

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, OCTOBER 15, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/82883378936?pwd=bUbXbToETTzq27R3UXOBCwjPbxQHGI.1>

Meeting ID: 828 8337 8936 **Password:** 635581 **Dial in:** 1-408-638-0968

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/85952000781?pwd=xQaT97AFsWVtMeU4drqSNWLEuB6aZr.1>

Meeting ID: 859 5200 0781 **Password:** 618973 **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**

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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. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Action Proposed: Staff requests that City Council conduct interviews and, at the conclusion of interviews, confer with staff regarding the ongoing recruitments, any remaining vacancies, and the scheduling of further special meetings to conduct interviews (if applicable). Council may decide to make appointments at the conclusion of the meeting. In addition, Council to conduct a brief review of interview questions in preparation for the upcoming annual recruitment for term expirations.

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

4. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

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

Employee Organizations: Police Employees Association (PEA); and Public Safety Management Association.

Contact: Sky Woodruff, City Attorney, City Management

5. ADJOURN SPECIAL CITY COUNCIL MEETING

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

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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

A. Citizens Street Oversight Committee Annual Report for Fiscal Year 2022-2023

Action Proposed: Receive and file the Citizens Street Oversight Committee Annual Report for Fiscal Year 2022-2023 to City Council and Citizens of El Cerrito.

Contact: Vanessa Hill, Citizens Street Oversight Committee Chair; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

B. Annual Sundar Shadi Garden Club Awards

Action Proposed: Receive and file a brief presentation and acknowledgement of contest winners.

Contact: Pamela Austin, El Cerrito Garden Club Representative

7. ADOPTION OF THE CONSENT CALENDAR

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

A. Italian American Heritage Month Proclamation

Action Proposed: *At the request of Councilmember Quinto* Approve a proclamation recognizing October 2024 as Italian Heritage Month in El Cerrito.

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

B. Shelter in Place Education Day Proclamation

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Action Proposed: Approve a proclamation recognizing November 6, 2024 as Shelter in Place Education Day in El Cerrito.

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

C. Celebrating Christ Lutheran Senior Center's 50th Anniversary and Recognizing Its Contribution to the Community of El Cerrito

Action Proposed: Approve a proclamation celebrating Christ Lutheran Senior Center's 50th anniversary and recognizing its contribution to the community of El Cerrito.

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

D. Bullying Prevention Month and Unity Day Proclamation

Action Proposed: Approve a proclamation declaring October as National Bullying Prevention Month and October 16, 2024 as Unity Day in the City of El Cerrito.

Contact: Taylor Melton, Recreation Supervisor, Recreation Department; Christopher Jones, Recreation Director, Recreation Department

E. Monthly Disbursement and Check Register Report for September 2024

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

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

F. Spending Authority for Fire Vehicle Maintenance Vendors Expected to Exceed \$45,000 for FY 2024-25

Action Proposed: Adopt a resolution approving spending authority for vendors that may exceed \$45,000 in Fiscal Year 2024-25.

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

G. 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 Fire Chief, Fire Battalion Chief, Police Chief, Police Captain, Police Lieutenant,

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Police Sergeant, Police Corporal, Police Officer, Police Officer Recruit, Community Service Officer, Police Cadet, Property Evidence Specialist, Police Records Specialist, Senior Police Records Specialist, Police Records Supervisor, and 2) authorize the new classification and/or title change of Battalion Chief/Paramedic.

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

H. Approve a Professional Services Agreement with Urban 37, Inc. for On-Call Building Services

Action Proposed: Adopt a resolution authorizing the City Manager to execute a professional services agreement with Urban37, Inc. to provide on-call building services for three years, with a two-year option to extend, in an amount not to exceed \$250,000 per fiscal year.

Contact: Jennifer Bright, Management Assistant; Melanie Mintz, Community Development Director, Community Development Department

I. A Resolution Authorizing Execution of a Standard Agreement for the Affordable Housing and Sustainable Communities (AHSC) Program for El Cerrito Plaza Parcel A South for Transit-Oriented Development at the El Cerrito Plaza Station

Action Proposed: Adopt a resolution authorizing the City Manager to execute an agreement and all other required documents for the Affordable Housing and Sustainable Communities Program (AHSC or AHSC Program) with the California Department of Housing and Community Development (HCD) and Strategic Growth Council (SGC) for the El Cerrito Plaza Station Transit-Oriented Development (TOD), Parcel A South (EC-PAS) located at 515 Richmond Street.

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

8. PUBLIC HEARINGS

A. Approval of Final Subdivision Map for One-Lot Subdivision at 1715 Elm Street

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**AGENDA****Councilmembers**

Paul Fadelli
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Action Proposed: Adopt a resolution approving the Final Subdivision Map for a one-lot subdivision consisting of fourteen condominium residential units within a multifamily residential building and one commercial condominium unit within a separate structure on the parcel located at 1715 Elm Street.

Contact: Jeff Ballantine, Senior Planner; Sean Moss, Planning Manager, Community Development Department

9. POLICY MATTERS

A. Adopt a Resolution Approving an Agreement between the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021 to Modify Language on Salaries, Benefits, Conditions of Employment, and Creating a New Memorandum of Understanding

Action Proposed: Adopt a resolution approving an agreement between the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021 to modify language on salaries, benefits, conditions of employment, and creating a new Memorandum of Understanding.

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

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

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

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, November 19, 2024 at 6:00 p.m.

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



AGENDA BILL

Agenda Item No. 3.

Date: October 15, 2024
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

ACTION PROPOSED

Staff requests that City Council conduct interviews and, at the conclusion of interviews, confer with staff regarding the ongoing recruitments, any remaining vacancies, and the scheduling of further special meetings to conduct interviews (if applicable). Council may decide to make appointments at the conclusion of the meeting. In addition, Council to conduct a brief review of interview questions in preparation for the upcoming annual recruitment for term expirations.

BACKGROUND/ANALYSIS

City staff continues to publicize board, commission and committee vacancies as they occur. Vacancies are published on the City's website and in the West County Times; posted at City Hall, the Community Center, the Library and other various locations throughout the City including Little Libraries. Staff continues to utilize the City Manager's Update, social media outlets, and press releases to increase awareness and opportunities for citizens to participate by attending meetings and/or serving on a Board, Commission or Committee.

INTERVIEW SCHEDULE

Interviews scheduled for this meeting are as follows:

5:00 PM	Bethany Woods	Contra Costa County Library Commission (Alternate)
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STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by increasing communication and public engagement to ensure access to services and promote community events.

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 "H. Charl  ty". The signature is stylized with a large, looped initial "H" and a cursive "Charl  ty".

Holly Charl  ty, City Clerk

Attachments:

Application(s) on file with City Clerk

1. DRAFT Interview Questions

EL CERRITO COMMISSION INTERVIEW QUESTIONS

ARTS AND CULTURE COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

Questions are prohibited related to race, ethnicity, sex, gender identity, sexual orientation, national origin, immigration status, religion, disability, age, marital status, or any other protected category.

	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Arts and Culture Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Arts and Culture Commission.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Please describe any contributions you have made in our community that align with the Commission's work.	
5.	What do you think is the value of arts and culture to our society and particularly to the residents of El Cerrito?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

CITIZENS STREETS OVERSIGHT COMMITTEE

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Citizens Streets Oversight Committee, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Citizens Streets Oversight Committee.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Please describe your familiarity with sales tax collection by public agencies for specific purposes, such as transportation.	
5.	Please describe your familiarity with the City's annual budget and/or capital improvement program.	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

CIVIL SERVICE COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

Questions are prohibited related to race, ethnicity, sex, gender identity, sexual orientation, national origin, immigration status, religion, disability, age, marital status, or any other protected category.

	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Civil Service Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Civil Service Commission.	
2.	(New Applicant) Please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
Advisory Body Specific Questions		
4.	What is your understanding of the City of El Cerrito's Personnel Rules?	
5.	What is your experience in handling appeal processes and making determinations in general?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

DESIGN REVIEW BOARD

City Council has the discretion to ask follow-up or applicant specific questions.

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	<i>General Questions (for all interviews)</i>	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Design Review Board, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Design Review Board.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
<i>Advisory Body Specific Questions</i>		
4.	Please pick a recent example of a well-designed building or other urban space and describe how the positive design elements of this example could be applied to future development in El Cerrito.	
5.	Please describe your views on how private buildings should relate to the public realm and to their users/occupants.	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

FINANCIAL ADVISORY BOARD

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Financial Advisory Board, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Financial Advisory Board.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the <u>advisory capacity and</u> role of the <u>advisory Financial Advisory Board</u> body. <u>(PF) and the role of staff (LM.)</u> (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
Advisory Body Specific Questions		
4.	Please provide an overview of your knowledge or understanding of the City's budget and financial policies.	
5.	How would you approach working with the City Council to continue monitoring the financial health of the City?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

HUMAN RELATIONS COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Human Relations Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Human Relations Commission.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Describe your understanding of racial equity and inclusion, how it is related to this position, and how you would incorporate those values in serving as a Human Relations Commissioner?	
5.	What do you think is the value of social justice efforts to our society and particularly to the residents of El Cerrito?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

PARK AND RECREATION COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Park and Recreation Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Park and Recreation Commission.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Are you familiar with the El Cerrito Parks and Recreation Facilities Master Plan? If so, what role do you feel the Master Plan should have in relation to the work and priorities of the Park and Recreation Commission?	
5.	What opportunities and challenges do you see for the City's recreational programs and parks, including any recreational opportunities you feel El Cerrito should offer.	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

PLANNING COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the Planning Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the Planning Commission.	
2.	(New Applicant) Based on your recent meeting attendance, please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
Advisory Body Specific Questions		
4.	What is your vision for the future development of El Cerrito and how does that vision relate to the San Pablo Avenue Specific Plan?	
5.	In your view, how does land use influence other City goals? (e.g. economic development, fire protection, equity, conservation, etc.)?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

CONTRA COSTA TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE

City Council has the discretion to ask follow-up or applicant specific questions.

Questions are prohibited related to race, ethnicity, sex, gender identity, sexual orientation, national origin, immigration status, religion, disability, age, marital status, or any other protected category.

	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the CCTA Citizens Advisory Committee, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the CCTA Citizens Advisory Committee.	
2.	(New Applicant) Please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Please provide an overview of your knowledge or understanding of CCTA's purpose and organization.	
5.	How would you approach representing the interests of El Cerrito residents with respect to matters of interest and concern to the community?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

City Council has the discretion to ask follow-up or applicant specific questions.

Questions are prohibited related to race, ethnicity, sex, gender identity, sexual orientation, national origin, immigration status, religion, disability, age, marital status, or any other protected category.

	<i>General Questions (for all interviews)</i>	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the CCC Advisory Council on Aging, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the CCC Advisory Council on Aging.	
2.	(New Applicant) Please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	<i>Advisory Body Specific Questions</i>	
4.	Please provide an overview of your knowledge or understanding of CCC Advisory Council on Aging's purpose and organization.	
5.	How would you approach representing the interests of El Cerrito residents with respect to matters of interest and concern to the community?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	

EL CERRITO COMMISSION INTERVIEW QUESTIONS

CONTRA COSTA COUNTY LIBRARY COMMISSION

City Council has the discretion to ask follow-up or applicant specific questions.

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	General Questions (for all interviews)	Applicant Name:
1.	(New Applicant) Briefly outline your background and experience relevant to the CCC Library Commission, highlighting any unique or special qualifications or qualities you feel would contribute to the advisory body. (Incumbent) Briefly outline your background and experience relevant to the CCC Library Commission.	
2.	(New Applicant) Please describe your understanding of the role of the advisory body <u>and the role of staff (LM)</u>. (Incumbent) Please detail some of the contributions you have made to the work of the advisory body during your previous term.	
3.	Please explain how and why you feel you would be able to make fair and equitable decisions in an ethical manner, that would be in the best interest of all residents of El Cerrito.	
	Advisory Body Specific Questions	
4.	Please provide an overview of your knowledge or understanding of CCC Library Commission's purpose and organization.	
5.	How would you approach representing the interests of El Cerrito residents with respect to matters of interest and concern to the community?	
6.	<u>Please affirm that you commit to carrying out your term and attending at least 90% of meetings each year (LM).</u>	



AGENDA BILL

Agenda Item No. 6.A.

Date: October 15, 2024
To: El Cerrito City Council
From: Vanessa Hill, Citizens Street Oversight Committee Chair; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Citizens Street Oversight Committee Annual Report for Fiscal Year 2022-2023

ACTION PROPOSED

Receive and file the Citizens Street Oversight Committee Annual Report for Fiscal Year 2022-2023 to City Council and Citizens of El Cerrito.

On September 23, 2024, the Citizens Street Oversight Committee met to review expenditures of revenue collected pursuant to Chapter 4.60 of the El Cerrito Municipal Code to determine whether such funds were expended for the purposes specified in the Fiscal Year 2022-23 Expenditure Plan as approved by the City Council of the City of El Cerrito. The expenditures reviewed were reported for Fiscal Year 2022-23 and were summarized in the City's Annual Financial Comprehensive Report. Further, the Committee reviewed the Agreed Upon Procedures Report issued by the City's independent auditors, Chavan & Associates, LLP, which indicated that no exceptions were noted related to the City's compliance with the terms, covenants and conditions of the Master Installment Sale Agreement related to the bond issuance. The Committee also previously reviewed a detailed list of preliminary/unaudited revenues and expenditures and vendors to whom the expenditures were made at their meeting of November 13, 2023.

By a unanimous vote as indicated below, the Committee found that the expenditures were an appropriate use of the Pothole and Local Street Improvement and Maintenance Transactions and Use Tax as approved by the City of El Cerrito City Council. The Committee is hereby reporting their findings to the City Council and the citizens of the City of El Cerrito pursuant to Section 2.04.320 C of the El Cerrito Municipal Code.

Additionally, the Committee acknowledges and fully supports that the City Council, in their resolutions authorizing expenditures of these funds as budget amendments, are confirming that the expenditures are an appropriate use of the Pothole Repair and Local Street Improvement and Maintenance Transactions and Use Tax.

AYES: Chair Vanessa Hill, Vice-Chair Kathy Fleming, and Committee Member Jia Ma

NOES: None

ABSENT: None

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:

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing October as Italian American Heritage Month in the City of El Cerrito

WHEREAS, El Cerrito's Italian American community has contributed greatly to the cultural fabric and demographic landscape of this diverse city since its earliest days; and

WHEREAS, for generations, Italians and Italian Americans have played an integral role in the history of El Cerrito; and

WHEREAS, in the early 20th century, Italian immigrants were a major ethnic community in El Cerrito. A "Little Italy" historical-culture paver marker is located at the intersection of San Pablo Avenue and Potrero Avenue, where numerous Italian neighborhood stores once stood; and

WHEREAS, establishments in the heart of El Cerrito's Little Italy included Tezzi's Italian Cooperativa, Fandio Bortolotti's Barber Shop, Cisi's Dry Goods, Louie's Club, Poloni's Bakery, Morotti's Store, Magri's Butcher Shop, and many more; and

WHEREAS, every year the President of the United States signs an executive order designating the month of October as National Italian American Heritage Month. The proclamation is in recognition of the many achievements, contributions, and successes of Americans of Italian descent as well as Italians in America; and

WHEREAS, during Italian American Heritage Month, the rich heritage of Americans of Italian descent is recognized and their immeasurable contributions to the Nation are celebrated.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declare October as Italian American Heritage Month in the City of El Cerrito and invites everyone to celebrate and reflect on the notable accomplishments and outstanding services by Italian Americans to our Country, our State, and our City.

Dated: October 15, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Proclaiming November 6, 2024 as Shelter-in-Place Education Day in El Cerrito

WHEREAS, public and private schools and childcare centers throughout Contra Costa County will be participating in the Shelter-in-Place Drill on November 6th; and

WHEREAS, Contra Costa Community Awareness Emergency Response Group (CAER) is sponsoring the 23rd Annual Shelter-in-Place Drill and assisting schools and childcare centers with their emergency preparedness; and

WHEREAS, emergency response agencies including fire, sheriff and health officials all recommend Shelter-in-Place as the immediate action to take in case of a hazardous release; and

WHEREAS, the Shelter-in-Place Drill increases public awareness about Shelter-in-Place as a protective action and gives students and teachers practice in implementing this important procedure; and

WHEREAS, the County Office of Education has endorsed the Shelter-in-Place Drill and encouraged all sites to participate; and

WHEREAS, the City Council of the City of El Cerrito recognizes the importance of preparing for emergencies and encourages participation in the Contra Costa CAER Group's public education efforts.

NOW THEREFORE, the City Council of the City of El Cerrito, in support of the parents, teachers, students and staff that will be participating with hundreds of other schools and childcare centers in the Shelter-in-Place Drill, does hereby proclaim November 6, 2024 as "Shelter-in-Place Education Day."

Dated: October 15, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing Christ Lutheran Church's 50 Years of Senior Services to the
Adult Community of El Cerrito

WHEREAS, the Christ Lutheran Senior Center opened the first week of November in 1974 in partner with West Contra Costa Unified School District to provide senior services; and

WHEREAS, the Senior Center opens every Monday from 9 a.m. to 4 p.m.; and

WHEREAS, the Senior Center provides conversational German and Spanish, folk dancing, balance exercise, sing-along, and ukulele classes, discussion groups and lunch programs; and

WHEREAS, the ukulele class performs occasionally at the El Cerrito Royale, Shields El Cerrito Nursing Home and the Community Center. Many of the seniors also volunteer in the community at the schools, churches and voting polls during elections; and

WHEREAS, guest speakers talk to the seniors about a variety of topics, including health, recreation, resources, and other matters of interest to the group; and

WHEREAS, in the upcoming weeks, representatives from the League of Women Voters and HICAP (the Health Insurance Counseling & Advocacy Program) will be speaking at the Senior Center to discuss current issues and provide updates to Medicare; and

WHEREAS, prior to the pandemic, the Senior Center served over 70 people. Currently it serves between 45 to 60 community members each week.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby commend Christ Lutheran Church Senior Center for the many contributions and extends its sincere appreciation to their devotion to the adult community of El Cerrito over the past five decades.

Dated: October 15, 2024

Tessa Rudnick, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing October as National Bullying Prevention Month
and October 16, 2024 as Unity Day

WHEREAS, bullying is the aggressive use of power targeting another person or group of people with repeated, unwanted words or action, hurting them emotionally or physically; and

WHEREAS, bullying occurs in neighborhoods, playgrounds, schools, and online through technology; and

WHEREAS, various researchers have concluded that bullying is the most common form of violence, affecting millions of American children and adolescents annually; and

WHEREAS, targets of bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school and students who are repeatedly bullied often fear such activities as riding the bus, going to school, interacting online, and attending community activities; and

WHEREAS, children who bully are at greater risk of engaging in more serious violent behaviors; and

WHEREAS, Unity Day promotes kindness, inclusion, and acceptance for all people and provides bullying awareness and prevention resources for residents in El Cerrito and neighboring communities; and

WHEREAS, children and staff in El Cerrito Recreation programs will wear **orange** on Unity Day, Wednesday, October 16, 2024 and take a stand against bullying. Children and staff will participate creative and meaningful activities to demonstrate inclusion and kindness; and

WHEREAS, this event provides a catalyst for everyone to come together with a visual statement that our actions matter not only on one day but every day.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim October as National Bullying Prevention Month and October 16, 2024 as Unity Day in El Cerrito and encourages all schools, students, parents, recreation programs, religious institutions, businesses, and community organizations to engage in a variety of awareness and prevention activities designed to make our community safer for everyone.

Dated: October 15, 2024

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.E.

Date: October 15, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for September 2024

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of September 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 September 30, 2024, reflecting 246 Accounts Payable General Warrant Nos. 90832 through 91018, 29 ACH/EFT transactions, and 627 payroll-related checks and EFTs for a grand total of \$4,482,311.74.

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

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register September 2024

City of El Cerrito

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
<u>Accounts Payable - Checks</u>								
<u>Check</u>								
90832	09/05/2024	Open			Accounts Payable	ADAMS SAFETY TRAINING	CHILDCARE EMSA FIRST AIDE/CPR TRAINING	\$2,250.00
90833	09/05/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	GYM SPEAKER	\$385.82
90834	09/05/2024	Open			Accounts Payable	ARROW GLASS COMPANY	CASTRO CLUBHOUSE - WINDOW REPLACEMENT & LABOF	\$650.78
90835	09/05/2024	Open			Accounts Payable	BADGE FRAME, INC.	PLAQUES	\$65.00
90836	09/05/2024	Open			Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$112.56
90837	09/05/2024	Open			Accounts Payable	BRADLEY ZOOK INVESTIGATIONS	PERSONNEL INVESTIGATION	\$2,255.00
90838	09/05/2024	Open			Accounts Payable	CARROLL, JAMES	BACKGROUND INVESTIGATION	\$1,850.00
90839	09/05/2024	Open			Accounts Payable	CCCSO LAW ENFORCEMENT TRAINING	ACADEMY FEES 7/8/24 - 1/10/25	\$13,155.00
90840	09/05/2024	Open			Accounts Payable	CELLEBRITE INC.	INSEYETS PRO UFED/PA SUBSCRIPTION 8/22/24-8/21/25	\$32,408.51
90841	09/05/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$220.98
90842	09/05/2024	Open			Accounts Payable	COMCAST	STATION 52	\$292.65
90843	09/05/2024	Open			Accounts Payable	COUNTY TREASURER	ANIMAL CONTROL SVCS 7/1 - 9/30/24 (1Q25)	\$69,569.00
90844	09/05/2024	Open			Accounts Payable	DATA TICKET, INC.	BUILDING AND SAFETY	\$405.58
90845	09/05/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	R&R TWO TIRES CAR 1	\$1,454.05
90846	09/05/2024	Open			Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA SENIOR NUTRITION PROG CONTRIB REIMBU	\$425.40
90847	09/05/2024	Open			Accounts Payable	EKI ENVIRONMENT & WATER, INC.	STORMWATER COMPLIANCE SUPPORT 23-24 YR (SCV 7/1-	\$446.16
90848	09/05/2024	Open			Accounts Payable	EL CERRITO ART ASSOCIATION	MINI GRANT FOR 47TH ANNUAL ART SHOW	\$2,500.00
90849	09/05/2024	Open			Accounts Payable	FORENSIC SERVICES DIVISION	FORENSIC TESTING 7/1-7/31/24	\$1,430.92
90850	09/05/2024	Open			Accounts Payable	GOLDFARB & LIPMAN LLP	HOUSING - SVCS THROUGH 3/31/24	\$12,512.00
90851	09/05/2024	Open			Accounts Payable	HI-TECH INC.	E55 REPAIRS	\$17,773.22
90852	09/05/2024	Open			Accounts Payable	HONEY BUCKET	CENTRAL PARK SVC 8/20 - 9/16/24	\$241.05
90853	09/05/2024	Open			Accounts Payable	INTREPID ELECTRONIC SYSTEMS	CITY HALL SEMI-ANNUAL FIRE ALARM/SPRINKLER INSPEC	\$449.00
90854	09/05/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	08 CHEVY UPLANDER TIRES	\$1,008.17
90855	09/05/2024	Open			Accounts Payable	L.N. CURTIS & SONS	FD PPE	\$1,039.81
90856	09/05/2024	Open			Accounts Payable	LEETE GENERATORS	GENERATOR PERMIT	\$5,990.00
90857	09/05/2024	Open			Accounts Payable	MCAVOY, IAN	OFF THE BLOCK STEM CAMP WK 10 2024	\$5,382.00
90858	09/05/2024	Open			Accounts Payable	NATIONAL TESTING NETWORK, INC.	RECRUITING, 3 YR NTN MEMBERSHIP 8/30/24-8/30/27	\$1,800.00
90859	09/05/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$277.17
90860	09/05/2024	Open			Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 26	\$183.21
90861	09/05/2024	Open			Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES JUL24	\$4,592.02
90862	09/05/2024	Voided/Reissued	Printing Error	09/05/2024	Accounts Payable	PETTY CASH	VOID	\$212.50
90863	09/05/2024	Open			Accounts Payable	PINNACLE PETROLEUM INC	UNLEADED FUEL	\$16,906.61
90864	09/05/2024	Open			Accounts Payable	PLACEWORKS	SAFETY ELEMENT UPDATE	\$15,772.17
90865	09/05/2024	Open			Accounts Payable	PREMIER GRAPHICS	NO PARKING SIGNS, 1,000 COUNT	\$956.70
90866	09/05/2024	Open			Accounts Payable	R3 CONSULTING GROUP	SOLID WASTE CONSULTING SVCS JUL2024	\$300.00
90867	09/05/2024	Open			Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA JULY 2024	\$3,634.65
90868	09/05/2024	Open			Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	TRAFFIC SIGNS AND RIVETS FOR DTOs	\$1,272.18
90869	09/05/2024	Open			Accounts Payable	S.P. AUTOMOTIVE	B/C VEHICLE BATTERY	\$220.93
90870	09/05/2024	Open			Accounts Payable	SSD ALARM	ARLINGTON CLUBHOUSE ALARM SVC JUL2024	\$934.19
90871	09/05/2024	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGERPRINTING JULY 2024	\$1,139.00
90872	09/05/2024	Open			Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$979.71
90873	09/05/2024	Open			Accounts Payable	SYSCO	CREDIT - RETURNED FOOD RAVENCLIFF CAMP	\$6,518.01

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

90874	09/05/2024	Open	Accounts Payable	THE ED JONES COMPANY	BADGES	\$45.00
90875	09/05/2024	Open	Accounts Payable	TWO BROTHERS POOL & SPA, INC	AUG24 SERVICE & REAGENT	\$3,634.05
90876	09/05/2024	Open	Accounts Payable	TYLER TECHNOLOGIES	REPORTING FOR AR & IMPORTS CONSULTING	\$585.00
90877	09/05/2024	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY SVC - SHAMPOO CARPES & AREA RUGS 8/13/24	\$375.00
90878	09/05/2024	Open	Accounts Payable	WEST COAST VENDING SERVICES, INC.	FOOD	\$2,043.50
90879	09/05/2024	Open	Accounts Payable	CHAN, CARLA	REAL PROPERTY TAX REBATE FOR 630 ALBEMARLE ST	\$1,770.00
90880	09/05/2024	Open	Accounts Payable	GREEN, ANDREW	ARLINGTON PARK PICNIC CANCELLATION REFUND	\$135.00
90881	09/05/2024	Open	Accounts Payable	COONEY, BRIDGET	PETTY CASH REIMBURSEMENT	\$212.50
90882	09/10/2024	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
90883	09/10/2024	Open	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,157.49
90884	09/10/2024	Open	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,470.60
90885	09/10/2024	Open	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$234,773.42
90886	09/10/2024	Open	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
90887	09/10/2024	Open	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$17,650.00
90888	09/10/2024	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$2,018.82
90889	09/10/2024	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W RE PAR - PARS - ARS 457*		\$2,715.23
90890	09/06/2024	Open	Accounts Payable	MUNICIPAL POOLING AUTHORITY	MPA - Life Insu & Supplemental_Invo 920-38021, September 20	\$13,226.32
90891	09/12/2024	Open	Accounts Payable	OLIVIERI, MICHAEL	OVERTIME MEALS JANUARY - JUNE 2024	\$120.00
90892	09/12/2024	Open	Accounts Payable	4LEAF, INC.	JULY 24 FD PERMITS	\$1,800.00
90893	09/12/2024	Open	Accounts Payable	A PLUS TREE, LLC	PUBLIC TREE MAITENANCE MULTIPLE LOCAITONS AND FII	\$48,224.25
90894	09/12/2024	Open	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	\$31.11
90895	09/12/2024	Open	Accounts Payable	APWA	APWA MEMBERSHIP DUES - A'SHANTI COLEMAN	\$195.50
90896	09/12/2024	Open	Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING: 8/21/24	\$102.00
90897	09/12/2024	Open	Accounts Payable	BAY ALARM COMPANY	STA 51 ALARM 10/1/24 - 12/31/24	\$348.75
90898	09/12/2024	Open	Accounts Payable	BEND MAILING	GREENER EL CERRITO NEWSLETTER: FALL 2024 VOL 41	\$976.09
90899	09/12/2024	Open	Accounts Payable	CARRION, DAMIEN	REIMBURSE FOR APPROVED FIRE CHIEF OFFICER 3A TRA	\$399.00
90900	09/12/2024	Open	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$211.08
90901	09/12/2024	Open	Accounts Payable	CONTRA COSTA HEALTH SERVICES	TIPPING WALL INSPECTIONS + REPORTS 7/12 & 8/13/24	\$1,194.00
90902	09/12/2024	Open	Accounts Payable	CSW/STUBER-STROEH ENGINEERING GR DEL NORTE TOD COMPLETE STREETS - SVC 6/1-6/30/24		\$15,681.18
90903	09/12/2024	Open	Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOT R3: PM SVC REGEN		\$1,801.09
90904	09/12/2024	Open	Accounts Payable	EBMUD	EBMUD 7/1/24 - 8/29/24	\$20,470.78
90905	09/12/2024	Open	Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - SEPT 2024 PART 1	\$1,871.00
90906	09/12/2024	Open	Accounts Payable	GARDA CL WEST, INC.	ARMORED TRANSPORT SVC- SEPT24	\$280.00
90907	09/12/2024	Open	Accounts Payable	GHILOTTI BROS, INC	TOD COMPLETE STREETS C4014.3	\$137,829.75
90908	09/12/2024	Open	Accounts Payable	GOLDEN BEAR TRANSFER STATION	SWEEP SPOILS ON 8/16/24, 1.41 TONS & 8/26/24, 4.78 TONS	\$859.59
90909	09/12/2024	Open	Accounts Payable	KISTER, SAVIO & REI INC	MAP CHECKING SVCS	\$1,755.00
90910	09/12/2024	Open	Accounts Payable	MERCURIO BROS. PRINTING, INC,	INSPECTION FORMS	\$143.33
90911	09/12/2024	Open	Accounts Payable	NORM FRIEDMAN	SPORTS CAMP DROP-INS WKS 1-10	\$8,237.88
90912	09/12/2024	Open	Accounts Payable	PASTIME HARDWARE	CLEANING SUPPLIES	\$25.34
90913	09/12/2024	Open	Accounts Payable	PG&E	RELEASE OF BONDS - SEPT 2024 PART 1 -PM44104659	\$19,484.77
90914	09/12/2024	Open	Accounts Payable	PLAZA AUTO SERVICE INC	2005 FORD RANGER MAINTENANCE	\$1,890.12
90915	09/12/2024	Open	Accounts Payable	POSTMASTER	USPS BULK PERMIT FOR CITYWIDE PUBLIC INFO PRINT M,	\$14,500.00
90916	09/12/2024	Open	Accounts Payable	ROADPOST USA, INC.	FD SATELLITE PHONES - SEP 24	\$133.90
90917	09/12/2024	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	PLASTIC BARRICADES 70 QTY @ \$71.91 EA	\$5,524.49
90918	09/12/2024	Open	Accounts Payable	SEWER WORKS, INC	RELEASE OF BONDS - SEPT 2024 PART 1	\$1,730.00

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

90919	09/12/2024	Open			Accounts Payable	STAR ROOTER AND PLUMBING	RELEASE OF BONDS - SEPT 2024 PART 1	\$1,730.00
90920	09/12/2024	Open			Accounts Payable	STREAMLINE BUILDERS	ARLINGTON PARK IMPROVEMENTS C3082	\$19,558.31
90921	09/12/2024	Open			Accounts Payable	TOYOTA MATERIAL HANDLING INC	6FGU30 - HYDRAULIC PUMP SVC	\$348.25
90922	09/12/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	RECYCLING CENTER JANITORIAL SVC AUG24	\$7,017.00
90923	09/12/2024	Open			Accounts Payable	VERMONT SYSTEMS, INC.	AUG24 HOSTING SVCS	\$1,291.36
90924	09/12/2024	Open			Accounts Payable	West Contra Costa Transportation (WCCTAC	FY24-25 MEMBER AGENCY DUES	\$55,911.00
90925	09/12/2024	Open			Accounts Payable	WESTERN STATES OIL COMPANY	RENEWAL DIESEL	\$15,427.05
90926	09/12/2024	Open			Accounts Payable	ALEXANDER, GLORIA	RELEASE OF BONDS - SEPT 2024 PART 1	\$823.00
90927	09/12/2024	Open			Accounts Payable	ALPHA TECHNOLOGIES SERVICES	RELEASE OF BONDS - SEPT 2024 PART 1	\$761.65
90928	09/12/2024	Open			Accounts Payable	ALPHA TECHNOLOGIES SERVICES	RELEASE OF BONDS - SEPT 2024 PART 1	\$792.00
90929	09/12/2024	Open			Accounts Payable	ALPHA TECHNOLOGIES SERVICES	RELEASE OF BONDS - SEPT 2024 PART 1	\$792.00
90930	09/12/2024	Open			Accounts Payable	CHEN, TERRY	RESTROOM KEY RETURN REFUND	\$25.00
90931	09/12/2024	Open			Accounts Payable	FIRST ELEMENT FUEL, INC.	RELEASE OF BONDS - SEPT 2024 PART 1	\$792.00
90932	09/19/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	\$425.88
90933	09/19/2024	Open			Accounts Payable	24 HOUR FITNESS USA, LLC	GYM MEMBERSHIP AUG2024	\$503.86
90934	09/19/2024	Open			Accounts Payable	4LEAF, INC.	PROFESSIONAL SVCS STAFFING - JULY24	\$53,845.60
90935	09/19/2024	Open			Accounts Payable	AIRGAS USA, LLC	SCBA GAS	\$270.81
90936	09/19/2024	Open			Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	FD 32 REPAIRS	\$689.50
90937	09/19/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	\$40.21
90938	09/19/2024	Open			Accounts Payable	AMERIGAS PROPANE INC	PROPANE FOR FORKLIFTS 8/14/24	\$656.37
90939	09/19/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING: 9/4/24	\$102.00
90940	09/19/2024	Open			Accounts Payable	ATCO Pest Control	COMMUNITY CENTER PEST CONTROL SVC AUG24	\$750.00
90941	09/19/2024	Open			Accounts Payable	BADGE FRAME, INC.	ORG CHARG	\$21.00
90942	09/19/2024	Open			Accounts Payable	BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS AUG 24	\$426.80
90943	09/19/2024	Open			Accounts Payable	BEACON HOME CARE	RESPIRE PROGRAM JUN-AUG 2024	\$2,275.00
90944	09/19/2024	Open			Accounts Payable	BLACK, MEI-YU	WATER COLOR & ACRYLIC AUG 2024	\$228.00
90945	09/19/2024	Open			Accounts Payable	BRIDGE HOUSING	BRIDGE-MAYFAIR HUD HOPE VI MAIN STREET GRANT	\$350,000.00
90946	09/19/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMPS AUG24	\$2,129.20
90947	09/19/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTAL	\$211.08
90948	09/19/2024	Open			Accounts Payable	CITY OF RICHMOND	CAD FEES - SEP 2024	\$70,605.42
90949	09/19/2024	Open			Accounts Payable	CITY OF WALNUT CREEK	MAYOR'S CONFERENCE FOR COUNCIL MEMBER QUINTO	\$70.00
90950	09/19/2024	Voided/Reissued	Printing Error	09/19/2024	Accounts Payable	CONFAB MANUFACTURING COMPANY	VOID	\$16,185.59
90951	09/19/2024	Open			Accounts Payable	CPS HR CONSULTING	RECRUTING 7/1/24 - 8/3/24	\$2,187.11
90952	09/19/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOT	R3: BRAKES + REGEN	\$3,161.50
90953	09/19/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	R&R 2 TIRES CAR 7	\$383.55
90954	09/19/2024	Open			Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT A	PSYCH EVAL	\$625.00
90955	09/19/2024	Open			Accounts Payable	FIRE INFORMATION SUPPORT SVCS	TECHNICAL SVCS	\$2,850.00
90956	09/19/2024	Open			Accounts Payable	FJ&I ENGINEERING, INC.	ADA MODIFICATION, CURB RAMP & SIDEWALK PROJECT	\$230,191.65
90957	09/19/2024	Open			Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET AUG 24	\$532.80
90958	09/19/2024	Open			Accounts Payable	GARDA CL WEST, INC.	ARMORED TRANSPORT SVC - ADD'L AUG 24	\$231.53
90959	09/19/2024	Open			Accounts Payable	HILLTOP FORD KIA	BRAKE PARTS CAR 7	\$297.71
90960	09/19/2024	Open			Accounts Payable	IMAGETREND LLC	ANNUAL FEE 8/28/24 - 8/27/25	\$11,235.00
90961	09/19/2024	Open			Accounts Payable	JAFFE, SCOT	CERAMICS THUR AUG 2024	\$374.40
90962	09/19/2024	Open			Accounts Payable	JONES, HIROMI	HATHA YOGA AUG 2024	\$513.00
90963	09/19/2024	Open			Accounts Payable	KEL-AIRE	HVAC SVC CALL - REPLACE DEFECTIVE CAPACITOR	\$392.79

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

90964	09/19/2024	Open	Accounts Payable	KENNEDY, GREG, C	EMS QUALITY CONTROL	\$4,000.00
90965	09/19/2024	Open	Accounts Payable	KI RESEARCH INSTITUTE	SHINSHIN AIKIDO - AUG 24	\$282.00
90966	09/19/2024	Open	Accounts Payable	L.N. CURTIS & SONS	NAME STRIP	\$1,921.81
90967	09/19/2024	Open	Accounts Payable	LACK, CHRIS	CERAMICS WEDNESDAYS - AUG24	\$374.40
90968	09/19/2024	Open	Accounts Payable	LEAF	SOPHOS LICENSING LEASE PYMT	\$1,300.43
90969	09/19/2024	Open	Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	FAIRMONT CLUBHOUSE PEST CONTROL SVC AUG24	\$475.00
90970	09/19/2024	Open	Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LI	CURBSIDE SINGLE STREAM RECYCLING PROCESSING: AL	\$15,662.90
90971	09/19/2024	Open	Accounts Payable	NOR CAL REGIONAL PUBLIC SAFETY TRA	SWAT SCHOOL - CHOUDJA	\$1,000.00
90972	09/19/2024	Open	Accounts Payable	NORGE CLEANERS	DRY CLEANING - AUG 2024	\$477.50
90973	09/19/2024	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	\$64.93
90974	09/19/2024	Open	Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 7	\$116.53
90975	09/19/2024	Open	Accounts Payable	PLAZA AUTO SERVICE INC	M3 SMOG INSPECTION	\$83.50
90976	09/19/2024	Open	Accounts Payable	PORTOLA HOTEL & SPA AT MONTEREY B	HOTEL FOR TEAM BLDG TRAINING - DEPOSIT #2	\$1,900.00
90977	09/19/2024	Open	Accounts Payable	PREMIER GRAPHICS	4TH OF JULY SPONSOR BANNERS	\$148.95
90978	09/19/2024	Open	Accounts Payable	R3 CONSULTING GROUP	ON-CALL SOLID WASTE CONSULTING SERVICES	\$300.00
90979	09/19/2024	Open	Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA AUG 2024	\$4,333.50
90980	09/19/2024	Open	Accounts Payable	RDH Building Science Inc,	CITY HALL LEAK REPAIR	\$1,215.33
90981	09/19/2024	Open	Accounts Payable	RILE, KATHRYN	CERAMICS MON AFTERNOON - AUG24	\$374.40
90982	09/19/2024	Open	Accounts Payable	RINGCENTRAL, INC.	VOIP PHONE SVC 8/14-9/13/24 FOR CITY STAFF	\$2,045.43
90983	09/19/2024	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	TRAFFIC SIGN 12X18 SIGN: 30 MINUTE PARKING	\$46.64
90984	09/19/2024	Open	Accounts Payable	RUBICON ENTERPRISES INC	MONTHLY LANDSCAPE MAINTENANCE JUL24	\$81,330.76
90985	09/19/2024	Open	Accounts Payable	S.P. AUTOMOTIVE	HYDRAULIC FLUID FOR RECYCLING FLEET	\$396.86
90986	09/19/2024	Open	Accounts Payable	Serological Research Institute	LAB FEES	\$2,900.00
90987	09/19/2024	Open	Accounts Payable	SHAHKAR, MEHRAN	STRENGTH & BALANCE - AUG 24	\$912.00
90988	09/19/2024	Open	Accounts Payable	SSD ALARM	COMMUNITY CENTER BURGLAR/FIRE ALARM OCT 24	\$344.37
90989	09/19/2024	Open	Accounts Payable	ST. FRANCIS ELECTRIC	FACILITY & PARK LIGHTING - CITY HALL CONF RM SVC RE	\$17,935.30
90990	09/19/2024	Open	Accounts Payable	STAPLES	OFFICE SUPPLIES	\$132.93
90991	09/19/2024	Open	Accounts Payable	STERICYCLE, INC.	SHREDDING	\$85.88
90992	09/19/2024	Open	Accounts Payable	STEWART'S BODY SHOP	VEHICLE REPAIR - CAR 14	\$3,517.19
90993	09/19/2024	Open	Accounts Payable	SUPERION, LLC	SOLAR APP + IMPLEMENTATION IN ETRAKIT AN CD	\$5,320.08
90994	09/19/2024	Open	Accounts Payable	THE LEW EDWARDS GROUP	CONSULTING SVCS	\$8,900.00
90995	09/19/2024	Open	Accounts Payable	TOYOTA MATERIAL HANDLING INC	TOYOTA FORKLIFT REPAIR" REPLACE HYDRAULIC PUMP	\$5,315.08
90996	09/19/2024	Open	Accounts Payable	TRB AND ASSOCIATES, INC.	PLAN REVIEW/TECHNICAL SVCS JULY24	\$47,436.25
90997	09/19/2024	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	TRASH CAN LINERS FOR PARKS - 15 CASES BLACK 40-45 (	\$678.67
90998	09/19/2024	Open	Accounts Payable	VERIZON WIRELESS	WIRELESS PHONE SERVICE	\$6,131.87
90999	09/19/2024	Open	Accounts Payable	ALTMANN, JEFFERY	REAL PROPERTY TAX REBATE FOR 1343 NAVELLIER STRE	\$3,768.00
91000	09/19/2024	Open	Accounts Payable	EBMUD	EMBUD 7/7/24 - 9/6/24	\$37,594.15
91001	09/19/2024	Open	Accounts Payable	REDWOOD PUBLIC LAW, LLP	1755 EASTSHORE (LABOR) - MAY24	\$38,265.00
91002	09/19/2024	Open	Accounts Payable	WASTEQUIP MANUFACTURING CO LLC	12 - 2 YARD RECYCLING DUPSTERS FOR REAR LOADER	\$16,185.59
91003	09/20/2024	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
91004	09/20/2024	Open	Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

91005	09/20/2024	Open	Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
91006	09/20/2024	Open	Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$510.00
91007	09/20/2024	Open	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$61.00
91008	09/20/2024	Open	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,538.26
91009	09/20/2024	Open	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$290.00
91010	09/20/2024	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,941.73
91011	09/20/2024	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W RE PAR - PARS - ARS 457*		\$2,976.28
91012	09/26/2024	Open	Accounts Payable	360CIVIC	PRIVACY SOFTWARE - 1YR 10/1/24 - 9/30/25	\$4,752.00
91013	09/26/2024	Open	Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	VEHICLE REPAIR- UNIT KFD37EL	\$50,722.15
91014	09/26/2024	Open	Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT	UST VISUAL INSPECTION ON 9/10/24	\$225.00
91015	09/26/2024	Open	Accounts Payable	ASHER, MALIK	LUNCH-RADAR/LIDAR (4DAYS)	\$32.00
91016	09/26/2024	Open	Accounts Payable	BAY ALARM COMPANY	STA 52 REPLACE ALARM DEVICE	\$1.00
91017	09/26/2024	Open	Accounts Payable	BAY AREA NEWS GROUP EAST BAY	Legal Advertising 8/1-8/31/2024	\$764.36
91018	09/26/2024	Open	Accounts Payable	C & K MARKET, INC.	RAVENCLIFF SUPPLIES	\$274.67
91019	09/26/2024	Open	Accounts Payable	CHAND, NIRAJAN	LUNCH-RADAR/LIDAR (4DAYS)	\$32.00
91020	09/26/2024	Open	Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMPS	\$1,829.60
91021	09/26/2024	Open	Accounts Payable	CHOUDJA, PATRICK	LUNCH-RADAR/LIDAR (4DAYS)	\$32.00
91022	09/26/2024	Open	Accounts Payable	CITY OF FAIRFIELD	RANGE USE FEE	\$891.00
91023	09/26/2024	Open	Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS AUG 2024	\$278.50
91024	09/26/2024	Open	Accounts Payable	CSW/STUBER-STROEH ENGINEERING GR	DEL NORTE TOD COMPLETE STREETS - JUL24 SVCS	\$4,403.15
91025	09/26/2024	Open	Accounts Payable	DELOACH, JALEN	LUNCH & MILEAGE	\$2,120.90
91026	09/26/2024	Open	Accounts Payable	DIEGO TRUCK REPAIR	ENGINE REPAIR	\$2,195.14
91027	09/26/2024	Open	Accounts Payable	DON'S TIRE SERVICE, INC.	R&R 3 TIRES CAR # 9	\$575.32
91028	09/26/2024	Open	Accounts Payable	DU, JILL	MILEAGE - GFOA TRAINING, SACRAMENTO 8/26-8/29/24	\$364.48
91029	09/26/2024	Open	Accounts Payable	EL CERRITO COMMUNITY FOUNDATION	FACILITY CANCELLATION- COMMUNITY CENTER	\$143.00
91030	09/26/2024	Open	Accounts Payable	FERGUSON, JOHN M.	LUNCH & MILEAGE	\$780.96
91031	09/26/2024	Open	Accounts Payable	FISHER, IRIS, MARION	TWO OF TWO PYMTS FOR UTILITY BOX ARTIST	\$1,250.00
91032	09/26/2024	Open	Accounts Payable	FUJIWARA, PATTY	CERAMIC MON EVENING AUG 2024	\$758.40
91033	09/26/2024	Open	Accounts Payable	GYMDOC INC	GYM MAINTENANCE	\$355.91
91034	09/26/2024	Open	Accounts Payable	HI-TECH INC.	ENGINE HUBCAPS	\$222.93
91035	09/26/2024	Open	Accounts Payable	IRON MOUNTAIN	DOCUMENT STORAGE	\$6,326.17
91036	09/26/2024	Open	Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE BEGINNER LESSON & CLASS PASSES AUG 2024	\$562.80
91037	09/26/2024	Open	Accounts Payable	KNORR SYSTEMS, INC.	MINI BULK-SODIUM HYPOCHLORITE	\$10,732.61
91038	09/26/2024	Open	Accounts Payable	L.N. CURTIS & SONS	FD PPE	\$11,389.38
91039	09/26/2024	Open	Accounts Payable	LEONE, AARON	Per Diem - Law Enforcement Training Camp	\$350.00
91040	09/26/2024	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES- OFFICE SUPPLIES	\$350.30
91041	09/26/2024	Open	Accounts Payable	OLIVERO PLUMBING	INSPECT SPLASH PARK LEAK	\$682.50
91042	09/26/2024	Open	Accounts Payable	OLIVIERI, MICHAEL	Per Diem - Law Enforcement Training Camp	\$350.00
91043	09/26/2024	Open	Accounts Payable	RECORDS CONTROL SERVICES, INC.	RECORD MANAGEMENT SERVICES	\$3,038.77
91044	09/26/2024	Open	Accounts Payable	SAGE, ZONA	ECCRU ARITIST IN RESIDENCE - PYMT 2 or 3	\$500.00
91045	09/26/2024	Open	Accounts Payable	SSD ALARM	CANYON TRAIL CLUBHOUSE ALARM SVC OCT 2024	\$131.33
91046	09/26/2024	Open	Accounts Payable	TAYLOR, TESS	PYMT 1 OF 2 EC POET LAUREATE (4/1/24 - 3/31/25)	\$1,000.00
91047	09/26/2024	Open	Accounts Payable	Williams, Dominique	LUNCH & MILEAGE	\$2,196.00
91048	09/26/2024	Open	Accounts Payable	ZIMMER-CHU, LISA	ECCRU ARITIST IN RESIDENCE - PYMT 2	\$500.00
TOTAL CHECKS			217 Transactions			\$2,111,994.17

City of El Cerrito

Payment Register

From Payment Date: 9/1/2024 - To Payment Date: 9/30/2024

Accounts Payable EFTs

2971	09/06/2024	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$47,690.23
2972	09/06/2024	Open	Accounts Payable	IRS	FED - Fed Tax*	\$193,211.38
2973	09/06/2024	Open	Accounts Payable	MissionSquare (name chg 03-2021 formerly K	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$59,013.55
2974	09/06/2024	Open	Accounts Payable	P E R S	PE1% - PERS SEIU*	\$198,496.64
2975	09/19/2024	Open	Accounts Payable	PITNEY BOWES PURCHASE POWER	PURCHASE POWER POSTAGE CL PYMT SEP-OCT24	\$2,000.00
2976	09/19/2024	Open	Accounts Payable	PG&E	PG&E 8/2/2024 - 9/3/2024	\$22,672.17
2977	09/19/2024	Open	Accounts Payable	PG&E	PG&E 8/1/2024 - 9/2/2024	\$30,836.29
2978	09/19/2024	Open	Accounts Payable	KATZ, JUDY	SENIOR FITNESS CLASSES - AUG24	\$288.00
2979	09/20/2024	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$54,914.79
2980	09/20/2024	Open	Accounts Payable	IRS	FED - Fed Tax*	\$215,367.91
2981	09/20/2024	Open	Accounts Payable	MissionSquare (name chg 03-2021 formerly K	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$56,986.27
2982	09/20/2024	Open	Accounts Payable	P E R S	PE CM PEPRA - PERS CM PEPRA*	\$205,669.98
2983	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$739.62
2984	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$40.50
2985	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$1,602.53
2986	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$123.94
2987	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$503.67
2988	09/30/2024	Open	Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - AUGUST 24	\$60.23
2989	09/30/2024	Open	Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - AUGUST 24	\$7.95
2990	09/30/2024	Open	Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - AUGUST 24	\$7.95
2991	09/30/2024	Open	Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - AUGUST 24	\$327.71
2992	09/30/2024	Open	Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - AUGUST 24	\$60.90
2993	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	52-2112074	\$68.58
2994	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$68.57
2995	09/30/2024	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - AUGUST 24	\$68.60
2996	09/30/2024	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - AUGUST 24	\$7,925.23
2997	09/30/2024	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - AUGUST 24	\$3,706.61
2998	09/30/2024	Open	Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - AUGUST 24	\$9,695.66
2999	09/30/2024	Open	Accounts Payable	MECHANICS BANK	MERCHANT FEE EXPENSE - AUGUST 24	\$433.72
TOTAL EFT's:			29 Transactions			\$1,112,589.18

ACCOUNTS PAYABLE

Checks & EFT's	Status	Count	Transaction Amount
	Open	243	\$3,208,185.26
	Voided	3	\$16,398.09
	Total	246	\$3,224,583.35

PAYROLL

All	Status	Count	Transaction Amount
	Total Checks	142	\$108,397.55
	Voided Checks	0	\$0.00
	Total EFT's	485	\$1,149,330.84
	Total	627	\$1,257,728.39

GRAND TOTAL	873	\$4,482,311.74
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AGENDA BILL

Agenda Item No. 7.F.

Date: October 15, 2024
To: El Cerrito City Council
From: Claire Coleman, Budget/Financial Services Manager, Finance Department
Subject: Spending Authority for Fire Vehicle Maintenance Vendors Expected to Exceed \$45,000 for FY 2024-25

ACTION PROPOSED

Adopt a resolution approving spending authority for vendors that may exceed \$45,000 in Fiscal Year 2024-25.

BACKGROUND AND ANALYSIS

Resolution 2017-71A, adopted by the City Council on October 3, 2017, authorizes the City Manager to purchase goods and services and enter into professional services agreements in amounts not to exceed \$45,000 without City Council authorization, and further requires that purchases and professional service agreements of more than \$45,000 for any one vendor in any one fiscal year must be approved by the City Council. Each fiscal year, the City Council affirms the requirement for the single vendor threshold of \$45,000 in its resolution adopting the annual budget, most recently with Resolution 2024-46 for FY 2024-25. Additionally, the City's Procurement Policy (Administrative Policy III-1) sets guidelines and requirements for purchases of goods and services using City funds that conform with the approval thresholds set by the City Council and outlines the procedures for the use of purchase orders. Services performed for the City require a contract and insurance verification, while purchases of goods and supplies typically do not.

As a part of Citywide efforts to improve accuracy, transparency, and compliance with City policies, staff identified a number of vendors who provide fleet maintenance services for the Fire Department with whom the City may need to spend over \$45,000 in FY 2024-25. The City of El Cerrito uses numerous repair shops for the maintenance and repair of the Fire Department fleet. The shops are selected based on the availability of the shop at the time of repairs. The shops service multiple fire departments and private trucking companies and operate on a case-by-case basis. The City determines which vendor to utilize based on availability at the time of repair needs, and is often unable to determine in advance which repair shop will be able to provide the needed repairs. Additionally, there is an element of uncertainty in what repairs will be required at any given time and the cost of such repairs, leading to uncertainty in how much to allocate to each specific vendor.

In accordance with the Procurement Policy, staff is seeking approval to make purchases estimated above \$45,000 throughout the year with the listed vendors on an as-needed basis. Staff are requesting authority to spend over \$45,000 with any of the vendors

listed below to provide the flexibility and purchasing authority to receive necessary fleet repairs. The Fire Department does not expect to spend over \$45,000 with all the listed vendors and will not exceed its Council-approved budget, but is seeking approval to ensure the appropriate authorization before repairs become urgent. All purchases included in this agenda bill for approval were included in the FY 2024-25 Budget and do not require additional appropriation authority from the City Council. The original General Fund budget for the Fire Department vehicle maintenance was \$175,000. An additional \$52,044 was added to this total during the purchase order roll forward process in September for a total budget of \$227,044.

List of Vendors for Fire Fleet Maintenance Services

- Alameda County Fire Department
- Cummins, Inc.
- Diego's Truck Repair
- Hi-Tech EVS, Inc.
- Kelly's Truck Repair
- Peterson Trucks, Inc

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

All expenses referenced in this agenda bill were included within the FY 2024-25 Budget adopted by the City Council on June 18, 2024. The proposed expenditures require Council authorization because they may exceed \$45,000 with a single vendor in a single fiscal year, but there is no additional fiscal impact from adopting this resolution. The resolution includes a not-to-exceed amount of \$75,000 for each vendor.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING
BLANKET PURCHASE ORDERS FOR MAJOR VENDORS

WHEREAS, Resolutions 2017-71A and 2024-46 requires that all purchases totaling over \$45,000 with a single vendor in a single fiscal year receive Council approval; and

WHEREAS, the City's Procurement Policy (Administrative Policy III-1) guides all purchasing and bidding procedures to ensure fairness and transparency; and

WHEREAS, certain vendors, selected based on excellence in quality, price, and availability, are expected to exceed \$45,000 for goods, supplies, and services in the current fiscal year; and

WHEREAS, the proposed expenditures outlined in this resolution and the associated agenda bill were included in the Council-adopted budget for FY 2024-25 and require no additional appropriation authority.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of goods and on-call services up to the not-to-exceed amount detailed for each vendor in the table below.

Vendor	Approved Expenditure Total
Alameda County Fire Department	\$75,000
Cummins, Inc.	\$75,000
Diego's Truck Repair	\$75,000
Hi-Tech EVS, Inc.	\$75,000
Kelly's Truck Repair	\$75,000
Peterson Trucks, Inc	\$75,000

I CERTIFY that at a regular meeting on October 15, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.G.

Date: October 15, 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 Fire Chief, Fire Battalion Chief, Police Chief, Police Captain, Police Lieutenant, Police Sergeant, Police Corporal, Police Officer, Police Officer Recruit, Community Service Officer, Police Cadet, Property Evidence Specialist, Police Records Specialist, Senior Police Records Specialist, Police Records Supervisor, and 2) authorize the new classification and/or title change of Battalion Chief/Paramedic.

BACKGROUND/ANALYSIS

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

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

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

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

Existing Classifications With Proposed Changes:

- Fire Chief
- Fire Battalion Chief
- Police Chief
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Corporal
- Police Officer
- Police Officer Recruit
- Community Service Officer
- Police Cadet
- Property Evidence Specialist
- Police Records Specialist
- Senior Police Records Specialist
- Police Records Supervisor

New/Additional Proposed Classification:

- Battalion Chief/Paramedic

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. Fire Chief
3. Fire Battalion Chief
4. Police Chief
5. Police Captain
6. Police Lieutenant
7. Police Sergeant
8. Police Corporal
9. Police Officer
10. Police Officer Recruit
11. Community Services Officer
12. Police Cadet
13. Property and Evidence Specialist
14. Police Records Specialist
15. Senior Police Records Specialist
16. Police Records Supervisor
17. Fire Battalion Chief Paramedic

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 to include the following new classifications and/or classification title changes:

- Fire Chief
- Battalion Chief
- Police Chief
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Corporal
- Police Officer
- Police Officer Recruit
- Community Service Officer
- Police Cadet
- Property Evidence Specialist
- Police Records Specialist
- Senior Police Records Specialist
- Police Records Supervisor

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

- Battalion Chief/Paramedic

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

I CERTIFY that at a regular meeting on October 15, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



FLSA: Exempt

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Fire Department; areas of responsibility include operations, suppression, prevention, emergency on-call situations, training, and administration; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Fire Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The Fire Chief provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is responsible for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all Fire Department programs, services, and activities, including operations, suppression, prevention, emergency on-call situations, training, and administration.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Fire Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; explains and justifies programs, policies, and activities as needed; directs the implementation of change.
- Directs multi-unit emergency operations; may serve as Incident Commander; conducts pre-incident planning and deploys assigned resources consistent with incident need; directs firefighting operations to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees and supervises the City's emergency preparedness activities; recommends modifications as needed.
- Manages, coordinates, and administers contractual services; coordinates with legal counsel to determine City needs and requirements; negotiates contracts and agreements.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings; stays abreast of latest trends and innovations in the field of fire safety.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- Seven (7) years of increasingly responsible fire protection management and/or administrative experience, including five (5) years of fire program management experience.

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I and Firefighter 2
 - Fire Apparatus Driver/Operator Pump Apparatus and Fire Apparatus Driver/Operator Aerial Apparatus

Council Approved:

- Confined Space Rescue Operations – Technician
 - Trench Rescue Technician
 - Rescue Systems 1 and Rescue Systems 2
 - HAZMAT Technician or Specialist
 - ICS 200, ICS 300, and ICS 400
 - Fire and Emergency Services Instructor 1 and 2
 - S 404: Safety Officer
 - S-339 Division Group Supervisor
- Possession of a Chief Fire Officer Certificate issued from the California State Fire Marshal's Office to be maintained throughout employment.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Administrative principles, practices, and methods, including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Incident command structure and management.
- Disaster and large-scale incident mitigation plans, including mutual aid, strike team, and disaster mitigation and response.
- Modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.
- Principles and practices of fire prevention, suppression, containment, rescue, and investigation.
- Principles and practices of providing emergency medical care.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Methods and techniques of developing technical and administrative reports and business correspondence.
- 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 for the Fire Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Council Approved:

- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Control and direct emergency situations related to fire prevention, emergency medical response, and hazardous materials incidents, including natural and man-made disasters.
- Conducts complex research projects, evaluates alternatives, makes sound recommendations, and prepares effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing 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.

The job may involve periodic fieldwork requiring walking or running, or standing on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. In these situations, employees are subject to the same physical requirements as the Firefighter classification including 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 ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. As situations demand, incumbents may serve as an Incident Commander in the field. Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, and hazardous or toxic physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

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

Council Approved:



FLSA: Exempt

FIRE BATTALION CHIEF

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the activities and operations of an assigned fire battalion within the Fire Department; areas of responsibility include fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations, and hazardous materials response; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the management and others in area of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, training, and managing the staff, operations, and activities of an assigned battalion. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to fire operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, and oversees the daily functions, operations, and activities of an assigned battalion, including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Directs multi-unit emergency operations; serves as Incident Commander; conducts pre-incident planning and deploys assigned resources consistent with incident need; directs firefighting operations to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Supervises, directs, and evaluates training in fire prevention and emergency services; identifies fire training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting apparatus, equipment, tools, and devices; instructs personnel on the location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
- Develops and directs a comprehensive weed abatement program, including fire prevention methods.
- Provides for effective and thorough building plan review including new construction, tenant improvement, and vacant structure abatement.
- Creates public fire and life safety education programs based on local loss statistics and available resources consistent with public education needs; promotes programs and may participate in activities around community engagement.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services, including fire incident reports and procurement documents; presents reports to the City Council and various commissions, committees, and boards; directs the establishment and maintenance of working and official division files and records.
- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as fire administration, prevention, public education, inspection, training, or other aspects of the fire prevention and suppression programs.
- 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; maintains collaborative relationships with mutual aid and joint operations partners.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in fire suppression and prevention; researches emerging products and enhancements and their applicability to City needs.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- At least six (6) years of increasingly responsible experience in a municipal fire department, of which three (3) years should be in a management or supervisory capacity.

Licenses and Certifications:

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

Council Approved:

- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I and Firefighter 2
 - Fire Apparatus Driver/Operator Pump Apparatus and Fire Apparatus Driver/Operator Aerial Apparatus
 - Confined Space Rescue Operations – Technician
 - Trench Rescue Technician
 - Low Angle Rope Rescue
 - HAZMAT First Responder Awareness
 - ICS 200, ICS 300, and ICS 400
 - Fire and Emergency Services Instructor 1 and 2
 - S 404: Safety Officer or L-954
 - S-339 Division Group Supervisor or I-960
- Possession and completion of the course prerequisites to apply for a Chief Fire Officer Certificate issued from the California State Fire Marshal's Office.
- Completion of the Chief Fire Officer task book is to be completed within three (3) years of appointment is desirable.
- Possession of a current and valid California State Emergency Medical Technician (EMT) Certification to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, 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.
- Incident command management and structure.
- Principles and practices of budget development and administration.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- Techniques of cardiopulmonary resuscitation (CPR) and emergency medical response.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.

Council Approved:

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

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner. Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the department.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Respond to and implement command and control for mitigating emergencies.
- Apply the mechanics of firefighting and emergency operations.
- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing 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.

The job involves periodic fieldwork serving as an Incident Commander, requiring walking or running, or standing on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. In these situations, employees are subject to the same physical requirements as the Firefighter classification including 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.

Council Approved:

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. As situations demand, incumbents may serve as Incident Commander in the field. In these situations, employees are subject to the same physical requirements as the Firefighter classification.

Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, and hazardous or toxic physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

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



FLSA: Exempt

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Police Department including community policing, patrol, traffic, investigations, communications, and support services; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. The Police Chief provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all Police Department programs, services, and activities including community policing, patrol, traffic, investigations, communications, and support services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities, POST standards, and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution

of work, support systems and internal reporting relationships; identifies opportunities for improvement; oversees change management and implementation.

- Manages the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; researches, identifies, and applies for funding from various sources; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Oversees the development and management of requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Manages the implementation of an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff; ensures members of the department follow legal and professional requirements for police services and law enforcement and comply with the department's goals of maintaining direct and effective personal contact with members of the community.
- Maintains high visibility and accessibility to the community to achieve positive interaction and understanding of City issues.
- Works to build collaborative partnerships between the Police Department and communities served, focusing on developing proactive solutions and increasing trust in police by encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Meets with local and regional law enforcement agencies to discuss matters of mutual interest to the communities served; serves as a catalyst to mobilize other city/town/county agencies and services; manages mutual aid agreements with other agencies.
- Reviews results of personnel investigations and makes final recommendation on disposition of issues.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects; makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner; stays abreast of new trends and innovations in the field of public safety.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Council Approved:

- Equivalent to a bachelor's degree in law enforcement, police science, criminal justice, public administration, or a closely related field.

Experience:

- Seven (7) years of increasingly responsible sworn law enforcement experience in all major phases of police work including three (3) years of management and administrative responsibilities.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of, or the ability to obtain within two (2) years, a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST) to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Principles and practices of law enforcement administration, organization, and management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Police Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Council Approved:

- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively communicate with the public.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The job involves periodic fieldwork requiring walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, 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

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, evenings, holidays, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker. Attend evening and weekend meetings and/or events, as required.

Council Approved:



FLSA: Exempt

POLICE CAPTAIN

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for the operations of the Police Department; fosters cooperative working relationships within the department and with other agencies and various public and private groups; provides highly responsible and complex professional assistance to the Police Chief in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification in the Police Department. The incumbent leads and manages operations activities and programs in the department and is responsible for providing professional-level support to the Police Chief in a variety of areas. Incumbents participate in short- and long-term planning, development, and administration of policies, procedures, and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other departments and public and private agencies. The Police Captain is distinguished from the Police Chief in that the latter has overall management responsibility for all department programs, functions, and activities, and for developing, implementing, and interpreting public policy.

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.

- Serves as the second-in-command to the Police Chief; assumes management responsibility for the work of Operations of the Police Department including community policing, patrol, traffic, investigations, communications, and support services.
- Manages the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and manages assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Oversees grant funding, administration, and reporting; acts as department liaison to grant funding agencies; ensures compliance with all grant funded activities.
- 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 Police Chief; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; ensures staff comply with POST training requirements; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Police Chief.
- Leads the implementation of an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff; ensures members of the department follow legal and professional requirements for police services and law enforcement and comply with the department's goals of maintaining direct and effective personal contact with members of the community.
- Supervises the coordination with other departments and other public safety and criminal justice agencies in managing law enforcement and police service incidents and activities; establishes and oversees cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Serves as a liaison for the department; oversees a variety of public relations and outreach work related to department activities; represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Responds to major incidents reported to the Police Department and ensures adherence to Incident Command System/Standardized Emergency Management protocol.
- Directs the maintenance of files, databases, and records related to police services; supervises the preparation of a variety of written reports, memoranda, and correspondence.
- Provides staff assistance to the Police Chief; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate prepares and presents staff reports and other written materials.
- Attends and participates in professional group meetings; may present information to the City Council and various commissions, committees, and boards.
- Stays abreast of new trends and innovations in the field of law enforcement by reviewing crime reports and current publications and monitoring legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Receives, investigates, and responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- May serve on a designated board, commission, or committee.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in law enforcement, police science, criminal justice, or a closely related field.

Experience:

- Six (6) years of increasingly responsible sworn law enforcement experience in all major phases of police work

Council Approved:

including three (3) years of management and administrative responsibilities.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of or ability to obtain within two (2) years of appointment a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST) to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Principles and practices of law enforcement administration, organization, and management.
- Methods and techniques of public relations.
- Incident Command System for large scale emergencies which impact response capabilities.
- Principles and practices of budget development and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Operations in the Police Department.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division and department goals and objectives.

Council Approved:

- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.
- Effectively communicate with the public.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The job involves periodic fieldwork requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, evenings, holidays, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker. Attend evening and weekend meetings and/or events, as required.



FLSA: Exempt

POLICE LIEUTENANT

DEFINITION

Under general direction, plans, organizes, and manages the work of sworn and non-sworn staff of an assigned division within the Police Department; coordinates assigned activities with other divisions and departments; provides complex assistance to management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Captain or management personnel. Exercises direct supervision over sworn, non-sworn, and/or administrative staff.

CLASS CHARACTERISTICS

This is a mid-management classification responsible for planning, organizing, reviewing, and evaluating the operations of an assigned division within the Police Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the division, including developing and implementing policies and procedures, budget administration and reporting, and maintaining positive community relationships and promoting community engagement. Performance of the work requires the use of independence, initiative, and discretion within broad guidelines. The Police Lieutenant is distinguished from Police Captain in that the latter has overall management responsibility for operations within the Police Department and oversees all divisions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes management responsibility for the work of sworn and non-sworn staff in an assigned division of the Police Department.
- Manages and participates in the development of goals, objectives, policies, and procedures for assigned division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Oversees department purchasing activities including preparing and/or approving purchase orders and conferring with vendors for cost estimates and product quality.
- 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 management; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; coordinates department training program, field training, and in-service training; disciplines, provides feedback, and coaches employees regarding

performance issues; responds to staff questions and concerns; makes discipline recommendations to management.

- Upholds and reinforces an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff.
- Coordinates with other departments and other public safety and criminal justice agencies in managing law enforcement and police service incidents and activities; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Ensures sworn staff maintain a highly visible presence within the community for the purpose of identifying and deterring crime, maintaining good community relations, identifying and resolving community issues and problems, and providing assistance to the public.
- Investigates and resolves problems with requests for services or concerns regarding police functions; conducts internal investigations of concerns from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution as necessary.
- Responds to major incidents reported to the Police Department ensures investigations are conducted in a timely and thorough manner and assumes role of Watch Commander as needed.
- Oversees police vehicle and equipment maintenance; ensures equipment is examined and inspected and coordinates preventive and corrective maintenance and repairs of vehicles and equipment.
- Serves as evidence, property, and records custodian; maintains appropriate security and chain of custody for property and evidence.
- Directs the maintenance of files, databases, and records related to police services; supervises the preparation of a variety of written reports, memoranda, and correspondence.
- Provides staff assistance to management; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate prepares and presents staff reports and other written materials.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement by reviewing crime reports and current publications and monitoring legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in law enforcement, police science, criminal justice, or a closely related field.

Council Approved:

Experience:

- Five (5) years of increasingly responsible sworn law enforcement experience in all major phases of police work including two (2) years of supervisory experience as a Police Sergeant.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of, or ability to obtain within two (2) years of appointment, a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST), to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Principles and practices of law enforcement administration, organization, and management.
- Methods and techniques of public relations.
- Principles and practices of budget development and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and manage 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.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Manage law enforcement operations and activities within an assigned division to ensure the protection and safety of community member(s) and property.

Council Approved:

- Evaluate crime trends and formulate plans to address changes in trends.
- Supervise the safe and effective operation and maintenance of department equipment and vehicles.
- Direct the maintenance of a variety of filing, record keeping, and tracking systems of work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The job involves periodic fieldwork requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, evenings, holidays, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker. Attend evening and weekend meetings and/or events, as required.



FLSA: Non-Exempt

POLICE SERGEANT

DEFINITION

Under direction, plans, schedules, assigns, evaluates, reviews, and supervises the field or office operations on an assigned shift; supervises, coordinates, and performs the full range of investigations, patrol, traffic, and/or administrative duties; maintains good community relations and engagement; provides assistance to the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over sworn, non-sworn, and/or administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Police Officer series that exercises independent judgment on diverse and specialized law enforcement with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day activities of an assigned shift. Incumbents provide technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice. The Police Sergeant is distinguished from the Police Lieutenant in that the latter has management responsibility for a major unit of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services; recommends and implements policies and procedures including standard operating procedures.
- Monitors activities of assigned services and programs; ensures a consistent application of enforcement and service throughout the department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Upholds an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff.
- Evaluates training requirements for assigned staff; reviews staff work performance to identify training needs; approves scheduled training; observes and monitors performance of employees relative to training received.
- Supervises and performs the duties of a sworn police officer to maintain a highly visible presence

within the community for the purpose of identifying and deterring crime, maintaining good community relations, identifying and resolving community issues and problems, and providing assistance to the public.

- Supervises and participates in complex criminal investigations and other incidents; coordinates with other public safety and criminal justice agencies in managing law enforcement and police service incidents and activities; responds to major crimes, accident scenes, and emergencies; assumes initial command; appears and testifies in court as required.
- Supervises the preparation and dissemination a variety of records and reports prepared by subordinate officers; supervises the preparation of court cases; reviews reports and cases prepared by assigned personnel to ensure quality and completeness of information; coaches staff on report writing as necessary.
- Conducts investigations related to concerns about police services from community member(s), internal staff, or other City employees; performs background investigations of potential new hires, both sworn and non-sworn.
- Maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attends and speaks at various community functions and meetings; prepares press releases and provides information on police activities to members of the media consistent with City and department policy and procedures.
- Coordinates assigned services and operations with those of other City departments and outside agencies; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Supports the City's crime prevention programs by developing relationships with businesses and the community, identifying needs, and preparing recommendations for actions to be taken.
- Develops operational plans for special events to include tactical response and staffing; plans, coordinates and supervises traffic control activities for special events, parades, and street closures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to stay current with law enforcement trends.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Represents the City and the Police Department on special projects, in public presentations, and in youth and other community activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to the completion of 90 semester units in law enforcement criminal justice, police science, or a closely related field. An associate degree or higher is desirable.

Experience:

- Three (3) years of increasingly responsible sworn law enforcement experience.

Licenses and Certifications:

Council Approved:

- 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 valid Basic Certificate issued by the California Commission on Peace Officer Standards and Training (POST) to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, and crime prevention.
- Operational characteristics of vehicles and equipment used in law enforcement.
- Criminal court system processes and regulations.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping, report writing, and preparation of correspondence.
- 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.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Supervise and perform law enforcement duties within an assigned program area to ensure the protection and safety of community member(s) and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Identify and be responsive to community issues, concerns, and needs.

Council Approved:

- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend, and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 community groups; various business, professional, and community organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

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

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

Council Approved:

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

POLICE CORPORAL

DEFINITION

Under direction, leads and performs a wide variety of law enforcement, crime prevention, and community policing work; coordinates and performs specialized investigation and juvenile law enforcement work; directs and participates in training sessions; controls traffic flow and enforces state and local traffic regulations; maintains good community relations and engagement; provides assistance to the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Police Officer series responsible for performing complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and provide training to staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The Police Corporal is distinguished from the Police Sergeant in that the latter is the first supervisory level in the sworn class series responsible for organizing, assigning, supervising, evaluating, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional direction to staff on assigned shift in patrol, traffic, or investigations; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that work is 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.
- Trains employees in work methods, use of equipment, and relevant safety precautions.
- Leads and performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public.
- Performs internal investigations of community member(s) concerns to assess nature of problem and determine solutions/resolution.
- Coordinates, directs, and participates in conducting criminal investigations and special studies to assist in law enforcement efforts; secures crime scenes and evidence; interviews suspects, victims,

and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support; participates in special studies to assist in law enforcement efforts.

- Prepares reports on shift activities, arrests made, activities performed, and unusual incidents observed; prepares and maintains other related reports, logs, records, and accurate files; reviews reports prepared by officers on shift for accuracy and proper documentation.
- Patrols an area of the City to observe and address suspicious or potential criminal activity; responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required; supervises the movement and security of prisoners to ensure safe and secure transfer.
- Prepares cases for trial; testifies and presents evidence in court; coordinates activities of pre-trial investigation and preparation for the District Attorney's Office; communicates with Deputy District Attorneys while filing police reports and in preparation for court trial.
- Develops and maintains good relationships with the public, including informants and contacts which may be helpful in criminal investigations; maintains contact with community member(s) regarding potential law enforcement problems and preserves good relationships with the general public.
- Provides initial medical assistance and first aid to injured persons as necessary; responds to mental health emergencies and assesses individuals experiencing various mental health-related ailments to achieve productive outcomes that benefit the health of the individual in crisis as well as the overall safety of the community.
- Supervises movement and security of prisoners to ensure safe and secure transfer.
- Provides outreach to homeless individuals; observes for potential physical or behavioral health issues; conducts welfare checks; take appropriate action as needed.
- Reviews local and regional crime trends for potential links and identifies trends; communicates with outside agencies to share and/or obtain information regarding investigations.
- Works with school administrators, teachers, counselors, and students to keep students safe, identify and resolve issues on campus, and prevent and investigate crime.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Represents the City and the Police Department on special projects and in public presentations and youth and other community activities.
- Identifies maintenance needs in the police facility and related equipment to ensure that facility and equipment are maintained and remain in correct and safe working condition.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to the completion of 60 semester units in law enforcement criminal justice, police science, or a closely related field. An associate degree or higher is desirable.

Council Approved:

Experience:

- Two (2) years of increasingly responsible experience in law enforcement. Experience with the City of El Cerrito is desirable.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of a valid Basic Certificate issued by the California Commission on Peace Officer Standards and Training (POST) to be maintained throughout employment.

Knowledge of:

- Principles of providing functional direction and training.
- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, and crime prevention.
- Operational characteristics of vehicles and equipment used in law enforcement.
- Criminal court system processes and regulations.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing concerns, court appearances, and testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping, report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Lead and perform law enforcement duties within an assigned program area to ensure the protection and safety of community member(s) and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Identify and be responsive to community issues, concerns, and needs.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend, and subdue suspects in accordance with mandated procedures.

Council Approved:

- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 community groups; various business, professional, and community organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment. Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker.

Council Approved:



FLSA: Non-Exempt

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of law enforcement, crime prevention, and community policing work; controls traffic flow and enforces state and local traffic regulations; performs investigative work; participates in and provides support and assistance to special department crime prevention and enforcement programs; maintains good community relations and engagement; provides assistance to the public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This sworn classification is responsible for independently performing law enforcement duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Police Officer is distinguished from the Police Corporal in that the latter performs the more complex work assigned to the series, such as performing specialized investigations and/or providing technical and functional lead direction over assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public.
- Patrols an area of the City to observe and address suspicious or potential criminal activity; responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Secures crime scenes and evidence; conducts comprehensive investigations; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Prepares reports on arrests made, activities performed, and unusual incidents observed; prepares and maintains other related reports, logs, records, and accurate files.

- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with concerns or unusual situations; communicates with community stakeholders on quality-of-life issues and facilitates discussion towards viable, long-term solutions.
- Observes, monitors, and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for removal of stranded vehicles; provides direction and traffic control in accident or incident situations, special events, or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Prepares cases for trial; testifies and presents evidence in court; coordinates activities of pre-trial investigation and preparation for the District Attorney's Office; communicates with Deputy District Attorneys while filing police reports and in preparation for court trial.
- Develops and maintains good relationships with the public, including informants and contacts which may be helpful in criminal investigations; maintains contact with community member(s) regarding potential law enforcement problems and preserves good relationships with the general public.
- Provides initial medical assistance and first aid to injured persons as necessary; responds to mental health emergencies and assesses individuals experiencing various mental health-related ailments to achieve productive outcomes that benefit the health of the individual in crisis as well as the overall safety of the community.
- Provides outreach to homeless individuals; observes for potential physical or behavioral health issues; conducts welfare checks; take appropriate action as needed.
- Reviews local and regional crime trends for potential links and identifies trends; communicates with outside agencies to share and/or obtain information regarding investigations.
- Works with school administrators, teachers, counselors, and students to keep students safe, identify and resolve issues on campus, and prevent and investigate crime.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Represents the City and the Police Department on special projects and in public presentations and youth and other community activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in law enforcement, criminal justice, or a closely related field. Some college level coursework is desirable.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of, or ability to obtain within eighteen (18) months of appointment, a valid Basic Certificate

Council Approved:

issued by the California Commission on Peace Officer Standards and Training (POST), to be maintained throughout employment.

Knowledge of:

- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, and crime prevention.
- Operational characteristics of vehicles and equipment used in law enforcement.
- Criminal court system processes and regulations.
- Methods and techniques of interviewing and eliciting information from victims and witnesses.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping, report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform law enforcement duties within an assigned program area to ensure the protection and safety of community member(s) and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Identify and be responsive to community issues, concerns, and needs.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend, and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 community groups; various business, professional, and community organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

Council Approved:

- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

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

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

POLICE OFFICER RECRUIT

DEFINITION

Under immediate supervision, actively participates in the California Commission on Peace Officer Standards and Training (POST) prescribed police academy training program; receives field officer training within the Police Department; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the non-sworn, trainee-level classification in the Police Officer series; and actively participates in POST police academy training and receives field training from department staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Attends a POST-certified basic police academy and receives training in the following areas:
 - Laws and Penal Codes;
 - Criminal justice system procedures;
 - Law enforcement and crime prevention techniques;
 - Physical fitness and first aid;
 - Proper handling and firing of firearms;
 - Radio codes and dispatching procedures;
 - Public contact skills;
 - Interviewing and taking concerns;
 - Writing and editing police reports;
 - Geography;
 - Investigative techniques;
 - Procedures regarding arrest and the handling of suspects;
 - Learning departmental rules and regulations.
- Learns and adheres to the department's organizational philosophy emphasizing community-based services and engagement, enforcement efforts, internal supervision, and mentoring of staff.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses and Certifications:

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

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Basic principles of record keeping.
- 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:

- Learn and apply knowledge of the El Cerrito Police Department organization, rules, and regulations, including City and mandated safety rules, regulations, and protocols.
- Learn principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learn enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learn principles and techniques of proper use and maintenance of firearms.
- Learn proper and safe vehicle operation.
- Learn basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learn, understand, and apply applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Council Approved:

PHYSICAL DEMANDS

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

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

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

COMMUNITY SERVICES OFFICER

DEFINITION

Under general supervision, performs a variety of field and administrative activities in support of law enforcement services, community needs, and City programs; provides comprehensive non-sworn staff support to sworn and non-sworn supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; responds to public requests; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical non-sworn duties in support of community outreach and law enforcement activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides field and administrative support to a wide variety of programs, projects, and services including patrol, investigations, and records; responds to public and community inquiries and provides information within the area of assignment.
- Performs traffic control; enforces parking and related traffic ordinances; issues citations if warranted; assists in the safe parking and movement of vehicles; serves as officer in charge for non-injury traffic accidents.
- Responds to a variety of emergency and public safety situations.
- Assists police officers in routine non-hazardous investigations; conducts interviews with victims, examines evidence, and processes information in computer.
- Records, analyzes, and evaluates statements made by victims, witnesses, and non-custodial suspects.
- Maintains accurate records, log sheets, and files; prepares reports related to burglaries, petty theft, lost and found items, traffic accidents, suspects, injury, and other criminal activities.
- Assists sworn officers with the preparation of case documentation for the District Attorney; reviews and edits camera footage, assists with witness rosters, and reviews for completion.
- Assists with special events, performs traffic control, non-violent crowd control, and administers first

aid.

- Transports victims, witnesses, and equipment; assists with processing cooperative detainees; performs live scan fingerprints for detainees and the public.
- Processes, collects, and documents property crime scenes for latent fingerprints as assigned.
- Observes and reports damaged street signs, inoperative traffic signals, and curb markings in need of maintenance, processes requests from the public for updated curb markings and street signs.
- Performs research and review of community data, acts as a liaison between the department and the community in area of responsibility.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience in a law enforcement support position, or a closely related field.

Licenses and Certifications:

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

Knowledge of:

- Principles, practices, and procedures of basic law enforcement operations, activities, and terminology.
- Principles and practices of effective community relations.
- Interview techniques.
- Safety practices and equipment related to the work.
- Procedures and techniques of evidence collection and processing.
- Techniques of first aid and CPR.
- Operating a motor vehicle in a safe manner under patrol conditions.
- Principles and practices of record keeping and report preparation.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Council Approved:

Ability to:

- Learn, interpret, apply, explain, and ensure compliance with federal, state, and city policies and procedures, laws, codes, regulations, and ordinances.
- Obtain necessary information from individuals in stressful or emergency situations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Perform technical, detailed, and responsible office support work.
- Operate radio communication equipment.
- Operate a vehicle and patrol equipment in a safe and effective manner.
- Investigate and interview concerning crime, traffic, and related incidents.
- Perform basic first aid and CPR procedures.
- Prepare clear, comprehensive, and concise reports and other information related to observed violations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

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; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions. 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 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical

Council Approved:

substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.



FLSA: Non-Exempt

POLICE CADET

DEFINITION

Under immediate supervision, performs a variety of non-sworn law enforcement duties to support the Police Department such as community engagement, customer service, and a variety of clerical duties; attends community and special events and crime prevention initiatives; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a temporary non-sworn classification. Cadets are hired into this position for up to a five-year period or until completion of a bachelor's degree or equivalent, while exploring the interest and competency for regular employment in law enforcement. The Police Cadet classification is exposed to the day-to-day operations of the Police Department and serves as a bridge for community youth to prepare and enter into a law enforcement career through an apprenticeship program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs a variety of office and customer service work in support of department operations, programs, and activities.
- Receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper office or person, and/or provides factual information regarding department programs, activities, and functions.
- Receives, records, and files a wide variety of police records, reports, and materials; reviews reports for appropriate attachments and ensures report packets are complete and accurate.
- Sorts, files, copies, and distributes reports, citations, petitions, and other material to appropriate personnel.
- Maintains accurate and detailed databases, files, and records; verifies accuracy of information; adheres to established records retention schedules.
- Attends special events in the community and aides in crime prevention initiatives.
- Assists with fleet management and various errands pertaining to vehicle maintenance and repairs.
- Performs other routine clerical work to support records and communications functions and general department operations as required, which may include, but is not limited to, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.
- 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:

- Equivalent to completion of the twelfth (12th) grade. Must be currently enrolled in an accredited college or university and actively working towards a degree. To maintain employment as a Police Cadet, and at the

discretion of the Police Chief, the individual must be enrolled in a minimum of 6 semester or 8 quarter units and maintain a "C" average.

Licenses and Certifications:

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

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Basic principles of record keeping and data entry.
- 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:

- Learn and apply knowledge of the El Cerrito Police Department organization, rules, and regulations, including City and mandated safety rules, regulations, and protocols.
- Perform varied office and customer service support work with accuracy and speed.
- Learn police terminology and law enforcement codes.
- Learn and apply principles, practices, methods, and techniques of records management including legal obligations with respect to the release of data and reports.
- Learn, understand, and apply applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Record keeping principles and procedures.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Council Approved:

ENVIRONMENTAL CONDITIONS

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



FLSA: Non-Exempt

PROPERTY AND EVIDENCE SPECIALIST

DEFINITION

Under general supervision, receives, secures, safeguards, and preserves all incoming property and evidence to the Police Department; ensures the safety and careful handling of evidence; maintains and updates records detailing the location or disposition of all property and evidence received; releases and disposes of evidence and property in compliance with applicable laws, codes, and regulations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This journey-level non-sworn classification is responsible for independently performing technical duties in support of property and evidence handling, storage, and preservation in the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Receives, documents the receipt, and maintains the physical integrity, control, and chain of custody of property and evidence; physically stores property and evidence in the designated room; updates information in appropriate databases and files; ensures compliance with all applicable laws, rules, regulations, and departmental procedures.
- Researches case status in the California Law Enforcement Telecommunications System (CLETS); processes property dispositions and updates property and evidence computer databases with release information; sends property release letters to owners.
- Coordinates and confers with department and other City staff on the release of items for court, attorney, or investigator viewing, outside testing, or release to owner; duplicates and provides copies of photocopies and digital audiovisual evidence to the District Attorney's Office as requested.
- Conducts evidence viewings for attorneys and law enforcement personnel as required; retrieves, prepares, and presents items for analysis; documents associated actions and returns items to storage.
- Coordinates the disposal or auction of unclaimed items or items ordered destroyed by the court; creates manifests for auction and destruction; coordinates with vendors to perform destruction of

property requiring specialized process.

- Uses safety precautions and follows procedures to properly handle property, evidence, and related items to prevent injury, avoid contamination, and ensure chain of custody.
- Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record; maintains security and control.
- Researches firearms ownership history and ensures compliance with Department of Justice Law Enforcement Gun Release background check procedures before release of firearms.
- Coordinates with the District Attorney's Office regarding firearms confiscation petitions; enters gun information into CLETS; receives status updates on firearms after court hearings; sends release letters or prepares firearm for destruction; secures court orders for the destruction of controlled substances and firearms on adjudicated cases.
- Coordinates with Professional Standards to facilitate periodic audits and inventories of the property and evidence operation.
- Identifies opportunities for improving service delivery methods and procedures and identifies resources needed to review with appropriate management staff prior to implementation.
- Participates in forecasting funds needed for equipment, materials, and supplies; purchases property and evidence equipment, materials, and supplies; researches providers and makes recommendations regarding contract services; monitors expenditures and recommends adjustments as necessary.
- Testifies in court regarding the chain of custody of evidence, as necessary.
- Provides staff assistance to the Police Management Team; participates on a variety of meetings, committees, and forums; prepares and present staff reports, and other correspondence as requested.
- Responds to inquiries in person and over the phone from the public and City staff regarding property; performs research and coordinates with other agencies and departments as needed to respond accurately.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in property and evidence.

Experience:

- Three (3) years of increasingly responsible experience in law enforcement support or administrative services that include some experience in handling property and evidence.

Licenses and Certifications:

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

Council Approved:

- Possession of, or ability to obtain within eighteen (18) months of appointment, a valid Certified Property and Evidence Specialist certification from the International Association for Property and Evidence, to be maintained throughout employment.

Knowledge of:

- Principles and proper methods of receiving, handling, storing, and inventorying property and evidence.
- Safety practices and precautions pertaining to the handling of dangerous materials, controlled substances, and firearms.
- Court procedures and operations related to assigned work.
- Principles, practices, procedures, and terminology used in law enforcement work.
- Rules of evidence pertaining to the identification, marking, preservation, and presentation of evidence.
- Principles and procedures of record keeping and inventory control.
- 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:

- Receive, properly and safely handle, store, and maintain an inventory of property and evidence.
- Research, analyze, and evaluate disposition of inventoried property.
- Organize and maintain detailed and accurate records of property inventory items.
- Present accurate court testimony concerning evidential property.
- Safely handle and care for firearms and controlled substances.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

Council Approved:

classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to property and evidence warehouse, 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 surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas, with exposure to hazardous materials. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees in an office with moderate noise levels and controlled temperature conditions, or a station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may be exposed to hazardous physical substances and/or fumes when handling and storing evidence. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

POLICE RECORDS SPECIALIST

DEFINITION

Under general supervision, performs a variety of administrative, clerical, and customer service duties involved in the maintenance, processing, and distribution of police records and property and processing of background checks and fingerprints; maintains the department's records management system; supports Police Administration; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor or assigned supervisor or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical and customer service duties in support of the Police Department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Police Records Specialist is distinguished from the Senior Police Records Specialist in that the latter performs the more complex work assigned to the series, such as facilitating staff training, and/or technical and functional direction over assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs a variety of administrative, clerical, and customer service functions applicable to police department operations including records release and maintenance, receiving, responding to, and entering requests for police reports, and screening and forwarding telephone calls.
- Provides general information regarding department policies, procedures, requests for information, and requests for service in person and by telephone.
- Processes and files police records and reports such as bookings, warrants, citations, permits, petitions, and criminal and non-criminal reports; redacts confidential information when required; distributes requested reports to outside agencies in accordance with established regulations; prepares and distributes arrest packets to the District Attorney's office.
- Verifies and reviews records and reports for accuracy, completeness, and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of reports, records, and files.
- Enters and retrieves data and reports from various databases; maintains and updates records

according to established policies and procedures; purges records and files as required.

- Receives, organizes, disseminates, and tracks subpoenas received by the Police Department.
- Conducts "live scan" electronic transfer of fingerprints; receives and conducts background checks as requested; collects associated fees.
- Receives, records, stores, ensures security of, purges, and retrieves items of property or evidence; maintains chain of custody records for property items; maintains suspense file of stored property and sends notices to owners of unclaimed property; corresponds with property owners or persons recovering property.
- Performs a variety of office support duties, including processing mail, ordering and maintaining office supplies and forms, balancing cash drawer, recording transactions and totals, and preparing deposits, and sorting, filing, copying, and distributing a variety of documents.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of clerical experience, inventory control, records management, or a closely related field.

Licenses and Certifications:

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

Knowledge of:

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

Ability to:

- Learn principles, practices, methods, and techniques of law enforcement agencies.
- Learn police terminology and law enforcement codes.

Council Approved:

- Learn legal obligations with respect to the release of data and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Maintain confidentiality of information as appropriate.
- Compile and summarize information from a variety of sources.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

SENIOR POLICE RECORDS SPECIALIST

DEFINITION

Under direction, leads and participates in a variety of administrative, clerical, and customer service duties involved in the maintenance, processing, and distribution of police records and property and processing of background checks and fingerprints; provides assistance to the Police Records Supervisor and Police Administration in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Records Supervisor. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Police Records Specialist series responsible for performing complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The Senior Police Records Specialist is distinguished from the Police Records Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional lead direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that work is 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.
- Provides training to assigned staff and coordinates California Law Enforcement Telecommunication System (CLETS) training to ensure compliance with requirements.
- Coordinates the compilation and distribution of public records requests; distributes requested reports and records in accordance with established regulations; ensures responses to requests are complete and accurate.
- Directs and performs a variety of administrative, clerical, and customer service functions applicable to police department operations including records release and maintenance, receiving, responding to, and entering requests for police reports, processing fingerprints and background checks, and

screening and forwarding telephone calls.

- Provides general information regarding department policies, procedures, requests for information, and requests for service in person and by telephone.
- Leads and participates in the processing and filing of police records and reports such as bookings, warrants, citations, permits, petitions, and criminal and non-criminal reports; redacts confidential information when required.
- Verifies and reviews records and reports for accuracy, completeness, and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of reports, records, and files.
- Prepares and distributes arrest packets to the District Attorney's office.
- Receives, organizes, disseminates, and tracks subpoenas received by the Police Department.
- Assembles and compiles information for a variety of departmental, state mandated, and statistical reports; provides research assistance to officers and other law enforcement personnel.
- Processes citations including dispositions, parking citations, administrative citations, moving citations, warrants, and bonds.
- Receives, records, stores, ensures security of, purges, and retrieves items of property or evidence; maintains chain of custody records for property items; maintains suspense file of stored property and sends notices to owners of unclaimed property; corresponds with property owners or persons recovering property.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Performs a variety of office support duties, including processing mail, ordering and maintaining office supplies and forms, balancing cash drawer, recording transactions and totals, and preparing deposits, and sorting, filing, copying, and distributing a variety of documents.
- Observes and complies 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 completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible experience performing police records processing and maintenance duties.

Licenses and Certifications:

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

Knowledge of:

- Principles of providing functional lead direction and training.

Council Approved:

- Principles, practices, methods, and techniques of law enforcement agencies.
- Police terminology and law enforcement codes.
- Legal obligations with respect to the release of data and reports.
- Principles, practices, methods, and techniques of record keeping and management.
- Business arithmetic.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Lead and perform a variety of administrative, clerical, and customer service functions applicable to police department operations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Maintain confidentiality of information as appropriate.
- Compile and summarize information from a variety of sources.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

POLICE RECORDS SUPERVISOR

DEFINITION

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff performing a variety of administrative, clerical, and customer service duties in support of the Police Department; supervises, plans, and coordinates the maintenance, processing, and distribution of police records and property and processing of background checks and fingerprints; ensures compliance with applicable laws, regulations, and City policies; provides assistance to Police Administration in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Police Records series that exercises independent judgment on diverse and specialized records management work with accountability and ongoing decision-making responsibilities associated with the work, while performing the most complex work in the series. The Police Records Supervisor is distinguished from the Senior Police Records Specialist in that Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day security and control of records and property. Incumbents provide technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and judgment 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, organizes, assigns, supervises, and reviews the work of police records staff in the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the police records work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods, and compliance with applicable laws, regulations, and City policies.

- Supervises and performs the most complex administrative, clerical, and customer service functions applicable to police department operations including the processing, maintenance, and release of property and police records in accordance with established laws, regulations, and City policies.
- Supervises and participates in the maintenance, update, and disposal of records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Supervises the preparation of documents for court, processing subpoenas, and sealing records; makes court appearances as needed.
- Receives, records, stores, ensures security of, purges, and retrieves items of property or evidence; maintains chain of custody records for property items; maintains suspense file of stored property and sends notices to owners of unclaimed property; corresponds with property owners or persons recovering property.
- Oversees and participates in assembling and compiling information for a variety of departmental, state mandated, and staff reports; verifies and reviews reports for accuracy, completeness, and conformance with established regulations and procedures.
- Supervises the use of department information technology systems and equipment; ensures that systems and equipment are properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of systems and equipment as needed.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Acts as the department agency terminal coordinator; oversees California Law Enforcement Telecommunications System (CLETS) compliance and training.
- On occasion, assists with the custody of prisoners and arrestees.
- Responds to public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- 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 the completion of the twelfth (12th) grade supplemented by specialized training in police records management. An associate degree is desirable.

Experience:

- Four (4) years of increasingly responsible records management experience in a public safety environment with one year of lead experience.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be

Council Approved:

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

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, methods, and techniques of law enforcement agencies.
- Police terminology and law enforcement codes.
- Legal obligations with respect to the release of data and reports.
- Methods and techniques of research, compiling and summarizing data, and preparing reports and correspondence.
- Business arithmetic.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Supervise and perform a variety of administrative, clerical, and customer service functions applicable to police department operations.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Council Approved:

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays in addition to responding as a Disaster Services Emergency Worker.



FLSA: Exempt

FIRE BATTALION CHIEF/PARAMEDIC ASSIGNMENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the activities and operations of an assigned Fire Battalion within the Fire Department; areas of responsibility include fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations, and hazardous materials response; manages the effective use of division resources to improve organizational productivity and customer service; supervises and assists in rendering first aid at an emergency incident; may operate as the On-Scene Coordinator for Advanced Life Support (ALS); provides complex and responsible support to the management and others in area of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, training, and managing the staff, operations, and activities of an assigned battalion. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to fire operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Additionally, incumbents in this classification may be assigned the specific role of On-Scene Program Coordinator which requires an advanced, additional level of responsibility to maintain the City's certification in Advanced Life Support (ALS). This assignment requires a complex level of knowledge, skill, administration, accountability, and responsibility in order to meet the legal obligations set forth by the county to maintain the City's certification and ability to perform ALS services. The essential functions of this role include but are not limited:

- Provide direct supervision of sworn EMS staff.
- Maintain deep understanding local ALS protocols and California state ALS scope of practice.
- Keep the department current with mandated local and state EMS authority notifications.
- Maintain a deep understanding of local and state EMS authorities' investigation process, including notifications, timeframes, outcomes, and appeals.
- Assist in managing the EMS budget, procurement, and contract processes and procedures.
- Serves as the Manager of the fire department's HIPPA compliant patient care software.
- Serve as the pre-hospital liaison-addressing patient care issues and hospital complaints.
- Assist in the development, design, and implementation of EMS education, training, and testing for

paramedics and EMTs.

- Attending member of EMS committees and conferences, as assigned.
- Develop and manage the EMS quality assurance program.
- Act as a liaison between the paramedic schools, preceptors, and the local emergency medical authority.
- Deliver EMS portion of probationary evaluation.
- Assist with the selection of new equipment and training devices.
- Manage the fire department's Narcotics program.

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, and oversees the daily functions, operations, and activities of an assigned battalion, including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Directs multi-unit emergency operations; serves as Incident Commander; conducts pre-incident planning and deploys assigned resources consistent with incident need; directs firefighting operations to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Supervises, directs, and evaluates training in fire prevention and emergency services; identifies fire training needs of company personnel; trains and instructs personnel in the use of a variety of firefighting apparatus, equipment, tools, and devices; instructs personnel on the location of fire hazards in public buildings and the methods of combating fires in such places; ensures conformance of training and instructional work with department policies and procedures.
- Develops and directs a comprehensive weed abatement program, including fire prevention methods.
- Provides for effective and thorough building plan review including new construction, tenant improvement, and vacant structure abatement.
- Responds to emergency calls; supervises and provides immediate Basic and/or Advanced Life Support care to patients, including obstetric patients.
- Supervises and assists in rendering first aid at an emergency incident; operates as the On-Scene Coordinator for Advanced Life Support (ALS).
- Creates public fire and life safety education programs based on local loss statistics and available resources consistent with public education needs; promotes programs and may participate in activities around community engagement.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services, including fire incident reports and procurement documents; presents reports to the City Council and various commissions, committees, and boards; directs the establishment and maintenance of working and official division files and records.

Council Approved:

- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as fire administration, prevention, public education, inspection, training, or other aspects of the fire prevention and suppression programs.
- 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; maintains collaborative relationships with mutual aid and joint operations partners.
- Attends and participates in professional group meetings; stays abreast of latest trends and innovations in fire suppression and prevention; researches emerging products and enhancements and their applicability to City needs.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.
- Maintains working relationship with the Local Emergency Medical Services Agency (LEMSA).
- Ensures fire department personnel remain certified and accredited within the county EMS system, tracking continuing education requirements.
- Submits monthly reports required by the LEMSAs pertinent for First Responder ALS program compliance and funding.
- Tracks call for service, response time, skill and procedure data required by LEMSAs.
- Orders, tracks and ensures accountability of narcotics required for paramedics.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in fire science, public administration, or a related field. A master's degree is desirable. Completion of a paramedic training program that meets the requirements for licensing in the State of California.

Experience:

- Six (6) years of increasingly responsible experience in the management or administration of a municipal fire department, of which three (3) years should be in a management or supervisory capacity; and

Licenses and Certifications:

- Possession of a current and valid California Driver's License with Firefighter Endorsement and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License (with Firefighter Endorsement) must be obtained prior to appointment.
- Possession of the following California State Fire Marshal Certificates or equivalent to be maintained throughout employment:
 - Firefighter I and Firefighter 2
 - Fire Apparatus Driver/Operator Pump Apparatus and Fire Apparatus Driver/Operator Aerial Apparatus
 - Confined Space Rescue Operations – Technician
 - Trench Rescue Technician
 - Low Angle Rope Rescue
 - HAZMAT First Responder Awareness
 - ICS 200, ICS 300, and ICS 400
 - Fire and Emergency Services Instructor 1 and 2
 - S 404: Safety Officer or L-954

Council Approved:

- S-339 Division Group Supervisor or I-960
- Possession and completion of the course prerequisites to apply for a Chief Fire Officer Certificate issued from the California State Fire Marshal's Office.
- Completion of the Chief Fire Officer task book is to be completed within three (3) years of appointment is desirable.
- Possession of a current and valid California State Paramedic License (EMT-P).
- Maintain accreditation by Contra Costa County Emergency Medical Services Agency (LEMSA) or the State of California to be maintained throughout employment.
- Maintain all required EMS certifications (PALS/PEPP and ACLS)

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, 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.
- Incident command management and structure.
- Principles and practices of budget development and administration.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials, and emergency treatment facilities.
- Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- Techniques of cardiopulmonary resuscitation (CPR) and emergency medical response.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner. Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the department.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

Council Approved:

- Respond to and implement command and control for mitigating emergencies.
- Apply the mechanics of firefighting and emergency operations.
- Operate pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment.
- Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- Work within a command structure requiring strict adherence to the following of orders.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing 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. The job involves periodic fieldwork serving as an Incident Commander, requiring walking or running, or standing on uneven terrain and climbing and descending structures as well as ladders to access fire scenes and to identify problems or hazards. In these situations, employees are subject to the same physical requirements as the Firefighter classification including 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. Must pass annual fit testing for SCBA and N-95 respiratory mask.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. As situations demand, incumbents may serve as Incident Commander in the field. In these situations, employees are subject to the same physical requirements and IDLH atmospheres as the Firefighter classification. Employees work in outdoor conditions and are exposed to unsuppressed fire conditions, motor vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, and hazardous or toxic physical substances and fumes-Same conditions as Firefighter classification. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

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

Council Approved:



AGENDA BILL

Agenda Item No. 7.H.

Date: October 15, 2024
To: El Cerrito City Council
From: Jennifer Bright, Management Assistant; Melanie Mintz, Community Development Director, Community Development Department
Subject: Approve a Professional Services Agreement with Urban 37, Inc. for On-Call Building Services

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Urban37, Inc. to provide on-call building services for three years, with a two-year option to extend, in an amount not to exceed \$250,000 per fiscal year.

BACKGROUND

The Community Development Department, Building Division issues approximately 1,200 building permits annually. Most of these permits service the City's existing residential housing stock (minor and major remodels, roof replacements, water heaters, window replacements etc.) and minor commercial tenant improvements. A smaller number in volume, and more difficult to predict, is for new multifamily construction projects or larger commercial tenant improvements. The Building Division consists of seven approved positions, including (1) Building Official, two (2) permit technicians, two (2) building inspectors, one (1) plan checker and (1) neighborhood preservation officer. Building Division on-call contracts were originally developed in 2017 (Resolution 2017-24) to efficiently meet the specialized new construction plan check and inspection need that resulted from the adoption of the San Pablo Avenue Specific Plan, on top of the regular single-family and multifamily remodels, as well as to efficiently support the intermittent need for temporary staffing to maintain staffing levels and cover for vacancies, illness etc. Both during the pandemic, and since then, due to challenges in the building services industry and the tight labor market, the Department has relied heavily on consultants to fill positions in the Building Division.

The original on-call contracts (Resolution 2017-24) authorized the City Manager to execute professional services agreements with ten consulting firms to provide building services for an amount not to exceed \$250,000 per year. Between 2017 and 2024, amendments were authorized to increase the annual allowance for some of the selected firms in order to cover vacancies. The Building Division largely operates on a cost recovery basis, so the costs of the professional services contract are dependent upon level of activity, revenues and staffing needs.

In 2023, the Community Development Department renewed the 2017 list of on-call services by releasing a Request for Qualifications (RFQ) for Building, Planning, Fire (Plan Review and Inspection), and Engineering Consulting Services. Nine (9) firms were awarded contracts with a total not to exceed amount of \$2,000,000 (Resolution 2023-

67) per fiscal year. The RFQ stated that should the City need additional firms, during the term of the established contracts, additional Statements of Qualifications may be sought. Three (3) of the nine (9) firms, 4 Leaf, Inc. and TRB + Associates, and Bureau Veritas were approved to provide building services.

The Building Division is currently filling staff vacancies due to retirements and other leaves for five (5) positions, including the City's Building Official, two permit technicians and two building inspectors. Plan Check for large projects is also provided by the firms under contract. Urban 37, Inc. (Urban 37) is a newly established, woman-owned and operated consulting firm specializing in delivering staffing services and augmentation, plan review and consulting services to municipalities. Staff who have provided exemplary services to the City are now employed by Urban 37. In August, Urban 37 submitted an Statement of Qualifications (SOQ) responsive to the City's RFQ and were subsequently interviewed and recommended for contract award by Community Development Department staff.

Pursuant to Government Code Section 4526, state and local agencies are allowed to select professional firms such as these on the basis of demonstrated competency and professional qualifications versus using only the lowest bidder. That approach is also consistent with the City's procurement policy. Because the anticipated amount of work is variable in scope and the timing of permit submittals is hard to predict, on-call agreements with consultant firms are appropriate to allow for rapid procurement of services. Many cities choose to enter into on-call agreements with multiple firms in order to ensure that specialty services are available and that any one consultant's workload limits will not prevent a city from meeting service delivery goals. For certain projects, a city may ask for proposals from more than one on-call firm to further ensure their compatibility. All task orders implemented through the contracts are contingent upon available budget in the division or department requiring the service.

ANALYSIS

Community Development continues to have vacancies, including one staff person on administrative leave, in key positions that provide Building Official, inspection and counter/permit technician services. The issue is twofold. In discussions with other cities and consulting firms, there continues to be a shortage of qualified staff and the City's salaries continue to be on the lower end. The City did work with an outside recruiter to try to first fill the Building Official position, but was not successful. At the same time, the division continues to be quite busy and is having a strong year with 347 permits issued in the first quarter. (335 permits were issued in the first quarter Fiscal Year 2024.) In addition to servicing the existing single-family and multifamily sector, the division is overseeing the completion of the 69-unit Mayfair Affordable below-market rate project and several small and large commercial projects, including the completion of the Security Public Storage, Autozone, Baysics (Mayfair Market) and oversaw the completion of the relocated Marshalls.

As the building services market fluctuates, it is common to see personnel shifts among consultant firms, sometimes losing employees to jurisdictions, the private sector, or other firms, thus narrowing the hiring pool making it more important to contract with multiple firms, ensuring staff availability to cover vacancies, sick leave, vacations, and other City staffing needs as they arise. Urban 37's statement of qualifications and interview demonstrated that their roster includes personnel that can assist the city to provide excellent and seamless services.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by enabling the City to provide required and professional building services in a professional and timely manner.

ENVIRONMENTAL CONSIDERATIONS

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

FINANCIAL CONSIDERATIONS

There are no funds being requested as part of this action. Expenses and associated revenues have been budgeted in the Departments' operating budget both in salaries and wages and professional services. Any additional budget authority, dependent on the need for services and/or continued staff vacancies, will be brought to City Council at midyear, if needed depending upon activity and associated revenues. Costs for Plan Check and Inspection services are covered by fees, as established in the Master Fee Schedule.

LEGAL CONSIDERATIONS

The proposed professional services agreement and associated Master Contract have been reviewed by the City Attorney and there are no additional legal considerations.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH URBAN 37, INC., PROVIDING ON-CALL BUILDING AND TECHNICAL SERVICES FOR THREE YEARS IN AN AMOUNT NOT TO EXCEED \$250,000 PER FISCAL YEAR

WHEREAS, the City requires the services of consultant firms to perform on-call building and technical services; and

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

WHEREAS, Government Code Section 4526 allows State and local agencies to select professional services firms such as Urban 37, Inc. on the basis of demonstrated competency and professional qualifications, and selection on that basis is consistent with the City's procurement policy; and

WHEREAS, the City issued a Request for Qualifications (RFQ) on July 14, 2023 for on-call building, planning, fire (plan review and inspection), and engineering consultant services; and

WHEREAS, the RFQ stated should the City need additional firms during the term of the resultant contracts, additional Statements of Qualifications may be sought; and

WHEREAS, Resolution 2023-67 authorized the City Manager to execute professional services agreement with multiple consultants including three firms to provide on-call building services; and

WHEREAS, the need for consulting services to provide plan check, inspection, solar permitting and staffing services to fill vacancies and augment staff has continued; and

WHEREAS, Urban 37, Inc. is a newly established, woman-owned firm specializing in delivery of staffing services to building divisions submitted a Statement of Qualifications responsive to the City's Request for Qualifications; and

WHEREAS, Urban 37, Inc. it is common to see personnel shifts among consultant firms and Urban 37's staff roster includes personnel who have provided excellent services to the City previously; and

WHEREAS, the services provided through the on-call building services agreements are largely covered by development related fees and also by salary savings, in the case of vacancies; and

WHEREAS, the Departments' operating budgets anticipate both the revenues and expenses associated with the requested contract amendment; and

WHEREAS, if the cost of a series of tasks with any on-call firm exceeds the contracted amount in one year, staff will bring a contract amendment before the City Council for approval.

NOW THEREFORE, BE IT RESOLVED that that the City Manager is hereby authorized to execute a professional services agreement with Urban 37, Inc. for three years with an option to extend for an additional two years, in an amount not to exceed \$250,000.

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

I CERTIFY that at a regular meeting on October 15, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 7.I.

Date: October 15, 2024
To: El Cerrito City Council
From: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department; Melanie Mintz, Community Development Director
Subject: A Resolution Authorizing Execution of a Standard Agreement for the Affordable Housing and Sustainable Communities (AHSC) Program for El Cerrito Plaza Parcel A South for Transit-Oriented Development at the El Cerrito Plaza Station

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute an agreement and all other required documents for the Affordable Housing and Sustainable Communities Program (AHSC or AHSC Program) with the California Department of Housing and Community Development (HCD) and Strategic Growth Council (SGC) for the El Cerrito Plaza Station Transit-Oriented Development (TOD), Parcel A South (EC-PAS) located at 515 Richmond Street.

BACKGROUND

The Affordable Housing Sustainable Communities (AHSC) Program is a funding source administered by the Strategic Growth Council (SGC) and implemented by the California Department of Housing and Community Development (HCD). The purpose of the AHSC Program is to reduce greenhouse gas (GHG) emissions through projects that implement land use, housing, and transportation projects to reduce overall vehicle miles traveled. On January 19, 2024, SGC and HCD issued a Round 8 [Notice of Funding Availability](#) (NOFA) for approximately \$675 million available with applications due by March 19, 2024.

On February 20, 2024, the City Council authorized an AHSC application package ([Resolution 2024-09](#)) for El Cerrito Parcel A South (EC-PAS) to construct 70 units of affordable rental housing for an amount not to exceed \$50 million. The AHSC application was a joint effort between the Related Companies of California (Developer) and the City, as co-applicant. BART (non-applicant) is the transportation partner in this competitive application and has obligations to perform under the AHSC Program.

The maximum AHSC Program loan or grant award or combination therefor per applicant is \$50 million with a minimum award of at least \$10 million. The maximum AHSC Program loan is \$35 million, and the maximum grant is \$15 million. [On August 22, 2024](#) AHSC Round 8 awards were approved, and EC-PAS was one of twenty recipients. Assembling this application exemplifies one of the ways that cross collaboration between developers, local government and transit agencies deliver high-quality mixed-income housing.

ANALYSIS

TOD Overview

BART owns approximately 8.3 acres at the El Cerrito Plaza BART Station (Station). The site is primarily currently occupied by the Station itself and surface parking lots on three city blocks. The Station is bordered by Fairmount and Central Avenues as well as Richmond, Willow, Liberty, Oak, and Elm Streets. The site consists of four parcels of land (APNs 504-050-012, 504-121-017, 504-122-010, and 501-130-031).

The El Cerrito Plaza BART TOD (Project) is a multi-phase, master plan public-private partnership between the City, BART and a joint-venture development team between Related California, as the lead affordable housing developer, Satellite Affordable Housing Associates (SAHA) as affordable housing co-developer and resident services provider, and Holliday Development advancing efforts on the market-rate housing phases.

The ministerial approval for the Project and Tentative Subdivision Map was issued on July 3, 2024 (except for one building, EC-PAS, issued on April 3, 2023). The Project includes six new multifamily, below-market rate and market-rate residential and mixed-use buildings with a total of 743 new residential units, approximately 2,100 square-feet of ground-floor retail, and an 0.5-acre public plaza along Fairmount Avenue. If the City can secure the necessary financing, then a 20,000 square foot public library will also be included in the Project. The Project site map is shown below in Exhibit 1, and additional details can be located online at www.el-cerrito.org/TOD.

At completion, the Project will transform approximately 8-acres of existing surface parking lots into 743 new residential units with 47% on-site affordability for households earning between [30-80% of Area Median Income](#) (AMI), a potential new 20,000 square-foot public library, a BART replacement parking structure, and improved multi-modal station access and supporting bicycle/pedestrian infrastructure along with a series of public, landscaped open spaces and improvements to the Ohlone Greenway.

Over the last decade, the City and State have taken a variety of policy actions to advance housing production to create new affordable opportunities. Through the 2023-31 Regional Housing Needs Allocation (RHNA), the Bay Area region as whole is tasked with creating 441,176 of which El Cerrito is allocated 1,391 new units (38% designated as affordable). This Project will deliver more than 50% of the City's RHNA allocation, as itemized in Table 1. As we pursue new housing opportunities, it is essential that investments are made that improve accessibility and connectivity not just to housing, but jobs, transportation, services, and economic development.

Exhibit 1: El Cerrito Plaza Transit Oriented Development Site Map

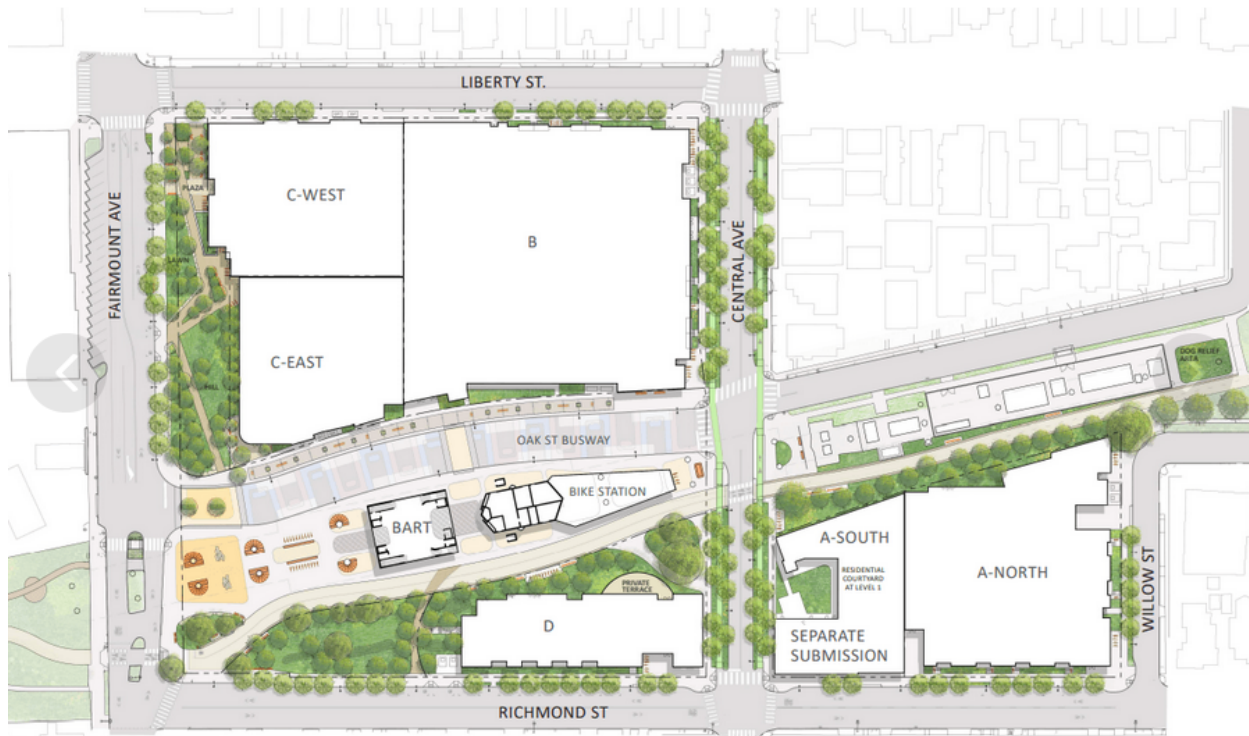


Table 1: El Cerrito Plaza Station TOD Buildings by Affordability

Parcel	Housing Type
Parcel A South	70 units – affordable (30-60%AMI)
Parcel B - Mixed-Use	259 units - market-rate (BART parking garage + bike station)
Parcel C East - Mixed Use	84 units – affordable (30-60%AMI)
Parcel C West (Mixed Use - Library)	79-units – affordable(30-60%AMI)
Parcel A North	133 units - market-rate
Parcel D	118 units – affordable (80% AMI)
Total	743 Units

AHSC Overview and Funding

This AHSC award will support EC-PAS in constructing 69 new affordable housing units plus one manager's unit. The AHSC award is also paired with bicycle and pedestrian improvements around the Project and education and outreach programs for residents. As outlined in the NOFA, AHSC Program requirements prescribe the following eligible components:

1. Affordable Housing Developments (AHD): Housing developments - rental and homeownership.
2. Housing-Related Infrastructure (HRI): Specific infrastructure improvements associated with housing.
3. Sustainable Transportation Infrastructure (STI): Improvements that are related to movement, and range from street work, transit, bikeways, sidewalks, crosswalks, ramps, etc.
4. Transportation-Related Amenities (TRA): Includes amenities that are classified as non-movement of people and related to transportation infrastructure such as bike parking, repair kiosks, bus shelters, urban greening, etc.
5. Program Costs (PGM): Includes community education/training as well as transit subsidy passes, tenant education/support, broadband internet, workforce development programs, etc.

On August 23, 2024, HCD issued the Conditional Award Commitment to the project totaling \$39,141,077 comprised of:

- \$21,148,570 (Program Loan), AHSC Loan to the Developer for the AHD; and
- \$17,992,507 (Program Grant), AHSC Grant to the City for each of the parties to complete various components as described in Table 2.

The Program Loan, to the Developer, will fund housing for extremely low and very-low-income households. Both are fundamental pieces to the Project in providing new public open spaces, upgraded bus lanes for improved station access, and streetscape improvements.

Table 2: AHSC Funding Summary

Lead Party	Category	Scope	Funding Award
Developer	HRI	Factory-Built Housing Modulares	\$3,450,000
BART	STI	Installation of Traction Power Substation	\$7,000,000
City	STI	Richmond Street Pedestrian Improvements, Ohlone Greenway Connections, Sidewalk, Class III and IV Bikeway	\$5,856,000
Developer	TRA	BART Station Transitway and Public Open Space Plaza	\$1,000,000
Various	PGM	Transit Passes, Workforce Development, Tenant/Legal Counseling, Bike Safety Education, Internet	\$686,507
		Total AHSC Grant Award	\$17,992,507

The City, as a co-applicant awardee, will be the recipient of the Program Grant Award funds. The grant funds will be dispersed to the City, as a pass through for the approved STI, TRA, HRI and PGM scopes to be completed by the developer or BART, e.g. upon expending funds, the developer or BART will submit for reimbursement from HCD via the City. The grant funds for the City component will be reimbursed to the City as is standard for grant funded capital improvement projects. As a condition of funding, the City must execute a Standard Agreement with HCD. Prior to commencement of construction, the City will also execute a Disbursement Agreement to ensure timely completion of the STI, TRA, HRI and PGM scopes.

Other Funding Sources

As a reminder, to date, the Project has secured approximately \$95 million in funding, as itemized in Table 3. The City, BART and developers are continuously exploring all funding sources to secure the financing necessary to complete all phases. Since the Project is a multi-year, multi-phase process the team is very proactive strategy, persistence, and numerous layers of loans/grants.

Table 3: Other Leveraged Funding Sources

Source	Scope	Status	Amount
California State Transportation Authority Transit and Intercity Rail Capital Program (TIRCP)	Funding for a 150-space parking garage, on-street parking management implementation, bicycle and pedestrian improvements surrounding the station, and transit/passenger loading improvements on and around Oak Street.	Awarded	\$24M
CA HCD Infill Infrastructure Grant – Catalytic Qualifying Infill Area Program	Master Plan infrastructure including bicycle, pedestrian, transit station and parking improvements as well as new public open space.	Awarded	\$20M
Contra Costa County	Predevelopment for Parcel A South	Awarded	\$5.3M
HUD PRO Housing	Master Plan infrastructure	Awarded	\$2.5M
Metropolitan Transportation Commission: Priority Sites Program	Predevelopment for Parcel A South	Awarded	\$2.4M

West Contra Costa Transportation Advisory Committee: Subregional Transportation Mitigation Program	Busway, bikeway, and parking garage	Awarded	\$1M
CA HCD, Prohousing Incentive Pilot Program	Affordable Housing Predevelopment	Awarded	\$620K
City of El Cerrito	Predevelopment loan for Parcel A South	Awarded	\$350K
		Total	\$95M

By securing AHSC, the Developer subsequently applied for building permits in September with the goal of breaking ground in Summer 2025, pending successful application for tax credits and bond allocations in Spring 2025. HCD also requires all AHD financing to be secured within 24 months of the AHSC funding award. Adoption of this resolution will allow EC-PAS and the City to access these much-needed AHSC funds.

STRATEGIC PLAN CONSIDERATIONS

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

- *Livability and Belonging*: by leveraging the City's pro-housing designation to attract new and infill development for all income types and advancing the San Pablo Avenue Specific Plan as well as by creating a downtown community hub; and
- *Infrastructure and Amenities*: by securing grant funds to improve sidewalks and connections to enhance safety, accessibility, implementing major initiatives to complete the citywide trails and bikeway network and completing construction of Complete Streets and Ohlone Greenway projects.

ENVIRONMENTAL CONSIDERATIONS

The acceptance of grant funds is not a project pursuant to the California Environmental Quality Act (CEQA). Projects that funded by this grant will be evaluated under CEQA, as applicable.

FINANCIAL CONSIDERATIONS

The City is not required to provide matching funds toward this grant. When each responsible external party (BART and developer) completes their grant scope, the City will submit the reimbursement request to HCD. The Program Grant funds will then pass through the City to the responsible party. For the component completed by the City, the City will first need to budget for the funds to be expended through the CIP and then submit for reimbursement as is common with grant funded capital projects.

This is anticipated in Fiscal Year 2026.

LEGAL CONSIDERATIONS

This report, the resolution, and related materials have been reviewed by the City Attorney.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos", is positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM EL CERRITO PLAZA – PARCEL A SOUTH

WHEREAS, the City Council goals, objectives, policies and action programs prioritize the City's housing needs through the El Cerrito General Plan, San Pablo Avenue Specific Plan, Affordable Housing Strategy, Housing Element, Strategic Plan, Climate Action Plan and Economic Development Action Plan; and

WHEREAS, the City Council adopted the San Pablo Avenue Specific Plan (Plan) in 2014 and updated the Plan in 2022 to promote transit-oriented development (TOD) for all income levels, especially new affordable housing; and

WHEREAS, in February 2023, the State recognized the City of El Cerrito as a Prohousing jurisdiction for advancing numerous policy actions to remove barriers for affordable housing production and promoting infill development that reduces negative climate change impacts, affirmatively furthering fair housing, and improving quality of life for all Californians; and

WHEREAS, the California Department of Housing and Community Development ("Department") and the Strategic Growth Council ("SGC") have issued an Affordable Housing and Sustainable Communities Program ("AHSC" or "AHSC Program") Notice of Funding Availability, dated January 19, 2024 ("AHSC Program NOFA"); and

WHEREAS, the City of El Cerrito, a Charter City ("Public Entity"), applied to the Department in response to the AHSC Program NOFA ("Application") and was determined to be an eligible AHSC Grant Recipient. Based on the Application, the Department made an award of AHSC Program Grant funds ("Program Grant Award") pursuant to the conditional award letter, dated August 23, 2024; and

WHEREAS, Department and SGC have made a conditional commitment of AHSC Program funds to assist El Cerrito Plaza Parcel A South ("Project"), and such commitment was made to awardees pursuant to that certain Conditional Award Commitment, dated August 23, 2024, ("Award Letter") to the Public Entity in the following amount:

Program	Award
AHSC Program Grant Award	\$17,992,507

WHEREAS, in connection with such Project, the Public Entity has either received, or been assigned, a Program Grant Award in the total amount of \$17,992,507.

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Grant Award.

BE IT FURTHER RESOLVED that Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Grant Award. That in connection with the total amount of the Program Grant Award, the Public Entity is authorized and directed to enter into, execute, and deliver a STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the Program Grant Award from the Department and to participate in the relevant AHSC Program, and all amendments thereto (collectively, the "Program Grant Award Documents").

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito authorizes the City Manager or her designee to execute the AHSC Program Grant Award Documents and all amendments on behalf of the Public Entity.

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

I CERTIFY that at a regular meeting on October 15, 2024, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



AGENDA BILL

Agenda Item No. 8.A.

Date: October 15, 2024
To: El Cerrito City Council
From: Jeff Ballantine, Senior Planner; Sean Moss, Planning Manager,
Community Development Department
Subject: Approval of Final Subdivision Map for One-Lot Subdivision at 1715 Elm Street

ACTION PROPOSED

Adopt a resolution approving the Final Subdivision Map for a one-lot subdivision consisting of fourteen condominium residential units within a multifamily residential building and one commercial condominium unit within a separate structure on the parcel located at 1715 Elm Street.

BACKGROUND

The 1715 Elm Street project consists of 14 proposed new dwelling units and the relocation and rehabilitation of one existing historic structure on the subject property. The project required the following actions which were taken by the City Council on August 19, 2014, October 7, 2014, and May 19, 2015:

- Adoption of an Initial Study/Mitigated Negative Declaration
- Adoption of Planned Development zoning for the project site
- Approval of a Planned Development Use Permit
- Approval of a Development Agreement (amended/extended in 2019. The most recent Development Agreement was adopted by City Council on September 17, 2024)
- Approval of Design Review for the project

The project file and approved plans are available for review at the following web pages:

- Entitlement Process: <http://www.el-cerrito.org/1304/1715-Elm-Street-Background>
- Approved Project Plans: <http://www.el-cerrito.org/841/1715-Elm-Street>

Construction of the project commenced in 2022. The applicant anticipates completing construction of the project within the next few months.

On March 20, 2024, the Planning Commission adopted Resolution PC2024-06, approving the Tentative Subdivision Map and Conditions of Approval (Attachment 3). On September 18, 2024, the Planning Commission reviewed the Final Subdivision Map and recommended its approval to the City Council (Resolution PC2024-12) as included in Attachment 4.

The California Government Code and the El Cerrito Municipal Code include relevant sections regarding the requirements of Tentative and Final Maps and the role of the City Council regarding purview of a Final Map. California Government Code Sections 66444-66450 contain requirements for the preparation and filing of tentative and final parcel maps. Chapter 18.16 of the El Cerrito Municipal Code (ECMC) identifies the procedure for processing Final Subdivision Maps in the City of El Cerrito. The approval of a Final Subdivision Map is a ministerial action; the role of the City Council in this action is limited to verification that the Final Map is consistent with the approved Tentative Subdivision Map.

ANALYSIS

The subdivision would allow fourteen condominium residential units within a multifamily residential building and one commercial condominium unit within a separate structure on the parcel. The commercial condominium would be located within the relocated historic house and would enable the City's lease of the house. As presented to the City Council previously, the City is entitled to lease the relocated historic house for 99 years for a total rent of one dollar (\$1.00). The City may sublease the structure to a non-profit organization consistent with the terms of the Development Agreement. City staff plan to develop a process for determining the use and operator of the historic house and expect to return to the City Council with an update in the coming months.

Staff members, including the City Surveyor and the City Engineer, have reviewed the proposed Final Subdivision Map (Attachment 2) and have found it conforms with the approved Tentative Subdivision Map and that the applicable conditions listed in Planning Commission Resolution PC2024-06 have been met.

VICINITY MAP



STRATEGIC PLAN CONSIDERATIONS

Implementation of the 1715 Elm Street project will promote livability and belonging by creating new infill development, including below-market-rate units, and supporting economic growth.

ENVIRONMENTAL CONSIDERATIONS

Approval of final subdivision maps is a ministerial action and is statutorily exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15268(b)(3) of the CEQA Guidelines.

FINANCIAL CONSIDERATIONS

There are no costs to the City associated with this action.

LEGAL CONSIDERATIONS

This report and the attached resolution have been reviewed and approved by the City Attorney.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Final Subdivision Map
3. Resolution PC2024-06
4. Resolution PC2024-12
5. Approved Tentative Subdivision Map

RESOLUTION 2024-XX

A RESOLUTION OF THE CITY OF EL CERRITO CITY COUNCIL APPROVING A FINAL SUBDIVISION MAP FOR A ONE-LOT SUBDIVISION CONSISTING OF FOURTEEN CONDOMINIUM RESIDENTIAL UNITS WITHIN A MULTIFAMILY RESIDENTIAL BUILDING AND ONE COMMERCIAL CONDOMINIUM UNIT WITHIN A SEPARATE STRUCTURE AT 1715 ELM STREET

WHEREAS, the site is located at 1715 Elm Street; and

WHEREAS, the existing Assessor's Parcel Number of the site is 502-112-038;
and

WHEREAS, the General Plan land use classification of the site is High Density Residential; and

WHEREAS, the zoning district of the site is RM-PD (Multi-family Residential – Planned Development); and

WHEREAS, in 2005, the Edward and Loretta Biggs Revocable Trust submitted a development application to construct a multifamily residential building with 14 residential units and to relocate and renovate the existing house at 1715 Elm Street (Planning Application No. 6133) that included requests to rezone the property to PD (Planned Development); a Planned Development Use Permit; Design Review; and a Development Agreement; and

WHEREAS, on April 16, 2014, the Planning Commission adopted an Initial Study and Mitigated Negative Declaration (Resolution PC14-06) and approved the Planned Development Use Permit for the project (Resolution PC14-07) including relief of Zoning Ordinance requirements for setbacks from property line and creek, maximum building height, and minimum vehicle parking spaces; and

WHEREAS, on April 17, 2014, the California Department of Fish and Wildlife (CDFW) issued a Streambed Alteration Agreement for the project to install a new concrete headwall at the downstream end of the existing channel, remove two pedestrian bridges, and install a new pedestrian bridge; and

WHEREAS, on April 28, 2014, Howdy Goudey, Robin Mitchell, Jason Hasley, Keystone Montessori School, Linda Shehabi, Dan & Henia Pines and Julia Lucia filed an appeal of the Planning Commission's Planned Development Use Permit approval for the project; and

WHEREAS, on September 12, 2014, the City Council denied the appeal and upheld the Planning Commission's approval of the Planned Development Use Permit (Resolution 2014-45); and

WHEREAS, an Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was adopted by the Planning Commission on April 16, 2014, and by the City Council on August 19, 2014; and

WHEREAS, on October 7, 2014, the City Council rezoned 1715 Elm Street to a Planned Development zoning district (Ordinance 2014-03) and approved a Development Agreement (Ordinance 2014-04) for the project; and

WHEREAS, on January 7, 2015, the Design Review Board granted design review approval of the project; and

WHEREAS, on January 20, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Design Review Board approval of the design review application; and

WHEREAS, on March 18, 2015, the Planning Commission denied the appeal and upheld the Design Review Board's design review approval of this project (Resolution PC15-02); and

WHEREAS, on March 26, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Planning Commission approval of the design review application; and

WHEREAS, on May 19, 2015, the City Council denied the appeal and upheld the Planning Commission's design review approval of the project (Resolution 2015-40); and

WHEREAS, on September 17, 2019, the City Council adopted Ordinance 2019-08 approving an amendment to the Development Agreement that extended the Development Agreement for 5 years, to November 1, 2024, and required the project to comply with El Cerrito Municipal Code Chapter 19.30 (Inclusionary Zoning); and

WHEREAS, on March 11, 2021, Thompson Development submitted an application for a Tentative Subdivision Map to create fourteen condominium residential units within a multifamily residential building and to create one commercial condominium unit within a separate structure; and

WHEREAS, on March 30, 2023, Thompson Development submitted a letter authorizing Harmeet Anand and S&H Incorporated to assume ownership of this Tentative Subdivision Map application as the new property owner of the project site; and

WHEREAS, on March 20, 2024, the Planning Commission adopted Resolution PC2024-06, approving the Tentative Subdivision Map for the project; and

WHEREAS, on September 18, 2024, the Planning Commission adopted Resolution PC2024-12, finding that the Final Subdivision Map is in conformity with the requirements of Chapter 18 of the El Cerrito Municipal Code, in that it conforms with the requirements of the approved Tentative Subdivision Map including all changes permitted and all requirements imposed as a condition to its acceptance.

Based on its findings, the Planning Commission recommended approval of the Final Subdivision Map to the City Council; and

WHEREAS, on September 17, 2024, the City Council adopted Ordinance 2024-03 approving a Development Agreement between the City of El Cerrito and S&H Elm Street, LLC; and

WHEREAS, the title of the Final Subdivision Map is “Subdivision 9675”; and

WHEREAS, the project is statutorily exempt from review under the California Environmental Quality Act pursuant to Section 15268(b)(3), and an Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was approved by the Planning Commission on April 16, 2014, and by the City Council on August 19, 2014 for the development project associated with the Final Subdivision Map; and

WHEREAS, approval of the Final Subdivision Map is governed by Sections 66444 – 66450 of the State of California Government Code (Subdivision Map Act) and Title 18, Divisions of Land, of the El Cerrito Municipal Code; and

WHEREAS, the staff report includes facts determining that the Final Map is in conformity with the requirements of Title 18 of the El Cerrito Municipal Code; further, it conforms with the Tentative Subdivision Map, including all changes permitted and all requirements imposed as a condition to its acceptance; and

WHEREAS, the Final Subdivision Map is consistent with the Zoning Ordinance, General Plan, and San Pablo Avenue Specific Plan of the City of El Cerrito; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of El Cerrito, after due consideration of all evidence and reports offered for review, does find and determine the following:

1. The Final Subdivision Map and its attachments are found to be in conformance with the Tentative Subdivision Map.
2. The project is consistent with the El Cerrito General Plan and will implement the following policies of the General Plan: LU1.2, LU1.3, LU1.5, LU1.7, CD1.3, CD1.9, CD2.1, CD3.2, CD3.3, CD4.2, CD5.1, H1.1, H1.2, H2.1, H2.8, and H5.4 .
3. Approval of the Final Subdivision Map would allow the creation to create fourteen condominium residential units within a multifamily residential building and to create one commercial condominium unit within a separate structure and the proposal is consistent with the purposes of the RM district where it is located and conforms in all significant respects with the El Cerrito General Plan.

BE IT FURTHER RESOLVED that based on the foregoing recitals and information presented related to the Final Subdivision Map at its October 15, 2024 meeting, the City Council hereby approves the Subdivision Map for a one-lot subdivision consisting of fourteen condominium residential units within a multifamily residential building and one commercial condominium unit within a separate structure on the parcel at 1715 Elm Street.

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

I CERTIFY that at a regular meeting on October 15, 2024, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

OWNERS’ STATEMENT

THE UNDERSIGNED DOES HEREBY STATE THAT IT IS THE OWNER OF ALL THE LAND DELINEATED AND EMBRACED WITHIN THE DISTINCTIVE BOUNDARY LINES ON THE HEREIN EMBODIED MAP, THAT IT IS THE OWNER BY VIRTUE OF THE GRANT DEED RECORDED DECEMBER 8, 2021, AS DOCUMENT NUMBER 2021-0334274, CONTRA COSTA COUNTY OFFICIAL RECORDS, AND DOES HEREBY CONSENT TO THE PREPARATION AND FILING OF THIS MAP.

THE THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES: ON AND OVER THOSE STRIPS OF LAND DESIGNATED HEREON AS "SIDEWALK EASEMENT".

OWNER: S AND H ELM STREET LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: _____ BY: _____
NAME: _____ NAME: _____
TITLE: _____ TITLE: _____

OWNERS ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULLNESS, ACCURACY, OR VALIDITY OF THE THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF _____

ON _____, BEFORE ME, _____,A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____

_____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL,

SIGNATURE: _____

PRINTED NAME: _____

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____

MY PRINCIPAL PLACE OF BUSINESS: _____ COUNTY

OWNERS ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULLNESS, ACCURACY, OR VALIDITY OF THE THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF _____

ON _____, BEFORE ME, _____,A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____

_____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL,

SIGNATURE: _____

PRINTED NAME: _____

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____

MY PRINCIPAL PLACE OF BUSINESS: _____ COUNTY

TRUSTEE’S STATEMENT

THE UNDERSIGNED, AS TRUSTEE UNDER THE DEED OF TRUST RECORDED DECEMBER 8, 2021, UNDER RECORDER’S SERIAL NUMBER. 2021-0334275, CONTRA COSTA COUNTY RECORDS, DOES HEREBY JOIN IN AND CONSENT TO THE FOREGOING OWNER’S STATEMENT AND TO ALL DEDICATIONS THEREIN.

FREMONT BANK, A CALIFORNIA CORPORATION

BY: _____ BY: _____
NAME: _____ NAME: _____
TITLE: _____ TITLE: _____

TRUSTEE’S ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULLNESS, ACCURACY, OR VALIDITY OF THE THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF _____

ON _____, BEFORE ME, _____,A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____

_____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL,

SIGNATURE: _____

PRINTED NAME: _____

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____

MY PRINCIPAL PLACE OF BUSINESS: _____ COUNTY

TRUSTEE’S ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULLNESS, ACCURACY, OR VALIDITY OF THE THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF _____

ON _____, BEFORE ME, _____,A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED _____

_____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL,

SIGNATURE: _____

PRINTED NAME: _____

COMMISSION NO. _____

MY COMMISSION EXPIRES: _____

MY PRINCIPAL PLACE OF BUSINESS: _____ COUNTY

SUBDIVISION 9675
A ONE LOT SUBDIVISION FOR
FOR CONDOMINIUM PUPOSES

PORTION OF LOTS 12, 13 AND 14, BLOCK B,
MAP OF SCHMIDT VILLAGE (C M 70)
CITY OF EL CERRITO, CONTRA COSTA COUNTY, CALIFORNIA

KISTER, SAVO & REI, INC. LAND SURVEYORS
PINOLE,
CALIFORNIA
JULY 2024

CLERK OF THE BOARD OF SUPERVISORS STATEMENT

I CERTIFY AS CHECKED BELOW THAT:

☐ A TAX BOND ASSURING THE PAYMENT OF ALL TAXES WHICH ARE NOW A LIEN, BUT NOT PAYABLE, HAS BEEN RECEIVED AND FILED WITH BOARD OF SUPERVISORS, CONTRA COSTA COUNTY, STATE OF CALIFORNIA.

☐ ALL TAXES DUE HAVE BEEN PAID AS CERTIFIED BY THE TREASURER-TAX COLLECTOR OF THE COUNTY OF CONTRA COSTA.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY

OF _____, 20____.

MONICA NINO
CLERK OF THE BOARD OF SUPERVISORS AND
COUNTY ADMINISTRATOR, CONTRA COSTA
COUNTY, STATE OF CALIFORNIA

BY: _____
DEPUTY CLERK

COUNTY RECORDER’S STATEMENT

FILED THIS _____ DAY OF _____, 20____, AT _____ M.

IN BOOK _____ OF MAPS AT PAGES _____, AT THE REQUEST OF OLD REPUBLIC TITLE COMPANY.

KRISTEN B. CONNELLY
COUNTY RECORDER, COUNTY OF CONTRA
COSTA, STATE OF CALIFORNIA

BY: _____
DEPUTY COUNTY RECORDER

P:\projects\20267\DWGS\SURVEY\R-2060 240717.DWG 8/05/24

SUBDIVISION 9675

A ONE LOT SUBDIVISION FOR
FOR CONDOMINIUM PUPOSES

PORTION OF LOTS 12, 13 AND 14, BLOCK B,
MAP OF SCHMIDT VILLAGE (C M 70)
CITY OF EL CERRITO, CONTRA COSTA COUNTY, CALIFORNIA

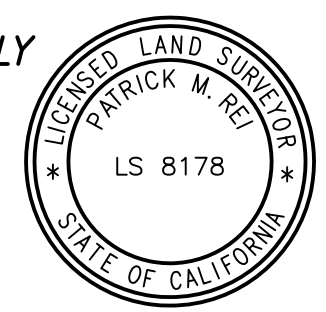
KISTER, SAVO & REI, INC. LAND SURVEYORS
PINOLE, CALIFORNIA
JULY 2024

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME, OR UNDER MY DIRECTION, AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF S AND H ELM STREET LLC, IN AUGUST 2023. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL SET IN THOSE POSITIONS BEFORE DECEMBER 2024, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

DATE: _____

BY: **DRAFT FOR REVIEW ONLY**
PATRICK M. REI
L.S. NO. 8178



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT THE SUBDIVISION AS SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF; THAT SAID MAP CONFORMS TO CHAPTER 2 OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES APPLICABLE AT THE TIME OF TENTATIVE MAP APPROVAL.

DATE: _____

BY: _____
YVETTEH ORTIZ, R.C.E. 62368 (CA)
CITY ENGINEER,
CITY OF EL CERRITO, CALIFORNIA

CITY CLERK'S STATEMENT

I, HOLLY M. CHARLEY, CITY CLERK OF THE CITY OF EL CERRITO, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DO HEREBY STATE THAT THIS MAP CONSISTING OF TWO (2) SHEETS AND ENTITLED "SUBDIVISION 9675 WAS PRESENTED TO THE CITY COUNCIL OF THE CITY OF EL CERRITO AT A REGULAR MEETING HELD ON THE _____ OF _____, 20____, DID DULY APPROVE SAID MAP AND DID ACCEPT ON BEHALF OF THE PUBLIC THE SIDEWALK EASEMENT OFFERED FOR DEDICATION TO THE PUBLIC, WHICH IS SPECIFIED IN THE OWNER'S STATEMENT"

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND THIS _____ DAY

OF _____, 20____.

BY: _____
HOLLY M. CHARLEY
CITY CLERK
CITY OF EL CERRITO, CALIFORNIA

CONSULTANT CITY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I BENJAMIN H. SANTOS, CONSULTING CITY SURVEYOR OF THE CITY OF EL CERRITO, STATE OF CALIFORNIA, HAVE EXAMINED THE MAP OF SUBDIVISION 9675, AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

DATE: _____

BY: _____
BENJAMIN H. SANTOS, P.L.S. 9251
CONSULTING CITY SURVEYOR,
CITY OF EL CERRITO, CALIFORNIA

CITY PLANNING COMMISSION STATEMENT

I HEREBY STATE THAT THE PLANNING COMMISSION OF THE CITY OF EL CERRITO, STATE OF CALIFORNIA, APPROVED THE TENTATIVE MAP ON _____, UPON WHICH THIS FINAL MAP IS BASED.

DATE: _____

BY: _____
SEAN MOSS
PLANNING MANAGER
CITY OF EL CERRITO, CALIFORNIA

GEOTECHNICAL REPORT

A GEOTECHNICAL INVESTIGATION REPORT HAS BEEN PREPARED BY GEC CONSULTING CORPORATOPN, DATED NOVEMBER 7, 2013, PROJECT 125-001, AND IS ON FILE AT THE CITY OF EL CERRITO.

P:\projects\20267\DWGS\SURVEY\R-2060 240717.DWG 8/05/24

SUBDIVISION 9675
A ONE LOT SUBDIVISION FOR
FOR CONDOMINIUM PUPOSES

PORTION OF LOTS 12, 13 AND 14, BLOCK B,
MAP OF SCHMIDT VILLAGE (C M 70)
CITY OF EL CERRITO, CONTRA COSTA COUNTY, CALIFORNIA

KISTER, SAVO & REI, INC. LAND SURVEYORS
PINOLE,
SCALE: 1" = 20'
CALIFORNIA
JULY 2024

NOTES:

1. ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF.
2. ALL TIES ARE PERPENDICULAR UNLESS OTHERWISE NOTED.
3. SUBJECT TO THE FOLLOWING:
 - A. DEVELOPMENT AGREEMENT BETWEEN THE CITY OF EL CERRITO AND THE EDWARD AND LORETTA BIGGS REVOCABLE TRUST DATED MARCH 22, 2011, FOR 1715 ELM STREET RECORDED SEPTEMBER 30, 2016, AS DOCUMENT NUMBER 2016-0202282 AND THE FIRST AMENDMENT THERETO RECORDED NOVEMBER 21, 2019, AS DOCUMENT NUMBER 2019-0209606, CONTRA COSTA COUNTY RECORDS.
 - B. CITY OF EL CERRITO RESOLUTION 2021-40 INCLUDING EXHIBIT A RECORDED JULY 14, 2022, AS DOCUMENT NUMBER 2022-0112997, CONTRA COSTA COUNTY RECORDS.

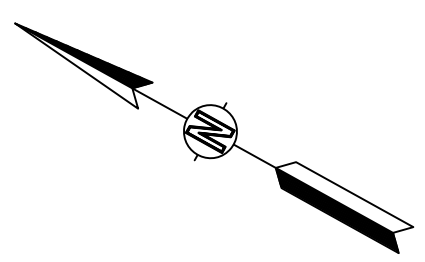
BASIS OF BEARINGS

THE BEARING S 29° 00' 00" E BETWEEN TWO STANDARD STREET MONUMENTS ON ELM STREET AS SHOWN ON THE PARCEL MAP FILED DECEMBER 9, 1971, IN BOOK 19 OF PARCEL MAPS AT PAGE 44, CONTRA COSTA COUNTY RECORDS.

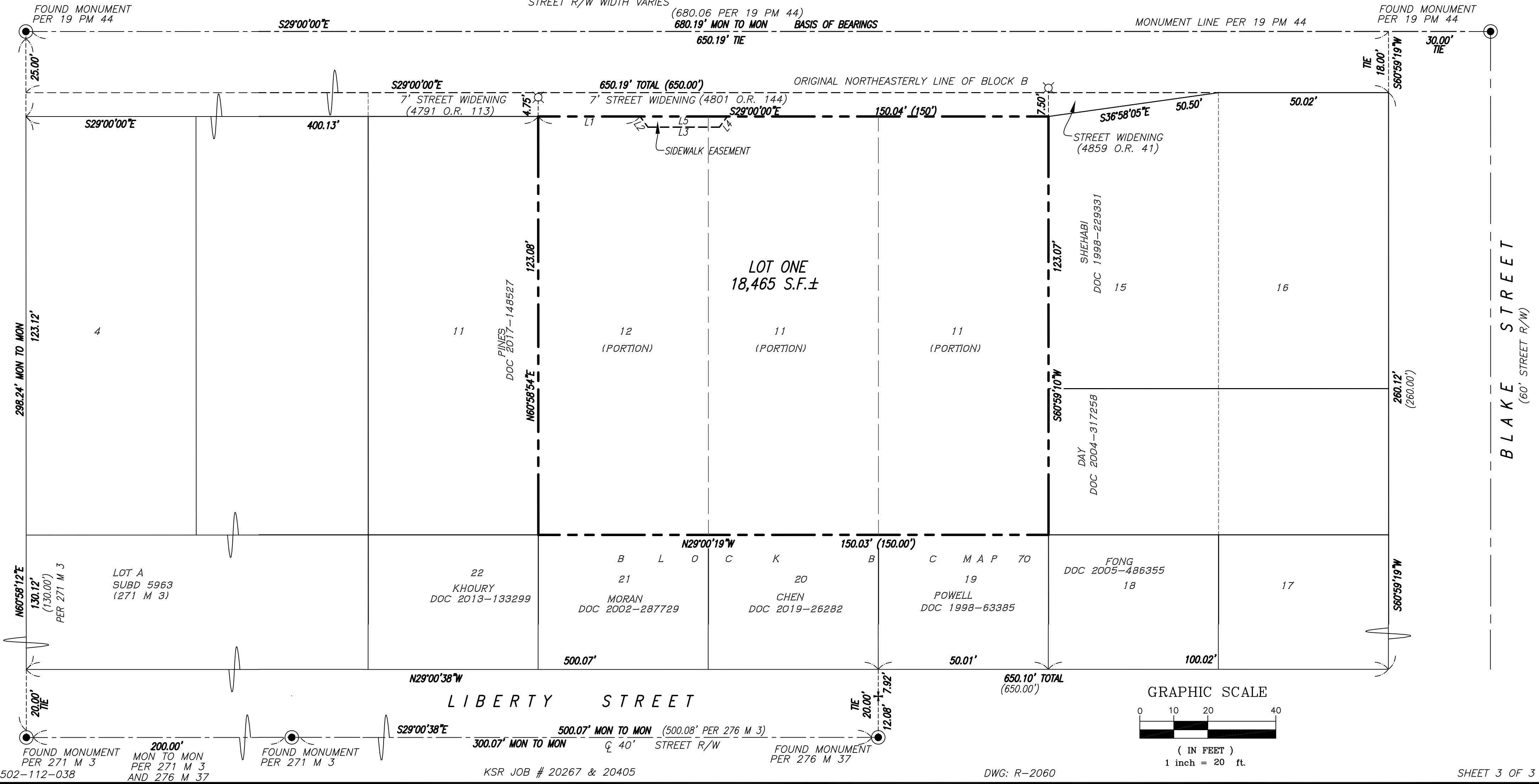
LINE TABLE		
LINE	BEARING	DISTANCE
L1	S29°00'00"E	29.95
L2	S24°29'55"W	3.90
L3	S29°00'00"E	21.02
L4	S82°29'55"E	3.90
L5	N29°00'00"W	25.66

LEGEND

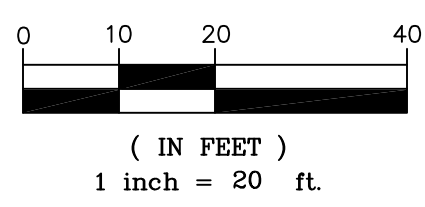
- = FOUND 2" BRASS DISC SURVEY MONUMENT PER MAP NOTED
- ⊗ = SET NAIL & TAG, L.S. No. 8178
- () = RECORD PER C M 70
- ⊕ = FOUND CUT CROSS NOT OF RECORD
- = DISTINCTIVE BOUNDARY LINE
- - - - - = CENTER LINE
- = LOT OR RIGHT OF WAY LINE
- - - - - = LOT LINE TO BE REMOVED BY THIS SUBDIVISION
- - - - - = TIE LINE
- CL = CENTER LINE
- DOC = DOCUMENT
- M = TIE LINE
- MON = MONUMENT
- O.R. = OFFICIAL RECORD
- PM = PARCEL MAP
- R/W = RIGHT OF WAY
- S.F. = SQUARE FEET



ELM STREET
STREET R/W WIDTH VARIES



GRAPHIC SCALE



P:\projects\20267\DWGS\SURVEY\R-2060 240717.DWG 8/05/24

APN: 502-112-038

200.00'
MON TO MON
PER 271 M 3
AND 276 M 37

FOUND MONUMENT
PER 271 M 3

KSR JOB # 20267 & 20405

FOUND MONUMENT
PER 276 M 37

DWG: R-2060

SHEET 3 OF 3

Planning Commission Resolution PC2024-06**APPLICATION NO. PL21-0053****A RESOLUTION OF THE CITY OF EL CERRITO PLANNING COMMISSION APPROVING A TENTATIVE SUBDIVISION MAP TO CREATE FOURTEEN RESIDENTIAL CONDOMINIUM UNITS WITHIN A MULTIFAMILY RESIDENTIAL BUILDING AND TO CREATE ONE COMMERCIAL CONDOMINIUM UNIT WITHIN A SEPARATE STRUCTURE ON THE PARCEL AT 1715 ELM STREET.**

WHEREAS, the site is located at 1715 Elm Street; and

WHEREAS, the existing Assessor's Parcel Number of the site is 502-112-038; and

WHEREAS, the General Plan land use classification of the site is High Density Residential; and

WHEREAS, the zoning district of the site is RM-PD (Multi-family Residential – Planned Development); and

WHEREAS, in 2005, the Edward and Loretta Biggs Revocable Trust submitted a development application to construct a multifamily residential building with 14 residential units and to relocate and renovate the existing house at 1715 Elm Street (Planning Application No. 6133) that included requests to rezone the property to PD (Planned Development); a Planned Development Use Permit; Design Review; and a Development Agreement; and

WHEREAS, on April 16, 2014, the Planning Commission adopted an Initial Study and Mitigated Negative Declaration (Resolution PC14-06) and approved the Planned Development Use Permit for the project (Resolution PC14-07) including relief of Zoning Ordinance requirements for setbacks from property line and creek, maximum building height, and minimum vehicle parking spaces; and

WHEREAS, on April 17, 2014, the California Department of Fish and Wildlife (CDFW) issued a Streambed Alteration Agreement for the project to install a new concrete headwall at the downstream end of the existing channel, remove two pedestrian bridges, and install a new pedestrian bridge; and

WHEREAS, on April 28, 2014, Howdy Goudey, Robin Mitchell, Jason Hasley, Keystone Montessori School, Linda Shehabi, Dan & Henia Pines and Julia Lucia filed an appeal of the Planning Commission's Planned Development Use Permit approval for the project; and

WHEREAS, on September 12, 2014, the City Council denied the appeal and upheld the Planning Commission's approval of the Planned Development Use Permit (Resolution 2014-45); and

WHEREAS, an Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was approved by the Planning Commission on April 16, 2014, and by the City Council on August 19, 2014; and

WHEREAS, on October 7, 2014, the City Council rezoned 1715 Elm Street to a Planned Development zoning district (Ordinance 2014-03) and approved a Development Agreement (Ordinance 2014-04) for the project); and

WHEREAS, on January 7, 2015, the Design Review Board granted design review approval of the project; and

WHEREAS, on January 20, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Design Review Board approval of the design review application; and

WHEREAS, on March 18, 2015, the Planning Commission denied the appeal and upheld the Design Review Board's design review approval of this project (Resolution PC15-02); and

WHEREAS, on March 26, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Planning Commission approval of the design review application; and

WHEREAS, on May 19, 2015, the City Council denied the appeal and upheld the Planning Commission's design review approval of the project (Resolution 2015-40); and

WHEREAS, on March 11, 2021, Thompson Development submitted an application for a Tentative Subdivision Map; and

WHEREAS, on March 30, 2023, Thompson Development submitted a letter authorizing Harmeet Anand and S & H Incorporated to assume ownership of this Tentative Subdivision Map application as the new property owner of the project site; and

WHEREAS, on March 20, 2024, the Planning Commission, after due consideration of all evidence and reports offered for review does find and determine the following:

Government Code Section 66473.5

1. In 2014, the City Council approved a Planned Development Use Permit (Resolution 2014-45); adopted an Initial Study and Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program (Resolution 2014-44); rezoned the project site to a Planned Development zoning district (Ordinance 2014-03); and approved a Development Agreement (Ordinance 2014-04) for the project. On May 19, 2015, the City Council granted design review approval of the project (Resolution 2015-40). Through these actions, the City Council determined that the overall project is consistent with the El Cerrito General Plan. The project will implement the following standards of the General Plan: LU1.2: Multifamily Neighborhoods, LU1.3: Quality of Development, LU1.5: Suitable Housing, LU1.7: Maximum Density, CD1.3: High-Quality Design, CD1.9: Building Design, CD2.1: Street Frontages, CD3.2: Usable Open Space, CD3.3: Site Landscaping, CD4.2: Building Articulation, and CD5.1: Design Review Process. Approval of this Tentative Parcel Map will permit the creation of condominium housing units consistent with the prior approvals for the project and is therefore consistent with the El Cerrito General Plan.

El Cerrito Municipal Code Section 18.12.100

2. A In 2014, the City Council approved a Planned Development Use Permit (Resolution 2014-45); adopted an Initial Study and Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program (Resolution 2014-44); rezoned the project site to a Planned Development zoning district (Ordinance 2014-03); and approved a Development Agreement (Ordinance 2014-04) for the project. On May 19, 2015, the City Council granted design review approval of the project (Resolution 2015-40). Through these actions, the City Council determined that the overall project was consistent with the El Cerrito General Plan and the El Cerrito Zoning Ordinance, through the rezoning and the Planned Development Use Permit process. The proposed Tentative Subdivision Map will allow for the creation of 14 condominium residential units within a multifamily residential building and the creation of one commercial condominium unit within a separate structure on the parcel. The map is therefore consistent with the El Cerrito Zoning Ordinance and the El Cerrito General Plan.
3. The project is required to pay applicable impact fees to the West Contra Costa Unified School District to finance improvements to school facilities. Pursuant to Section 5.6 of the Development Agreement adopted by the City Council (Ordinance 2014-04), the applicant agreed to lease the existing house on

the property to the City for 99 years for a total rent of \$1 for use as a museum, an art studio, offices, or similar community center type uses that are conditionally permitted in the underlying RM Zoning District. In addition, Section 5.7 and 5.8 of the Development Agreement require the applicant to provide and maintain an oval open space area in front of the relocated existing house as Publicly Accessible Open Space. This open space shall be open to the public Monday through Saturday between 10:00 a.m. and 5:00 p.m.

4. The use of the site as multi-family residential and community center type use for the existing house are permitted and conditionally permitted uses, respectively, under the underlying RM zoning district and the Planned Development (PD) zoning district approved for the site and are consistent with the intent of both the underlying RM zoning district and the approved PD for this project site.

El Cerrito Municipal Code Section 19.44.050

5. The proposed tentative subdivision map application complies with all requirements in El Cerrito Municipal Code Section 19.44.040 including but not limited to requirements for ground fault circuit interrupters, fire prevention, sound transmission, utility metering, and private and common open space. The project complies with all provisions of El Cerrito Municipal Code Chapter 19.44.
6. In 2014, the City Council approved a Planned Development Use Permit (Resolution 2014-45); adopted an Initial Study and Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program (Resolution 2014-44); rezoned the project site to a Planned Development zoning district (Ordinance 2014-03); and approved a Development Agreement (Ordinance 2014-04) for the project. On May 19, 2015, the City Council granted design review approval of the project (Resolution 2015-40). Through these actions, the City Council determined that the overall project is consistent with the El Cerrito General Plan. There are not any applicable specific plans for the project.
7. In 2014, the City Council approved a Planned Development Use Permit (Resolution 2014-45); adopted an Initial Study and Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program (Resolution 2014-44); rezoned the project site to a Planned Development zoning district (Ordinance 2014-03); and approved a Development Agreement (Ordinance 2014-04) for the project. On May 19, 2015, the City Council granted design review approval of the project (Resolution 2015-40). Through these actions, the City Council determined that the overall project is consistent with the El Cerrito Municipal Code. The proposed tentative subdivision map will implement the Planned Development zoning designation and the Development Agreement adopted through the processes established in the Municipal Code.
8. An Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was certified by the City Council on August 19, 2014. Impacts identified in the Initial Study and Mitigated Negative Declaration as “Environmental Factors Potentially Affected” included: hazard and hazardous materials, utilities/service systems, cultural resources, hydrology/water quality, noise, air quality and geology. All factors are reduced to a less than significant level pursuant to the California Environmental Quality Act with the implementation of mitigation measures. In addition, the project complies with the maximum allowable density of 35 units per acre for the General Plan designation of High Density Residential. The project also includes measures to protect the creek on the project site and the California Department of Fish and Wildlife (CDFW) issued a Streambed Alteration Agreement for the project to install a new concrete headwall at the downstream end of the existing channel, remove two pedestrian bridges, and install a new pedestrian bridge on April 17, 2014.
9. The proposed Tentative Subdivision Map would create fourteen residential condominium units within a multifamily residential building and to create one commercial condominium unit within a separate

structure on the parcel. The proposed multifamily residential building on the project site includes a driveway that connects to a ground level parking garage. The driveway was reviewed by relevant City departments prior to the project receiving design review approval from the City Council in 2015. The existing parcel has adequate and safe access to Elm Street for both vehicles and pedestrians.

10. An Initial Study and Mitigated Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was certified by the City Council on August 19, 2014. Impacts identified in the Initial Study and Mitigated Negative Declaration as “Environmental Factors Potentially Affected” included: hazard and hazardous materials, utilities/service systems, cultural resources, hydrology/water quality, noise, air quality and geology. All factors are reduced to a less than significant level pursuant to the California Environmental Quality Act with the implementation of mitigation measures.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration of maps, facts, exhibits, correspondence, and testimony, and other evidence submitted in this matter, and, in consideration of the findings, the El Cerrito Planning Commission hereby approves Application No. PL21-0053, subject to the following conditions:

Planning Division:

1. Any and all Final Maps shall be developed and recorded consistent with the plans dated February 28, 2024. Minor changes may be approved by the Zoning Administrator. All improvements shall be installed in accordance with these approvals. Once constructed or installed, all improvements shall be maintained as approved.
2. If Applicant constructs buildings or makes improvements in accordance with these approvals, but fails to comply with any of the Conditions of Approval or limitations set forth in these Conditions of Approval and does not cure any such failure within a reasonable time after notice from the City of El Cerrito, then such failure shall be cause for nonissuance of a certificate of occupancy, revocation or modification of these approvals or any other remedies available to the City.
3. These Conditions of Approval shall apply to any successor in interest in the property and Applicant shall be responsible for assuring that the successor in interest is informed of the terms and conditions of this approval.
4. If not exercised, this Tentative Subdivision Map approval shall expire two years from the date of this action.
5. If any units in the project are rented prior to being offered for sale, prior to the conversion of rental units to for-sale units, the then-owner of the property shall comply with all provisions of Chapter 19.45 of the El Cerrito Municipal Code (Condominium Conversions), except that a use permit and tentative and final map shall not be required. For the purposes of this condition, “conversion of rental units to for-sale units” means the sale of the first rental unit as a condominium. This condition of approval shall be documented in a manner satisfactory to the City Attorney to ensure that any future owner of the property receives notice of the requirement.
6. Prior to issuance of certificate of occupancy, the applicant shall comply with inclusionary housing requirements contained in Chapter 19.30 of the El Cerrito Municipal Code.
7. Prior to issuance of a Certificate of Occupancy, the requirements in ECMC Chapter 16.16 – Uniform Building Security Code shall be addressed to the satisfaction of the City’s Building Division.

8. Prior to issuance of a Certificate of Occupancy, provide a draft declaration of Covenants, Conditions and Restrictions (CC&Rs) which would be applied on behalf of any and all owners of condominium units within the project. The declaration shall include, but not be limited to: the conveyance of units; the assignment of parking; an agreement for common area maintenance, including facilities and landscaping, together with an estimate of any initial assessment fees anticipated for such maintenance; description of a provision for maintenance of all vehicular access areas within the project; an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit; a plan for equitable sharing of communal water metering. The following shall be included as CC&Rs as well:
 - a. The relocated structure commercial condominium unit is subject to the following limitations on use: Any future use of the historic building located on site shall be as a museum, art studio or offices, which are all uses seen in community centers. The hours of operation shall not exceed 10:00 am to 5:00 pm, Monday through Saturday. Any event held at subject property beyond the stipulated hours of operation shall be required to receive a Temporary Use Permit and requires the approval of the Home Owners Association of 1715 Elm Street (City Council Resolution No. 2014-45, Condition of Approval No. 21).
 - b. The private open space in front of the historic building shall be available for public use for the same hours as stipulated for the historic structure. Any trash or damage to the open space generated by the users of the house shall be remediated by the users, not the future Home Owners Association (City Council Resolution No. 2014-45, Condition of Approval No. 22).
9. The project is subject to the conditions of approval in City Council Resolution No. 2014-45, denying an appeal and upholding the Planning Commission's approval of the Planned Development use permit.
10. The project is subject to the development agreement terms in City Council Resolution No. 2014-04, including but not limited to provisions relating to the improvement and use of the historic house and the Publicly Accessible Open Space in front of the historic house.
11. The project is subject to the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program adopted in City Council Resolution No. 2014-44.
12. The applicant shall adhere to the conditions of the Project's CWA Section 401 Water Quality Certification and Order (WDID No. 2CW395112), issued by the San Francisco Bay Regional Water Quality Control Board.
13. The applicant shall adhere to the conditions of the Project's CWA Section 404 Nationwide Permit authorization (Corps File No. 2014-00041S), issued by the Army Corps of Engineers.
14. The applicant shall adhere to the requirements included in the February 6, 2020, Streambed Alteration Agreement (SAA), Notification Number 1600-2019-0329-R3, issued by the California Department of Fish and Wildlife (CDFW).

Public Works Department:

15. Prior to issuance of a certificate of occupancy, a sidewalk easement will need to be acquired for the proposed sidewalk behind the driveway curb cut to allow for public access on private property.

CERTIFICATION

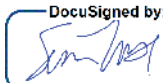
I certify that this resolution was adopted by the El Cerrito Design Review Board at a regular meeting held on March 20, 2024, upon motion of Commissioner Mendez, second by Commissioner Hamilton:

AYES: Gillett, Hamilton, Mendez, Singh

NOES: None

ABSTAIN: None

ABSENT: None

DocuSigned by:

00F2BACC21944D4...
Sean Moss, AICP
Planning Manager

Planning Commission Resolution PC2024-12**APPLICATION NO. PL24-0033****A RESOLUTION OF THE CITY OF EL CERRITO PLANNING COMMISSION VERIFYING CONFORMANCE WITH AN APPROVED TENTATIVE SUBDIVISION AND RECOMMENDING CITY COUNCIL APPROVAL OF A FINAL SUBDIVISION MAP TO CREATE FOURTEEN CONDOMINIUM RESIDENTIAL UNITS WITHIN A MULTIFAMILY RESIDENTIAL BUILDING AND TO CREATE ONE COMMERCIAL CONDOMINIUM UNIT WITHIN A SEPARATE STRUCTURE AT 1715 ELM STREET**

WHEREAS, the site is located at 1715 Elm Street; and

WHEREAS, the existing Assessor's Parcel Number of the site is 502-112-038; and

WHEREAS, the General Plan land use classification of the site is High Density Residential; and

WHEREAS, the zoning district of the site is RM-PD (Multi-family Residential – Planned Development); and

WHEREAS, in 2005, the Edward and Loretta Biggs Revocable Trust submitted a development application to construct a multifamily residential building with 14 residential units and to relocate and renovate the existing house at 1715 Elm Street (Planning Application No. 6133) that included requests to rezone the property to PD (Planned Development); a Planned Development Use Permit; Design Review; and a Development Agreement; and

WHEREAS, on April 16, 2014, the Planning Commission adopted an Initial Study and Mitigated Negative Declaration (Resolution PC14-06) and approved the Planned Development Use Permit for the project (Resolution PC14-07) including relief of Zoning Ordinance requirements for setbacks from property line and creek, maximum building height, and minimum vehicle parking spaces; and

WHEREAS, on April 17, 2014, the California Department of Fish and Wildlife (CDFW) issued a Streambed Alteration Agreement for the project to install a new concrete headwall at the downstream end of the existing channel, remove two pedestrian bridges, and install a new pedestrian bridge; and

WHEREAS, on April 28, 2014, Howdy Goudey, Robin Mitchell, Jason Hasley, Keystone Montessori School, Linda Shehabi, Dan & Henia Pines and Julia Lucia filed an appeal of the Planning Commission's Planned Development Use Permit approval for the project; and

WHEREAS, on September 12, 2014, the City Council denied the appeal and upheld the Planning Commission's approval of the Planned Development Use Permit (Resolution 2014-45); and

WHEREAS, an Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was approved by the Planning Commission on April 16, 2014, and by the City Council on August 19, 2014; and

WHEREAS, on October 7, 2014, the City Council rezoned 1715 Elm Street to a Planned Development zoning district (Ordinance 2014-03) and approved a Development Agreement (Ordinance 2014-04) for the project; and

WHEREAS, on January 7, 2015, the Design Review Board granted design review approval of the project; and

WHEREAS, on January 20, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Design Review Board approval of the design review application; and

WHEREAS, on March 18, 2015, the Planning Commission denied the appeal and upheld the Design Review Board's design review approval of this project (Resolution PC15-02); and

WHEREAS, on March 26, 2015, Howdy Goudey and Robin Mitchell filed an appeal of the Planning Commission approval of the design review application; and

WHEREAS, on May 19, 2015, the City Council denied the appeal and upheld the Planning Commission's design review approval of the project (Resolution 2015-40); and

WHEREAS, on September 17, 2019, the City Council adopted Ordinance 2019-08 approving an amendment to the Development Agreement that extended the Development Agreement for 5 years, to November 1, 2024, and required the project to comply with El Cerrito Municipal Code Chapter 19.30 (Inclusionary Zoning); and

WHEREAS, on March 11, 2021, Thompson Development submitted an application for a Tentative Subdivision Map to create fourteen condominium residential units within a multifamily residential building and to create one commercial condominium unit within a separate structure; and

WHEREAS, on March 30, 2023, Thompson Development submitted a letter authorizing Harmeet Anand and S&H Incorporated to assume ownership of this Tentative Subdivision Map application as the new property owner of the project site; and

WHEREAS, on March 20, 2024, the Planning Commission approved the Tentative Subdivision Map; and

WHEREAS, the project is statutorily exempt from review under the California Environmental Quality Act pursuant to Section 15268(b)(3) an Initial Study and Mitigate Negative Declaration (MND) pursuant to the California Environmental Quality Act (CEQA) was approved by the Planning Commission on April 16, 2014, and by the City Council on August 19, 2014 for the development project associated with the Final Subdivision Map; and

WHEREAS, approval of the Final Subdivision Map is governed by Sections 66444 – 66450 of the State of California Government Code (Subdivision Map Act) and Title 18, Divisions of Land, of the El Cerrito Municipal Code; and

WHEREAS, the staff report includes facts determining that the Final Map is in conformity with the requirements of Title 18 of the El Cerrito Municipal Code; further, it conforms with the Tentative Subdivision Map, including all changes permitted and all requirements imposed as a condition to its acceptance; and

WHEREAS, the Final Subdivision Map is consistent with the Zoning Ordinance, General Plan, and San Pablo Avenue Specific Plan of the City of El Cerrito; and

WHEREAS, on September 18, 2024, the Planning Commission of El Cerrito, after due consideration of all evidence and reports offered for review, does find and determine the following:

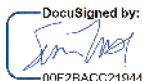
1. The Final Subdivision Map and its attachments are found to be in conformance with the Tentative Subdivision Map.
2. The project is consistent with the El Cerrito General Plan and will implement the following policies of the General Plan: LU1.2, LU1.3, LU1.5, LU1.7, CD1.3, CD1.9, CD2.1, CD3.2, CD3.3, CD4.2, CD5.1, and H1.6.
3. Approval of the Final Subdivision Map would allow the creation to create fourteen condominium residential units within a multifamily residential building and to create one commercial condominium unit within a separate structure and the proposal is consistent with the purposes of the RM district where it is located and conforms in all significant respects with the El Cerrito General Plan.

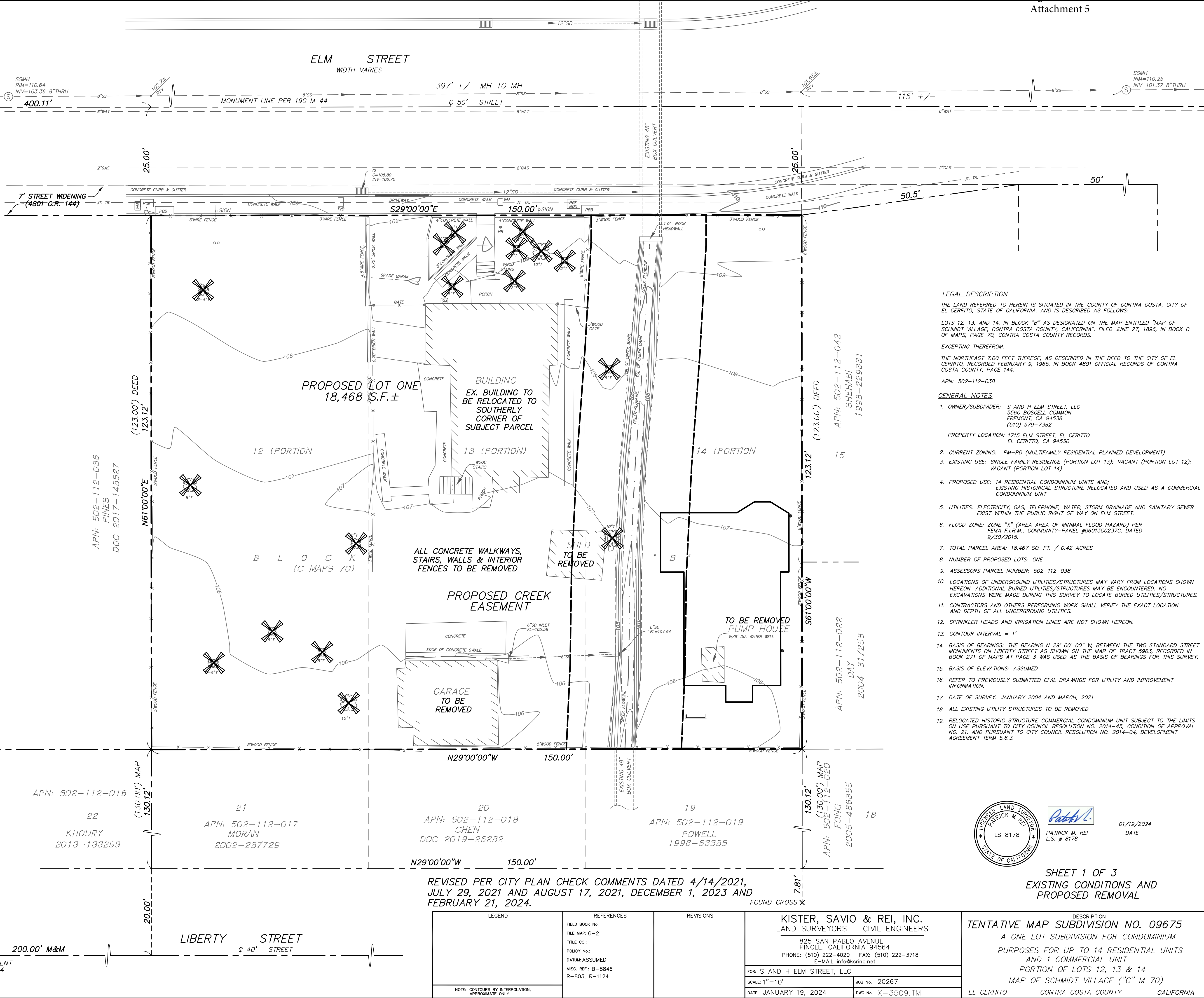
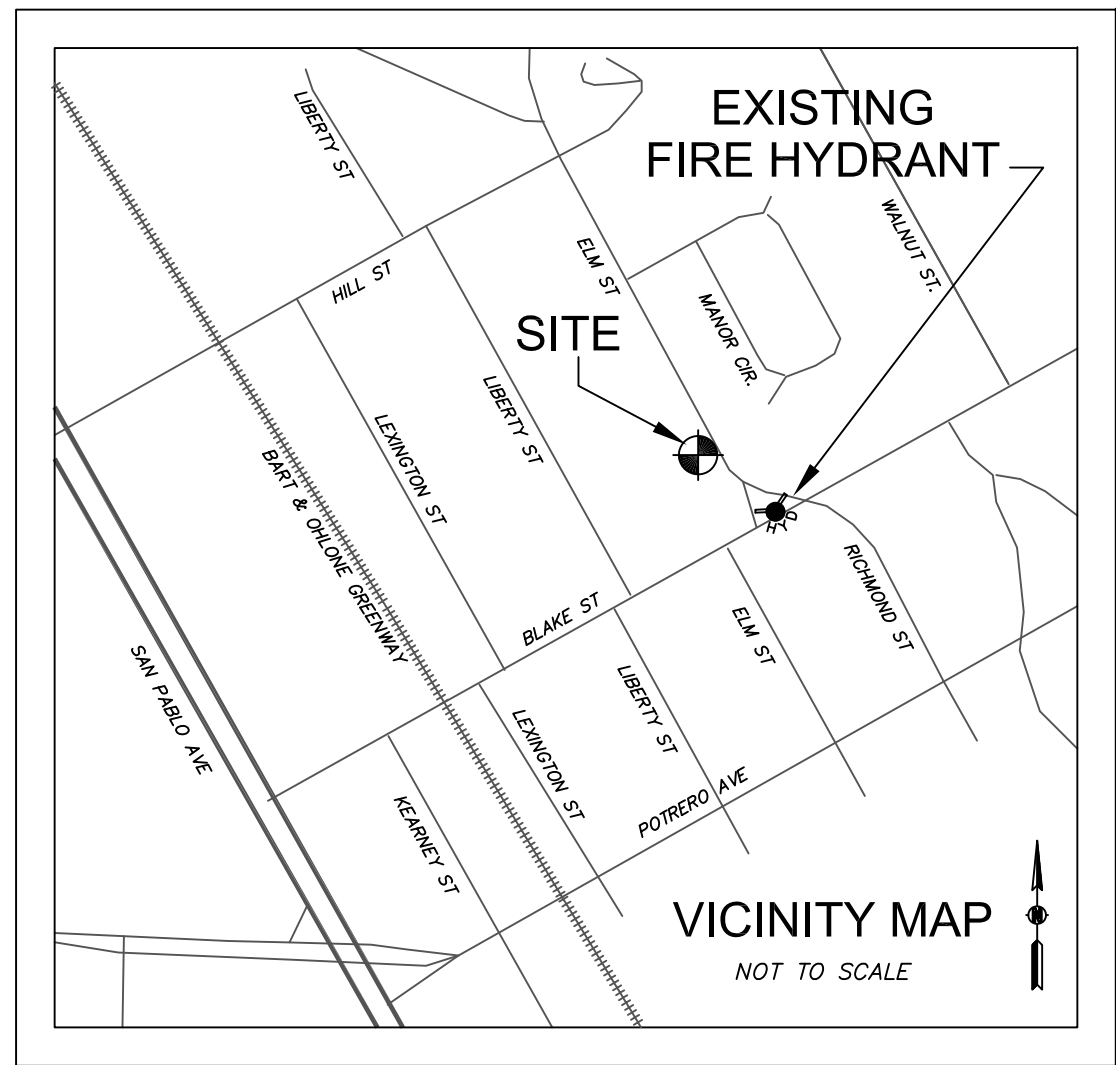
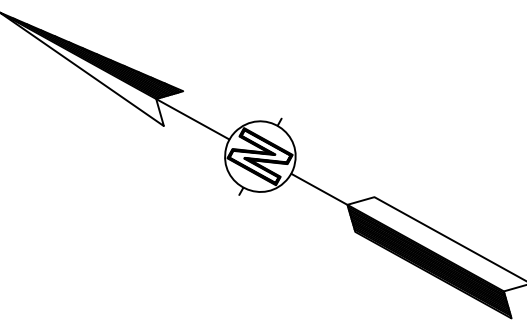
NOW, THEREFORE, BE IT RESOLVED, that after careful consideration of maps, facts, exhibits, correspondence, and testimony, and other evidence submitted in this matter, and, in consideration of the findings, the El Cerrito Planning Commission hereby finds the Final Subdivision Map is in conformity with the requirements of Title 18 of the El Cerrito Municipal Code in that it conforms with the Tentative Subdivision Map including all changes permitted and all requirements imposed as a condition to its acceptance and hereby recommends approval of the Final Subdivision Map to the City Council.

CERTIFICATION

I certify that this resolution was adopted by the El Cerrito Design Review Board at a regular meeting held on September 18, 2024, upon motion of Commissioner Hamilton, second by Commissioner Mendez:

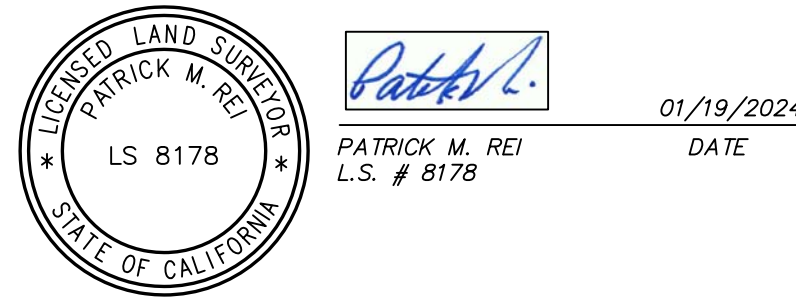
AYES: Gillett, Hamilton, Mendez, Navarrete, Tincclair
NOES: None
ABSTAIN: None
ABSENT: Singh

DocuSigned by:

00F2BACC21941D1...
Sean Moss, AICP
Planning Manager



LEGAL DESCRIPTION
THE LAND REFERRED TO HEREIN IS SITUATED IN THE COUNTY OF CONTRA COSTA, CITY OF EL CERRITO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:
LOTS 12, 13, AND 14, IN BLOCK "B" AS DESIGNATED ON THE MAP ENTITLED "MAP OF SCHMIDT VILLAGE, CONTRA COSTA COUNTY, CALIFORNIA". FILED JUNE 27, 1896, IN BOOK C OF MAPS, PAGE 70, CONTRA COSTA COUNTY RECORDS.
EXCEPTING THEREFROM:
THE NORTHEAST 7.00 FEET THEREOF, AS DESCRIBED IN THE DEED TO THE CITY OF EL CERRITO, RECORDED FEBRUARY 9, 1965, IN BOOK 4801 OFFICIAL RECORDS OF CONTRA COSTA COUNTY, PAGE 144.
APN: 502-112-038

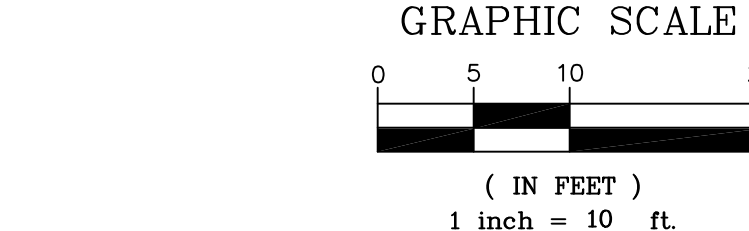
GENERAL NOTES
1. OWNER/SUBDIVIDER: S AND H ELM STREET, LLC
5560 BOSCELL COMMON
FREMONT, CA 94538
(510) 579-7382
PROPERTY LOCATION: 1715 ELM STREET, EL CERRITO
EL CERRITO, CA 94530
2. CURRENT ZONING: RM-PD (MULTIFAMILY RESIDENTIAL PLANNED DEVELOPMENT)
3. EXISTING USE: SINGLE FAMILY RESIDENCE (PORTION LOT 13); VACANT (PORTION LOT 12); VACANT (PORTION LOT 14)
4. PROPOSED USE: 14 RESIDENTIAL CONDOMINIUM UNITS AND:
EXISTING HISTORICAL STRUCTURE RELOCATED AND USED AS A COMMERCIAL CONDOMINIUM UNIT
5. UTILITIES: ELECTRICITY, GAS, TELEPHONE, WATER, STORM DRAINAGE AND SANITARY SEWER EXIST WITHIN THE PUBLIC RIGHT OF WAY ON ELM STREET.
6. FLOOD ZONE: ZONE "X" (AREA AREA OF MINIMAL FLOOD HAZARD) PER FEMA F.I.R.M., COMMUNITY-PANEL #06013C0237G, DATED 9/30/2015.
7. TOTAL PARCEL AREA: 18,467 SQ. FT. / 0.42 ACRES
8. NUMBER OF PROPOSED LOTS: ONE
9. ASSESSORS PARCEL NUMBER: 502-112-038
10. LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THIS SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES.
11. CONTRACTORS AND OTHERS PERFORMING WORK SHALL VERIFY THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.
12. SPRINKLER HEADS AND IRRIGATION LINES ARE NOT SHOWN HEREON.
13. CONTOUR INTERVAL = 1'
14. BASIS OF BEARINGS: THE BEARING N 29° 00' 00" W, BETWEEN THE TWO STANDARD STREET MONUMENTS ON LIBERTY STREET AS SHOWN ON THE MAP OF TRACT 5963, RECORDED IN BOOK 271 OF MAPS AT PAGE 3 WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.
15. BASIS OF ELEVATIONS: ASSUMED
16. REFER TO PREVIOUSLY SUBMITTED CIVIL DRAWINGS FOR UTILITY AND IMPROVEMENT INFORMATION.
17. DATE OF SURVEY: JANUARY 2004 AND MARCH, 2021
18. ALL EXISTING UTILITY STRUCTURES TO BE REMOVED
19. RELOCATED HISTORIC STRUCTURE COMMERCIAL CONDOMINIUM UNIT SUBJECT TO THE LIMITS ON USE PURSUANT TO CITY COUNCIL RESOLUTION NO. 2014-45, CONDITION OF APPROVAL NO. 21, AND PURSUANT TO CITY COUNCIL RESOLUTION NO. 2014-04, DEVELOPMENT AGREEMENT TERM 5.6.3.



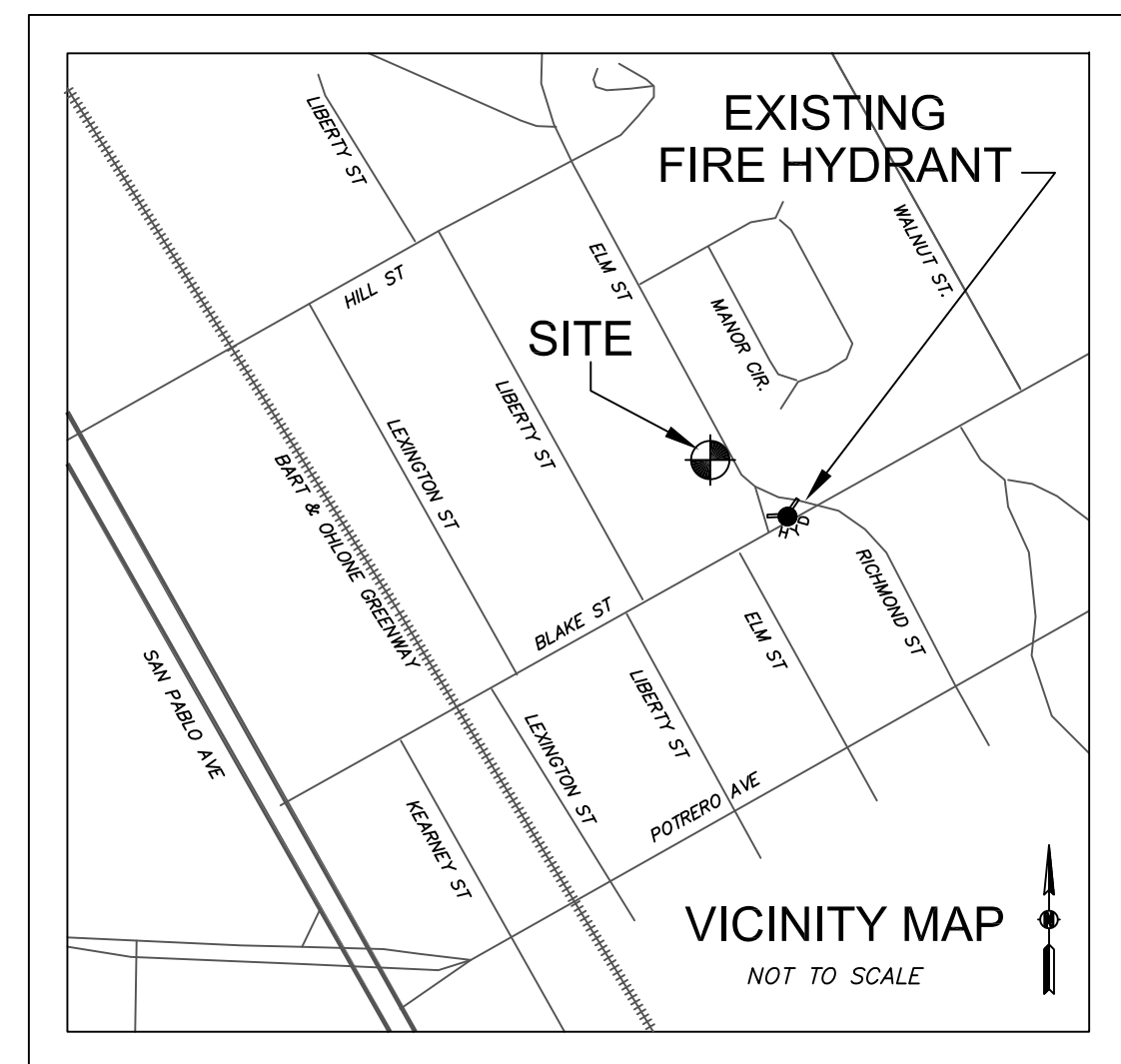
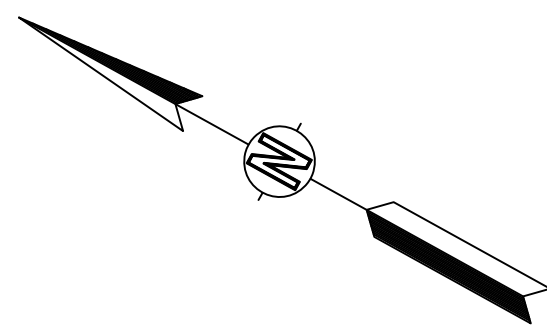
SHEET 1 OF 3
EXISTING CONDITIONS AND
PROPOSED REMOVAL

DESCRIPTION
TENTATIVE MAP SUBDIVISION NO. 09675
A ONE LOT SUBDIVISION FOR CONDOMINIUM
PURPOSES FOR UP TO 14 RESIDENTIAL UNITS
AND 1 COMMERCIAL UNIT
PORTION OF LOTS 12, 13 & 14
MAP OF SCHMIDT VILLAGE ("C" M 70)
EL CERRITO CONTRA COSTA COUNTY CALIFORNIA

LEGEND	REFERENCES	REVISIONS	KISTER, SAVIO & REI, INC. LAND SURVEYORS - CIVIL ENGINEERS 825 SAN PABLO AVENUE PINOLE, CALIFORNIA 94564 PHONE: (510) 222-4020 FAX: (510) 222-3718 E-MAIL: info@ksrinc.net	
NOTE: CONTOURS BY INTERPOLATION, APPROXIMATE ONLY.	FIELD BOOK NO. FILE MAP: G-2 TITLE CO: POLICY NO: DATUM: ASSUMED MISC. REF: B-8846 R-803, R-1124		FOR: S AND H ELM STREET, LLC SCALE: 1"=10' DATE: JANUARY 19, 2024	JOB No. 20267 DWG No. X-3509.TM



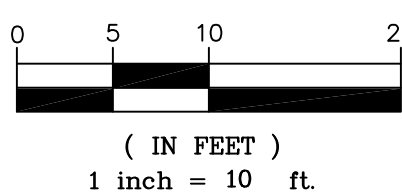
N29°00'00"W 200.00' M&M
FOUND MONUMENT PER 271 M 4
BASIS OF BEARINGS
200.00' M&M
FOUND MONUMENT PER 271 M 4



LEGEND

"T" = TREE (APPROXIMATE DIAMETER)
AP = ANGLE POINT
BC = BUILDING CORNER
C = TOP OF CURB
CL = CATCH BASIN
CONC = CENTER LINE
DI = CONCRETE
DL = DAYLIGHT
DW = DRIVEWAY
F = FENCE
FL = FLOW LINE
GB = GRADE BREAK
GL = GUTTER LIP
GM = GAS METER
GP = GATE POST
GR = GROUND ELEVATION
HB = HOSE BIB
INV = INVERT
M&M = MAP & MEASURE
P = PAVEMENT
PBB = PACIFIC BELL BOX
PGE = PACIFIC GAS AND ELECTRIC BOX
POC = POINT ON CURVE
RET = RETURN
S = SIGN
SD = STORM DRAIN LINE
SSMH = STORM DRAIN MANHOLE
SS = SANITARY SEWER LINE
SSMH = SANITARY SEWER MANHOLE
SSCO = SANITARY SEWER CLEAN OUT
T = TOP OF SLOPE
TOC = TOP OF CONCRETE
TW = TOP OF WALL
TVB = TELEVISION UTILITY BOX
W = BACK OF WALK
WLK = WALK
WM = WATER METER
WV = WATER VALVE
--- = MONUMENT LINE
--- = PROPERTY LINE

GRAPHIC SCALE



N29°00'00"W 200.00' M&M
FOUND MONUMENT PER 271 M 4

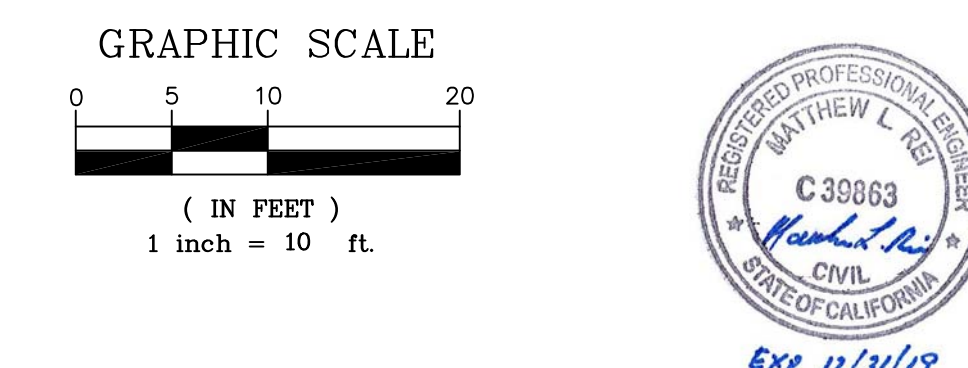
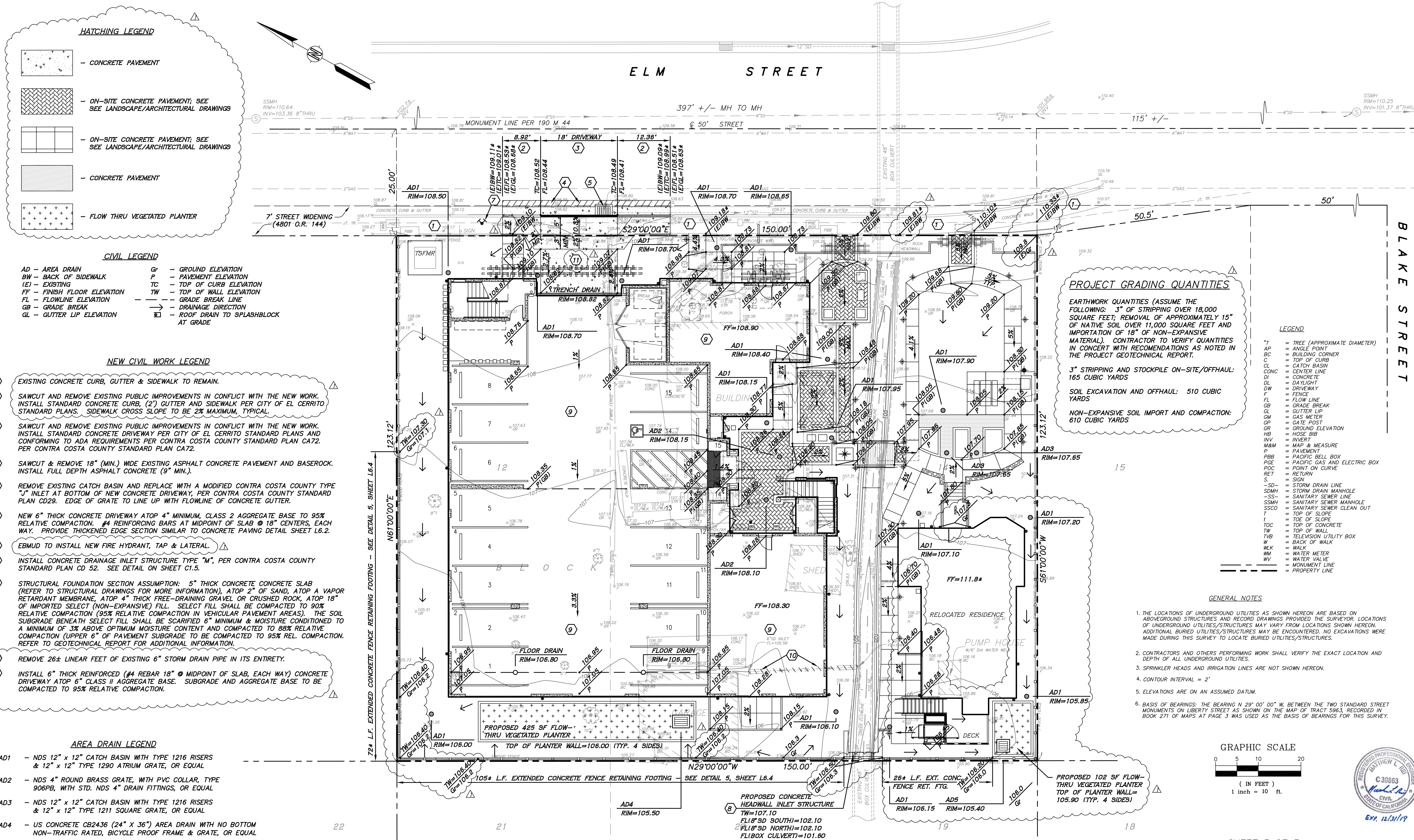
200.00' M&M
FOUND MONUMENT PER 271 M 4

LIBERTY STREET
40' STREET

ELM STREET
WIDTH VARIES

REVISED PER CITY PLAN CHECK COMMENTS DATED 4/14/2021,
JULY 29, 2021 AND AUGUST 17, 2021, DECEMBER 1, 2023 AND
FEBRUARY 21, 2024.

LEGEND	REFERENCES	REVISIONS	KISTER, SAVIO & REI, INC. LAND SURVEYORS - CIVIL ENGINEERS 825 SAN PABLO AVENUE PINOLE, CALIFORNIA 94564 PHONE: (510) 222-4020 FAX: (510) 222-3718 E-MAIL: info@ksrinc.net	
NOTE: CONTOURS BY INTERPOLATION, APPROXIMATE ONLY.	FIELD BOOK No. FILE MAP: G-2 TITLE CO: POLICY No: DATUM: ASSUMED MISC. REF: B-8846 R-803, R-1124		FOR: S AND H ELM STREET, LLC SCALE: 1"=10' DATE: JANUARY 19, 2024	JOB No. 20267 DWG No. X-3509.TM
			TENTATIVE SUBDIVISION MAP NO. 09675 A ONE LOT SUBDIVISION FOR CONDOMINIUM PURPOSES FOR UP TO 14 RESIDENTIAL UNITS AND 1 COMMERCIAL UNIT PORTION OF LOTS 12, 13 & 14 MAP OF SCHMIDT VILLAGE ("C" M 70) EL CERRITO CONTRA COSTA COUNTY CALIFORNIA	



APN: 502-112-038 SHEET 3 OF 3 GRADING AND DRAINAGE PLAN C1.0

- AREA DRAIN LEGEND**
- AD1 - NDS 12" x 12" CATCH BASIN WITH TYPE 1216 RISERS & 12" x 12" TYPE 1290 ATRIUM GRATE, OR EQUAL
 - AD2 - NDS 4" ROUND BRASS GRATE, WITH PVC COLLAR, TYPE 906PB, WITH STD. NDS 4" DRAIN FITTINGS, OR EQUAL
 - AD3 - NDS 12" x 12" CATCH BASIN WITH TYPE 1216 RISERS & 12" x 12" TYPE 1211 SQUARE GRATE, OR EQUAL
 - AD4 - US CONCRETE CB2436 (24" x 36") AREA DRAIN WITH NO BOTTOM NON-TRAFFIC RATED, BICYCLE PROOF FRAME & GRATE, OR EQUAL
 - AD5 - US CONCRETE CB2424 (24" x 24") AREA DRAIN WITH NO BOTTOM NON-TRAFFIC RATED, BICYCLE PROOF FRAME & GRATE, OR EQUAL

- GENERAL NOTES**
1. THE LOCATIONS OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVEGROUND STRUCTURES AND RECORD DRAWINGS PROVIDED. THE SURVEYOR'S LOCATIONS OF UNDERGROUND UTILITIES/STRUCTURES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES/STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THIS SURVEY TO LOCATE BURIED UTILITIES/STRUCTURES.
 2. CONTRACTORS AND OTHERS PERFORMING WORK SHALL VERIFY THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.
 3. SPRINKLER HEADS AND IRRIGATION LINES ARE NOT SHOWN HEREON.
 4. CONTOUR INTERVAL = 2'
 5. ELEVATIONS ARE ON AN ASSUMED DATUM.
 6. BASIS OF BEARINGS: THE BEARING N 29° 00' 00" W, BETWEEN THE TWO STANDARD STREET MONUMENTS ON LIBERTY STREET AS SHOWN ON THE MAP OF TRACT 5963, RECORDED IN BOOK 271 OF MAPS AT PAGE 3 WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

LEGEND	REFERENCES	REVISIONS	DESCRIPTION
NOTE: CONTOURS BY INTERPOLATION, APPROXIMATE ONLY.	FIELD BOOK No. FILE MAP: G-2 TITLE CO. POLICY No. DATUM: ASSUMED MISC. REF.: B-8846 R-803, R-1124	Δ - MISC. REVISIONS 2/13/19	KISTER, SAVIO & REI, INC. LAND SURVEYORS - CIVIL ENGINEERS 3095 RICHMOND PARKWAY, SUITE 214 RICHMOND, CALIFORNIA 94806 PHONE: (510) 222-4020 FAX: (510) 222-3718 E-MAIL: info@ksrinc.net FOR: S AND H ELM STREET, LLC SCALE: 1"=10' DATE: APRIL 26, 2021 JOB No. 20267 DWG No. X-3509
TENTATIVE SUBDIVISION MAP NO. 09675 A ONE LOT SUBDIVISION FOR CONDOMINIUM PURPOSES FOR UP TO 14 RESIDENTIAL UNITS AND 1 COMMERCIAL UNIT EL CERRITO CALIFORNIA			



AGENDA BILL

Agenda Item No. 9.A.

Date: October 15, 2024
To: El Cerrito City Council
From: Shannon Bassi, Senior Human Resource Analyst, City Management
Subject: Adopt a Resolution Approving an Agreement between the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021 to Modify Language on Salaries, Benefits, Conditions of Employment, and Creating a New Memorandum of Understanding

ACTION PROPOSED

Adopt a resolution approving an agreement between the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021 to modify language on salaries, benefits, conditions of employment, and creating a new Memorandum of Understanding.

BACKGROUND/ANALYSIS

SEIU Local 1021 is recognized as the majority bargaining unit for full-time and part-time represented general employees. On May 19, 2020, the City Council approved a two-year agreement with SEIU Local 1021 through Resolution 2020-25 by modifying salaries and creating a Memorandum of Understanding (MOU) effective July 1, 2020 through June 30, 2022. Subsequently, on July 19, 2022, the City Council approved an 18-month extension agreement with SEIU Local 1021 through Resolution 2022-60, extending the agreement through December 31, 2023. Lastly, on February 6, 2024, the City Council approved an additional four month extension through Resolution 2024-3. City representatives have met in good faith with SEIU representatives in numerous meetings to successfully negotiate a new MOU.

The following is a summary of the tentative agreement with SEIU Local 1021:

- The agreement will be effective from July 1, 2024, through June 30, 2028 (four year term).
- Effective the first full pay period of July 2024 the City will increase the wage range for all represented classifications by 2.5%. Thereafter, a 3.25% wage increase will be applied in July 2025, a 3.5% wage increase will be applied in July 2026, and a 3.5% wage increase will be applied in July 2027.
- Bilingual/Notary pay will increase to \$100 per pay period for those employees who qualify.
- The medical cash-in-lieu cap language will be updated to \$800 per month for current eligible employees, and \$500 per month for those eligible employees who were hired after December 31, 2023.

- Market Adjustments were applied in alignment with the Classification and Compensation Study results and recommendations over the term of the four-year MOU. The Market Adjustments will apply to the wage of the following classifications: Assistant Engineer, Finance Technician I/II, Forklift Operator, Maintenance Services Worker I, Recycling Driver, Accountant I, Administrative Assistant I/II, Community Services Coordinator, Custodian, and Management Assistant. Additional Market Adjustments were previously approved by City Council through Resolution 2024-50 and went into effect September 1, 2024, which were applied to many Part-Time classifications throughout the City to align with the City's increasing Minimum Wage rate and resolve growing compaction concerns.
- Tuition Reimbursement was increased up to \$3,500 per fiscal year.
- Miscellaneous revisions were applied to the following areas of the MOU: vacation cash-outs, floating holiday, compensatory time and birthday leave accruals, physician statement requirement regarding sick leave usage, bereavement leave, compensatory time accrual, meal allowances, childcare worker clothing, safety footwear/specialty glove allowance, part-time employee provisions, probationary period, and bulletin boards.

The City would like to thank SEIU Local 1021 for the patience they have shown while the City's Classification and Compensation Study was underway and the continued leadership from the SEIU Local 1021 Representatives during the negotiation process. The City looks forward to continuing the strong collaborative relationship with SEIU Local 1021.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by ensuring the City maintains a strong financial position and 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

Table 1 shows the total additional cost in each fiscal year above the current biennial budget.

TABLE 1: ADDITIONAL COST FOR FISCAL YEARS 2024-25 AND 2025-26 BY FUND

Fund	FY 2024-25 Increase Above Budget	FY 2025-26 Increase Above Budget
101	\$36,621.66	\$107,089.95
201	\$3,569.71	\$8,648.36
202	\$30.95	\$103.39
203	\$2,639.44	\$5,814.31
204	\$139.29	\$465.26
205	\$232.16	\$775.43
211	\$77.39	\$258.48
214	\$714.14	\$1,945.42
501	\$67,026.37	\$95,194.17
Grand Total	\$111,051.10	\$220,294.75

Staff is requesting additional appropriations authority for each of these funds for FY 2024-25. The increased cost for FY 2025-26 will be requested at formal adoption of the FY 2025-26 budget by the City Council in 2025. Table 2 details the total annual cost for each of the four fiscal years covered by the contract.

TABLE 2: TOTAL ANNUAL COST FOR TERM OF THE CONTRACT BY FUND

Fund	Baseline Total	FY 2024-25 Total	FY 2025-26 Total	FY 2026-27 Total	FY 2027-28 Total
101	\$1,269,247.21	\$1,305,868.87	\$1,376,337.16	\$1,466,662.68	\$1,569,870.19
201	\$107,992.02	\$111,561.73	\$116,640.38	\$122,921.39	\$129,897.25
202	\$1,504.96	\$1,535.91	\$1,608.35	\$1,697.94	\$1,797.43
203	\$68,016.20	\$70,655.64	\$73,830.52	\$77,829.52	\$82,338.77
204	\$6,772.32	\$6,911.61	\$7,237.58	\$7,640.71	\$8,088.44
205	\$11,287.20	\$11,519.36	\$12,062.63	\$12,734.52	\$13,480.73
211	\$3,762.40	\$3,839.79	\$4,020.88	\$4,244.84	\$4,493.58

214	\$18,060.43	\$18,774.57	\$20,005.85	\$21,646.68	\$23,576.57
501	\$772,798.09	\$839,824.45	\$867,992.25	\$899,755.00	\$932,986.00
Grand Total	\$2,259,440.84	\$2,353,698.54	\$2,462,942.19	\$2,598,339.87	\$2,749,735.56

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING AN AMENDMENT TO THE EXISTING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 1021 TO MODIFY LANGUAGE ON SALARIES, BENEFITS, AND CONDITIONS OF EMPLOYMENT FROM JULY 1, 2024 THROUGH JUNE 30, 2028.

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

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

WHEREAS, the Service Employees International Union (SEIU), Local 1021 is recognized as the majority bargaining unit for full-time and part-time represented general employees; and

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

WHEREAS, Resolution 2024-3 approved the current Memorandum of Understanding with Service Employees International Union (SEIU), Local 1021; and

WHEREAS, the City of El Cerrito and Service Employees International Union (SEIU), Local 1021 representatives have agreed to modify the salaries, benefits, and working conditions through June 30, 2028; and

WHEREAS, additional funds above the current FY 2024-25 budget totaling \$111,051.10 are requested to be appropriated from the fund balances according to the detail provided in the table below.

NOW, THEREFORE BE IT RESOLVED, that the City Council does hereby adopt the Tentative Agreement, attached hereto as Exhibit A, between the City of El Cerrito and Service Employees International Union (SEIU), Local 1021 effective through June 30, 2028.

BE IT FURTHER RESOLVED, that the City Council authorizes additional appropriations from the fund balances of the funds listed in the table below.

Fund	FY 2024-25 Increase Above Budget
General Fund (101)	\$36,621.66
Gas Tax Fund (201)	\$3,569.71

Fund	FY 2024-25 Increase Above Budget
National Pollution Distribution Elimination System Fund (202)	\$30.95
Landscape & Lighting Assessment District Fund (203)	\$2,639.44
Measure J - Return to Source Fund (204)	\$139.29
Measure J - Storm Drain Fund (205)	\$232.16
Street Improvement & Maintenance Fund (211)	\$77.39
Measure J - Paratransit Fund (214)	\$714.14
Integrated Waste Management Fund (501)	\$67,026.37
Grand Total	\$111,051.10

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

I CERTIFY that at a regular meeting on October 15, 2024, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

2024 Negotiations

Full Tentative Agreement Between

City of El Cerrito
And
SEIU Local 1021

September 11, 2024

3.1 Duration of this Memorandum

The recommendations set forth in the Memorandum of Understanding are final. Except as otherwise provided herein, no changes or modifications shall be offered, urged or otherwise presented by the Union or the City for the duration of this agreement, provided, however, that nothing herein shall prevent the parties to this Memorandum of Understanding from meeting and conferring and making modifications herein by mutual consent. The term of this agreement shall be from July 1, ~~2024~~2020 to June 30, ~~2028~~2022.

UP #05 (1/8/2024)

4.2 Union Membership

The following classifications will be considered "the Unit" as represented by the Union:

~~Account Clerk~~

~~Account Clerk Technician~~

~~Finance Technician I/II~~

Accountant I

~~Administrative Clerk~~Administrative Assistant I/II

~~Administrative Clerk Specialist~~

Assistant Engineer

Assistant Planner

Associate Planner

Building Inspector I/II

~~Building Inspector II~~ Senior Building Inspector
~~Building Permit Technician I/II~~
~~Building Permit Technician II~~
~~Building Senior Permit Technician III~~
~~Building Plan Checker I/II~~
~~Building Plan Checker II~~
Custodian
~~Custodian II~~
~~Custodian Leadworker~~ Lead Custodian
Childcare Aide
Childcare Teacher I/II (licensed)
~~Childcare Teacher (no license)~~ Community Services Coordinator Recreation Coordinator
Engineering Technician I/II
~~Fork Lift Operator~~
Information Systems Technician
~~Maintenance Services Leadworker~~ Lead Maintenance Services Worker
~~Maintenance Worker~~
~~Maintenance Worker~~ Entry Maintenance Services Worker I/II
Management Assistant
Senior Management Assistant
Neighborhood Preservation Officer I/II
Neighborhood Preservation Program Coordinator
~~Nutrition Manager~~
~~Open House Assistant~~
~~Preschool Director~~
~~Program Registrar~~
Program Coordinator
Recreation Coordinator
Recreation Leader I/II/III/IV
~~Recycling Maintenance Operations Worker~~ Driver
Recycling Operations Worker
~~Recycling Maintenance Worker~~ Entry Maintenance Services Worker I/II
~~Recreation Registrar/Assistant~~

~~Respite Program Aide~~
~~Senior Finance Technician~~
~~Senior Services Assistant~~
 Van Driver ~~I/I~~
~~Waste Prevention~~~~Environmental~~ Specialist

UP #16

4.3 Definitions

C. Probationary Period. The probationary period for ~~a new hire original~~ shall be twelve (12) consecutive months for full and part-time employees. The probationary period for promotional appointments for all bargaining unit classifications shall be six (6) months.

The probationary period is regarded as part of the testing process and is utilized to evaluate closely the employee's work performance. An employee may be rejected without cause during this period. Upon satisfactory completion of the 12-month probationary period, the department manager shall recommend that eligible employees advance to regular permanent status.

UP #06 (1/8/2024)

4.10 Bulletin Boards

The Union has purchased and installed bulletin boards at the following work areas:

- Recycling Center
- Corporation Yard
- City Hall

o First Floor

- Representatives for SEIU will meet with Human Resources to determine the appropriate size and location of new bulletin board.

•o Second Floor

- Community Center
- ~~Senior Center~~

The location of bulletin boards is subject to space limitations and placement at a non-public location approved by the Manager in charge of the location. The Union may use these bulletin boards under the following conditions:

1. All material must be dated and must identify the organization that published it.

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2. The Union will do posting. Material shall be removed after the material is no longer relevant to the time or date of issue. Material shall be removed by Union personnel whenever practical.
3. The City, with notice to the Union, has the right to move and to determine where bulletin boards shall be placed.
4. Material, which the City considers objectionable, shall be brought to the attention of the Union representative. Material that is offensive, unprofessional, disrespectful or inappropriate to the mission or values of the City shall be removed from the bulletin board immediately. This requirement shall not infringe in any way upon the Union's rights to organize or to conduct legitimate Union business.

CP #1 (December 11, 2023 TA)

~~6.5 UMAT Sub-Committee~~

~~The parties shall create a sub-committee of the Union/Management Advisory Team (UMAT). The UMAT Sub-Committee shall meet as needed but will at least meet on the designated UMAT meeting dates. The UMAT Sub-Committee shall address the following issues:~~

- ~~• The financial status of the City~~
- ~~• Maintain a dialog regarding potential cost saving measures/ideas~~
- ~~• Report regarding City efforts to increase revenues and control expenses~~

CP #2

7.1 Flexible Benefits Plan

A. The City has a Flexible Benefits Plan. With the exception of those employees who choose the "no medical plan" option (See C), the City will contribute an amount equivalent to the lesser cost ~~(Kaiser HMO)~~ medical plan rate, according to dependent status, regardless of which medical plan is chosen. "According to dependent status" means that if an employee is single he or she shall receive the equivalent to the single premium in his or her flexible spending account. If an employee and a dependent are enrolled in a City medical plan, the employee shall receive the two-party premium in his or her flexible spending account. If an employee and more than one dependent are enrolled in a City medical plan, the

employee shall receive the family premium in his or her flexible spending account.

B. Employees may select one of the following medical plans within their Flexible Benefits Plans:

- Kaiser (S)
- Alternative HMO
- ~~PPO~~

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Those employees selecting an option whose premium exceeds the City's contribution are responsible for the difference.

C. In the event that an employee has alternate comprehensive group medical coverage through a spouse's medical plan or some other group medical plan, the employee may select a "no medical plan" option. (Proof of alternate coverage is required.) In this event, the City shall ~~contribute eight hundred seven hundred and ninety-three dollars and eighteen cents (\$793.18) per month to the employee's flexible benefit account provide the employee only City contribution~~ which may be received in cash, in which case the amount is treated as taxable income, or the employee may reallocate it toward the purchase of other benefits in the Plan, or a combination of both. The "cash in-lieu benefit" amount shall be \$500 ~~\$350~~ per month for: a) Employees hired after December 31, 2023; or b) existing employees who discontinue the City's medical coverage and opt for "cash in lieu" of medical coverage at a later date as long as they meet the requirements as described above.

CP#3

8.2 Floating Holidays and Birthday

In addition to the recognized municipal holidays listed in Section 8.1, eligible represented employees shall receive ~~annually~~ three (3) floating holidays and a birthday holiday on July 1 of each year.

~~Accrual shall be prorated quarterly. For new e~~Employees hired during the fiscal year shall receive floating holidays ~~and birthday holiday credit in accordance with the following table~~ and such hours will be deposited into the floating holiday bank:

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<u>Hire Date</u>	<u>Floating Holiday Bank</u>
<u>July 1 to September 30</u>	<u>22.5 hours</u>
<u>October 1 to December 31</u>	<u>15 hours</u>
<u>January 1 to March 31</u>	<u>7.5 hours</u>
<u>April 1 to June 30</u>	<u>0 hours</u>

~~shall be prorated quarterly based upon date of hire.~~ Scheduling shall be determined by the Department Manager with regard for the needs of the City and preferences of the employee. Floating holidays must be taken during the fiscal year they are received and may not be carried over and accumulated. ~~The accrual cap for Birthday Holiday is 22.5 hours. When an employee reaches the Birthday Holiday accrual cap, the employee will cease accruing Birthday Holiday hours until the balance falls below the cap on the next available payroll.~~

Floating and birthday holidays shall be prorated (biweekly) for separated employees based on time worked within the fiscal year.

CP #5 Modified 6/5/24

9.5 Notification of Supervisor

The employee requesting sick leave shall notify his or her supervisor or department manager prior to the time set for reporting to work. Sick leave with— pay shall not be allowed unless the employee has met and complied with the provisions of the regulations, and the department manager and City Manager have approved such payment.

Childcare employees, whose shift starts before noon am, must inform their site coordinators or supervisors of illness at least one hour before their normal work schedule, and preferably the night before if the employee knows he or she will be ill the next day. Childcare employees, whose shift starts on or after noon am must inform their site coordinators or supervisors of illness at least two hours before their normal work schedule. If the site coordinator is not available, the employee must contact the Youth and Child Care Program Supervisor or the Recreation Director as outlined in staff policies and procedures.

All other employees must inform their supervisors of illness at least one hour before their normal work schedule in the manner prescribed by the Department Head.

CP#6 (December 11, 2023 TA)

9.6 Physician Statement

A. An employee who has been absent from work due to an illness for three (3) or more consecutive workdays the department manager or City Manager may require an employee to submit a written statement from the attending physician or dentist or from a physician or dentist retained by the City stating that the employee is or was unable to perform his or her duties. Where leave abuse or excess is suspected, the employee may be required to furnish a written statement from the attending physician or dentist or other agreed upon form of verification following any absence from work under the following circumstances;

- Where a pattern of sick leave usage has been demonstrated;
or
- When an employee has used more than 82.5 hours of sick leave:
 - o The employees used of more than 82.5 hours of sick leave occurred in less than a 12 month period; and
 - o The employee use sick leave on 5 or more occasions;
 - o when the employee has been given prior notice of excessive use of sick leave or the City can show cause to dispute the validity of the sick leave claim.

The City may only place an employee on sick leave verification for a period of 9 months, as long as the conditions for the sick leave verification have been addressed.

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B. Prior to resumption of duties, the department manager or City Manager may require a written statement from the attending physician or dentist or from a City-retained physician or dentist to the effect that the employee may resume the full duties of his or her position.

CP#7 (December 11, 2023 TA)

10.5 Vacation Cap and Implementation

C. ~~Separate Vacation Bank~~

~~Effective January 1, 2015, any accrued vacation in excess of two (2) times the annual vacation accrual rate will be placed in a separate Vacation Bank for each affected employee. This will be a single, one time process. Employees shall be entitled to use or sell the hours in the Bank for vacation in the same manner as regular vacation hours. The hours shall be paid out at the employee's current rate of pay.~~

CP#7 (December 11, 2023 TA)

10.5 Vacation Cap and Implementation

D. Vacation Cash-Out

Employees may annually cash-out up to ~~12 days (90 hours)~~ of vacation provided that they have taken a minimum off ~~12 vacation days (90 37.5 hours)~~ of vacation in the previous twelve month period and maintain a vacation balance of 20 hours at the time of vacation cash out. Employees may elect to cash-out a maximum of two (2) times annually and each cash-out request must be a minimum of ~~6 days (45 hours)~~. Employees must reduce their separate vacation bank first when cashing out vacation. All requests must be in writing to ~~the~~ Human Resources ~~Manager for initial~~

~~review with final approval by the City Manager.~~

If an employee wants to request an irrevocable vacation cash-out, they must provide written notice to the Human Resources Manager, or designee, no later than December 15th of the calendar year before the calendar year in which the employee wishes to cash-out vacation leave. The amount requested cannot exceed the amount stated above. An employee can cash-out during the months of May and December. The notice shall indicate how many vacation leave hours the employee wishes to cash-out the following year.

CP #16

11.1 Bereavement Leave

Employees are entitled to time off with pay when there is a death or anticipated death in the immediate family. Bereavement leave shall not exceed five (5) consecutive work days when death is anticipated. Bereavement leave after death shall not exceed that period of time between death and the day of the funeral, providing the funeral is held within five days following death. Additional time may be granted and charged as sick leave when, in the opinion of the department manager, unusual circumstances identify the need for additional time off.

Immediate family is defined as spouse, domestic partner, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, daughter-in-law, uncle, aunt or any other relative of the employee or employee's spouse residing in the same household, or who has resided with the employee in the same household for three or more years. In cases where death has occurred involving someone other than the immediate family, the department manager shall make the decision as to qualification for bereavement leave.

UP # 22

Differential Pay for Forklift Operators

A Forklift Operator shall be entitled to receive five percent additional pay when working temporarily as a Recycling Driver. The Forklift Operator to be eligible for the additional pay, the Forklift Operator must assist the Recycling Driver during the completion of their route(s). The Forklift Operator will received the additional pay for each hour they are assisting the Recycling Driver to complete their assigned route(s).

UP #23

13.1 Salaries for Represented Classifications

- Effective the first full pay period in July 2024, the City will increase the salary or wage ranges for all represented

- classification by 2.5%.
- Effective the first full pay period in July 2025, the City will increase the salary or wage ranges for all represented classification by 3.25%
- Effective the first full pay period in July 2026, the City will increase the salary or wage ranges for all represented classification by 3.5%.
- Effective the first full pay period in July 2027, the City will increase the salary or wage ranges for all represented classification by 3.5%.

13.X Market Adjustments

- Effective the first full pay period in September 1 2024⁴⁵, the City will increase the salary or wage ranges for the following classifications in accordance with the following:

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

- Effective the first full pay period in January 2025, the City will increase the salary or wage ranges for the following classification by the following percentages:
 - Assistant Engineer – 4.35%

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- o Finance Tech I – 7.76%
- o Finance Tech II – 3.5%
- o Forklift Operator – 9.19%
- o Maintenance Services Worker I – 1.78%
- o Recycling Driver – 5.0%
- Effective the first full pay period in January 2026 the City will increase the salary or wage ranges for the following classifications by the following percentages
 - o Accountant I – 1.86%
 - o Administrative ~~Clerk~~ Assistant I – 1.88%
 - o ~~Administrative Clerk Specialist~~ Administrative Assistant II – 3.45%
 - o ~~Community Services~~ Recreation Coordinator – 2.15%
 - o Custodian – 1.85%
 - o Management Assistant – 1.42%
- Effective the first full pay period in January 2027 the City will increase the salary or wage ranges for the following classifications by the following percentages
 - o Accountant I – 2.60%
 - o Administrative ~~Clerk~~ Assistant I – 2.62%
 - o Administrative ~~Clerk Specialist~~ Assistant II – 4.83%
 - o ~~Community Services~~ Recreation Coordinator – 3.01%
 - o Custodian – 2.59%
 - o Management Assistant – 2.0%
- Effective the first full pay period in January 2028 the City will increase the salary or wage ranges for the following classifications by the following percentages
 - o Accountant I – 2.97%
 - o Administrative ~~Clerk~~ Assistant I – 3.0%
 - o Administrative ~~Clerk Specialist~~ Assistant II – 5.52%
 - o Community Services Coordinator – 3.44%
 - o Custodian – 2.96%
 - o Management Assistant – 2.28%

UP #01 (1/8/2024)

13.8 Bilingual/Notary Pay Differential

The City shall pay a \$50 per pay period bilingual/notary pay differential to employees in positions designated for

bilingual/notary pay by Human Resources based upon the operational needs of the City. Individuals eligible to receive bilingual pay may be required to pass an examination establishing their bilingual skill. The examination shall focus on the employee's ability to speak and comprehend the designated language. Individuals eligible to receive notary pay must be a commissioned Notary Public by the California Secretary State.

Effective the first full pay period in July 2024, the City shall pay a \$100 per pay period bilingual/notary pay differential to employees in positions designated for bilingual/notary pay.

CP#10 (December 11, 2023 TA)

14.1 Overtime Policy - Definition

It is the policy of the City that overtime work is to be kept at a minimum consistent with the protection of the lives and property of El Cerrito citizens and the efficient operation of the departments and activities of the City. Overtime must be authorized by both the supervisor and department manager and is subject to such other rules and procedures as the City Manager may prescribe.

Overtime shall be defined as time worked beyond the hours worked in a normal workweek (See Section 12.1), as defined elsewhere in this Memorandum. Hours worked are defined as all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. Sick leave, vacation, holidays and other paid leave are considered to be part of the normal workweek and are included for purposes of calculating overtime compensation. Lunches and unpaid leave shall not be included as time worked. Overtime shall commence at the time an employee reaches the place where he or she is directed to report and shall continue until the employee is released or the work is completed, whichever is earlier. Refer to Article 8.3 for additional information and to Article 19 for over-time provision for part-time employees.

UP #09

14.5 Maximum Accumulation of Compensatory Time

Employees may not accrue more than 60.040-0 hours of compensatory time off without permission of the department manager. Time off for compensatory time must be approved by the department manager or designee.

UP #10 (1/8/2024)

14.6 Meal Allowance

A meal allowance of ten dollars shall be allowed employees for every four hours worked continuous to the normal work shift. For scheduled overtime, the employee shall be entitled to one meal allowance per eight-hour shift. A meal allowance of ten dollars shall be allowed childcare coordinators and teachers for every four hours of emergency duty worked continuous to the normal work shift.

Effective July 1, 2024, the meal allowance shall be increased to \$15.00. Eligible employees shall not receive a meal allowance if the City provides eligible employees with a meal.

Incumbents employed by the City in positions designated as on-call are not in the bargaining unit represented by SEIU Local 1021 and are not subject to Section 4.2, 4.6 or 4.8 of the MOU between the City and SEIU Local 1021.

CP#13 (December 11, 2023 TA)

~~16.2—Educational Attainment for Childcare Aides~~

~~Childcare Aides who become certified by State Licensing as a teacher will be eligible to be moved to step E of the Aide scale. Aides who begin employment with State Certification as a Teacher will be eligible for step E. Childcare Aides who are at step E when they become licensed as Childcare Teachers will be eligible for a 5% above classification hourly rate.~~

UP #15

17.1 Tuition Refund Plan

When an employee enrolls in approved courses on employee's own time, the City will pay for books required on the course syllabus and for required school fees, such as tuition and registration fees, up to \$1,000 **per fiscal year** while pursuing an AA, \$2,500 **per fiscal year** while pursuing a BA, or **\$3,500 per fiscal year** while pursuing an MA/MS degree. For part-time employees the City will pay for books required on the course syllabus and for required school fees, such as tuition and registration fees, up to \$500 **per fiscal year** while pursuing an AA, \$1250 **per fiscal year** while pursuing a BA, or **\$1,750 per fiscal year** while pursuing an MA/MS degree. Mileage and optional fees shall not be refundable. Department manager verification of available budgeted funds and approval shall be obtained by the employee before registering for any course in order to be eligible for refund of required fees. Courses taken at any college, university, high school or business or technical school, or courses given by a recognized correspondence school, shall be approved when they are:

- Related to the employee's present position in the City.
- Related to the employee's potential development with the City.

- Part of a program leading to a degree relating to the employee's present position or potential for development.
- Required to obtain a high school diploma.

Any full-time or part-time employee who receives City-paid benefits may apply for such refund of required fees, pursuant to the rules and procedures established by the City Manager.

UP #8

18.1 Clothing – Childcare Workers

The City shall provide required clothing which identifies childcare workers as City employees, at no cost to the employee. Each worker will receive ~~four~~^{two} t-shirts and two sweatshirts annually.

UP #13

18.3 Safety Footwear/Specialty Work Glove Allowance

The City shall conform with applicable safety regulations provided by State law to insure reasonable safe working conditions for all employees. The Union agrees to encourage employees covered by this contract to report promptly any unsafe working conditions and equipment, and to wear at the direction of their supervisor, any and all safety clothing and/or equipment that the City either provides to the employee or for which the City reimburses the employee after purchase.

Each maintenance employee or in any other position designated by management, who is required to wear safety footwear or specialty gloves, shall be reimbursed, upon purchase of such items, in an amount not to exceed \$200. Effective July 1, 2024, the City shall increase the reimbursement for safety footwear or specialty gloves to an amount not to exceed \$250. Effective July 1, 2025, the City shall increase the reimbursement for safety footwear to an amount not to exceed \$275. Such reimbursement shall occur no more than once within any twelve consecutive month period. Eligible employees will receive reimbursement only after submittal of receipts or other appropriate verification of purchase. Safety footwear shall be defined as any supervisor approved footwear with a protective top. Employees must arrive to work in the safety footwear and continue to wear them throughout the day.

The City will provide, at its expense, regular work gloves to appropriate maintenance employees.

CP #14

4.3 Definitions

A. Part-time Employees. Part-time Employees are defined as any employees who are regularly scheduled to work less 37.5 hours per week. These classifications shall be paid an hourly wage for hours worked.

Part-time employees shall receive benefits as specified in Article XIX of this Memorandum of Understanding.

7.4 Retirement Plan

Represented full-time ~~and, permanent part-time and other~~ part-time employees who work at least 1,000 hours in a fiscal year are entitled to those benefits of the Public Employees Retirement System (PERS) for local miscellaneous members under the 2.7% @ 55 retirement formula and integrated with Social Security. The City also shall provide the PERS single highest year.

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7.6 Life Insurance

The City will provide a term life insurance policy with the principal sum equivalent to the employee's annual salary rounded to the nearest \$1,000. Figures will be updated monthly to reflect salary adjustments provided elsewhere in this Memorandum. The Union agrees that the City has full authority to choose carriers or administrators of this plan.

~~For permanent (3/4) part-time employees, the City will provide a term life insurance policy with the principal sum equivalent to \$18,000.~~

8.3 Eligibility/Compensation for Municipal Holidays

B. Full-time employees must be in a pay status on the workday preceding the holiday to be eligible to be compensated for the holiday. ~~An exception is made for permanent part-time employees on irregular work schedules.~~

~~8.4 Prorated Holidays—Permanent Part Time Employees~~

~~Permanent part-time employees shall receive 3/4 (75%) of the regular and floating holiday time and accrue the holidays proportionately.~~

10.1 Eligibility

Full-time and ~~permanent~~ part-time employees shall be eligible to take a paid vacation at current pay rate at the end of the first year of continuous service and annually thereafter.

~~Regular part-time employees shall be eligible to accrue vacation leave after 12 months of continuous service.~~

10.9 ~~Permanent Part-Time and Regular~~ Part-Time Accrual

~~Permanent part-time and regular P~~Part-time employees will earn prorated vacation leave benefits based upon the number of hours worked and applying that percentage to the rate listed on the above vacation schedule.

ARTICLE XIX Part-Time Employees

19.1 Definition - ~~Permanent~~ Part-Time

~~Employees may work less than full time but will receive benefits based on 75% of a full-time employee's benefits, except for medical and dental insurance, which the City shall provide the same as for full-time employees. Positions in these classifications shall be filled through a competitive selection process. Qualified candidates will be placed on an eligibility list for appointment to vacancies. Employees must complete a one-year probationary period. Previous time in service may be credited toward the probationary period with approval of the department manager and City Manager, and may count as service credit toward vacation leave accrual.~~

Part-time Employees are defined as any employees who are regularly scheduled to work less 37.5 hours per week. These classifications shall be paid an hourly wage for hours worked.

19.2 Compensation

Compensation for part-time employees is covered by Section 13.1 of this Memorandum.

19.3 Merit Increases

Part-time employees are eligible for merit increases every 24 months of part-time employment~~annually~~ (until they reach top step) if they obtain satisfactory performance evaluations from their supervisors, approval by the department manager and a recommendation for a salary increase.

19.4 Retirement

Eligible part-time eEmployees will be covered by the Public Employees Retirement System (PERS) will contribute the same amount as full-time employees in the same benefit formula (2.7% @ 55 or 2.0% @ 62)~~a total of 8.0%.~~

19.5 Flexible Benefits

~~Permanent part-time employees shall receive a contribution for flexible benefits as described in Article VII of this Memorandum. This includes medical coverage cost at the applicable rate and the cost of dental coverage.~~

~~Permanent~~ Part-time employees, who meet the eligibility requirements of the Affordable Care Act as defined by the City, shall receive benefits in accordance with the Affordable Care Act. ~~a contribution for flexible benefits as described in Article VII of this Memorandum. This includes medical coverage cost at the applicable rate and the cost of dental coverage.~~

19.6 Life Insurance

~~The City will provide a term life insurance policy as described in Section 7.6 of this Memorandum.~~

19.7 Sick Leave and Family Sick Leave

~~Permanent~~ Part-time employees shall receive prorated ~~receive 6.5 hours sick leave~~ hours based on their actual hours worked with a minimum of 40 of sick leave accrued per calendar year ~~month~~.

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Employees may use one-half (1/2) of their annual accrual of sick leave per calendar year for "family sick" purposes as defined in Section 9.8.

19.8 Vacation Leave

Part-time employees shall earn prorated vacation leave based on actual hours worked ~~at 75% of the rate listed in Article X of this Memorandum. These employees shall be credited with six (6) months of continuous service for every previous year of part-time year-round work with the city.~~

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19.9 Overtime

Part-time employees shall be paid overtime in accordance with Section 14.4 of this Memorandum.

▲ All part-time childcare workers are provided overtime in accordance with Section 14.8 of this Memorandum.

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19.10 Appeal Procedures – Part-time Employees

Part-time employees who have continuous employment for a minimum of 12 months shall have the right to appeal disciplinary actions to the City Manager. The employee first must appeal to the appropriate supervisor through the chain of command in the department. If the matter is not resolved to the satisfaction of the employee, it may be appealed to the City

Manager or a designee. Part-time employees with less than 12 months service are considered to have no appeal rights.

19.11 Miscellaneous

Other provisions of this Memorandum will apply to part-time employees where practicable and within the limitations of City policies and regulations.

**Side Letter of Agreement
Between
City of El Cerrito
And
SEIU Local 1021
Regarding - Permanent Part-time Employee**

July 1, 2024

Representatives for the City of EL Cerrito, herein after City, and representatives for Service Employees International Union, Local 1021, herein after Union, have met mutually agreed to the following:

Definition - Permanent Part-Time

The current permanent part-time employee works less than full-time but receives benefits based on 75% of a full-time employee's benefits.

Benefits

- Compensation for the permanent part-time employee is covered by Section 13.1 of the Memorandum.
- The permanent part-time employee is eligible for a merit increases annually (until they reach top step) if they obtain a satisfactory performance evaluation from their supervisors, approval by the department manager and a recommendation for a salary increase.
- The permanent part-time employee shall receive 6.5 hours sick leave per calendar month.
The permanent part-time employees may use one-half (1/2) of their annual accrual of sick leave per calendar year for "family sick" purposes as defined in Section 9.8 of the Memorandum.

- The permanent part-time employees shall earn vacation leave at 75% of the rate listed in Article X of the Memorandum. This employee shall be credited with six (6) months of continuous service for every previous year of part-time year-round work with the city.
- Permanent part-time employee shall receive ¾ (75%) of the Holidays, Floating Holidays and /Birthday Holiday that full-time employees receive.
- Permanent part-time employees shall receive a contribution for flexible benefits as described in Article VII of the Memorandum. This includes medical coverage cost at the applicable rate and the cost of dental coverage.
- The City will provide a term life insurance policy with the principal sum equivalent to \$18,000.
- The permanent part-time employee will be covered by the Public Employees Retirement System (PERS) will contribute the same amount as full-time employees in the same benefit formula (2.7% @ 55 or 2.0% @ 62).

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Other provisions of the Memorandum will apply to the permanent part-time employee where practicable and within the limitations of City policies and regulations.

Appeal Procedures – Permanent Part-time Employee

The permanent part-time employee shall have the right to appeal disciplinary actions to the City Manager. The employee first must appeal to the appropriate supervisor through the chain of command in the department. If the matter is not resolved to the satisfaction of the employee, it may be appealed to the City Manager or a designee.

For the City of El Cerrito

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Gunn Berkheimer
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DocuSigned by:
Shannon Bassi
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10/1/2024
Date: _____

For SEIU Local 1021

DocuSigned by:
Julio Corral
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DocuSigned by:
Eddie Nodal
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Esther (Lila) Banuelos
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Jennifer Bright
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Signed by:
Toni Casales
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DocuSigned by:
Steven Mello
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10/1/2024
Date: _____

| **CP#15**

House Keeping

- Incorporate all current Side Letters
 - o Extension
 - o Juneteenth
 - o Domestic Partner
 - o New Employee Orientation
- Address pronoun usage
- Format
- Typos
- Dates



**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
October 15, 2024
(Revised October 17, 2024)**

REGULAR CITY COUNCIL MEETING (6:00 PM)

- 1. Public Comments (Not on the Agenda and Consent Calendar)**
- 2. Agenda Item No. 6.B. - Annual Sundar Shadi Garden Club Awards**
 - a. Presentation
- 3. Agenda Item No. 7.G. – Resolution to Amend the City's Classification Plan**
 - a. Revised Attachment 4
- 4. Agenda Item No. 8.A. – Approval of Final Subdivision Map for One-Lot Subdivision at 1715 Elm Street**
 - a. Presentation

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Friday, October 11, 2024 10:37:21 AM

Caution! This message was sent from outside your organization.

Hello Mayor Rudnick, Council Members and Staff,

I am Submitting the following comments into the Record:

1. I am in Full Support of Items C. and G. on the Consent Calendar
2. Also For a future Agenda, the Council should Consider reinstating remote Participation

Sincerely
Cordell

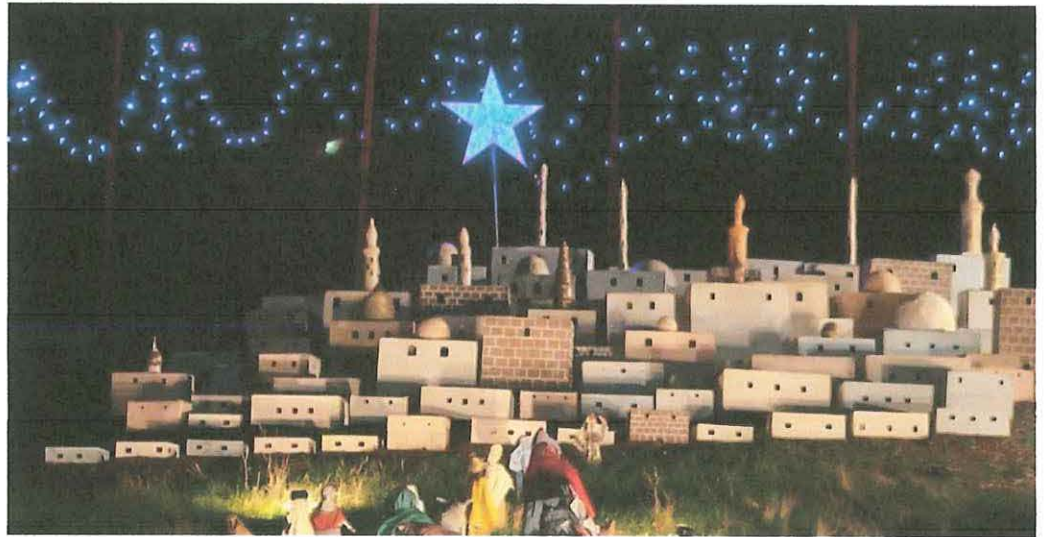
RECEIVED
AT THE MEETING OF

OCT 15 2024

CITY OF EL CERRITO
CITY CLERK

NOV

17



A FREE, SPECIAL VIEWING *SUNDAR SHADI'S GIFTS*

**CELEBRATING THE 75TH
YEAR OF THE SHADI HOLIDAY
DISPLAY.**

Rialto Cinemas Theater Sun, Nov 17, 10am-11:30am

Join us as we celebrate 75 years of Sundar Shadi's incredible folk art holiday display on the El Cerrito hillsides with a showing of *Sundar Shadi's Gifts*, a 1983 short film showcasing Mr. Shadi's many beautiful contributions to the El Cerrito community. Light snacks begin at 10am, film at 10:30.

FOR MORE INFO: [HTTPS://SHADIHOLIDAYDISPLAY.COM/](https://shadiholidaydisplay.com/)

RECEIVED
AT THE MEETING OF

OCT 15 2024

CITY OF EL CERRITO
CITY CLERK



Film screening :

Mr. Shadi's Gifts

Delightful film about his Flower & Holiday Displays!



Rialto Cinemas Cerrito - 10070 San Pablo Avenue, El Cerrito

Sunday, November 17th

Coffee and pastries 10 am; film at 10:30



Donations are gratefully accepted for paint, supplies & electricity!

VISIT ShadiHolidayDisplay.com & Sundar Shadi Holiday Display on
Facebook

EL CERRITO GARDEN CLUB

SUNDAR SHADI AWARD

Pam Austin October 2023

SUNDAR SHADI AWARD

TO HONOR SUNDAR SHADI BY RECOGNIZING NOTABLE RESIDENTIAL GARDENS IN EL CERRITO

SUNDAR SHADI AWARD

- ANNUAL AWARD
- NOMINATIONS BY CLUB MEMBERS
- COMMITTEE SELECTS THE GARDENS
- PRESENTATIONS ARE MADE

SUNDAR SHADI AWARD

- # OF NOMINATIONS IN 2022
- 3 WINNERS SELECTED











El Cerrito Garden Club
Sundar Shadi Garden Award
WINNER
www.elcerritogardenclub.org









FLSA: Exempt

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Police Department including community policing, patrol, traffic, investigations, communications, and support services; formulates departmental goals, objectives, policies and procedures, work standards, and internal controls; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. The Police Chief provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all Police Department programs, services, and activities including community policing, patrol, traffic, investigations, communications, and support services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities, POST standards, and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution

of work, support systems and internal reporting relationships; identifies opportunities for improvement; oversees change management and implementation.

- Manages the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; researches, identifies, and applies for funding from various sources; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Oversees the development and management of requests for proposals for professional and/or contracted services; reviews and approves or prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; establishes schedule and performance criteria; administers contracts, supervises the work of consultants, and ensures compliance with specifications and City service quality and regulatory requirements; negotiates claims and disputes with contractors and consultants; approves invoices within signature authority.
- Manages the implementation of an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff; ensures members of the department follow legal and professional requirements for police services and law enforcement and comply with the department's goals of maintaining direct and effective personal contact with members of the community.
- Maintains high visibility and accessibility to the community to achieve positive interaction and understanding of City issues.
- Works to build collaborative partnerships between the Police Department and communities served, focusing on developing proactive solutions and increasing trust in police by encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Meets with local and regional law enforcement agencies to discuss matters of mutual interest to the communities served; serves as a catalyst to mobilize other city/town/county agencies and services; manages mutual aid agreements with other agencies.
- Reviews results of personnel investigations and makes final recommendation on disposition of issues.
- Conducts a variety of organizational and operational studies and investigations; recommends and implements modifications to programs, policies, and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects; makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in meetings and represents the City to elected officials, state, federal, and regional agencies, regulatory agencies, businesses, professional groups, and in meetings with the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner; stays abreast of new trends and innovations in the field of public safety.
- Responds to difficult and sensitive public inquiries and concerns and assists with resolutions and alternative recommendations.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Council Approved:

- Equivalent to a bachelor's degree in law enforcement, police science, criminal justice, public administration, or a closely related field. **A master's degree is desirable.**

Experience:

- Seven (7) years of increasingly responsible sworn law enforcement experience in all major phases of police work including three (3) years of management and administrative responsibilities.

Licenses and Certifications:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of, or the ability to obtain within two (2) years, a valid Management Certificate issued by the California Commission on Peace Officer Standards and Training (POST) to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget and contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles and philosophies of community policing, including strategic issues and problem solving.
- Principles and practices of law enforcement administration, organization, and management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Police Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the preparation of and/or prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively communicate with the public.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The job involves periodic fieldwork requiring walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, 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

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, evenings, holidays, and 24-hour emergency call out with little or no notice in addition to responding as a Disaster Services Emergency Worker. Attend evening and weekend meetings and/or events, as required.

Council Approved:

1715 Elm Street Final Subdivision Map

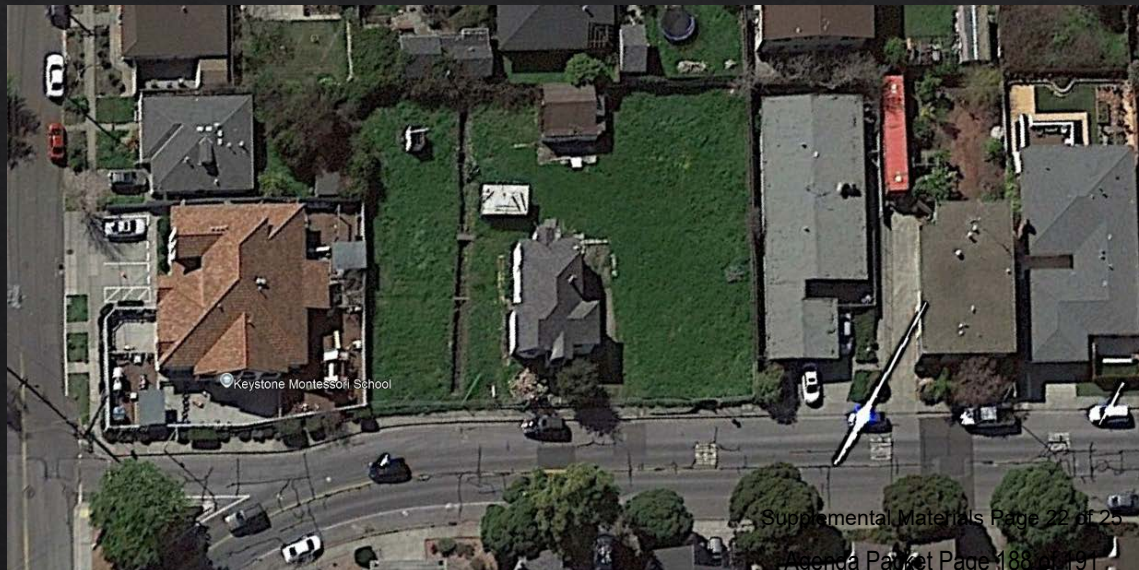
City of El Cerrito

City Council

October 15, 2024



SITE



PREVIOUS APPROVALS

- Rezoning to Planned Development
- Planned Development Use Permit
- Development Agreement
- Initial Study/Mitigated Negative Declaration
- Design Review
- Streambed Alteration Agreement (CDFW)
- Tentative Subdivision Map

RENDERING



P:\Projects\20267\DWGS\SURVEY\R-2060 240717.DWG 8/05/24

KISTER, SAVIO & REI, INC. LAND SURVEYORS
PINOLE, CALIFORNIA
SCALE: 1" = 20'
JULY 2024

THE BEARING S 29° 00' 00" E BETWEEN TWO STANDARD STREET MONUMENTS ON ELM STREET AS SHOWN ON THE PARCEL MAP FILED DECEMBER 9, 1971, IN BOOK 19 OF PARCEL MAPS AT PAGE 44, CONTRA COSTA COUNTY RECORDS.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S29°00'00"E	29.95
L2	S24°29'55"W	3.90
L3	S29°00'00"E	21.02
L4	S82°29'55"E	3.90
L5	N29°00'00"W	25.66

1. ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF.
2. ALL TIES ARE PERPENDICULAR UNLESS OTHERWISE NOTED.
3. SUBJECT TO THE FOLLOWING:

A. DEVELOPMENT AGREEMENT BETWEEN THE CITY OF EL CERRITO AND THE EDWARD AND LORETTA BIGGS REVOCABLE TRUST DATED MARCH 22, 2011, FOR 1715 ELM STREET RECORDED SEPTEMBER 30, 2015, AS DOCUMENT NUMBER 2016-0202282 AND THE FIRST AMENDMENT THEREO RECORDED NOVEMBER 21, 2019, AS DOCUMENT NUMBER 2019-0208608, CONTRA COSTA COUNTY RECORDS.

B. CITY OF EL CERRITO RESOLUTION 2021-40 INCLUDING EXHIBIT A RECORDED JULY 14, 2022, AS DOCUMENT NUMBER 2022-0112937, CONTRA COSTA COUNTY RECORDS.

- = FOUND 2" BRASS DISC SURVEY MONUMENT PER MAP NOTED
 ⊗ = SET NAIL & TAG, L.S. No. 8178
 () = RECORD PER C M 70
 + = FOUND CUT CROSS NOT OF RECORD
 --- = DISTINCTIVE BOUNDARY LINE
 - - - = CENTER LINE
 ——— = LOT OR RIGHT OF WAY LINE
 ——— = LOT LINE TO BE REMOVED BY THIS SUBDIVISION
 ----- = TIE LINE
 CL = CENTER LINE
 DOC = DOCUMENT
 M = TIE LINE
 MON = MONUMENT
 O.R. = OFFICIAL RECORD
 PM = PARCEL MAP
 R/W = RIGHT OF WAY
 S.F. = SQUARE FEET
- 

