,431.12
90328	07/18/2024		07/23/2024	Accounts Payable	S.P. AUTOMOTIVE	DIESEL EXH. FLUID, MOTOR OIL, ATF FLUID	\$808.94
90329	07/18/2024		07/23/2024	Accounts Payable	SAME DAY SIGNS	COLORPLAST SIGNS FOR EXCHANGE ZONE EXTERIOR	\$289.74
90330	07/18/2024		07/24/2024	Accounts Payable	SINGLE CYLINDER REPAIR INC	FD TOOLS	\$7,760.61
90331	07/18/2024		07/30/2024	Accounts Payable	SLIM CHANCE CIRCUS	CIRCUS CAMPS AM & PM WK 2 2024	\$2,280.00
90332	07/18/2024		07/23/2024	Accounts Payable	SSP DATA PRODUCTS	PS TO UPGRADE RECYCLING FIREWALL	\$820.00
90333	07/18/2024		07/23/2024	Accounts Payable	ST. FRANCIS ELECTRIC	LIBRARY REPLACED INTERIOR LIGHTING BALLAST	\$12,395.90
90334	07/18/2024		07/23/2024	Accounts Payable	STAPLES	OFFICE SUPPLIES	\$110.97
90335	07/18/2024		07/30/2024	Accounts Payable	SUPER SOCCER STARS	SPRING SOCCER HASEP, MASEP, CT 2024	\$11,720.80
90336	07/18/2024			Accounts Payable	THE LEW EDWARDS GROUP	MEASURE R EXTENSION PUBLIC INFO	\$7,300.00
90337	07/18/2024		07/23/2024	Accounts Payable	TOYOTA MATERIAL HANDLING INC	H30T PM SVC - OIL, ELEMENT S/A	\$626.35
90338	07/18/2024		07/23/2024	Accounts Payable	VERMONT SYSTEMS, INC.	HOSTING SERVICES JUNE 2024	\$1,253.75
90339	07/18/2024		07/23/2024	Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL 6/20/24 DELIVERY	\$11,077.87
90340	07/18/2024		07/24/2024	Accounts Payable	KAT ELECTRIC SERVICE, INC.	6075 - BUILDING CREDIT CARD FEE REFUND	\$837.51
90341	07/18/2024		07/23/2024	Accounts Payable	BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS APRIL & MAN 2024	\$674.15
90342	07/18/2024		07/26/2024	Accounts Payable	DATA TICKET, INC.	BUILDING AND SAFETY	\$410.04
90343	07/18/2024		07/23/2024	Accounts Payable	EBMUD	EBMUD 4/30/24 - 7/1/24	\$32,371.20
90344	07/18/2024		07/22/2024	Accounts Payable	FEDEX	OVERNIGHT CLOSING DOCS FOR MAYFAIR	\$283.49
90345	07/18/2024		07/25/2024	Accounts Payable	LSA ASSOCIATES, INC.	1711 EASTSHORE PROFESSIONAL SVCS	\$102.50

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90346	07/18/2024			Accounts Payable	NERD CROSSING	ECONOMIC DEVELOPMENT WEBPAGE JUNE 2024	\$400.00
90347	07/18/2024		07/19/2024	Accounts Payable	BALLANTINE, JEFF	NOE FILING & MILEAGE CCC RECORDERS OFFICE PL23-0024	\$78.89
90348	07/18/2024		07/30/2024	Accounts Payable	BETTER ROOTER	RELEASE OF BONDS JULY 2024 - PART 1	\$1,871.00
90349	07/18/2024		07/23/2024	Accounts Payable	CALIFORNIA SEWER ENGINEERING, INC.	RELEASE OF BONDS JULY 2024 - PART 1	\$1,799.12
90350	07/18/2024		07/23/2024	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS JULY 2024 - PART 1	\$3,598.24
90351	07/18/2024		07/24/2024	Accounts Payable	FOLGERGRAPHICS, INC.	MEASURE R EXTENSION PUBLIC INFO	\$5,681.52
90352	07/18/2024			Accounts Payable	GRAUL, BELINDA	GYMNASTICS CAMP WK 3 2024 7/1-7/5/24	\$1,820.00
90353	07/18/2024			Accounts Payable	NERD CROSSING	ECONOMIC DEVELOPMENT WEBPAGE - JULY24 - JUNE25	\$4,080.00
90354	07/18/2024		07/25/2024	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP WK 4B 7/1-7/5/24	\$1,166.17
90355	07/18/2024		07/29/2024	Accounts Payable	PASTIME HARDWARE	STATION SUPPLIES	\$16.72
90356	07/18/2024			Accounts Payable	PG&E	RELEASE OF BONDS JULY 2024 - PART 1	\$16,360.77
90357	07/18/2024		07/23/2024	Accounts Payable	PINKOS, KAREN	ICMA CONF REGISTRATION PAID ON PERSONAL CC	\$690.00
90358	07/18/2024		07/26/2024	Accounts Payable	R&S ERECTION OF RICHMOND	STA 52 APP DOOR REPAIR 7/1/24	\$310.00
90359	07/18/2024		07/26/2024	Accounts Payable	SONIC TELECOM	RELEASE OF BONDS JULY 2024 - PART 1	\$2,560.77
90360	07/18/2024		07/23/2024	Accounts Payable	SSD ALARM	COMMUNITY CENTER BURGLAR/FIRE ALARM AUG 2024	\$190.39
90361	07/18/2024			Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	COMMUNICATION SUPPORT - JULY 2024	\$3,750.00
90362	07/18/2024		07/22/2024	Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	\$179.97
90363	07/18/2024		07/23/2024	Accounts Payable	WARD CONSTRUCTION, INC.	RELEASE OF BONDS JULY 2024 - PART 1	\$792.00
90364	07/18/2024		07/29/2024	Accounts Payable	ALONSO MCSHANE CONSTRUCTION	RELEASE OF BONDS JULY 2024 - PART 1	\$792.00
90365	07/18/2024		07/24/2024	Accounts Payable	MERCER, BRANDON	RELEASE OF BONDS JULY 2024 - PART 1	\$792.00
90366	07/18/2024		07/22/2024	Accounts Payable	SILVA, WALT	RELEASE OF BONDS JULY 2024 - PART 1	\$792.00
90367	07/18/2024		07/22/2024	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
90368	07/18/2024		07/25/2024	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,392.14
90369	07/18/2024		07/24/2024	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,668.13
90370	07/18/2024		07/23/2024	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$240,546.02
90371	07/18/2024		07/25/2024	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
90372	07/18/2024		07/23/2024	Accounts Payable	MUNICIPAL POOLING AUTHORITY	LIFE - Supp Life Insu, Inv # 920-37440_July 2024	\$13,181.50
90373	07/18/2024		07/23/2024	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$18,175.00
90374	07/18/2024		07/23/2024	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,931.25
90375	07/18/2024		07/23/2024	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$6,602.87
90376	07/25/2024		07/30/2024	Accounts Payable	24 HOUR FITNESS USA, LLC	MEMBERSHIP FEES JUNE24	\$503.86
90377	07/25/2024		07/31/2024	Accounts Payable	4LEAF, INC.	CALAPP GRANT	\$4,166.00
90378	07/25/2024		07/30/2024	Accounts Payable	A PLUS TREE, LLC	STREET TREE REMOVAL FOR REIMBURSEMENT BY PROPERTY OWNER	\$1,038.00
90379	07/25/2024		07/30/2024	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	MAINTENACE SAFETY SUPPLIES	\$106.42
90380	07/25/2024		07/29/2024	Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS 6/13/24	\$384.89
90381	07/25/2024		07/29/2024	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING: 6/26/24	\$100.00
90382	07/25/2024			Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	CITY OF EL CERRITO - GENERAL (FEE)	\$1,105.00
90383	07/25/2024			Accounts Payable	C & K MARKET, INC.	YMCA SUPPLIES (Will be deducted from camp rental fees)	\$1,191.55
90384	07/25/2024			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM ITEMS FOR RICHARD	\$874.76
90385	07/25/2024		07/30/2024	Accounts Payable	CONCENTRA MEDICAL CENTERS	MEDICAL EXAM	\$1,067.00
90386	07/25/2024		07/30/2024	Accounts Payable	CONCORD UNIFORMS	UNIFORMS	\$824.99
90387	07/25/2024		07/30/2024	Accounts Payable	CONTRA COSTA TRANSPORTATION AUTHORITY	RICHMOND ST. COOP AGREEMENT	\$400,000.00
90388	07/25/2024		07/30/2024	Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS JUNE 2024	\$223.79
90389	07/25/2024			Accounts Payable	CRIME SCENE CLEANERS, INC.	BIOHAZARD CLEANUP AT OGW & GLADYS AVE 3/4/24	\$750.00

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90390	07/25/2024		07/30/2024	Accounts Payable	DOGFATHER K9 CONNECTIONS	K-9 BOARDING 6/2-6/9/24	\$1,006.00
90391	07/25/2024		07/31/2024	Accounts Payable	DUNCAN PRINTING CO INC	HOLIDAY CLOSING SIGN 2025	\$471.98
90392	07/25/2024		07/30/2024	Accounts Payable	EBMUD	EBMUD 5/8/24 - 7/9/24	\$4,859.76
90393	07/25/2024			Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA CONTRIBUTION REIMBURSEMENT JUNE24	\$216.50
90394	07/25/2024			Accounts Payable	ELLIOTT, MARIELLE	LUNCH - CRITICAL INCIDENT RESPONSE (2 DAYS)	\$16.00
90395	07/25/2024			Accounts Payable	FEHR & PEERS	EL CERRITO PLAZA MOBILITY FRAMEWORK	\$14,892.88
90396	07/25/2024			Accounts Payable	FORENSIC SERVICES DIVISION	FORENSIC TESTING 5/1 - 5/31/24	\$2,980.16
90397	07/25/2024		07/30/2024	Accounts Payable	GOLDEN GATE K9	K9 TRAINING APR, MAY, JUNE 2024	\$1,350.00
90398	07/25/2024		07/31/2024	Accounts Payable	GRAND PRIX CAR WASH	CAR WASH	\$37.98
90399	07/25/2024		07/29/2024	Accounts Payable	HILLYARD	CUSTODIAL CLEANING SUPPLIES	\$4,666.17
90400	07/25/2024		07/31/2024	Accounts Payable	HINDERLITER DE LLAMAS & ASSOCIATES	BUILDING DATABASE OF UTILITY PROVIDERS	\$2,500.00
90401	07/25/2024		07/29/2024	Accounts Payable	HUBBS, SIDNEY	LUNCH - FTO SUPERVISOR COURSE MAY24	\$24.00
90402	07/25/2024		07/30/2024	Accounts Payable	L.N. CURTIS & SONS	UNIFORM NAME STRIP	\$13.78
90403	07/25/2024			Accounts Payable	LINCOLN AQUATICS	DIVING BOARD REPAIR PARTS	\$170.13
90404	07/25/2024		07/26/2024	Accounts Payable	MA, SANG	LUNCH - MISC TRAINING COURSES MAY-JUNE24	\$108.78
90405	07/25/2024		07/29/2024	Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	FAIRMONT CLUBHOUSE PEST CONTROL SVC JUN24	\$475.00
90406	07/25/2024			Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	JUNE24 CURBSIDE RECYCLING PROCESSING. 257.6 TONS	\$14,168.00
90407	07/25/2024		07/29/2024	Accounts Payable	NORGE CLEANERS	DRY CLEANING - JUN 2024	\$349.00
90408	07/25/2024			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$178.61
90409	07/25/2024		07/29/2024	Accounts Payable	OLIVERO PLUMBING	TEST & CERTIFY RP VALVE BEHIND LIBRARY AT 725 LEXINGTON AVE	\$175.00
90410	07/25/2024		07/31/2024	Accounts Payable	PLACEWORKS	SAFETY ELEMENT	\$15,892.84
90411	07/25/2024		07/29/2024	Accounts Payable	PREMIER GRAPHICS	OVERGROWN VEGETATION DOOR HANGERS 300 QTY	\$319.73
90412	07/25/2024		07/30/2024	Accounts Payable	REDWOOD PUBLIC LAW, LLP	PLAZA BART TOD - Not Chrged to Applicants (LABOR)	\$309.40
90413	07/25/2024		07/30/2024	Accounts Payable	REVEL ENVIRONMENTAL MANUFACTURING, INC.	INFRASTRUCTURE MAINTENANCE SVC, 3X A YEAR PACKAGE FY23-24	\$2,584.00
90414	07/25/2024			Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	VARIOUS TRAFFIC SIGNS 89 QTY	\$7,764.82
90415	07/25/2024		07/31/2024	Accounts Payable	RUBICON ENTERPRISES INC	MONTHLY PARK LANDSCAPE MAINTENANCE JUN24 GREENWAY, FACILITIES, S	\$40,665.35
90416	07/25/2024		07/29/2024	Accounts Payable	SEPE, WILLIAM	LUNCH & MILEAGE - CCC SHERIFF ACADEMY MAY-JUN24	\$2,333.31
90417	07/25/2024		07/31/2024	Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGERPRINTING JUNE 2024	\$2,315.00
90418	07/25/2024			Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE - MAY24 (PAST DUE)	\$182.33
90419	07/25/2024			Accounts Payable	TRAC, RYAN, L.	LUNCH - CRITICAL RESPONSE MAY24	\$16.00
90420	07/25/2024		07/31/2024	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY CUSTODIAL SVC JUNE 2024	\$1,016.00
90421	07/25/2024		07/30/2024	Accounts Payable	ASHER, MALIK	OVERTIME MEALS JANUARY - JUNE 2024	\$40.00
90422	07/25/2024			Accounts Payable	BROSAS, DONOVAN	OVERTIME MEALS JANUARY - JUNE 2024	\$70.00
90423	07/25/2024		07/26/2024	Accounts Payable	CEJA, VERONICA	OVERTIME MEALS JANUARY - JUNE 2024	\$20.00
90424	07/25/2024		07/29/2024	Accounts Payable	CHAND, NIRAJAN	OVERTIME MEALS JANUARY - JUNE 2024	\$120.00
90425	07/25/2024		07/26/2024	Accounts Payable	CHOUDJA, PATRICK	OVERTIME MEALS JANUARY - JUNE 2024	\$130.00
90426	07/25/2024		07/26/2024	Accounts Payable	COOPER, PAUL	OVERTIME MEALS JANUARY - JUNE 2024	\$70.00
90427	07/25/2024			Accounts Payable	ELLIOTT, MARIELLE	OVERTIME MEALS JANUARY - JUNE 2024	\$150.00
90428	07/25/2024		07/26/2024	Accounts Payable	HABASH, GEORGE	OVERTIME MEALS JANUARY - JUNE 2024	\$80.00
90429	07/25/2024		07/29/2024	Accounts Payable	HASHIMOTO, KENNETH, J.	OVERTIME MEALS JANUARY - JUNE 2024	\$130.00
90430	07/25/2024			Accounts Payable	HERNANDEZ, DANIELLE	OVERTIME MEALS JANUARY - JUNE 2024	\$40.00
90431	07/25/2024		07/29/2024	Accounts Payable	HUBBS, SIDNEY	OVERTIME MEALS JANUARY - JUNE 2024	\$60.00
90432	07/25/2024			Accounts Payable	KARKI, RAVI	OVERTIME MEALS JANUARY - JUNE 2024	\$90.00
90433	07/25/2024			Accounts Payable	KATANSKI, ALEXANDER	OVERTIME MEALS JANUARY - JUNE 2024	\$120.00

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90434	07/25/2024		07/31/2024	Accounts Payable	LEONE AARON	OVERTIME MEALS JANUARY - JUNE 2024	\$50.00
90435	07/25/2024		07/26/2024	Accounts Payable	MA, SANG	OVERTIME MEALS JANUARY - JUNE 2024	\$30.00
90436	07/25/2024		07/26/2024	Accounts Payable	MIRANDA, LESLY	OVERTIME MEALS JANUARY - JUNE 2024	\$10.00
90437	07/25/2024			Accounts Payable	OLIVIERI, MICHAEL	OVERTIME MEALS JANUARY - JUNE 2024	\$120.00
90438	07/25/2024			Accounts Payable	PERALES, EDWARD, J.	OVERTIME MEALS JANUARY - JUNE 2024	\$170.00
90439	07/25/2024		07/29/2024	Accounts Payable	PORTILLO, PATRICK	OVERTIME MEALS JANUARY - JUNE 2024	\$10.00
90440	07/25/2024			Accounts Payable	RAMOS-BANALES, ALICIA	OVERTIME MEALS JANUARY - JUNE 2024	\$10.00
90441	07/25/2024			Accounts Payable	RANDHAWA, ARISHDEEP	OVERTIME MEALS JANUARY - JUNE 2024	\$50.00
90442	07/25/2024			Accounts Payable	REYNOLDS, RYAN	OVERTIME MEALS JANUARY - JUNE 2024	\$90.00
90443	07/25/2024			Accounts Payable	RIZZO, JAMES	OVERTIME MEALS JANUARY - JUNE 2024	\$110.00
90444	07/25/2024			Accounts Payable	ROBERTS, ANTHONY	OVERTIME MEALS JANUARY - JUNE 2024	\$160.00
90445	07/25/2024		07/30/2024	Accounts Payable	SSP DATA PRODUCTS	FIREWALL FOR RECYCLING	\$4,991.89
90446	07/25/2024			Accounts Payable	TANG, GILBERT	OVERTIME MEALS JANUARY - JUNE 2024	\$240.00
90447	07/25/2024			Accounts Payable	TRAC, RYAN, L.	OVERTIME MEALS JANUARY - JUNE 2024	\$60.00
90448	07/25/2024		07/26/2024	Accounts Payable	TRAN, VICTOR	OVERTIME MEALS JANUARY - JUNE 2024	\$30.00
90449	07/25/2024			Accounts Payable	VAZQUEZ-AVALOS, SERGIO	OVERTIME MEALS JANUARY - JUNE 2024	\$40.00
90450	07/25/2024			Accounts Payable	WENTWORTH*DAVID	OVERTIME MEALS JANUARY - JUNE 2024	\$10.00
90451	07/25/2024			Accounts Payable	WINTERS, CHRISTOPHER	OVERTIME MEALS JANUARY - JUNE 2024	\$90.00
90452	07/25/2024		07/26/2024	Accounts Payable	ZHAO, ZITIAN	OVERTIME MEALS JANUARY - JUNE 2024	\$70.00
90453	07/25/2024			Accounts Payable	ADAMS SAFETY TRAINING	TEEN BABYSITTING & CPR CLASS JULY24	\$1,900.00
90454	07/25/2024		07/31/2024	Accounts Payable	CALIFORNIA PRODUCT STEWARDSHIP	CPSC ANNUAL DUES FY24-25	\$1,000.00
90455	07/25/2024		07/29/2024	Accounts Payable	CITY OF RICHMOND	DISPATCH SERVICES JULY 2024	\$70,605.42
90456	07/25/2024		07/30/2024	Accounts Payable	DON'S TIRE SERVICE, INC.	R&R TIRE CAR 15	\$188.22
90457	07/25/2024		07/30/2024	Accounts Payable	FIRE SAFETY CLEARING	VEGETATION MGMT	\$7,000.00
90458	07/25/2024		07/29/2024	Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$172,367.73
90459	07/25/2024			Accounts Payable	GILMAN STREET PRESS	BUSINESS CARDS	\$105.21
90460	07/25/2024		07/30/2024	Accounts Payable	HILLTOP FORD KIA	BRAKE PARTS CAR 4	\$483.40
90461	07/25/2024		07/30/2024	Accounts Payable	HILLYARD	CUSTODIAL SUPPLIES SWIM CENTER	\$839.93
90462	07/25/2024		07/31/2024	Accounts Payable	HONEY BUCKET	CENTRAL PARK SVC 6/25-7/22/24	\$241.05
90463	07/25/2024		07/31/2024	Accounts Payable	MARK43, INC.	DISPATCH SOFTWARE	\$52,500.00
90464	07/25/2024		07/30/2024	Accounts Payable	MUNICIPAL POOLING AUTHORITY	MPA ANNUAL PREMIUM NOTICE	\$2,959,526.14
90465	07/25/2024			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$136.13
90466	07/25/2024		07/30/2024	Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 12	\$116.53
90467	07/25/2024		07/29/2024	Accounts Payable	OLIVERO PLUMBING	CERRITO VISTA PARK - JULY 4TH FESTIVAL PREP FY25	\$425.00
90468	07/25/2024			Accounts Payable	PUBLIC SAFETY FAMILY COUNSELING GROUP, INC	COUNSELING 7/1/24 - 6/30/25 Contract	\$6,000.00
90469	07/25/2024			Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO.	AMMUNITION	\$7,048.03
90470	07/25/2024		07/30/2024	Accounts Payable	SSD ALARM	RECYCLING CENTER ALARM AUG 2024	\$153.98
90471	07/25/2024		07/30/2024	Accounts Payable	STAILING S&S RV REPAIRS	CAR DECAL REMOVAL	\$1,400.00
90472	07/25/2024			Accounts Payable	THREE O'CLOCK ROCK	3 O'CLOCK ROCK CAMP WK 5 2024 (7/18-7/12/24)	\$2,254.00
90473	07/25/2024		07/29/2024	Accounts Payable	ALLIANT INSURANCE SERVICES, INC	VEHICLE PROGRAM POLICY RENEWAL 24-25	\$32,318.00
90474	07/25/2024		07/30/2024	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
90475	07/26/2024			Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00
90476	07/26/2024			Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
90477	07/26/2024			Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$510.00

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90478	07/26/2024		07/30/2024	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$61.00
90479	07/26/2024		07/30/2024	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,538.26
90480	07/26/2024			Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$290.00
90481	07/26/2024		07/30/2024	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,975.47
90482	07/26/2024		07/30/2024	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$6,284.11
TOTAL CHECKS				311 Transactions			\$5,010,753.08

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Accounts Payable EFTs							
2882	07/01/2024	Invoice Error	08/12/2024	Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	Voided	\$83,586.78
2883	07/01/2024			Accounts Payable	JPMorgan Chase Bank	2012 RECYCLING FACILITY PAYMENT	\$76,633.59
2884	07/05/2024			Accounts Payable	U.S. BANK	2017 COP JULY 2024 BOND PAYMENT	\$120,209.22
2885	07/01/2024			Accounts Payable	SUTTER HEALTH PLUS	SUTTER HEALTH PLUS - JULY 2024 PAYMENT	\$35,692.60
2889	07/12/2024			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$50,314.08
2890	07/12/2024			Accounts Payable	IRS	FED - Fed Tax*	\$203,278.97
2891	07/12/2024			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$57,896.54
2892	07/12/2024			Accounts Payable	P E R S	PE1% - PERS SEIU*	\$204,838.69
2893	07/19/2024			Accounts Payable	CAPITAL ONE PUBLIC FUNDING, LLC	2018 GARBARE TRUCK LEASE PYMT 1/19-7/19/24	\$43,789.81
2894	07/26/2024			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$52,534.07
2895	07/26/2024			Accounts Payable	IRS	FED - Fed Tax*	\$209,803.60
2896	07/26/2024			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$56,524.43
2897	07/26/2024			Accounts Payable	P E R S	PE CM PEPRA - PERS CM PEPRA*	\$197,183.21
2898	07/29/2024			Accounts Payable	CALIFORNIA DEPT OF TAX & FEE ADMIN (CDTFA)	REC DEPT SALES & USE TAX RETURN 4/1-6/30/24	\$260.00
2899	07/30/2024			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL ANNUAL PREPAYMENT PLAN 415	\$2,103,472.00
2900	07/30/2024			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL ANNUAL PREPAYMENT PLAN 416	\$4,753,259.00
2901	07/30/2024			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL ANNUAL PREPAYMENT PLAN 25344	\$13,879.00
2902	07/30/2024			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL ANNUAL PREPAYMENT PLAN 25345	\$31,708.00
2903	07/30/2024			Accounts Payable	CalPERS (CA Public Employees' Retirement System)	CALPERS UAL ANNUAL PREPAYMENT PLAN 26319	\$10,740.00
2909	07/10/2024	Invoice Error	08/09/2024	Accounts Payable	KATZ, JUDY	Voided	\$234.00
2910	07/10/2024			Accounts Payable	KATZ, JUDY	SENIOR FITNESS JUNE 2024	\$234.00
2913	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24 140075	\$1,166.53
2914	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$58.01
2915	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$230.79
2916	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$154.74
2917	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24 (920124)	\$123.06
2918	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$38.38
2919	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$38.40
2920	07/31/2024			Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - JUNE24	\$49.55
2921	07/31/2024			Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - JUNE24	\$7.95
2922	07/31/2024			Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - JUNE24	\$7.95
2923	07/31/2024			Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - JUNE24	\$33.20
2924	07/31/2024			Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - JUNE24	\$36.70
2925	07/31/2024			Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - JUNE24	\$20.00
2926	07/31/2024			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - JUNE24	\$16,505.04
2927	07/31/2024			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - JUNE24	\$3,965.43
2928	07/31/2024			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - JUNE24	\$5,174.27
2929	07/31/2024			Accounts Payable	MECHANICS BANK	MERCHANT FEE EXPENSE - JUNE24	\$331.60
2930	07/31/2024			Accounts Payable	BLOCK, INC (fka SQUARE)	MERCHANT FEE EXPENSE - JUNE24	\$17.97
2931	07/31/2024			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - JUNE24	\$38.37
2932	07/29/2024			Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD JULY2024 PAYMENT	\$72,399.24
2933	07/01/2024			Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	CALCARD JUNE2024 PAYMENT	\$83,586.78

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Number	Date	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
2935	07/16/2024			Accounts Payable	PG&E	PG&E 6/4/24 - 7/1/24	\$23,462.89
2936	07/16/2024			Accounts Payable	PG&E	PG&E 6/3/24 - 6/30/24	\$26,164.44
TOTAL EFT's:				44 Transactions			\$8,539,682.88
<u>ACCOUNTS PAYABLE</u>			Checks & EFT's	Status	Count		Transaction Amount
				Open	352		\$13,465,777.67
				Voided	3		\$84,658.29
				Total	355		\$13,550,435.96
<u>PAYROLL</u>			All	Status	Count		Transaction Amount
				Total Checks	172		\$144,757.00
				Voided Checks	0		\$0.00
				Total EFT's	522		\$1,195,005.09
				Total	694		\$1,339,762.09
<u>GRAND TOTAL</u>				1049			\$14,890,198.05



AGENDA BILL

Agenda Item No. 7.F.

Date: August 20, 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 Van Driver II, Administrative Assistant I/II and 2) authorize new classifications of Fire Marshal, Van Driver I and Neighborhood Preservation Program Coordinator.

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

Existing Classifications With Proposed Changes:

- Van Driver II
- Administrative Assistant I/II

New/Additional Proposed Classifications:

- Fire Marshal
- Van Driver I
- Neighborhood Preservation Program Coordinator

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. Van Driver I-II
3. Administrative Assistant I-II
4. Fire Marshal
5. Neighborhood Preservation Program Coordinator

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 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:

- Van Driver II
- Administrative Assistant I/II

BE IT FURTHER 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 include the following new classifications:

- Fire Marshal
- Van Driver I
- Neighborhood Preservation Program Coordinator

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

I CERTIFY that at a regular meeting on August 20, 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

VAN DRIVER I-II

DEFINITION

Under immediate (Van Driver I) to general supervision (Van Driver II), drives a passenger van, bus, or equivalent vehicle to transport patrons between locations using an established schedule and on special trips by dispatch or prior arrangement; assists elderly patrons in and out of the vehicle; load, unload, and secure wheelchairs and other accessories in the vehicle; 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

Van Driver I: This is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform routine driver and passenger transportation duties while learning City policies and procedures. As experience is gained, 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 II-level. 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.

Van Driver II: This is the journey-level classification in the series. Positions at this level are distinguished from the I-level by the possession of a California Class B driver's license. 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 Van Driver class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level or through previous experience; 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 the 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.

- Transports patrons to various locations, including field trips in the Bay area.
- Drives a passenger van, bus, or equivalent vehicle over designated routes and established time schedules, pick up and discharges passengers.
- Physically assists passengers in and out of the vehicle; escorts passengers across streets and roadways as required.
- Ensures passenger safety and observes guidelines for vehicle capacity.

- Ensures all safety belts are in working order and are used correctly.
- Secures wheelchairs and other accessories inside the vehicle.
- Conducts daily vehicle inspections; performs basic maintenance and ensures cleanliness of the vehicle.
- Identifies and reports problems or equipment malfunctions; initiates work order requests, describing the problem or circumstance.
- Compiles and prepares daily and weekly dispatch notes, accident reports, and other trip statistics.
- Verifies patrons have current punch pass, payment, or equivalent for rides as applicable.
- Answers questions and provides information to the public.
- 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 tenth (10th) grade.

Experience:

Van Driver II: One (1) year of experience driving a bus, minibus, van, or similar passenger vehicle; some experience working with elderly individuals is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain within three (3) months of appointment, a valid First Aid, CPR, and AED certifications from the American Red Cross or equivalent agency, to be maintained throughout employment.

Van Driver I:

- Possession of a valid Class C California Driver's License with passenger endorsements, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Van Driver II:

- Possession of a valid Class B California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Knowledge of:

- Operations and mechanical characteristics of a passenger van, bus, or equivalent vehicle.
- Basic understanding of State laws, rules, and regulations pertaining to passenger vehicle operations.
- Safe driving practices and traffic regulations.
- 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 providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- 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:

- Safely operate a passenger bus, van, or equivalent vehicle.
- Read maps and efficiently prepare and follow routes between distances.
- Learn City of El Cerrito street layout and designated routes, including stops and traffic hazards, and general Bay area geography.
- Recognize malfunctions in equipment, take appropriate action, and maintain the assigned vehicle in clean and safe operating condition.
- Demonstrate concern and care for the physical and emotional needs of elderly passengers.
- Organize and maintain records.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn City and mandated safety rules, regulations, and protocols.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, to effectively perform the work.
- 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 predominantly vehicle driving/operation environment; to operate a motor vehicle and drive on highways and surface streets, in light to heavy traffic conditions; strength, stamina, and mobility to perform medium to heavy physical work. The incumbent must regularly hear, sit, reach with hands and arms, and use leg/foot to reach or handle vehicle controls and lifting devices. Physical effort and finger and manual dexterity are regularly needed to operate assigned equipment. Visual requirements include near and distance vision, color vision, night vision, peripheral vision, depth perception and the ability to adjust focus; vision is also needed to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The incumbent must sit for long periods of time while operating vehicles and walk on multiple types of surfaces to inspect vehicles and assist passengers. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a driving environment and are frequently exposed to road and traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes, hazardous substances, and human or animal bodily fluids. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing City policies and procedures.

WORKING CONDITIONS

Incumbents may be 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.

Council Approved:



FLSA: Non-Exempt

ADMINISTRATIVE ASSISTANT I/II

DEFINITION

Under general supervision and direction, performs a wide variety of responsible, confidential, and complex administrative duties, requiring thorough knowledge of assigned department, division, or program, its procedures, and operational detail; compiles and prepares a variety of reports, provides fiscal and budget support, and assists in the implementation and monitoring of programs and/or projects; coordinates and serves as a liaison for assigned programs, projects, and activities with other City departments, City staff, outside agencies, and the general public; 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

Administrative Assistant I: This is the entry-level classification in the Administrative Assistant 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 Administrative 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.

Administrative Assistant II: This is the journey-level classification in the Administrative Assistant series. Positions at this level are distinguished from the Administrative Assistant I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Administrative Assistant II classification is distinguished from the Management Assistant in that the latter performs work involving more complexity, use of independent judgement, and managing multiple tasks, deadlines, and projects simultaneously.

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

- Provides administrative and project support for assigned management and departmental staff; acts as a liaison between management and other staff, outside agencies, and the public, coordinating resolutions when appropriate.
- Interprets and applies City policies, rules, and regulations in response to inquiries and concerns; responds to community member(s) on variety of routine and technical issues; assists public or City personnel in completing required documentation, forms, and applications in person and online.
- Performs various accounting/bookkeeping work, including verifying or computing financial data, preparing billing invoices, processing and reconciling vendor invoices, preparing bank deposits, and monitoring contract payments; assists with annual budget development.
- Participates in administering significant department administrative processes and program areas in such areas as scheduling and monitoring of inspections or work orders, issuance of permits and licenses, registering the public for programs, and administering specific operational programs.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, files, and report summaries; retrieves information from systems as required.
- Gathers, assembles, updates, and distributes a variety of department-specific information, documents, forms, records, and data as requested; researches records within areas of responsibility to prepare and provide follow-up information to customer and staff inquiries.
- Communicates with officials and staff of other departments and agencies to obtain and relay information and to coordinate activities.
- Screens calls, visitors, and incoming mail and emails; assists and directs the public to appropriate locations and/or staff.
- Researches, purchases, and maintains inventory of office equipment and supplies; arranges for the repair and maintenance of office equipment.
- 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:

Administrative Assistant I/II: Equivalent to completion of the twelfth (12th) grade. Some college level coursework in public or business administration or a related field is desirable.

Council Approved:

Experience:

Administrative Assistant I: None required. Two (2) years of increasingly responsible work in areas of clerical, record keeping, customer service, data entry, administrative support or related experience is preferred.

Administrative Assistant II: Two (2) years of increasingly responsible work in areas of clerical, record keeping, customer service, data entry, administrative support, or related experience equivalent to the City's Administrative Assistant I classification.

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:

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

- 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 monitoring and tracking techniques.
- 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 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, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Prepare and process various records, reports, forms, applications, and other documents.
- Research, compile, and summarize information from a variety of sources; and prepare reports.
- Type 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.

Council Approved:

- Handle requests or concerns in a professional manner.
- Make accurate mathematical and basic statistical computations.
- 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; 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: Exempt

FIRE MARSHAL (NON-SWORN)

DEFINITION

Under general direction, plans, manages, directs, and oversees the daily functions, operations, and activities of the Fire Prevention Division in the Fire Department; coordinates assigned activities with other divisions, departments, and outside agencies; fosters cooperative working relationships with other department divisions and the public; provides highly responsible and complex professional assistance to management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief or assigned supervisor. Exercises direct supervision over fire prevention staff or other assigned staff.

CLASS CHARACTERISTICS

This is a non-sworn management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day activities of the Fire Prevention Division, including short- and long-term planning, as well as development and administration of division policies, procedures, and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned division. Incumbents serve as a professional-level resource and specialist to the Fire Chief. Performance of the work requires the use of considerable independence, initiative, and judgment within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, directs, and oversees the daily functions, operations, and activities of the Fire Prevention Division, including development, interpretation, and enforcement of codes, plan review, fire protection system oversight, hazard abatement, vegetation management, and public outreach and education.
- Participates in the development of goals, objectives, policies, and procedures for assigned division; recommends, develops, and implements policies and procedures, including standard operating procedures for assigned division.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Fire Chief; directs the implementation of improvements.

- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Fire Chief.
- Inspects work in progress and completed work of assigned employees for accuracy, proper and safe work methods and techniques, and compliance with applicable standards and regulations.
- Reviews plans for new construction, improvement projects, and fire detection and fire suppression systems for compliance with established codes and requirements.
- Inspects existing buildings and buildings under construction for compliance with pertinent life safety and fire safety standards as mandated by federal, state, and City codes; prepares warning/corrective letters to property owners or contractors and pursues compliance through the appropriate channels.
- Manages vegetation management program on both public and private lands.
- Directs and participates in planning, coordinating, and administering fire prevention training, and public education and outreach programs.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to City Council and various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in fire prevention; monitors changes in regulations and technology that may affect operations; assists in the implementation of changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and concerns in a professional manner; identifies and reports findings and takes necessary corrective action.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to an associate degree from an accredited college with major coursework in fire science, fire technology, fire administration, public or business administration or related field. A bachelor's degree is desirable.

Experience:

- Five (5) years of increasingly responsible experience in fire prevention or closely related field. One (1) year of supervisory experience is desirable.

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:
 - Fire Marshal
 - Fire Inspector I and 2

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods, including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles of budget development and administration.
- Principles, practices, methods, and techniques of fire prevention.
- Principles, practices, and technical aspects of fire science, fire technology, and fire behavior as related to fire prevention activities.
- Types and uses of fire alarm systems and fire extinguishers.
- Principles, practices, and methods of structural and building plan examination, including fire detection and fire suppression systems.
- Occupational hazards and safety standards related to fire prevention, including driving rules and practices.
- Applicable federal, state, and local laws, codes, and regulations, as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership to the Fire Prevention Division.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Review plans for compliance with established codes and requirements

Council Approved:

- Work within a command structure requiring strict adherence to the following of orders.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

When assigned to the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light 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 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.

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

Council Approved:



FLSA: Non-Exempt

NEIGHBORHOOD PRESERVATION PROGRAM COORDINATOR

DEFINITION

Under direction, leads, plans, develops, coordinates, and administers the City's neighborhood preservation programs in compliance with established federal, state, and local regulations; performs investigations and inspections into complex code issues and/or violations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Official. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of neighborhood preservation programs. Incumbents have responsibility for independently coordinating and implementing program goals and objectives. Positions in this classification rely on experience and use discretion and judgment to ensure the program's efficient and effective service delivery. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, develops, coordinates, and administers the City's neighborhood preservation programs including code enforcement, residential rental inspection, vacancy, unhoused, graffiti abatement, illegal businesses, and other programs established in the El Cerrito Municipal Code.
- Participates in the development and implementation of goals, objectives, and strategic priorities; writes and implements ordinances, policies, and procedures for assigned programs.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, cost recovery and procedures; identifies opportunities for improvement and recommends to the Building Official and/or Community Development Director.
- Plans, develops, coordinates, and enforces the City's Residential Rental Inspection Program and Vacant Properties programs including scheduling onsite inspections and re-inspections; prepares reports for and coordinates with property owners, property managers or authorized agents, and tenants to address documented violations and comply with program requirements.
- Receives and responds to complaints regarding violations of zoning, land use, and building and residential codes, health and safety issues, abandoned or vacant properties, business licenses, weed abatement, signage, and other code violations.

- Oversees and participates in investigating possible code violations; interprets codes and regulations and explains inspection procedures and regulations to involved parties.
- Perform essential inspection duties in trade specialties, such as plumbing, electrical, mechanical, structural, and finish trade areas, Americans with Disabilities Acts requirements, and energy conservation requirements, to identify violations of Title 24 or City codes.
- Prepares and presents staff and other program reports, informational materials, and other necessary correspondence; presents reports to City Council, and various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned programs with other City departments, divisions, and outside agencies.
- Maintains accurate and detailed databases, spreadsheets, files, and records.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in neighborhood preservation programs; monitors changes in regulations and technology that may affect operations; assists in the implementation of changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- 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 inspections 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.
- 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:

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

Experience:

- Five (5) years of increasingly responsible neighborhood preservation/code enforcement experience.

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.
- Possession of a current and valid Certified Code Enforcement Officer (CCEO) certification from the California Association of Code Enforcement Officers (CACEO) to be maintained throughout employment.

Council Approved:

Knowledge of:

- Program planning, development, and coordination principles, practices, and methods including policy and procedure development, quality control, and work standards.
- Principles, practices, methods, and techniques of 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.
- Principles of providing functional direction and training and leading work of assigned staff.
- 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:

- Plan, develop, coordinate, and administer neighborhood preservation programs in compliance with established federal, state, and local regulations.
- Participate in the development and implementation of goals, objectives, policies, regulations, practices and priorities for assigned programs.
- Explain and enforce municipal, zoning, and related codes, ordinances, and regulations to property owners, property managers or authorized agents, tenants, 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.
- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- 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

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.



AGENDA BILL

Agenda Item No. 7.G.

Date: August 20, 2024
To: El Cerrito City Council
From: Eric Saylor, Fire Chief, Fire Department
Subject: Execute an Agreement For The Lease Purchase of Five EKG Monitors And Three Mechanical CPR Devices For An Annual Amount Not To Exceed \$79,000 With A Total Price Of ~~\$332,000~~ **\$432,000**.

ACTION PROPOSED

Adopt a Resolution authorizing a sixty-six month lease purchase of five EKG monitors and three mechanical CPR devices for an amount not to exceed \$79,000 per year, for a total purchase price of ~~\$331,173~~ **\$432,000**.

BACKGROUND/ANALYSIS

One of the primary missions of the El Cerrito Fire Department is responding to emergency medical incidents. The Fire Department is an Advanced Life Support (ALS) provider in Contra Costa County. Per the California Code of Regulation, Title 22, all emergency medical providers in the United States are governed by the local emergency medical authority (LESMA). The Contra Costa County LEMSAs require all ALS providers to respond to medical incidents with certified and functioning electrocardiogram (EKG) monitors. In addition, the El Cerrito Fire Department uses a mechanical Cardiopulmonary Resuscitation (CPR) device to increase the survival rate of patients under Cardiopulmonary Resuscitation.

The Fire Department currently owns five EKG monitors ("LifePak Monitors") and three mechanical CPR devices ("Lucas Devices") manufactured by Stryker. Both the EKG monitors and mechanical CPR devices are beyond their service life and therefore are unserviceable by the manufacturer. Contra Costa County, which provides the City with medical transportation services, only uses Stryker monitors and mechanical CPR devices. In addition, El Cerrito Firefighters as well as their regional counterparts, which provide mutual aid, are only trained in Stryker monitors and mechanical CPR devices. Stryker is the sole source provider of LifePak Monitors and Lucas Devices.

The total cost to replace the equipment, **including interest**, is ~~\$331,173~~ **\$432,000**, which includes five LifePak Monitors, three Lucas Devices and all required accessories from Stryker. Stryker is offering the City of El Cerrito a lease-to-own purchase agreement for sixty-six months with a monthly payment of \$6,544.23 or approximately \$79,000 per year for the duration of the lease. The City's Adopted Budget for Fiscal Year 2024-2025 and 2025-2026 included sufficient funds in the Fire Department budget to cover the annual costs for the first two years.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety* by ensuring that Fire Department staff have serviceable and current advanced life support equipment to respond to emergency incidents.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The initial funding for this purchase is included as an ongoing cost in the Fiscal Year 2024-25 and 2025-26 Fire Department General Fund budgets (\$79,000 per year). The funding would continue through Fiscal Years 2026-27, 2027-28, and 2028-29 and will be included in those budgets. 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. Equipment Quote
3. Payment Terms
4. Stryker Sole-Source Letter

REVISED RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE TO OWN PURCHASE OF FIVE ELECTROCARDIOGRAMS MONITORS AND THREE MECHANICAL CARDIOPULMONARY RESUSCITATION DEVICES IN AN AMOUNT NOT TO EXCEED ~~\$331,173~~ \$432,000

WHEREAS, the Fire Department identified five electrocardiograms (EKGs) monitors and three mechanical Cardiopulmonary Resuscitation (CPR) devices that are beyond their service life and in need of replacement; and

WHEREAS, the Sole Source Provider, Styker (Vendor), is no longer able to service the devices based on the service life; and

WHEREAS, the Vendor offered a lease to own program for the replacement of the equipment, over sixty-six months, in the amount of ~~\$331,173~~ \$432,000; and

WHEREAS, funds sufficient to cover the expected lease to own annual cost of \$79,000 for Fiscal Year 2024-2025 and 2025-2026 is included in the budget adopted by City Council on June 18, 2024; and

WHEREAS, the purchase of the five EKG monitors and three mechanical CPR devices requires no General Fund budget adjustment; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of five EKG monitors and three mechanical CPR devices for an annual amount not to exceed \$79,000 with a total purchase price, including interest, of ~~\$332,000~~ \$432,000.

BE IT FURTHER RESOLVED, that the Fire Department is authorized to proceed with the lease purchase of this equipment and the City Manager is authorized to execute the agreement.

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

I CERTIFY that at a regular meeting on August 20, 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



LP35

Quote Number:10935778

Version:1

Prepared For:EL CERRITO FIRE DEPT

Attn:

Quote Date:07/16/2024

Expiration Date:10/14/2024

Contract Start:06/11/2024

Contract End:06/10/2025

Remit to:Stryker Sales, LLC

21343 NETWORK PLACE

CHICAGO IL 60673-1213

USA

Rep:Nate Bollinger

Email:nathan.bollinger@stryker.com

Phone Number:(916) 716-9873

Delivery Address		Bill To Account	
Name:	EL CERRITO FIRE DEPT	Name:	EL CERRITO FIRE DEPT
Account #:	20190433	Account #:	20190433
Address:	10900 SAN PABLO AVE	Address:	10900 SAN PABLO AVE
	EL CERRITO		EL CERRITO
	California 94530-2387		California 94530-2387

Equipment Products:

#	Product	Description	U/M	Qty	List Price	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	PCE	5	\$51,400.00	\$41,120.00	\$205,600.00
2.0	11335-000001	BATTERY, LI-ION, WITH IFU, LP35	PCE	5	\$1,000.00	\$800.00	\$4,000.00
3.0	11140-000102	CHARGER, BATTERY, LP35	PCE	5	\$3,000.00	\$2,400.00	\$12,000.00
4.0	11140-000131	POWER CORD,C13 ST,10FT,HOSPITAL GRADE	PCE	5	\$108.00	\$86.40	\$432.00
5.0	11996-000093	Electrode EDGE QUIK-COMBO pediatric RTS	PCE	5	\$58.00	\$46.40	\$232.00
6.0	11996-000090	Electrode EDGE QUIK-COMBO RTS	PCE	5	\$58.00	\$46.40	\$232.00
7.0	11335-000005	KIT, PRINTER, LP35	PCE	5	\$3,000.00	\$2,400.00	\$12,000.00
8.0	11996-000519	LNCS-II rainbow DCI 8? SpCO, Adult Reusable Sensor	PCE	5	\$859.00	\$687.20	\$3,436.00
9.0	11160-000017	NIBP Cuff -Reusable, Large Adult	PCE	5	\$47.00	\$37.60	\$188.00
10.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	PCE	5	\$67.00	\$53.60	\$268.00
11.0	11160-000011	NIBP Cuff-Reusable, Infant	PCE	5	\$30.00	\$24.00	\$120.00
12.0	11160-000013	NIBP Cuff-Reusable, Child	PCE	5	\$34.00	\$27.20	\$136.00
13.0	11335-000008	KIT, STORAGE BAGS, LP35	PCE	5	\$600.00	\$480.00	\$2,400.00
14.0	11150-000020	KIT, MODEM, NA, LP35	PCE	5	\$1,500.00	\$1,200.00	\$6,000.00
15.0	11996-000520	LNCS-II rainbow DCIP 8? SpCO, Pediatric Reusable Sensor	PCE	5	\$945.00	\$756.00	\$3,780.00



LP35

Quote Number: 10935778

Version: 1

Prepared For: EL CERRITO FIRE DEPT

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep: Nate Bollinger

Email: nathan.bollinger@stryker.com

Phone Number: (916) 716-9873

Quote Date: 07/16/2024

Expiration Date: 10/14/2024

Contract Start: 06/11/2024

Contract End: 06/10/2025

#	Product	Description	U/M	Qty	List Price	Sell Price	Total
16.0	11260-000073	KIT, SHOULDER STRAP, LP35	PCE	5	\$75.00	\$60.00	\$300.00
19.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	PCE	2	\$20,015.00	\$16,012.00	\$32,024.00
20.0	11576-000060	LUCAS Desk-Top Battery Charger	PCE	2	\$1,555.00	\$1,244.00	\$2,488.00
21.0	11576-000071	LUCAS External Power Supply	PCE	2	\$492.00	\$393.60	\$787.20
22.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	PCE	2	\$925.00	\$740.00	\$1,480.00
23.0	11111-000041	ASSY, CABLE, ECG, 15 LEAD, 3 WIRE PRECOR	PCE	5	\$120.00	\$96.00	\$480.00
Equipment Total:							\$288,383.20

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP15V2-LP35	TRADE IN LP15 V2 FOR LP35	5	-\$6,500.00	-\$32,500.00
TIM-LUC2-LUC3	TRADE-IN-STRYKER LUCAS 2 TOWARDS PURCHASE OF LUCAS 3.1	2	-\$5,000.00	-\$10,000.00

ProCare Products:

#	Product	Description	Qty	List Price	Sell Price	Total
25.1	LIFEPK35-FLD-PRO	Lifepak35 for LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT 06/21/2024 - 06/20/2030 √ Parts, Labor, Travel √ Preventative Maintenance √ Batteries Service	5	\$2,317.00	\$11,816.70	\$59,083.50
25.2	LUCAS-FLD-PROCARE	LUCAS 3, 3.1 for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device 06/21/2024 - 06/20/2030 √ Parts, Labor, Travel √ Preventative Maintenance √ Batteries Service	2	\$1,719.00	\$8,870.04	\$17,740.08



LP35

Quote Number: 10935778

Version: 1

Prepared For: EL CERRITO FIRE DEPT

Attn:

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep: Nate Bollinger

Email: nathan.bollinger@stryker.com

Phone Number: (916) 716-9873

Quote Date: 07/16/2024

Expiration Date: 10/14/2024

Contract Start: 06/11/2024

Contract End: 06/10/2025

ProCare Total:

\$76,823.58

Data Solutions:

#	Product	Description	Qty	List Price	Sell Price	Total
24.0	11600-000030	CODE-STAT 11 Data Review Seat License	1	\$3,647.00	\$3,464.65	\$3,464.65
Data Solutions Total:						\$3,464.65

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$5,000.70
Grand Total:	\$331,172.13

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker’s prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



07/16/2024

EL CERRITO FIRE DEPT
10900 SAN PABLO AVE
EL CERRITO, California 94530-2387

Equipment: See proposal for detailed equipment descriptions and pricing.

Finance structure: \$1 out end of term option

\$1 out of end of term option: Purchase the equipment for \$1.00.

Payment terms:

\$1 out	66 monthly payments
Equipment total	\$249,347.85
Service total	\$76,823.58
Freight total	\$5,000.70
Upfront tax total	\$33,945.14
Equipment payment	\$4,653.42
Service payment	\$1,163.99
Freight payment	\$93.32
Upfront tax payment	\$633.50
Total payment	\$6,544.23

Payments are inclusive of all applicable taxes and freight unless otherwise noted.

Contract commencement: Upon delivery, installation, and acceptance.

Down payment: No down payment required.

First payment due: Net 30 following installation.

Interim rent: Stryker does not charge interim rent.

Documentation fees: Stryker does not charge documentation fees.

Payment adjustment: The payments quoted herein were calculated based, in part, on an interest rate equivalent as quoted on Bloomberg under the SOFR Swap Rate that would have a repayment term equivalent to the initial term (or an interpolated rate if a like-term is not available) as reasonably determined by Stryker's Flex Financial division. Flex Financial reserves the right to adjust the payments prior to contract commencement to maintain current economics of this proposed transaction. "SOFR" with respect to any day means the secured overnight financing rate published for such day by the Federal Reserve Bank of New York, as the administrator of the benchmark (or a successor administrator) on the Federal Reserve Bank of New York's Website as quoted by Bloomberg.

Deal consummation: This proposal is subject to final credit, pricing, and documentation approval. Legal documents must be signed before your equipment can be delivered.



Please note that this proposal is subject to change if documents are not signed prior to **07/31/2024**.



Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. for the following products:

- New LIFEPAK® 35 monitor/defibrillators
- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK CR2 automated external defibrillators
- New LIFEPAK CR2 cellular automated external defibrillators
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® chest compression system
- CODE-STAT™ data review software and service

Stryker is the sole-source provider in all markets for the following products and services:

- RELI™ (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- LIFELINKcentral™ Government Campus Solution
- MultiTech 4G and Titan III gateways
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs.

Stryker does not authorize any third parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Van Der Wende".

Matt Van Der Wende, Vice President, Americas Sales

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Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | [stryker.com](https://www.stryker.com)



AGENDA BILL

Agenda Item No. 7.H.

Date: August 20, 2024
To: El Cerrito City Council
From: Christopher Jones, Recreation Director, Recreation Department
Subject: Amendment of the License Agreement with the Kensington Police Protection & Community Services District Extending the Use of Site and Amenities at 10940 San Pablo Avenue

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute an amendment to the license agreement with the Kensington Police Protection and Community Services District extending the temporary usage of the modular building and other site amenities located at 10940 San Pablo Avenue for an additional three years with options to extend in two-year increments.

BACKGROUND

In July 2022, the City entered into a license agreement with the Kensington Police Protection and Community Services District (KPPCSD) for the usage of the site and a temporary modular building located at 10940 San Pablo Avenue, formerly one of the buildings that comprised the Midtown Activity Center. The agreement created a mutually beneficial solution for El Cerrito and the KPPCSD. The City was able to reduce expenses as part of its Fiscal Response Plan and the KPPCSD was able to secure a suitable and affordable space to continue police and district operations uninterrupted while a temporary and/or permanent location is identified within Kensington itself.

The initial term of the agreement remained in effect through August 2023 and included the option to extend, which was executed through mutual agreement between the City Manager and KPPCSD's Interim General Manager for an additional year through August 2024. No additional options to extend are contained in the current license agreement. Therefore, the City Council must approve an amendment to the license agreement in order for the KPPCSD to remain on site.

The KPPCSD has requested to amend the existing license agreement to allow them to remain on site for at least the next three years with the option to extend the agreement two years at a time until such time they can move their physical location back to Kensington. The KPPCSD has identified a preferred permanent location in Kensington and has begun to study the feasibility of that site. Even if KPPCSD is able to proceed with this option, the amount of time needed to acquire approvals, secure funding, complete design, construction, etc. is estimated to be at least three years.

ANALYSIS

The usage of the City's property by the KPPCSD at 10940 San Pablo Avenue over the past two years has been a successful collaboration between neighbors. Staff from both agencies believe that a continued partnership moving forward will benefit residents from both communities. Staff from the City and the KPPCSD met to discuss an amendment to the license agreement and agreed to the attached amendment, summarized below, for the City Council's consideration. Staff is requesting that the City Council authorize the City Manager to execute the attached license agreement and allow the City Manager to make minor amendments, if necessary, to the agreement that would not significantly increase the City's obligations.

Main Terms of the First Amendment to the License Agreement:

1. **The initial term** of the amendment will span three years, from September 1, 2024, to August 31, 2027.
 - a. Either party may terminate the agreement during the initial term with six months' notice or by mutual agreement.
 - b. If the KPPCSD terminates the agreement during the initial renewal term, an early termination fee equivalent to the balance of the fees owed for the three-year term will apply.
2. **The license fee** is set at \$1,000 per month, with a 5% increase each fiscal year.
3. **Optional renewal terms** following the initial term can be agreed upon by the City Manager and the KPPCSD General Manager, for additional two-year periods.
 - a. These extensions will not require City Council approval, although the City Council can direct the City Manager to terminate or not renew the agreement at any time.
 - b. During a renewal term, either party can terminate the agreement with six months' notice or by mutual agreement, with no early termination fee.
4. The City will cover the original **removal fees** of \$17,099.56 as per the initial contract with Mobile Modular.
 - a. Any additional removal fees beyond this amount will be the responsibility of the KPPCSD.
5. **All other provisions** of the original license agreement will remain in effect.

At this time, there are no formal plans for the City's property at 10940 San Pablo Avenue. If a project were to materialize, it is unlikely to be implemented within the next three years, and less likely within the six-month termination period identified in the proposed amendment. A longer license term(s) provides the KPPCSD with a stable base of operations and time to plan for a permanent location in Kensington without having to bear the expense and disruption of relocation. By supporting Kensington's police operations, El Cerrito helps to ensure that both communities remain safe while collecting revenue for an underutilized property.

The monthly license fees of the initial term guarantee revenue to the City for the next three years and are structured to cover the costs of sewer fees, the modular building return fee (above), and other expenses necessary to restore the property after building removal for City parking, storage, and future needs and opportunities. Revenue above this amount may be utilized for other City needs as approved by the City Council.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There are no expenses associated with this item. Approval of the First Amendment to the License Agreement between the KPPCSD and the City will provide sufficient revenue to cover the City's financial obligations and restoration needs at 10940 San Pablo Avenue once the KPPCSD vacates the property.

LEGAL CONSIDERATIONS

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

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Draft First Amendment

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE LICENSE AGREEMENT WITH THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT FOR THE CONTINUED TEMPORARY USAGE OF THE MODULAR BUILDING AND OTHER SITE AMENITIES LOCATED AT 10940 SAN PABLO AVENUE

WHEREAS, in July 2022, the City entered into a license agreement with the Kensington Police Protection and Community Services District (KPPCSD) for the usage of the site and a temporary modular building located at 10940 San Pablo Avenue, formerly one of the buildings that comprised the Midtown Activity Center; and

WHEREAS, the agreement created a mutually beneficial solution for El Cerrito and the KPPCSD, with the City able to reduce expenses as part of its Fiscal Response Plan and the KPPCSD able to secure a suitable and affordable space to continue police and district operations uninterrupted while a temporary and/or permanent location is identified within Kensington itself; and

WHEREAS, the KPPCSD has requested to amend the existing license agreement to allow them to remain on site for at least the next three years with the option to extend the agreement two years at a time until such time as they can move back to Kensington; and

WHEREAS, with no formalized plans for this property, El Cerrito can continue to benefit from the monthly revenue generated by this license agreement with the KPPCSD; and

WHEREAS, execution of the amendment to the license agreement will continue a successful partnership between neighbors that helps ensure the safety of the residents in both communities.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby approves an amendment to the license agreement with the Kensington Police Protection and Community Services District, in substantially the form attached hereto and incorporated herein, for the continued usage of the modular building and other site amenities located at 10940 San Pablo Avenue, El Cerrito.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the amendment to the license agreement and make any necessary, non-substantive changes to carry out the intent of this Resolution.

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

I CERTIFY that at a regular meeting on August 20, 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

FIRST AMENDMENT TO LICENSE AGREEMENT BETWEEN THE KENSINGTON
POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT AND THE CITY OF EL
CERRITO CONCERNING 10940 SAN PABLO AVENUE, EL CERRITO, CALIFORNIA

THIS FIRST AMENDMENT TO LICENSE AGREEMENT BETWEEN THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT AND THE CITY OF EL CERRITO ("First Amendment") is hereby entered into this 1st day of September 2024 by and between the City of El Cerrito, a charter city ("CITY"), and the Kensington Police Protection and Community Services District, a public agency ("DISTRICT"). City and District are collectively referred to as "Parties".

RECITALS

CITY and DISTRICT are parties to a License Agreement concerning 10940 San Pablo Avenue, El Cerrito, California, dated July 26, 2022 ("the Agreement"). Since execution of the Agreement, DISTRICT has assumed certain leases for structures located on the CITY property subject to the Agreement.

The Parties desire to amend the Agreement to incorporate the terms and conditions set forth below.

NOW, THEREFORE, CITY and DISTRICT hereby agree as follows:

I. Amendments to Agreement. Various sections of the Agreement identified below shall be amended as follows:

Section 2. Amendment to Initial Term and Renewal Term.

Section 2 of the Agreement is amended to read as follows (with text in ~~strikethrough~~ indicating deletion and text in double underline indicating addition):

"2. Initial Term. The initial license term of this Agreement shall commence on August September 1, 2022~~4~~ and shall extend through August 31, 2023~~7~~ ("Initial Term")."

Section 3. Amendment to Renewal Term.

Section 3 of the Agreement is amended to read as follows (with text in ~~strikethrough~~ indicating deletion and text in double underline indicating addition):

"3. Option to Extend. The District shall have the right to extend ~~this~~ the terms of the Agreement every two years after the expiration of the Initial Term through ~~August 31, 2024~~ with the consent of City, which shall not be unreasonably withheld or delayed. ~~The~~ Each extension term is referred to as a "Renewal Term" on the terms and conditions set forth

herein, provided the District is not in default of ~~this~~ the Agreement upon commencement of the succeeding Renewal Term. The Initial Term and the Renewal Term(s) are herein collectively referred to as the ("Term")."

Section 4. Amendment to District's Covenant to Pay.

Section 4 of the Agreement is amended to read as follows (with text in ~~strike~~through indicating deletion and text in double underline indicating addition):

"4. District's Covenant to Pay. As consideration for the license to use the Premises, the District shall pay a license fee to the City in the amount of ~~Three Hundred and Fifty-Seven dollars (\$357)~~ One-Thousand dollar (\$1,000) per month, ~~or One Thousand and Seventy-One dollars (\$1,071) per quarter during the Initial Term in Fiscal Year 2024-2025 (July 1, 2024 through June 30, 2025).~~ The license fee shall increase by Five Percent (5%) at the beginning of each subsequent fiscal year for the duration of the Agreement. ~~If the District is granted a Renewal Term, the District shall pay One Thousand, Eight Hundred and Fifty-Seven dollars (\$1,857) per month to the City during the Renewal Term.~~

City shall invoice District on a quarterly basis during the Initial Term and ~~monthly basis during the Renewal Term~~ of the Agreement. In any month where the Agreement has not been in effect for the entire month, then City shall invoice District on a pro rata basis for that month. All amounts due under this Agreement are due and payable net 30 days following the date of an invoice. Any portion of the invoice amount not paid within such 30-day period shall accrue interest at the annual rate of 2.5% above the prime rate (but not to exceed the maximum rate permitted by Law). All payments shall be made in U.S. dollars."

Section 6. Deletion of City Reservation of Use of Building A.

Section 6 of the Agreement is deleted in its entirety.

~~"6. City Reservation of Use of Building A. The City retains all rights to use Building A for any purpose. If Building A is used by the City, District shall provide access to the restrooms in Building B to the City, its officers, officials, employees, tenants, agents, volunteers, and members of the public using Building A."~~

Section 13. Amendment to Removal or Relocation of Buildings

Section 13 subsection (a) is deleted in its entirety.

~~"(a) If City determines it will remove Building A prior to the end of its lease term on May 31, 2023, then it shall provide ninety (90) days' prior written notice to the District unless the Parties' signatories hereto or his/her designee(s) mutually agree in writing to a shorter notice period and such agreement shall not require an amendment to the Agreement. If District is using Building B at the time it receives such notice, it shall take all steps necessary~~

~~to prevent unreasonable disruption of or interference with and minimize any impact upon the City's removal of Building A from the Premises."~~

Section 13 subsection (b) of the Agreement is deleted in its entirety.

~~If District intends to vacate Building B and the Premises and terminate this Agreement prior to the Lease Assumption termination or May 31, 2023, it shall provide ninety (90) days' prior written notice to the City. In such event, City shall be responsible for any and all removal costs associated with removing Building B from the Premises pursuant to the Lease Assumption.~~

Section 13 subsection (c) of the Agreement is amended to read as follows (with text in ~~strikethrough~~ indicating deletion and text in double underline indicating addition):

If District intends to vacate Building B and the Premises, or ~~extend its lease of Building B beyond May 31, 2023~~ pursuant to its lease of Building B, then it shall provide ninety (90) days' prior written notice to the City along with the proposed lease termination or ~~lease extension~~ unless the Parties' signatories hereto or his/her designee(s) mutually agree in writing to a shorter notice period and such agreement shall not require an amendment to the Agreement. For a proposed lease extension and ~~Upon~~ City's written approval of such ~~lease extension~~, District may extend the lease of Building B ("Lease Extension"). District shall be solely responsible for any costs associated with relocation or vacating the lease and ~~any increased removal fees or costs imposed by Mobile Modular as a result of the Lease Extension.~~

Section 17. Amendment to Termination

(a) Either Party may terminate this Agreement upon ~~90~~ 180 days' prior-written notice ~~prior to the Initial Term or any Renewal Term~~ to the other Party, except that the Parties may agree to terminate this Agreement by mutual agreement notwithstanding the required notice period herein.

(b) If District removes or relocates Building B in accordance with Section 13 and vacates the Premises, then this Agreement shall terminate upon such removal/relocation and vacation.

(c) If the Parties do not agree to extend the Agreement for ~~the~~ a ~~Renewal Term pursuant to Section 3 prior to the end of the Initial Term or the then-in-effect Renewal Term~~, then this Agreement shall terminate upon the expiration of the Initial Term or the then-in-effect Renewal Term.

(d) If the Parties extend the Agreement for ~~the~~ a ~~Renewal Term pursuant to Section 3~~, then it shall terminate upon the expiration of the Renewal Term unless otherwise extended pursuant to Section 3.

(e) Upon termination of this Agreement, except for the Buildings, all improvements constructed on the Premises by the District shall be the exclusive property of City, and City shall be solely responsible for the ongoing maintenance and security of such improvements.

(f) Upon termination of this Agreement, the District shall be responsible, at its sole cost and expense, for restoring the Premises to its original condition including removing property, equipment, and structures placed on the Premises by the District excluding the Buildings. The District shall also be responsible for any and all costs and fees required by or associated with the lease of Building B, except that the City shall be responsible for removal fees in the amount of \$17,099.56 pursuant to the original El Cerrito Mobile Modular Lease for Building B between the City and Mobile Modular. The City shall have no other obligations with respect to the lease.

Section 32. Amendment to Notices

Section 32 of the Agreement is amended to read as follows (with text in ~~strikethrough~~ indicating deletion and text in double underline indicating addition):

...

The District: Kensington Police Protection and Community Services District
10940 San Pablo Avenue
El Cerrito, CA 94530
Attn: General Manager
Email: ~~tconstantouros@kppcsd.org~~ daranda@kppcsd.org

II. Other Provisions.

All other terms, conditions, provisions and texts of the Agreement not modified by this First Amendment are not shown above and shall remain in effect. In the case of a conflict between the Agreement and this First Amendment, the terms of the Agreement shall govern unless specifically modified by this First Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

LICENSEE:

LICENSOR:

KENSINGTON POLICE PROTECTION
AND COMMUNITY SERVICES DISTRICT

CITY OF EL CERRITO

By:

David Aranda
Interim General Manager

By:

Karen Pinkos
City Manager

ATTEST:

Lynelle Lewis, District Clerk of the Board

Holly M. Charléty, City Clerk

APPROVED AS TO FORM:

XXXX, District General Counsel

Sky Woodruff, City Attorney



AGENDA BILL

Agenda Item No. 8.A.

Date: August 20, 2024
To: El Cerrito City Council
From: Traviss Crumpacker, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department
Subject: Fire Hazard Abatement

ACTION PROPOSED

1) Adopt a resolution declaring that weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing; and 3) Adopt a resolution overriding objections by property owners and ordering the City Manager or their designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

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

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

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

This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard.

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

ANALYSIS

Beginning in May of this year, the Fire Department conducted Citywide fire hazard inspections of all properties. The inspections began on May 4, 2024, and have continued due to re-growth and citizen complaints. As a result of the on-going inspections, a list of properties containing public nuisances was generated and continues to be amended as additional properties are identified. Between July 16th and 23rd, the identified properties in violation of El Cerrito Municipal Code Chapter 16.26 were notified in writing of the hazards on their property and to abate those hazardous conditions. The El Cerrito Vegetation Management Standards Checklist was included with the notification (Attachment 6). Additionally, these property owners were informed in the letter from the Fire Marshal (Attachment 4) of the time, date, and location of the upcoming City Council meeting where their properties would be declared a public nuisance and abatement would be ordered. Property owners were directed to complete the necessary measures to bring their property into compliance prior to the second round of the re-inspection process which began in August and continued through the date of the August 20, 2024, meeting. The properties that were not voluntarily abated after the first notice are listed within the Master Abatement List, Exhibit A to the proposed Resolution (List of Properties.)

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

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

1. The Fire Department determines that hazards must be abated. Pursuant to these code sections, "hazards" are defined as weeds, rubbish, litter, or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the City.
2. The Fire Department shall post notice on each property or send notice by mail that the El Cerrito Fire Department has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any

- objections prior to the City Council declaring the properties to be a public nuisance and ordering the City Manager or their designee to perform abatement.
3. At the August 20, 2024, City Council meeting, the City Council shall first adopt a resolution Declaring that Weeds, Rubbish, Litter, or Other Flammable Material on Certain Real Property Constitutes a Public Nuisance (Attachment 1 and 2).
 4. At the same hearing, but after adoption of the first resolution, the City Council shall hear and consider all objections to declaration of public nuisances or the procedures proposed for abatement of the same. After the hearing, the Council shall adopt a resolution Overriding Objections by Property Owners and Ordering the City Manager or their Designee to Abate Certain Public Nuisances Pursuant to Chapter 16.26 (Attachment 3).
 5. At the conclusion of the August 20, 2024, hearing, a second and final notice shall be sent to each property owner prior to abatement (Attachment 7). This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the City shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
 6. If the nuisance is not abated between August 21, 2024, and September 20, 2024, prior to the arrival of the hazard abatement crew, the City of El Cerrito shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel of land where such work is performed according to the City Council adopted Fire Department Master Fee Schedule.
 7. At the October 15, 2024 City Council meeting the City Manager or their designee shall submit to the City Council for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least ten (10) days prior to its submission to the City Council. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the City Council to consider the cost of abatement work performed on their property.
 8. At the City Council Meeting on October 15, 2024, the City Council shall receive and consider the written staff report on abatement actions taken by the City and shall hear any objections from the property owners liable to be assessed for the abatement. The City Council may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
 9. After City Council confirmation of the report, a certified copy of the report shall be filed with the Contra Costa County auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety.*

ENVIRONMENTAL CONSIDERATIONS

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

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

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

RESOLUTION NO. 2024 - XX

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

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

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

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

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

BE IT FURTHER RESOLVED that on this same date of August 20, 2024 at 6:00 P.M. in the City of El Cerrito, the City Council shall hold a hearing at which owners of the real property identified in Exhibit A hereto may object to the designation of their properties as public nuisances and object to the abatement actions proposed by the City.

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

I CERTIFY that at a regular meeting on August 20, 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. Charlety, City Clerk

APPROVED:

Tessa Rudnick, Mayor

EXHIBIT A

As of 8/7/24

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

<u>APN</u>	<u>Street Address</u>
505-152-010-3	7806 Potrero
505-402-001-0	7712 Potrero
502-201-002-8	1626 Richmond St
501-330-025-5	2109 Harper St
505-032-018-2	1745 Arlington Blvd
502-300-023-4	1534 Everett St
505-262-006-8	8170 Terrace Dr
505-153-019-3	1760 Julian Ct
Wildwood HOA	Wildwood Homeowners
503-394-018-9	10280 San Pablo Ave
500-040-025-8	2625 Yuba St

RESOLUTION NO. 2024 - XX

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

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

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

WHEREAS, on August 20, 2024, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588, the City Council adopted Resolution 2024-XX declaring that certain real property within the City constitutes a public nuisance; and

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

WHEREAS, between July 16th and 23rd, 2024, the City Fire Department sent written notice to those property owners describing the weeds, rubbish, refuse, or other flammable material that presented a fire hazard and public nuisance; explaining that the Fire Department had determined a public nuisance that must be removed; informing the owners that if they did not abate by August 6, 2024, the City Council would hold a hearing on August 20, 2024 at which the owners could present objections to the declaration of the nuisance or the proposed abatement measures and further explained the City could abate the nuisance and collect the costs as an assessment on the property; and

WHEREAS, on August 20, 2024, the City Council adopted Resolution 2024-XX confirming the nuisance declarations of the City Fire Department and declaring a public nuisance on certain real property pursuant to Chapter 16.26; and

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

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

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

BE IT FURTHER RESOLVED that pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39574, the City Manager or his designee shall keep an account of the cost of abatement for each parcel of land on which work is performed. The City Manager or designee shall then prepare an itemized written report to be presented to the City Council so that, after the notice and hearing during the City Council meeting of October 15, 2024 these abatement costs can be confirmed as a special assessment against those parcels.

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

I CERTIFY that at a regular meeting on August 20, 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 Charlety, City Clerk

APPROVED:

Tessa Rudnick, Mayor



EL CERRITO-KENSINGTON FIRE DEPARTMENT

Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

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



July 16, 2024

Parcel Number: XXX-XXX-XXX-X

Property Address: _____ El Cerrito, CA 94530

Property Owner:

Property Owner's Address:

Dear El Cerrito Property Owner:

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

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

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than August 6, 2024. There is no need to contact the Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will be removed from our non-compliant list.

On August 20, 2024 at 6:00PM the El Cerrito City Council will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

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

Sincerely,

Chase Beckman

Chase Beckman

Battalion Chief / Fire Marshal



EL CERRITO FIRE DEPARTMENT KENSINGTON FIRE PROTECTION DISTRICT



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

Owner/Tenant	Site Address	City	State	Zip Code
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Legal Propety Owner	Mailing Address	City	State	Zip Code
---------------------	-----------------	------	-------	----------

APN #

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.

YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

ZONE 1

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

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

ZONE 2

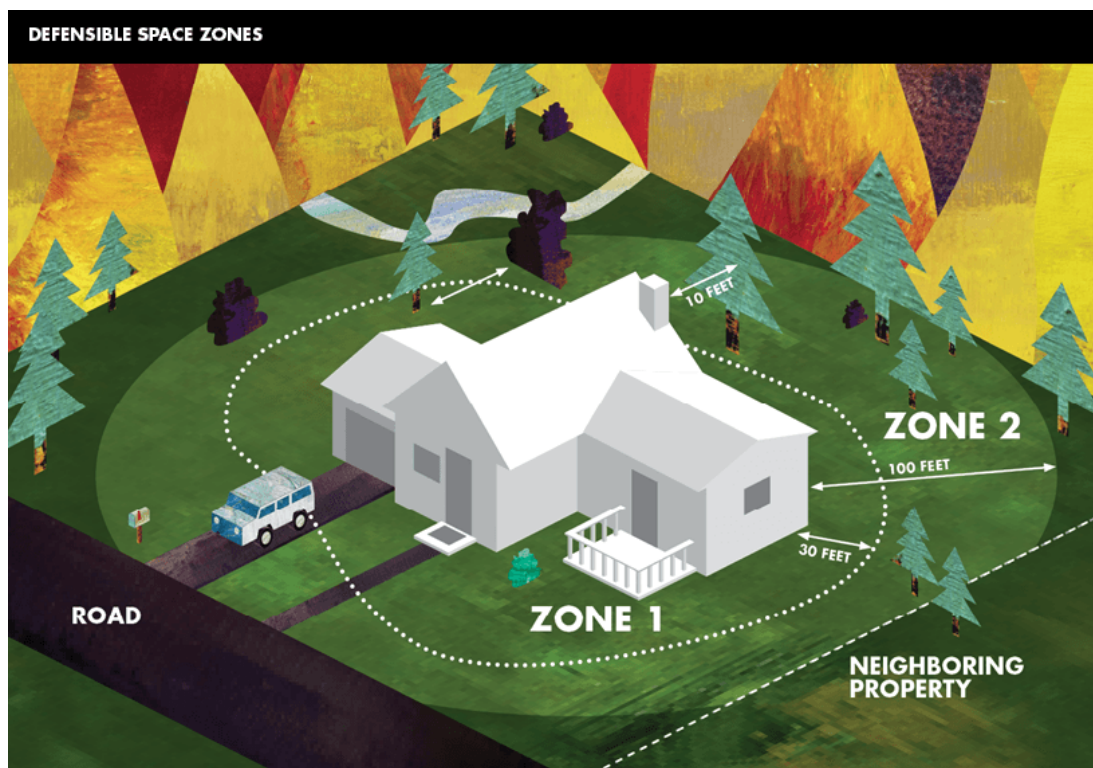
Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

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

COMMENTS:

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



Zone 1

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

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

Zone 2

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

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



Fire Hazard Reduction Checklist



Zone 1 Requirements

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

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

Zone 2 Requirements

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

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

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



CITY OF EL CERRITO

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

August 21, 2024

Parcel Number: **XXX-XXX-XXX**
Property Address: _____, El Cerrito, CA 94530
Property Owner:
Property Owner's Address:

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

On **August 20, 2024** the El Cerrito City Council declared that your property in the City of El Cerrito, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the August 20, 2024 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the City will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the City prior to this removal. The City shall perform this removal either through its own staff or through private contract sometime between the dates of **September 23, 2024 to October 4, 2024**. It is impossible to predict what it will cost the City to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$8,000 per parcel for those parcels with severe nuisance conditions

The City Council will conduct a public hearing on **October 15, 2024** to confirm the cost of the abatement work performed on your property. The meeting may be held both via teleconference and in the **El Cerrito City Council Chambers at 10890 San Pablo Avenue in El Cerrito at 6:00 p.m.** Please refer to the agenda for meeting information at www.el-cerrito.org/CouncilMeetingMaterials. During this public hearing you will be given the opportunity to voice objections regarding the report and the assessment of the abatement costs for your property. At this hearing you will also be given the opportunity to object, protest and/or present evidence to support your arguments.

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

Chase Beckman

Chase Beckman
Fire Marshal



**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
August 20, 2024**

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
- 2. Agenda Item No. 7.D. - FY 2023-24 Fourth Quarter Cash and Investment Report**
 - a. Public Comments
- 3. Agenda Item No. 7.G. - Execute an Agreement for The Lease Purchase of Five EKG Monitors and Three Mechanical CPR Devices For An Annual Amount Not To Exceed \$79,000 With A Total Price of \$331,173**
 - a. Revised Agenda Bill and Resolution
- 4. Agenda Item No. 8.A. - Fire Hazard Abatement**
 - a. Revised Exhibit A to Resolution (List of Properties)

From: [Miguel Gravelle Izaguirre](#)
To: [City Clerk](#); [Tessa Rudnick](#); [Carolyn Wysinger](#); [Gabe Quinto](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Subject: Item not on agenda for Tuesday, August 20th: Urgent Request for Release of Library Survey Data
Date: Wednesday, July 31, 2024 4:09:10 PM

Caution! This message was sent from outside your organization.

Dear Council Members,

I am writing to express my concern regarding the withheld survey data and reports related to the new library proposal. As a taxpayer, I believe it is essential for this information to be made available to the public to ensure transparency and informed decision-making.

I urge you to push for the immediate release of the survey data and reports. This will allow both community members and council members to engage in meaningful discussions based on accurate and complete information.

Thank you for your attention to this matter.

Sincerely,
Miguel Gravelle Izaguirre

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: public comments
Date: Thursday, August 15, 2024 3:01:13 PM

Caution! This message was sent from outside your organization.

Hello Mayor Rudnick, Council Members and Staff,

I AM Submitting the following comments into the record:

1. for a future agenda, the Council Should Consider inviting Danny Wan or Designee to present on the Port of Oakland
2. Also I am in support of 7.F on the consent calendar

Sincerely
Cordell

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#)
Subject: Public Comment Not on the Agenda
Date: Monday, August 19, 2024 10:30:29 AM

Caution! This message was sent from outside your organization.

El Cerrito Finance Chronology, 2019-2024

2019. Senior management claims they had proven the independent auditor wrong. The going concern is going. Not spending money they did not have. Conservative approach. But the next audit showed significant overspending.

April 13, 2021 (FAB). Senior management claims the state auditors lack adequate experience. Express expectation of being off the high-risk list in a year.

December 19, 2023. Lisa Motoyama gives her state of the city address. Uses 17% reserves as the goal. Displays a graph showing the end of decade reserve goal is a little under \$10 million and the actual reserves are projected to INCREASE to over \$20 million.

January 2024. Workshop for council members given by a consultant who was paid \$12,500. The reserve goal is now just 10% of general fund expenditures.

March 5, 2024. Budget adjustment. Reserve goal is just 10% of GF expenditures, which is a bit over \$5 million. A graph is displayed that shows unrestricted GF reserves at the end of the decade DECREASING to LESS than \$5 million. So, in less than three months, the end of decade projection was reduced by about 75%.

June 18, 2024 budget. All fund budget shows for FY 2024 a deficit of over \$12 million with more deficits on the way. Shows a GF deficit of over \$6 million. Shows an end of decade GF reserve goal of OVER \$5 million and the city failing to achieve that minimal goal. Repeats graph of the March meeting. The FY 2025 and FY 2026 are projected to have very small GF reserve surpluses and ignored the FAB recommendation of \$1 million surplus. In the past, the state auditor warned against small surpluses. This type of small surplus has been a tradition of the city. Several city officials state the city has met or exceeded state auditor objectives.

Summary

Reserve objective reduced from 17% to 10%

Current projections for end of decade is city will not meet the 10% objective. Median for cities in California was over 60% a few years ago.

Projected unrestricted reserves for end of decade decreased from over \$20 million to less than \$5 million.

FY 2024 GF has a deficit of over \$6 million

Some construction will be reduced

Recently, the city's CalPERS UAL pension liability increased from \$57.8 million to \$85 million.

S&P raised the city's credit rating from BBB- to BBB.

In 2013, the rating was lowered from AA- to A+.

In 2018, the rating was lowered from A+ to A-.

In 2019 the rating was lowered from A- to BBB.

In 2020 the rating was lowered from BBB to BBB-.

In 2023, the rating was upgraded from BBB- to BBB.

From: [Ira Sharenow](#)
To: [Holly Charléty](#); [City Clerk](#)
Cc: [Tessa Rudnick](#); [Lisa Motoyama](#); [Paul Fadelli](#); [Crystal Reams](#)
Subject: Item 7D Cash and Investment Report
Date: Sunday, August 18, 2024 6:00:09 PM

Caution! This message was sent from outside your organization.

Five years ago, at the infamous second “going concern” audit meeting where we were told management had proven the independent auditor wrong, the item was placed on the consent calendar.

Now with El Cerrito’s unrestricted general fund reserve hovering around ZERO and possibly being negative, the cash and investment report is on the consent calendar.

I request that the item be pulled off the consent calendar. I ask that the city reveal how much money is in each fund – unrestricted general fund, total general fund, and all other funds. The information should be available for every month of 2024. I also request that the finance department give a clear explanation of each type of fund and the goals for each one.

My open records request was rejected by the city.

Ira Sharenow

El Cerrito, CA

Message from city clerk

The following records are exempt from disclosure:

1. Records that contain information that is exempt under California Government Code Section 7922, as “the public interest served by not disclosing the record clearly outweighs the public interest by disclosure of the record.”

With regard to your request for

“How much money there is in every account for any fund as of July 31, 2024 (after the UAL payment). Primarily, I want to know how much is in the unrestricted general fund for every month in calendar year 2024.”

Please note that there are no records responsive to this request. If the City were to pull balances on a single day, it would not accurately reflect the true unrestricted

general fund balance. This amount is determined through continuous accounting of current information to provide a snapshot in time for the amount of unrestricted funds the city has. This information is provided through quarterly general fund budget updates to City Council, available on the city's website. The next quarterly update is expected to go to City Council on September 20, 2024. Further, the City operates under a Pooled Cash system for investment purposes, the majority of funds are held in LAIF and not distinguished in the LAIF account.

I am responsible for the determinations concerning your records request. This email concludes responsive information on this submission and closes out this request. Thank you,

Holly M. Charléty, MMC, MPA

City Clerk

City of El Cerrito

10890 San Pablo Avenue

El Cerrito, CA 94530

510.215.4305



AGENDA BILL

Agenda Item No. 7.G.

Date: August 20, 2024
To: El Cerrito City Council
From: Eric Saylor, Fire Chief, Fire Department
Subject: Execute an Agreement For The Lease Purchase of Five EKG Monitors And Three Mechanical CPR Devices For An Annual Amount Not To Exceed \$79,000 With A Total Price Of ~~\$332,000~~ **\$432,000**.

ACTION PROPOSED

Adopt a Resolution authorizing a sixty-six month lease purchase of five EKG monitors and three mechanical CPR devices for an amount not to exceed \$79,000 per year, for a total purchase price of ~~\$331,173~~ **\$432,000**.

BACKGROUND/ANALYSIS

One of the primary missions of the El Cerrito Fire Department is responding to emergency medical incidents. The Fire Department is an Advanced Life Support (ALS) provider in Contra Costa County. Per the California Code of Regulation, Title 22, all emergency medical providers in the United States are governed by the local emergency medical authority (LESMA). The Contra Costa County LEMSAs require all ALS providers to respond to medical incidents with certified and functioning electrocardiogram (EKG) monitors. In addition, the El Cerrito Fire Department uses a mechanical Cardiopulmonary Resuscitation (CPR) device to increase the survival rate of patients under Cardiopulmonary Resuscitation.

The Fire Department currently owns five EKG monitors ("LifePak Monitors") and three mechanical CPR devices ("Lucas Devices") manufactured by Stryker. Both the EKG monitors and mechanical CPR devices are beyond their service life and therefore are unserviceable by the manufacturer. Contra Costa County, which provides the City with medical transportation services, only uses Stryker monitors and mechanical CPR devices. In addition, El Cerrito Firefighters as well as their regional counterparts, which provide mutual aid, are only trained in Stryker monitors and mechanical CPR devices. Stryker is the sole source provider of LifePak Monitors and Lucas Devices.

The total cost to replace the equipment, **including interest**, is ~~\$331,173~~ **\$432,000**, which includes five LifePak Monitors, three Lucas Devices and all required accessories from Stryker. Stryker is offering the City of El Cerrito a lease-to-own purchase agreement for sixty-six months with a monthly payment of \$6,544.23 or approximately \$79,000 per year for the duration of the lease. The City's Adopted Budget for Fiscal Year 2024-2025 and 2025-2026 included sufficient funds in the Fire Department budget to cover the annual costs for the first two years.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety* by ensuring that Fire Department staff have serviceable and current advanced life support equipment to respond to emergency incidents.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The initial funding for this purchase is included as an ongoing cost in the Fiscal Year 2024-25 and 2025-26 Fire Department General Fund budgets (\$79,000 per year). The funding would continue through Fiscal Years 2026-27, 2027-28, and 2028-29 and will be included in those budgets. No additional appropriations are requested.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Equipment Quote
3. Payment Terms
4. Stryker Sole-Source Letter

REVISED RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE TO OWN PURCHASE OF FIVE ELECTROCARDIOGRAMS MONITORS AND THREE MECHANICAL CARDIOPULMONARY RESUSCITATION DEVICES IN AN AMOUNT NOT TO EXCEED ~~\$331,173~~ \$432,000

WHEREAS, the Fire Department identified five electrocardiograms (EKGs) monitors and three mechanical Cardiopulmonary Resuscitation (CPR) devices that are beyond their service life and in need of replacement; and

WHEREAS, the Sole Source Provider, Styker (Vendor), is no longer able to service the devices based on the service life; and

WHEREAS, the Vendor offered a lease to own program for the replacement of the equipment, over sixty-six months, in the amount of ~~\$331,173~~ \$432,000; and

WHEREAS, funds sufficient to cover the expected lease to own annual cost of \$79,000 for Fiscal Year 2024-2025 and 2025-2026 is included in the budget adopted by City Council on June 18, 2024; and

WHEREAS, the purchase of the five EKG monitors and three mechanical CPR devices requires no General Fund budget adjustment; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of five EKG monitors and three mechanical CPR devices for an annual amount not to exceed \$79,000 with a total purchase price, including interest, of ~~\$332,000~~ \$432,000.

BE IT FURTHER RESOLVED, that the Fire Department is authorized to proceed with the lease purchase of this equipment and the City Manager is authorized to execute the agreement.

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

I CERTIFY that at a regular meeting on August 20, 2024, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

EXHIBIT A

As of 8/20/24

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

<u>APN</u>	<u>Street Address</u>
501-330-025-5	2109 Harper St
503-394-018-9	10280 San Pablo Ave
500-040-025-8	2625 Yuba St