

Mayor

Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger

**Councilmembers**

Paul Fadelli
Lisa Motoyama
Gabriel Quinto

TUESDAY, NOVEMBER 19, 2024

SPECIAL CITY COUNCIL MEETING (5:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/81889310146?pwd=8hJaZ49rJlMDDbU8FNi0A7jD2tp0oJ.1>

Meeting ID: 818 8931 0146 **Password:** 250007 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

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

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

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

Public Comments:

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

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

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

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

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

3. AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

Pursuant to Government Code Section 54956.75

Contact: Sky Woodruff, City Attorney, City Management

4. CLOSED SESSION PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: City Manager

Contact: Sky Woodruff, City Attorney, City Management

5. CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Mayor Tessa Rudnick, Councilmember Gabe Quinto

Unrepresented Employee: City Manager

Contact: Sky Woodruff, City Attorney, City Management

6. ADJOURN SPECIAL CITY COUNCIL MEETING

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

5. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first.

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

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. Police Department Planned Technology Deployments

Action Proposed: Receive and file a presentation from the Police Department on recent, upcoming, and planned technology related deployments including Automated License Plate Reading cameras for parking enforcement, facial recognition systems for criminal investigation, and the deployment of an indoor/outdoor drone.

Contact: Paul Keith, Chief of Police, Police Department

7. ADOPTION OF THE CONSENT CALENDAR

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

A. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from October 1 and 15, 2024.

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

B. FY 2024-25 First Quarter Cash and Investment Report

Action Proposed: Receive and file the City's First Quarter Cash and Investment Report for the period July 1, 2024 to September 30, 2024.

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

C. Monthly Disbursement and Check Register Report for October 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

D. Approve a Community Safety Committee recommendation to appoint Howard Hickman

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

Action Proposed: Approve a Community Safety Committee recommendation to appoint Howard Hickman
Contact: Aaron Leone, Sergeant/CommSC Liaison, Police Department

E. 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 Information Technology Specialist, Assistant Recreation Supervisor, Custodian, Lead Custodian, Building Inspector I/II, Accountant I, Senior Finance Technician, Finance Technician I/II, and Environmental Specialist 2) authorize the new classifications and/or title changes of Childcare Teacher I/II, Recreation Coordinator, Recreation Leader I-IV, Senior Building Inspector, Recycling Operations Driver, Recycling Operations Worker, Maintenance Services Worker I/II, and Lead Maintenance Services Worker.

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

F. Consulting Services Agreement with Dixon Resources Unlimited to create the City of El Cerrito Parking Management Action Plan
Exempt from review pursuant to Section 15262 of CEQA Guidelines.

Action Proposed: Adopt a resolution authorizing the City Manager to execute a consulting services agreement with Dixon Resources Unlimited to create the El Cerrito Parking Management Action Plan for \$199,985 plus a 10% contingency for a total amount not to exceed \$220,000.

Contact: Jarrett Mullen, Sustainable Transportation Program Manager; Sean Moss, Planning Manager, Community Development Department

G. Additional Spending Authority for the Construction Contract for the Community Center Roof Repair Project, City Project No. C5055

Action Proposed: Adopt a resolution approving additional spending authority in the amount of \$150,140 for the construction contract with California Roofing Company, Inc. for the Community Center Roof Repair Project, City Project No. C5055.

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

H. A Revised 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 revised 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; Melanie Mintz, Community Development Director

8. PUBLIC HEARINGS

A. Temporary Outdoor Dining and Retail Program Urgency Ordinance
Four-fifths vote required to pass. Notice published 11/09/2024. Exempt from review pursuant to section 15301 of CEQA Guidelines.

Action Proposed: Conduct a public hearing and upon conclusion adopt an urgency ordinance extending the Temporary Outdoor Dining and Retail Program in the City of El Cerrito. A four-fifths vote of the City Council is necessary to adopt an urgency ordinance.

Contact: Diego Romero, Associate Planner; Sean Moss, Planning Manager, Aissia Ashoori, Housing-Economic Development Manager, Community Development Department

B. Fire Hazard Abatement Declaring Public Nuisance
Notice published 11/09/2024. Exempt from CEQA review pursuant to Sections 15304 and 15308.

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

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

C. Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

Notice published 11/9/2024

Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

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

9. POLICY MATTERS

A. Amendment to City Comprehensive Financial Policies Related to the General Fund Reserve and Emergency Disaster Recovery Fund (EDRF)

Action Proposed: Adopt a resolution amending the City of El Cerrito Comprehensive Financial Policies to a) revise section 3.2 regarding the General Fund Reserve Policy; and b) revise section 4.2 regarding the Emergency and Disaster Recovery Fund (EDRF) policy.

Contact: Crystal Reams, Finance Director/City Treasurer

B. Investment Strategy for Section 115 Pension Trust

Action Proposed: Pass a motion directing staff to move forward with the Section 115 Pension Trust investment strategy as presented.

Contact: Crystal Reams, Finance Director/City Treasurer

C. FY 2024-25 First Quarter General Fund Update

Action Proposed: Receive and file the FY 2024-25 General Fund Budget Quarterly update through September 2024.

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quinto

D. City Council Wall of Fame Program Revisions

Action Proposed: Consider the Wall of Fame Ad-Hoc Committee's recommendation to adopt a Resolution revising the Policy for Nomination and Selection of Wall of Fame Inductees, and repeal Resolution No. 2017-80.

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

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

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

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, December 3, 2024 at 6:00 p.m.

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Agenda Item No. 7.A.

Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quino

EL CERRITO CITY COUNCIL DRAFT MINUTES

TUESDAY, OCTOBER 1, 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/86959815751?pwd=m0SRYt9DqY6ef3azil9bMHGlt2o3AS.1>

Meeting ID: 869 5981 5751 **Password:** 041863 **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/81089069140?pwd=B4VLXq1GxorhOBewEzewXKqEDYBimj.1>

Meeting ID: 810 8906 9140 **Password:** 878001 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

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

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

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

Public Comments:

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

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

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

Mayor Rudnick called the meeting to order at 5:02 PM.

Present: Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama (arrived at 5:13 PM), Councilmember Quinto **Absent:** None

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

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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

3. **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.

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

Moved/Seconded: None/None **Action:** Conducted 1 interview and made the following appointment 1) Jane Brewer to the Human Relations Commission for a partial term of 10/1/2024-3/1/2026 **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Quinto **Noes:** Councilmember Motoyama

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 (PSMA)

Contact: Sky Woodruff, City Attorney, City Management

City Council convened to closed session at 5:31 PM, no reportable action.

5. **ADJOURN SPECIAL CITY COUNCIL MEETING**

The special meeting adjourned at 5:59 PM

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

Mayor Rudnick called the meeting to order at 6:07 PM.

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

City Manager Pinkos - announced the award of the Government Financial Officers Association (GFOA) Distinguished Budget Award for the City's FY25/26 Biannual Budget and the GFOA Certificate of Achievement for Financial Reporting for the FY23/24 Annual Comprehensive Financial Report, and early closure of the Library due to excessive heat.

Councilmember Motoyama - announced the Friends of the Library Book Sale on 10/5, upcoming Artist's Reception 10/4, Citywide Garage Sale on 10/12, and Albany Film Festival in El Cerrito on 10/10-10/13.

Councilmember Quinto - commented on Filipino American History month.

Councilmember Fadelli - announced the voter information guide in the mail, Measure G mailers, upcoming mailing of ballots, and access to the Vote-by-mail Ballot Box located at El Cerrito City Hall.

Mayor Rudnick - recognized centenarians Theodore Crum, Betty Moore, Dorothy Chambers, Nicola Ackei, Peggy Hender, and Phyllis Cobb; reported on attendance at the Play Like a Girl + event on 9/29, and presented a Mayor Proclamation of Recognition to Reverend Willie L. McDaniel.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

6. PRESENTATIONS

7. ADOPTION OF THE CONSENT CALENDAR

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

Moved/Seconded: Councilmember Motoyama/Councilmember Quinto

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

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

Action Proposed: Receive and file adopted workplan(s) and/or accomplishments from:

- Park and Recreation Commission (FY24 Accomplishments)

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

Action: Received and filed

B. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from August 20, September 16, and September 17, 2024.

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

Action: Approved Minutes

C. Filipino American History Month Proclamation

Action Proposed: Approve a proclamation recognizing October 2024 as Filipino American History Month in El Cerrito.

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

Action: Approved Proclamation

D. National Arts and Humanities Month Proclamation

Action Proposed: Approve a proclamation in support and recognition of October 2024 as National Arts and Humanities Month in El Cerrito.

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

Action: Approved Proclamation

E. Code Enforcement/Neighborhood Preservation Officer Appreciation Week Proclamation

Action Proposed: Approve a proclamation recognizing the second week of October as Code Enforcement/Neighborhood Preservation Officer Appreciation Week.

Contact: Jennifer Bright, Management Assistant, Community Development Department

Action: Approved Proclamation

**F. 2nd Reading and Adoption of an Ordinance approving a Development Agreement for the 1715 Elm Street project to extend the term of the Agreement with the original developer for 5 years.
*Notice published 9/7/2024, 1st Reading 9/17/2024***

Action Proposed: Waive the Second Reading and Adopt Ordinance 2024-03 approving a Development Agreement between the City of El Cerrito and S&H Elm Street, LLC for the 1715 Elm Street project and authorizing the City Manager to Execute the Amendment.

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

Action: Adopted Ordinance No. 2024-3

G. Biennial Update of Agency Conflict of Interest Code

Action Proposed: Adopt a Resolution revising the Conflict of Interest Code for the City of El Cerrito, including filing requirements for related agency positions such as the Public Financing Authority, the Employee Pension Board, and the Successor Agency to the former Redevelopment Agency and rescinding Resolution No. 2022-68.

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

Action: Approved Resolution No. 2024-67

H. Adopt a resolution to authorize the City Manager to enter into a Professional Services Agreement with Bertrand, Fox, Elliot, Osman, & Wenzel (BFEOW) LLC for Legal Services and Representation.

Action Proposed: Adopt a resolution to authorize the City Manager to enter into a Professional Services Agreement with Bertrand, Fox, Elliot, Osman, & Wenzel (BFEOW) LLC for legal services and representation for a total amount not to exceed \$150,000 for the Fiscal Year 2024-25.

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

Action: Approved Resolution No. 2024-68

8. PUBLIC HEARINGS

9. POLICY MATTERS

A. City Council Wall of Fame Nomination Ad-Hoc Committee Recommendation

Action Proposed: Consider the Wall of Fame Ad-Hoc Committee's recommendation to induct Patricia Durham into the El Cerrito Wall of Fame and direct the City Clerk to return to the City Council at a future City Council meeting, pending availability of all parties involved, with a resolution formalizing the appointment and to hold a formal induction ceremony.

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

Public Comments:

Dave Weinstein - spoke in support of the approval on behalf of the Historical Society.

Paul Keith - spoke in support of the approval as one of the nominators.

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger

Action: Approved Pat Durham for induction into the wall of fame. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama, Councilmember Quinto **Noes:** None

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

Councilmember Quinto - reported on orientation as incoming 1st Vice President of the League of California Cities.

Councilmember Motoyama- reported on attendance at St. Peters CME Church Pastor Appreciation Day, Well Grounded Octoberfest event, East Bay Wildfire Coalition meeting, Tom Bates JPA meeting, and the West Contra Costa Unified School District State of the District breakfast event.

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

11. **ADJOURN REGULAR CITY COUNCIL MEETING
IN MEMORY OF JUDY KATZ, LONG-TIME EL CERRITO SENIOR
FITNESSINSTRUCTOR**

The regular meeting adjourned at 6:42 PM in memory of Judy Katz.

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of October 1, 2024 as approved by the El Cerrito City Council.

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

Mayor
Tessa Rudnick
Mayor Pro Tem
Carolyn Wysinger



Councilmembers
Paul Fadelli
Lisa Motoyama
Gabriel Quino

EL CERRITO CITY COUNCIL DRAFT MINUTES

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

Mayor Rudnick called the meeting to order at 5:05 PM.

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

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

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

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

3. **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. Charléty, City Clerk, City Management

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger

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

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

City Council convened to closed session at 5:36 PM. No reportable action.

5. **ADJOURN SPECIAL CITY COUNCIL MEETING**

The special meeting adjourned at 5:47 PM

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

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

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

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

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

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. COUNCIL/STAFF COMMUNICATIONS

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

City Manager Pinkos - announced Halloween Costume Line Dance Party on 10/19, and Senior Resource Fair 10/25.

Councilmember Motoyama - announced Arts Month events including Mimi Sheiner Near and Far, El Cerrito folk festival, and community poetry circle with Tess Taylor.

Councilmember Fadelli - announced the Senior Resource Fair, voting reminder and vote-by-mail box located at city hall, and commented on the recent Arlington Park improvements.

Mayor Rudnick - announced attendance at the El Cerrito Art Association annual art show and the selection of the Mayor's prize.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

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

Greg Lyman - commented on the upcoming Sundar Shadi Holiday display and celebration of the 75th year of the Blue Star, announced upcoming event at the Realto Theater on 11/17, and a ceremonial event for placement of a bench on Moeser Lane in honor of Jane Bartke.

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

Action: Received and filed

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

Action: Received and filed

7. ADOPTION OF THE CONSENT CALENDAR

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

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger

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

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

Action: Approved Proclamation

B. Shelter in Place Education Day Proclamation

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

Action: Approved Proclamation

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

Action: Approved Proclamation

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

Action: Approved Proclamation

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

Action: Received and filed

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

Action: Approved Resolution No. 2024-69

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, 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

Action: Approved Resolution No. 2024-70 with the amended job description for Police Chief to include the omitted education language of "A Master's degree is desirable."

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

Action: Approved Resolution No. 2024-71

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

Action: Approved Resolution No. 2024-72

8. **PUBLIC HEARINGS**

A. **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.

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

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding the condition of the creek on the property.

Public Hearing: Mayor Rudnick opened the public hearing.

No public comments.

Moved/Seconded: Councilmember Fadelli/Mayor Pro Tem Wysinger

Action: Closed. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama **Noes:** None

Absent: Councilmember Quinto

Moved/Seconded: Councilmember Motoyama/Councilmember Fadelli

Action: Approved Resolution No. 2024-73. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember Motoyama **Noes:** None **Absent:** Councilmember Quinto

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

Moved/Seconded: Councilmember Motoyama/Mayor Pro Tem Wysinger

Action: Approved Resolution No. 2024-74. **Ayes:** Mayor Rudnick, Mayor Pro Tem Wysinger, Councilmember Fadelli, Councilmember

Motoyama **Noes:** None **Absent:** Councilmember Quinto

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

Councilmember Motoyama - reported attendance at Marin Clean Energy (MCE) Executive Committee meeting, Association of Bay Area Governments (ABAG) Housing Committee Meeting, Ad-Hoc Wall of Fame meeting, Arlington Park reopening.

Mayor Rudnick – El Cerrito Art Association Annual Art Show, Contra Costa County Mayors Conference, Ad-Hoc Wall of Fame meeting, and RecycleMore meeting.

11. **ADJOURN REGULAR CITY COUNCIL MEETING**

The regular meeting adjourned at 6:51 PM

Tessa Rudnick, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of October 15, 2024 as approved by the El Cerrito City Council.

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



AGENDA BILL

Agenda Item No. 7.B.

Date: November 19, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2024-25 First Quarter Cash and Investment Report

ACTION PROPOSED

Receive and file the City's First Quarter Cash and Investment Report for the period July 1, 2024 to September 30, 2024.

BACKGROUND

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

ANALYSIS

The FY 2024-25 First Quarter Cash and Investment Report for July 1, 2024 through September 30, 2024 shows that the City's total cash and investments as of September 30, 2024, had a par value of \$27,205,00.02 in the following accounts.

- \$19,422,355.03 (LAIF)
- \$6,314,352.46 (Mechanics Bank) (includes interest earnings)
 - \$18.14 Interest Earned July 2024
 - \$23.82 Interest Earned August 2024
 - \$27.96 Interest Earned September 2024
- \$76,964.13 (Mechanics Bank Money Market) (includes interest earnings)
 - \$49,014.58 Interest Earned July 2024 *
 - \$8,829.79 Interest Earned August 2024
 - \$5,027.51 Interest Earned September 2024
- \$1,389,578.40 (Section 115 Trust PARS/US Bank) (includes earnings)
 - \$5,689.11 Earned July 2024
 - \$5,635.97 Earned August 2024
 - \$5,363.28 Earned September 2024
- \$2,350.00 (Petty Cash Funds)

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

*The money market account had a \$12 million balance in July for annual prepayment of UAL, general liability and workers compensation.

STRATEGIC PLAN CONSIDERATIONS

The City's Investment Policy, Comprehensive Financial Policy, and Strategic Plan sets form guidelines for the investment of City funds and aligns with California Government code, Section 53646 and Section 53600-53609. The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures, systems, and best practices in fiscal management.

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

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

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. FY 25 Q1 Quarterly Cash & Investment Report

City of El Cerrito
Quarterly Cash and Investment Report
for the Quarter Ending September 30, 2024

Attachment A

Category	Trustee/Broker	Month Ending	PAR Value (Actual Value)	Quarter End Interest Rate	Market value
Pooled Investments	California State Treasurer	September 30, 2024	\$ 19,422,355.03	4.56%	\$ 19,422,355.03
Cash with Bank	Mechanics Bank	September 30, 2024	\$ 6,314,352.46	0.01%	\$ 6,314,352.46
Money Market Account	Mechanics Bank	September 30, 2024	\$ 76,964.13	4.91%	\$ 76,964.13
Section 115	PARS/US Bank	September 30, 2024	\$ 1,389,578.40	N/A	\$ 1,389,578.40
Petty Cash Funds	City Management	September 30, 2024	\$ 2,350.00	N/A	\$ 2,350.00
Total Cash and Investments			\$ 27,205,600.02		\$ 27,205,600.02

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

Crystal Reams

Crystal Reams, Finance Director/City Treasurer



AGENDA BILL

Agenda Item No. 7.C.

Date: November 19, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for October 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 October 31, 2024, reflecting 334 Accounts Payable General Warrant Nos. 91049 through 91382, 33 ACH/EFT transactions, and 629 payroll-related checks and EFTs for a grand total of \$5,062,028.92.

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 positioned above the printed name.

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register October 2024

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
Accounts Payable - Checks								
Check								
91049	10/03/2024	Open			Accounts Payable	4LEAF, INC.	PROFESSIONAL SVCS STAFFING AUG24	\$43,682.50
91050	10/03/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	TRAINING MATERIALS	\$307.73
91051	10/03/2024	Open			Accounts Payable	BADGE FRAME, INC.	AWARD- PLAQUE	\$21.00
91052	10/03/2024	Open			Accounts Payable	BKF ENGINEERS	STORM DRAIN REPAIRS 07/29-08/25	\$1,782.00
91053	10/03/2024	Open			Accounts Payable	BLACK, MEI-YU	WATER COLOR ACRYLIC JULY24	\$192.00
91054	10/03/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMP SEPT24	\$2,580.60
91055	10/03/2024	Open			Accounts Payable	COLLER INDUSTRIES INC	LOCKER NAME PLATE	\$18.42
91056	10/03/2024	Open			Accounts Payable	COMCAST	STATION 52	\$293.80
91057	10/03/2024	Open			Accounts Payable	DATA TICKET, INC.	BUILDING AND SAFETY 082024	\$400.00
91058	10/03/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	1 TIRE CAR 32	\$1,187.63
91059	10/03/2024	Open			Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	FITNESS FOR DUTY EVAL	\$1,400.00
91060	10/03/2024	Open			Accounts Payable	FAILSAFE TESTING LLC	T71 LADDER TEST	\$1,200.00
91061	10/03/2024	Open			Accounts Payable	FBI - LEEDA	FBI LEADERSHIP COURSE	\$795.00
91062	10/03/2024	Open			Accounts Payable	FERGUSON, JOHN	LUNCH & MILEAGE	\$780.96
91063	10/03/2024	Open			Accounts Payable	FOSTER & FOSTER CONSULTING ACTUARIES, INC.	PREPARATION OF 06/30/2024 GASBS 68 FOR CALPERS	\$2,100.00
91064	10/03/2024	Open			Accounts Payable	FRASER & ASSOCIATES	PREPARE PPA FOR 22-23	\$900.00
91065	10/03/2024	Open			Accounts Payable	GAMEPOD COMBAT ZONE INC.	SIMS TRAINING FACILITY	\$1,900.00
91066	10/03/2024	Voided/Reissued	Incorrect Address	10/24/2024	Accounts Payable	GHIRARDELLI ASSOCIATES	VOID	\$62,392.84
91067	10/03/2024	Open			Accounts Payable	GOLDFARB & LIPMAN LLP	SUCCESSOR AGENCY DISSOLUTION MEETING PREP LEGAL SERVICES	\$335.60
91068	10/03/2024	Open			Accounts Payable	Green Halo Systems Inc,	HOSTING & MAINTENANCE 082024	\$171.00
91069	10/03/2024	Open			Accounts Payable	HdL Companies	UUT ADMIN SVCS/SUPPORT & INDUSTRY MONITORING/OP MGMT 0824	\$2,350.00
91070	10/03/2024	Open			Accounts Payable	HILLTOP FORD KIA	MOTOR MOUNT CAR 12	\$264.19
91071	10/03/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	CHLORINE SENSOR REPLACEMENT	\$5,579.01
91072	10/03/2024	Open			Accounts Payable	L.N. CURTIS & SONS	BDU PANTS FOR SREEKANTHAN	\$214.95
91073	10/03/2024	Open			Accounts Payable	LSA ASSOCIATES, INC.	DEL NORTE TOD COMPLETE STREET AUG24	\$97.50
91074	10/03/2024	Open			Accounts Payable	NBS	PROFESSIONAL SVCS 10/1-12/31/2024	\$3,009.44
91075	10/03/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$528.37
91076	10/03/2024	Open			Accounts Payable	OIL CHANGERS	OIL CHANGE CAR 2	\$187.83
91077	10/03/2024	Open			Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES AUG 2024	\$3,482.09
91078	10/03/2024	Open			Accounts Payable	PLACEWORKS	SAFETY ELEMENT UPDATE SVC 08/01-08/31/2024	\$23,518.00
91079	10/03/2024	Open			Accounts Payable	REDWOOD PUBLIC LAW, LLP	ATTN TO APPEAL HEARING MATERIAL FOR 8/20 COUNCIL HEARING	\$30,169.72
91080	10/03/2024	Open			Accounts Payable	REX KEY & SECURITY	PRIVACY LOCK FOR WELLNESS ROOM	\$215.12
91081	10/03/2024	Open			Accounts Payable	RUIZ, JOE	BOOT CAMP AUG 2024	\$488.40
91082	10/03/2024	Open			Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO.	AMMO	\$10,411.61
91083	10/03/2024	Open			Accounts Payable	SHABABO, TRACEY, ELISE	FALL SEWING/TEXTILE CLASSES 9/4-09/20	\$1,462.40
91084	10/03/2024	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGER PRINTING AUG 2024	\$1,531.00
91085	10/03/2024	Open			Accounts Payable	TRB AND ASSOCIATES, INC.	PLAN CHECK/ARCH/ENGINEERING	\$52,382.25
91086	10/03/2024	Open			Accounts Payable	TRIEPI SMITH AND ASSOCIATES, INC.	COMMUNICATION SUPPORT	\$3,750.00
91087	10/03/2024	Open			Accounts Payable	TWO BROTHERS POOL & SPA, INC	SERVICE, CHLORINE & REAGENT	\$5,750.85
91088	10/03/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	\$422.53
91089	10/03/2024	Open			Accounts Payable	YEN, CYNTHIA	CAMP REFUND DUE TO COVID, CLUBHOUSE DEP REFUND	\$1,220.40
91090	10/03/2024	Open			Accounts Payable	BILL'S UNDERGROUND	RELEASE OF BONDS - SEPT 2024 PART 2	\$2,694.00
91091	10/03/2024	Open			Accounts Payable	D'ARCY & HARTY CONSTRUCTION	RELEASE OF BONDS - SEPT 2024 PART 2	\$2,414.00
91092	10/03/2024	Open			Accounts Payable	FINAU, LOTE	RELEASE OF BONDS - SEPT 2024 PART 2	\$823.00
91093	10/03/2024	Open			Accounts Payable	GONZALEZ, JOSE	RELEASE OF BONDS - SEPT 2024 PART 2	\$3,742.00
91094	10/03/2024	Open			Accounts Payable	IBRAHIM, JASON	RELEASE OF BONDS - SEPT 2024 PART 2	\$792.00
91095	10/03/2024	Open			Accounts Payable	KATO PLUMBING	RELEASE OF BONDS - SEPT 2024 PART 2	\$5,438.00
91096	10/03/2024	Open			Accounts Payable	MURPHY, DENNIS	RELEASE OF BONDS - SEPT 2024 PART 2	\$823.00
91097	10/03/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - SEPT 2024 PART 2- PM 44155005	\$22,788.84
91098	10/03/2024	Open			Accounts Payable	PIPE SPY INC	RELEASE OF BONDS - SEPT 2024 PART 2	\$2,663.00
91099	10/03/2024	Open			Accounts Payable	WANG, SUZAN	RELEASE OF BONDS - SEPT 2024 PART 2	\$792.00
91100	10/04/2024	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
91101	10/04/2024	Open			Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$17,583.54
91102	10/04/2024	Open			Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,470.60
91103	10/04/2024	Open			Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$234,628.04

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
91104	10/04/2024	Open			Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$182.40
91105	10/04/2024	Open			Accounts Payable	MUNICIPAL POOLING AUTHORITY	MPA - Life Insu & Supplemental_ Invo 920-38553, October 2024	\$13,252.25
91106	10/04/2024	Open			Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$17,650.00
91107	10/04/2024	Open			Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,957.28
91108	10/04/2024	Open			Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$3,041.63
91109	10/09/2024	Open			Accounts Payable	JOE FARRELL PAVING & GRADING	REFUND	\$4,743.00
91110	10/09/2024	Open			Accounts Payable	A PLUS TREE, LLC	PUBLIC TREE MAINTENANCE	\$38,794.33
91111	10/09/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING:09/18/2024	\$102.00
91112	10/09/2024	Open			Accounts Payable	AVILA PROJECT MANAGEMENT	EBMUD/WILDCAT PERMIT AUG24	\$13,661.00
91113	10/09/2024	Open			Accounts Payable	BAY AREA AIR QUALITY MGMT DIST	COM CNTR GENERATOR PERMIT	\$547.00
91114	10/09/2024	Open			Accounts Payable	BKF ENGINEERS	PL241-0033 FINAL MAP REVIEW 05/27/2024-06/30/24	\$4,499.50
91115	10/09/2024	Open			Accounts Payable	BROWN, KRISTEN, L.	ART AND WELLNESS SEPT24	\$84.00
91116	10/09/2024	Open			Accounts Payable	CALIFORNIA HEALTH AND RESCUE TRAINING	Trench Rescue Training	\$7,650.00
91117	10/09/2024	Open			Accounts Payable	CARROLL, JAMES	BACKGROUND INVESTIGATION	\$1,850.00
91118	10/09/2024	Open			Accounts Payable	CCC POLICE CHIEFS ASSOCIATION	CCC PCA MEMBERSHIP DUES FY 24/25	\$2,025.00
91119	10/09/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT TEMP SEPT24	\$2,580.60
91120	10/09/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORM WEEKSLY RENTALS	\$432.06
91121	10/09/2024	Open			Accounts Payable	CITY OF BERKELEY	ANNUAL DUES FY25	\$15,000.00
91122	10/09/2024	Open			Accounts Payable	CONCENTRA MEDICAL CENTERS	MED EXAM	\$1,124.00
91123	10/09/2024	Open			Accounts Payable	CONSTABLE, MARIANNE	FELDENDRAIS SEPT24	\$126.00
91124	10/09/2024	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	Tipping Wall Inspection+Travel 01/12/24 & 06/28/24	\$1,044.75
91125	10/09/2024	Open			Accounts Payable	CPS HR CONSULTING	RECRUITING	\$1,829.75
91126	10/09/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	C3:BRAKES INSPECTION AND FORCE REGEN	\$2,041.00
91127	10/09/2024	Open			Accounts Payable	DIVISION OF STATE ARCHITECT	DISABILITY ACCESS & EDU FEE FOR Q3 2024	\$877.20
91128	10/09/2024	Open			Accounts Payable	EAST BAY SANITARY CO. INC.	STREET SWEEPING AUG24 & EMERG SWEEP 08/09/24 SPILL ON POTRERO AV	\$9,913.57
91129	10/09/2024	Open			Accounts Payable	Enovative Mechanical and Energy Services	STATION #52 WATER HEATER	\$3,000.00
91130	10/09/2024	Open			Accounts Payable	FEDEX	SHIPPING	\$29.75
91131	10/09/2024	Open			Accounts Payable	FJ&I ENGINEERING, INC.	EMERGENCY REPAIR- SWIM CENTER WALL & ADA BENCH	\$7,000.00
91132	10/09/2024	Open			Accounts Payable	FOLGERGRAPHICS, INC.	PUBLIC INFORMATION & PRINT MAILER	\$5,981.06
91133	10/09/2024	Open			Accounts Payable	FORENSIC SERVICES DIVISION	FORENSICS TESTING 08/01-08/31/2024	\$7,325.18
91134	10/09/2024	Open			Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET SEPT 2024	\$667.20
91135	10/09/2024	Open			Accounts Payable	GARDA CL WEST, INC.	Armored Transport SVS- OCT24	\$298.39
91136	10/09/2024	Open			Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$383,877.36
91137	10/09/2024	Open			Accounts Payable	GOLDEN BEAR TRANSFER STATION	STREET SWEEP SPILS 09/10/24	\$475.58
91138	10/09/2024	Open			Accounts Payable	HILLTOP FORD KIA	BRAKE PARTS CAR 2	\$454.09
91139	10/09/2024	Open			Accounts Payable	HONEY BUCKET	CENTRAL PARK SERVICE 09/17-10/14/24	\$241.05
91140	10/09/2024	Open			Accounts Payable	HONEYWELL INTERNATIONAL, INC.	CITY SATELLITE PHONES	\$225.00
91141	10/09/2024	Open			Accounts Payable	INTREPID ELECTRONIC SYSTEMS	CITY HALL FIRE ALARM 08/20/2024	\$418.00
91142	10/09/2024	Open			Accounts Payable	IRON MOUNTAIN	SERVICE - GENERAL DOCUMENT STORAGE	\$962.50
91143	10/09/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	Replaced Tires + Installed Recaps: REcycling Truck C4	\$2,037.20
91144	10/09/2024	Open			Accounts Payable	JACKSON, DOUGLAS, W.	CHESS BASICS AUG24 & SEPT24	\$45.00
91145	10/09/2024	Open			Accounts Payable	JAFFE, SCOT	OPEN CERAMIC THURS SEPT24	\$374.40
91146	10/09/2024	Open			Accounts Payable	JONES, HIROMI	HATHA YOGA SEPT 2024	\$774.00
91147	10/09/2024	Open			Accounts Payable	KI RESEARCH INSTITUTE	SHINSHIN AIKIDO SEP24	\$390.00
91148	10/09/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	SODIUM HYPO	\$559.25
91149	10/09/2024	Open			Accounts Payable	L.N. CURTIS & SONS	SWAT PATCHES	\$341.32
91150	10/09/2024	Open			Accounts Payable	LEXIPOL LLC	POLICY MANUAL	\$8,635.50
91151	10/09/2024	Open			Accounts Payable	MAPISTRY	STORMWATER COMPLIANCE SOFTWARE - 3YR SUBCRIPTION	\$12,235.00
91152	10/09/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	GARAGE SALES MAPS: FALLS 2024	\$257.47
91153	10/09/2024	Open			Accounts Payable	NORGE CLEANERS	DRY CLEANING SEPT 2024	\$465.95
91154	10/09/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$282.25
91155	10/09/2024	Open			Accounts Payable	OLIVERO PLUMBING	DRMP-945 KING DR WATER METER LEAK REPAIR 09/03/2024	\$1,804.84
91156	10/09/2024	Open			Accounts Payable	QUINTO, GABRIEL	MILEAGE AND TOLL FEE REIMBURSEMENT	\$104.31
91157	10/09/2024	Open			Accounts Payable	RENNE PUBLIC LAW GROUP	GRANT WRITING/ STATE LOBBYING	\$13,000.00
91158	10/09/2024	Open			Accounts Payable	RIVERA, NICOLE	WOMENS FBW SEP24	\$432.00
91159	10/09/2024	Open			Accounts Payable	SAME DAY SIGNS	RECYCLING STICKER FOR COMMERCIAL DUMPSTER	\$794.13
91160	10/09/2024	Open			Accounts Payable	SIEGFRIED ENGINEERING, INC.	ARLINGTON PARK	\$2,640.00

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
91161	10/09/2024	Open			Accounts Payable	SLIM CHANCE CIRCUS	CIRCUS CAMP WK 4 2024	\$4,863.00
91162	10/09/2024	Open			Accounts Payable	SONOMA COUNTY FAMILY YMCA	2025 RAVENCLIFF RENTAL FEES	\$10,442.55
91163	10/09/2024	Open			Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$996.69
91164	10/09/2024	Open			Accounts Payable	THEIS ENGINEERING & ASSOCIATES	DEL NORTE TOD COMPLETE STREETS - AUG24 SVC	\$14,318.40
91165	10/09/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY CUSTODIAL SUPPLIES 1 CASE OF TOILET SEAT COVER	\$355.55
91166	10/09/2024	Open			Accounts Payable	VERMONT SYSTEMS, INC.	HOSTING SERVICES OCT 2024	\$1,291.36
91167	10/09/2024	Open			Accounts Payable	HOLLIFIELD, DEBORAH	REAL PROPERTY TAX REBATE FOR 5401 HILLSIDE DRIVE	\$3,000.00
91168	10/09/2024	Open			Accounts Payable	LEHE, REMI	REBATE	\$5,956.00
91169	10/09/2024	Open			Accounts Payable	SL ELECTRIC	REIMBURSE CONTRACTOR CANCEL PERMIT AFTER ISSUANCE	\$179.50
91170	10/09/2024	Open			Accounts Payable	DUVALL CONSTRUCTION	RELEASE OF BONDS - OCT 2024 PART1	\$792.00
91171	10/09/2024	Open			Accounts Payable	EMERGE CONSTRUCTION	RELEASE OF BONDS - OCT 2024 PART1	\$823.00
91172	10/09/2024	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - OCT 2024 PART1	\$2,589.00
91173	10/09/2024	Open			Accounts Payable	L.R. GOMEZ CONSTRUCTION	RELEASE OF BONDS - OCT 2024 PART1	\$792.00
91174	10/09/2024	Open			Accounts Payable	LS CONSTRUCTION	RELEASE OF BONDS - OCT 2024 PART1	\$1,730.00
91175	10/09/2024	Open			Accounts Payable	LUM, RAYMOND	RELEASE OF BONDS - OCT 2024 PART1	\$792.00
91176	10/09/2024	Open			Accounts Payable	NBS	PROFESSIONAL SVCS 10/1-12/31/2024	\$2,880.79
91177	10/09/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - OCT 2024 PART1	\$19,875.65
91178	10/09/2024	Open			Accounts Payable	ROOTER HERO PLUMBING	RELEASE OF BONDS - OCT 2024 PART1	\$1,871.00
91179	10/09/2024	Open			Accounts Payable	STAR ROOTER AND PLUMBING	RELEASE OF BONDS - OCT 2024 PART1	\$1,730.00
91180	10/09/2024	Open			Accounts Payable	WARD CONSTRUCTION, INC.	RELEASE OF BONDS - OCT 2024 PART1	\$823.00
91181	10/09/2024	Open			Accounts Payable	4LEAF, INC.	PLAN REVIEW/TECHNICAL SVCS 7/1-7/31/224	\$8,057.00
91182	10/09/2024	Open			Accounts Payable	AVILA PROJECT MANAGEMENT	ACCESS MODIFICATION, SIDEWALK AND ADA IMPROVEMENTS PROJECT MAY24	\$10,393.11
91183	10/09/2024	Open			Accounts Payable	ABAG GENERAL ASSEMBLY	FY24/25 ANNUAL DUES	\$8,312.00
91184	10/09/2024	Open			Accounts Payable	Metropolitan transportation Commision	STREET SAVER SUBSCRIPTION 24/25	\$2,000.00
91185	10/17/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	CORP YARD KITCHEN SUPPLIES COFFEE MAKER SUPPLIES`	\$269.46
91186	10/17/2024	Open			Accounts Payable	ARROW GLASS COMPANY	COMMUNITY CENTER WINDOW REPLACEMENT	\$337.60
91187	10/17/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	USED MOTOR OIL RECYCLING:10/3/2024	\$102.00
91188	10/17/2024	Open			Accounts Payable	AT&T	FIBER DATA LINE	\$20,171.70
91189	10/17/2024	Open			Accounts Payable	ATCO Pest Control	COMMUNITY CENTER PEST CONTROL SVC OCT24	\$375.00
91190	10/17/2024	Open			Accounts Payable	BOUNDTREE MEDICAL LLC	MEDICAL SUPPLIES	\$7,079.38
91191	10/17/2024	Open			Accounts Payable	CALIFORNIA BUILDING STANDARDS COMMISSION	CBSC FY2024-25 Q1	\$518.26
91192	10/17/2024	Open			Accounts Payable	CCC FIRE CHIEFS ASSOCIATION	2024 MEMBERSHIP DUES	\$300.00
91193	10/17/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	FAIRMONT CHILDCARE AIDE	\$1,989.40
91194	10/17/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORM WEEKSLY RENTALS	\$511.50
91195	10/17/2024	Open			Accounts Payable	COMCAST	COMCAST BUSINESS INTERNET 08/11-09/10/24	\$5,700.64
91196	10/17/2024	Open			Accounts Payable	COMP GRAPHIC	FALL 2024 GARAGE SALE STICKERS FOR BANNERS	\$109.21
91197	10/17/2024	Open			Accounts Payable	CONSTABLE, MARIANNE	FELDENKRAIS JULY24	\$120.00
91198	10/17/2024	Open			Accounts Payable	CONTRA COSTA HEALTH SERVICES	Tipping Wall Inspection+Travel SVC 09/13/2024	\$447.75
91199	10/17/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	BRAKES + REGEN: RECYCLING TRUCK R4	\$906.19
91200	10/17/2024	Open			Accounts Payable	EAST BAY SANITARY CO. INC.	MONTHLY STREET SWEEP SEPT24 SHARED PRINTING OF OOPS TAGS	\$9,154.75
91201	10/17/2024	Open			Accounts Payable	FAILSAFE TESTING LLC	NON DESTRUCTIVE TEST	\$925.00
91202	10/17/2024	Open			Accounts Payable	FUJIWARA, PATTY	OPEN CERAMIC MON EVENING JULY24	\$2,339.00
91203	10/17/2024	Open			Accounts Payable	GOLDEN BEAR TRANSFER STATION	STREET SWEEPING SPOILS 09/30/2024-3.19 TONS	\$435.95
91204	10/17/2024	Open			Accounts Payable	GROUP 4 ARCHITECTURE, RESEARCH & PLANNING INC.	LIBRARY WORKSHOP SUPPORT	\$4,500.00
91205	10/17/2024	Open			Accounts Payable	HILLYARD	CITY-WIDE CUSTODIAL SUPPLIES	\$4,821.79
91206	10/17/2024	Open			Accounts Payable	HORIZON	IRRIGATION SUPPLIES UTILITY TIES DOWN STRAPS AND DUCT TAPE	\$46.93
91207	10/17/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	FLAT REPAIR LF RECYCLING TRUCK R1	\$1,407.50
91208	10/17/2024	Open			Accounts Payable	K & K INSURANCE GROUP, INC.	GYMNASTICS PROGRAM GEN LIAB POLICY ACCT#4352651	\$3,776.55
91209	10/17/2024	Open			Accounts Payable	Keen, Daniel E.	PERFORMANCE EVALUTION FACILITATION	\$9,000.00
91210	10/17/2024	Open			Accounts Payable	KEL-AIRE	SERVICE CALL- EVALUATE SWAMP COOLER ON COM CHR ROOF	\$972.34
91211	10/17/2024	Open			Accounts Payable	KENNEDY, GREG, C	EMS QUALITY CONTROL SEPT24	\$2,000.00
91212	10/17/2024	Open			Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE BEGINNER LESSON & CLASS PASSES SEPT 2024	\$684.60
91213	10/17/2024	Open			Accounts Payable	LEAF	SOPHOS LICENSING LEASE PYMNT	\$1,300.43
91214	10/17/2024	Open			Accounts Payable	MERCURIO BROS. PRINTING, INC.	INSPECTION FORM	\$405.53
91215	10/17/2024	Open			Accounts Payable	MITCHELL, BONNIE	AQUA ZUMBA AUG/SEPT	\$538.20
91216	10/17/2024	Open			Accounts Payable	MONTEMAYOR, LOUIE G.	MILEAGE, BAYBRIDGE TOLL AND PARKING	\$185.30
91217	10/17/2024	Open			Accounts Payable	MORTON'S URBAN PEST MANAGEMENT	MADERA CLUBHOUSE PEST CONTROL SVC SEPT24	\$475.00

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
91218	10/17/2024	Open			Accounts Payable	PINNACLE LEADERSHIP GROUP, INC	DEL NORTE PARTNERING SERVICES	\$5,000.00
91219	10/17/2024	Open			Accounts Payable	PREMIER GRAPHICS	BUSINESS CARDS FOR STEPHEN & AMELIA RECYCLING CENTER BUSS CARDS	\$327.44
91220	10/17/2024	Open			Accounts Payable	R3 CONSULTING GROUP	SOLID WASTER CONSULTING SERVICES	\$2,358.75
91221	10/17/2024	Open			Accounts Payable	REDWOOD PUBLIC LAW, LLP	COMMUNITY DEVELOPMENT (LABOR) - SEPT24	\$23,237.41
91222	10/17/2024	Open			Accounts Payable	RENSHAW, CHRIS	REIMB EMPLOYEE FOR OES EXP	\$95.04
91223	10/17/2024	Open			Accounts Payable	REVEL ENVIRONMENTAL MANUFACTURING, INC.	SERVICE PROGRAM 2X YEAR CATCH BASIN FILTER STANDARD PACKAGE	\$10,640.00
91224	10/17/2024	Open			Accounts Payable	RICOH USA, INC	OVERAGE CHARGE	\$5,787.19
91225	10/17/2024	Open			Accounts Payable	RINGCENTRAL, INC.	VOIP PHONE SVC 09/14-10/13/2024 CITY STAFF	\$2,023.43
91226	10/17/2024	Open			Accounts Payable	ROADPOST USA, INC.	FD SATELLITE PHONES	\$133.90
91227	10/17/2024	Open			Accounts Payable	RUBICON ENTERPRISES INC	MONTHLY LANDSCAPE MAINTENANCE	\$26,388.52
91228	10/17/2024	Open			Accounts Payable	RUIZ, JOE	XFIT FOR ADULT AND YOUTH SEPT 2024	\$1,299.60
91229	10/17/2024	Open			Accounts Payable	SHAHKAR, MEHRAN	STRENGTH AND BALANCE SEPT 2024	\$1,248.00
91230	10/17/2024	Open			Accounts Payable	SSD ALARM	CASTRO, HARDING, MADERA AND FAIRMONT CLUBHOUSE ALARM SVC AUG24	\$1,447.94
91231	10/17/2024	Open			Accounts Payable	ST. FRANCIS ELECTRIC	TS & SL MAINTENANCE RESPONSE SEPT24 ROUTINE	\$5,060.90
91232	10/17/2024	Open			Accounts Payable	STAPLES	OFFICE SUPPLIES	\$110.00
91233	10/17/2024	Open			Accounts Payable	The Construction Zone, LLC	CUSTOM STREET SIGN ORDER SR#160074	\$1,345.05
91234	10/17/2024	Open			Accounts Payable	U.S. BANK	SUCCESSOR AGENCY TO THE EL CERRITO RDA. 2016A TAX ALLO REFUND BD	\$2,890.00
91235	10/17/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	JANITORIAL SERVICES- RECYCLE CHR- SEPT24	\$7,017.00
91236	10/17/2024	Open			Accounts Payable	VERIZON WIRELESS	WIRELESS PHONE BILL 02/24-03/23/24	\$8,428.06
91237	10/17/2024	Open			Accounts Payable	VERMONT SYSTEMS, INC.	HOSTING SERVICES SEPT 2024	\$1,291.36
91238	10/17/2024	Open			Accounts Payable	CONTRA COSTA ALUMNAE CHAPTER OF DELTA SIGMA THE	FACILITY DEPOSIT REFUND	\$216.80
91239	10/18/2024	Open			Accounts Payable	EBMUD	EBMUD 08/01/2024-10/01/2024	\$18,210.71
91240	10/18/2024	Open			Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$39.66
91241	10/18/2024	Open			Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MG1 - FIRE DEPT MGMT GROUP	\$50.00
91242	10/18/2024	Open			Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MG2 - SAFETY EMPLOYEE MGMT GROUP	\$693.00
91243	10/18/2024	Open			Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$510.00
91244	10/18/2024	Open			Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$61.00
91245	10/18/2024	Open			Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,628.87
91246	10/18/2024	Open			Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$290.00
91247	10/18/2024	Open			Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,914.55
91248	10/18/2024	Open			Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$3,189.48
91249	10/24/2024	Open			Accounts Payable	24 HOUR FITNESS USA, LLC	GYM MEMBERSHIP SEPT24	\$503.86
91250	10/24/2024	Open			Accounts Payable	A3 PIPELINE	PROGRESS PYMT 1 EL CERRITO STORM DRAIN MISC REPAIRS C5036.10	\$70,917.50
91251	10/24/2024	Open			Accounts Payable	ALVARO GANDARA ASTRAY	RELEASE OF BONDS - OCT 2024 PART 2	\$2,345.65
91252	10/24/2024	Open			Accounts Payable	AMAZON CAPITAL SERVICES, INC.	BRACKET TOOLS	\$379.95
91253	10/24/2024	Open			Accounts Payable	ARGOS CONSTRUCTION	EL CERRITO CITY HALL TARGETED REPAIRS 1212H EL CAMINO REAL #501	\$10,260.00
91254	10/24/2024	Open			Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST VISUAL INSPECTION ON 10/10/24	\$225.00
91255	10/24/2024	Open			Accounts Payable	ARS RESCUE ROOTER	RELEASE OF BONDS - OCT 2024 PART 2	\$1,871.00
91256	10/24/2024	Open			Accounts Payable	AT&T	COPPER LAND PHONE LINE FOR CITY STAFF	\$7,240.71
91257	10/24/2024	Open			Accounts Payable	AT&T	RELEASE OF BONDS - OCT 2024 PART 2	\$2,462.00
91258	10/24/2024	Open			Accounts Payable	AVILA PROJECT MANAGEMENT	2023 MISC STORM DRAIN REPAIRS	\$57,372.00
91259	10/24/2024	Open			Accounts Payable	BADGE FRAME, INC.	ORG CHART	\$54.00
91260	10/24/2024	Open			Accounts Payable	BARG COFFIN LEWIS & TRAPP, LLP	LEGAL FEES- MONSANTO SETTLEMENT	\$615.00
91261	10/24/2024	Open			Accounts Payable	BATTALION ONE FIRE PROTECTION	CITY HALL QUARTER FIRE INSPECTION ON 10/11/2024	\$880.00
91262	10/24/2024	Open			Accounts Payable	BAY AREA ICE CREAM CATERING	EMPLOYEE ICE CREAM SOCIAL	\$635.00
91263	10/24/2024	Open			Accounts Payable	BAY AREA NEWS GROUP EAST BAY	PUBLIC HEARINGS 09/1-09/30/2024	\$476.27
91264	10/24/2024	Open			Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - OCT 2024 PART 2	\$1,696.00
91265	10/24/2024	Open			Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - OCT 2024 PART 2	\$1,696.00
91266	10/24/2024	Open			Accounts Payable	CALIFORNIA DEPARTMENT OF CONSERVATION	SMIP FEES FY24-25 Q1	\$1,625.15
91267	10/24/2024	Open			Accounts Payable	CALMO'S PLUMBING & ROOTER	RELEASE OF BONDS - OCT 2024 PART 2	\$1,871.00
91268	10/24/2024	Open			Accounts Payable	CHALLENGE ROOTER	RELEASE OF BONDS - OCT 2024 PART 2	\$1,696.00
91269	10/24/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	MADERA TEMPS	\$1,492.70
91270	10/24/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	CORP YARD UNIFORMS WEEKLY RENTALS	\$255.75
91271	10/24/2024	Open			Accounts Payable	CITY OF RICHMOND	CAD FEES - OCT 2024	\$70,605.42
91272	10/24/2024	Open			Accounts Payable	COMMUNITY CONSERVATION CENTERS, INC.	MIXED PAPER + NON-CRV HDPE PLASTIC RECYCLING: AUG 2024	\$917.90
91273	10/24/2024	Open			Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS SEPT 2024	\$223.79
91274	10/24/2024	Open			Accounts Payable	CRIME SCENE CLEANERS, INC.	CLEAN CAR 9 AFTER PRISONER	\$130.00

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
91275	10/24/2024	Open			Accounts Payable	DATA TICKET, INC.	BUILDING & SAFETY	\$411.16
91276	10/24/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	R&R TIRES CAR 1	\$174.73
91277	10/24/2024	Open			Accounts Payable	DONNOE & ASSOCIATES	ADMINISTRATIVE CLERK SPECIALIST TESTING AUTHORIZATION	\$930.00
91278	10/24/2024	Open			Accounts Payable	DYNAMIC IMAGING	PICTURE LINK IMAGING SYSTEM MAINTENANCE NOV24 TO OCT25	\$4,333.00
91279	10/24/2024	Open			Accounts Payable	EBMUD	EBMUD 08/14/2024-10/11/2024	\$3,327.02
91280	10/24/2024	Open			Accounts Payable	EHRET COMPANY	RELEASE OF BONDS - OCT 2024 PART 2	\$1,945.00
91281	10/24/2024	Open			Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA SENIOR LUNCH PROGRAM CONTRIBUTION REIMB AUG & SEPT 24	\$634.35
91282	10/24/2024	Open			Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - OCT 2024 PART 2	\$1,871.00
91283	10/24/2024	Voided/Reissued	Incorrect Address	11/04/2024	Accounts Payable	FERGUSON, JOHN	VOID	\$477.42
91284	10/24/2024	Open			Accounts Payable	FOLGERGRAPHICS, INC.	PUBLIC INFORMATIN - BALLOT MEASURE	\$2,194.76
91285	10/24/2024	Open			Accounts Payable	GHIRARDELLI ASSOCIATES	EL CERRITO DEL NORTE TOD COMPLETE STREET PROJECT AUG 2024	\$111,481.98
91286	10/24/2024	Open			Accounts Payable	GILMAN STREET PRESS	BUSINESS CARDS	\$492.84
91287	10/24/2024	Open			Accounts Payable	GOLDEN BEAR TRANSFER STATION	SWEEP SPOILS ON 10/7/24 2085 TONS	\$389.48
91288	10/24/2024	Open			Accounts Payable	GOLDEN STATE SEISMIC & STRUCTURAL INC.	REFUND THE PLANNING REVIEW FEES	\$314.40
91289	10/24/2024	Open			Accounts Payable	GOLDFARB & LIPMAN LLP	HOUSING-SB 341 SVC THROUGH 9/30/224	\$256.00
91290	10/24/2024	Open			Accounts Payable	GRAHAM POLYGRAPH	POLYGRAPH	\$700.00
91291	10/24/2024	Open			Accounts Payable	Green Halo Systems Inc,	HOSTING & MAINTENANCE 062024	\$342.00
91292	10/24/2024	Open			Accounts Payable	HILLTOP FORD KIA	REPLACEMENT	\$146.30
91293	10/24/2024	Open			Accounts Payable	HILLYARD	CITY-WIDE JANITORIAL SERVICES	\$311.13
91294	10/24/2024	Open			Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	TIRE MOUNT	\$198.60
91295	10/24/2024	Open			Accounts Payable	KAISER PERMANENTE	PRE-PLACEMENT PHYSICALS	\$1,734.00
91296	10/24/2024	Open			Accounts Payable	KEL-AIRE	HVAC	\$1,859.23
91297	10/24/2024	Open			Accounts Payable	LACK, CHRIS	OPEN CERAMIC THURS/ INTRO SEPT 2024	\$682.20
91298	10/24/2024	Open			Accounts Payable	LARRIETA SANITATIION CONSTRUCTION	RELEASE OF BONDS - OCT 2024 PART 2	\$1,799.12
91299	10/24/2024	Open			Accounts Payable	LSA ASSOCIATES, INC.	1711 EASTSHORE- PROFESSIONAL SERVICES AUG 24	\$6,380.00
91300	10/24/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$370.75
91301	10/24/2024	Open			Accounts Payable	OLIVER'S TOW INC.	EVIDENCE TOW 2024-1969	\$115.50
91302	10/24/2024	Open			Accounts Payable	OLIVERO PLUMBING	FAIRMONT AVE IRRIGATION GATE VALVE LEAK REPAIR	\$915.37
91303	10/24/2024	Open			Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES AUG 2024	\$5,502.28
91304	10/24/2024	Open			Accounts Payable	PG&E	RELEASE OF BONDS - OCT 2024 PART 2- PM 44085671	\$14,608.77
91305	10/24/2024	Open			Accounts Payable	PLACEWORKS	SAFETY ELEMENT UPDATE SVC 09/01-09/30/2024	\$2,149.65
91306	10/24/2024	Open			Accounts Payable	POLCO	NATIONAL COMMUNITY SURVEY & SOFTWARE ACCESS	\$8,783.33
91307	10/24/2024	Open			Accounts Payable	POTRERO AVE PARTNERS LLC	RELEASE OF BONDS - OCT 2024 PART 2	\$792.00
91308	10/24/2024	Open			Accounts Payable	PREFERRED ALLIANCE, INC.	PRE-EMPLOYMENT TEST	\$42.00
91309	10/24/2024	Open			Accounts Payable	PSM LLC	SOUND TESTING	\$1,200.00
91310	10/24/2024	Open			Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA CLASSES SEPT24	\$3,998.10
91311	10/24/2024	Open			Accounts Payable	RCX, INC.	RELEASE OF BONDS - OCT 2024 PART 2	\$1,799.12
91312	10/24/2024	Open			Accounts Payable	RICOH USA, INC	LEASE PAYMENT FOR MP C307 AT CORPYARD	\$1,591.71
91313	10/24/2024	Open			Accounts Payable	RILE, KATHRYN	CERAMIC MON EVENING SEPT 2024	\$468.00
91314	10/24/2024	Open			Accounts Payable	S.P. AUTOMOTIVE	TRUCK SUPPLIES DIESEL EXHAUST FLUID + GREASE	\$628.09
91315	10/24/2024	Open			Accounts Payable	SEWER MASTER	RELEASE OF BONDS - OCT 2024 PART 2	\$718.00
91316	10/24/2024	Open			Accounts Payable	SHABABO, TRACEY, ELISE	FALL SEWING/TEXTILE CLASSES 9/23-10/18	\$2,119.20
91317	10/24/2024	Open			Accounts Payable	SIEGFRIED ENGINEERING, INC.	ARLINGTON PARK	\$2,175.80
91318	10/24/2024	Open			Accounts Payable	SPLASHTACULAR, LLC	SECOND PROGRESS PAYMENT	\$16,091.00
91319	10/24/2024	Open			Accounts Payable	STATE OF CA DEPT OF JUSTICE	FINGER PRINTING SEPT 2024	\$1,975.00
91320	10/24/2024	Open			Accounts Payable	STERICYCLE, INC.	SHREDDING	\$85.88
91321	10/24/2024	Open			Accounts Payable	STREAMLINE BUILDERS	RETENTION RELEASE-ARLINTON PARK IMPROVEMENT C3082	\$19,624.21
91322	10/24/2024	Open			Accounts Payable	SUPER SOCCER STARS	SATURDAY SOCCER SUMMER 24	\$5,821.20
91323	10/24/2024	Open			Accounts Payable	TERRA NOVA ENGINEERING INC	RELEASE OF BONDS - OCT 2024 PART 2	\$1,730.00
91324	10/24/2024	Open			Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	COMMUNICATION SUPPORT	\$3,750.00
91325	10/24/2024	Open			Accounts Payable	UNIVERSAL BUILDING SERVICE	GARDEN ROOM DEPOSIT REFUND	\$121.00
91326	10/24/2024	Open			Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL	\$13,393.39
91327	10/24/2024	Open			Accounts Payable	GHIRARDELLI ASSOCIATES	DEL NORTE TOD COMPLETE STREET APRIL24	\$62,392.84
91328	10/31/2024	Open			Accounts Payable	4LEAF, INC.	Plan Review/Technical Services	\$47,492.90
91329	10/31/2024	Reconciled	Duplicate Payment	11/07/2024	Accounts Payable	ADAMS SAFETY TRAINING	Teen Babysitting CPR Class	\$1,200.00
91330	10/31/2024	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	10/16/24 Motor Oil Recycling	\$102.00
91331	10/31/2024	Open			Accounts Payable	AT&T	Release of Bonds	\$2,414.00

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
91332	10/31/2024	Open			Accounts Payable	BESS TESTLAB, INC.	Release of Bonds Oct 18	\$5,088.00
91333	10/31/2024	Open			Accounts Payable	BEYOND PLUMBING	Release of Bonds	\$1,730.00
91334	10/31/2024	Open			Accounts Payable	BILL'S UNDERGROUND	release of bonds	\$1,871.00
91335	10/31/2024	Open			Accounts Payable	BKF ENGINEERS	Storm Drain Repair	\$7,709.50
91336	10/31/2024	Open			Accounts Payable	CA Municipal Statistics, Inc.	ACFR Statistical Report	\$1,100.00
91337	10/31/2024	Open			Accounts Payable	CARRION, DAMIEN	Class Reimbursement - Fire Chief Officer 3C	\$798.00
91338	10/31/2024	Open			Accounts Payable	CHILDCARE CAREERS, LLC	Fairmont Temp	\$2,931.48
91339	10/31/2024	Open			Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	Corp Yard Uniform Weekly Rental	\$265.65
91340	10/31/2024	Open			Accounts Payable	CPS HR CONSULTING	Recruiting - PD	\$1,641.53
91341	10/31/2024	Open			Accounts Payable	CRIME SCENE CLEANERS, INC.	Clean car #14	\$130.00
91342	10/31/2024	Open			Accounts Payable	DICKINSON FLEET SVCS / COX AUTOMOTIVE	R4 PTO Inspection and Camera Wiring swap	\$2,488.45
91343	10/31/2024	Open			Accounts Payable	DON'S TIRE SERVICE, INC.	R&R Tire Car 5	\$191.77
91344	10/31/2024	Open			Accounts Payable	DU, JILL	GFOA Membership Renewal	\$150.00
91345	10/31/2024	Open			Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	Return to Work Evaluation	\$625.00
91346	10/31/2024	Open			Accounts Payable	EAST BAY REGIONAL COMMUNICATIONS SYSTEM	Communications System	\$77,832.00
91347	10/31/2024	Open			Accounts Payable	EBMUD	EBMUD 08/02/2024-10/08/2024	\$14,658.01
91348	10/31/2024	Open			Accounts Payable	GOLDEN GATE K9	Monthly K9 Trainings	\$1,350.00
91349	10/31/2024	Open			Accounts Payable	HDL COREN & CONE	Contract Services Property Tax Q2FY25	\$2,880.00
91350	10/31/2024	Open			Accounts Payable	HILLYARD	Custodial Equipment - Vacuums	\$1,412.10
91351	10/31/2024	Open			Accounts Payable	HONEY BUCKET	Central Park Service 10/15/24 - 11/11/24	\$241.05
91352	10/31/2024	Open			Accounts Payable	JOHNSON CONTROLS SECURITY SOLUTIONS	City Hall Alarm Service 11/1/24 -1/31/25	\$496.67
91353	10/31/2024	Open			Accounts Payable	KATO PLUMBING	Release of bonds	\$3,567.00
91354	10/31/2024	Open			Accounts Payable	KNORR SYSTEMS, INC.	Pool Quarterly Maintenance	\$4,822.27
91355	10/31/2024	Open			Accounts Payable	L.N. CURTIS & SONS	OC Spray	\$162.93
91356	10/31/2024	Open			Accounts Payable	LARRIETA SANITATIION CONSTRUCTION	Release of Bonds	\$1,871.00
91357	10/31/2024	Open			Accounts Payable	LS CONSTRUCTION	release of bonds	\$3,460.00
91358	10/31/2024	Open			Accounts Payable	MACK5	Community Center Roof Replacement	\$1,778.00
91359	10/31/2024	Open			Accounts Payable	NAPA RECYCLING & WASTE SERVICES, LLC	Curbside Single Stream Recycling Processing Sept 24	\$14,913.25
91360	10/31/2024	Open			Accounts Payable	NICHOLS CONSULTING ENGINEERS	5 Year Paving Plan	\$2,742.50
91361	10/31/2024	Open			Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	Recreation Office Supplies	\$208.04
91362	10/31/2024	Open			Accounts Payable	OIL CHANGERS	Oil Change car #28	\$116.53
91363	10/31/2024	Open			Accounts Payable	PG&E	Release of Bonds	\$17,858.77
91364	10/31/2024	Open			Accounts Payable	PINNACLE PETROLEUM INC	Unleaded Fuel	\$26,789.18
91365	10/31/2024	Open			Accounts Payable	PIPE SPY INC	Release of bonds	\$823.00
91366	10/31/2024	Open			Accounts Payable	PORTOLA HOTEL & SPA AT MONTEREY BAY	Hotel for PD team building - third deposit	\$3,800.00
91367	10/31/2024	Open			Accounts Payable	POSTMASTER	Postage for Winter/Spring 25 Activity Guide	\$4,500.00
91368	10/31/2024	Open			Accounts Payable	R.V.O. ROOTER	Release of Bonds	\$1,696.00
91369	10/31/2024	Open			Accounts Payable	RDH Building Science Inc,	City Hall Leak Repairs	\$7,087.50
91370	10/31/2024	Open			Accounts Payable	Serological Research Institute	Lab fees	\$4,050.00
91371	10/31/2024	Open			Accounts Payable	TAHIR DOSSETT	Ball2Thrive August 2024	\$936.00
91372	10/31/2024	Open			Accounts Payable	TERRA NOVA ENGINEERING INC	Release of Bonds	\$1,871.00
91373	10/31/2024	Open			Accounts Payable	The Construction Zone, LLC	Infrastructure Supplies Sign Posts, Sleeves & Anchors	\$4,212.93
91374	10/31/2024	Open			Accounts Payable	THE PROFESSIONAL TREE CARE CO.	HNA Fire Fuel Reduction Work	\$25,000.00
91375	10/31/2024	Open			Accounts Payable	THEIS ENGINEERING & ASSOCIATES	Del Norte Engineering Support	\$15,943.50
91376	10/31/2024	Open			Accounts Payable	THREE O'CLOCK ROCK	HASEP 3Oclock Rock 9/3-10/22	\$2,288.00
91377	10/31/2024	Open			Accounts Payable	TIM JUNG INVESTIGATIONS	Background Investigation	\$1,845.56
91378	10/31/2024	Open			Accounts Payable	TRB AND ASSOCIATES, INC.	Professional Services/Staffing	\$40,480.00
91379	10/31/2024	Open			Accounts Payable	TYLER TECHNOLOGIES	New World ERP Software	\$50,824.05
91380	10/31/2024	Open			Accounts Payable	Bender, Alex , Philip	Real Property Tax Rebate for 2006 Tamalpais Ave	\$7,000.00
91381	10/31/2024	Open			Accounts Payable	Choi, Maggie	Release of Bonds	\$1,696.00
91382	10/31/2024	Open			Accounts Payable	Jacob, Yann	Reimbursement for Gators Swim Club Officiant	\$193.00
TOTAL CHECKS					334 Transactions			\$2,479,139.42

City of El Cerrito
Payment Register

From Payment Date: 10/1/2024 - To Payment Date: 10/31/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Description	Transaction Amount
<u>Accounts Payable EFTs</u>								
3000	10/04/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$56,151.08
3001	10/04/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$216,759.88
3002	10/04/2024	Open			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$56,285.43
3003	10/04/2024	Open			Accounts Payable	P E R S	PE1% - PERS SEIU*	\$196,547.80
3004	10/18/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$44,777.03
3005	10/18/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$178,220.11
3006	10/18/2024	Open			Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	ICM1 - ICMA-457 #300530 FLAT DOLLAR*	\$51,494.81
3007	10/18/2024	Open			Accounts Payable	P E R S	PE CM PEPR A - PERS CM PEPR A*	\$194,145.67
3008	10/18/2024	Open			Accounts Payable	EDD - PAYROLL TAX DEPOSIT	CA - CA Tax	\$38.23
3009	10/18/2024	Open			Accounts Payable	IRS	FED - Fed Tax*	\$172.68
3011	10/01/2024	Open			Accounts Payable	JPMorgan Chase Bank	2012 RECYCLING FACILITY PAYMENT	\$76,584.64
3012	10/01/2024	Open			Accounts Payable	SUTTER HEALTH PLUS	SUTTER HEALTH PLUS - OCT 2024 PAYMENT	\$37,772.60
3013	10/10/2024	Open			Accounts Payable	DEPARTMENT OF THE TREASURY	TO RECORD EFT FICA	\$448.66
3018	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$745.70
3019	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$58.04
3020	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$1,277.56
3021	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$92.13
3022	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$530.32
3023	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$38.37
3024	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$38.39
3025	10/31/2024	Open			Accounts Payable	FIRST DATA MERCHANT SERVICES INC	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$38.39
3026	10/31/2024	Open			Accounts Payable	AMEX/AMERICAN EXPRESS	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$55.49
3027	10/31/2024	Open			Accounts Payable	CLOVER	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$23.90
3028	10/31/2024	Open			Accounts Payable	AUTHORIZE.NET	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$60.50
3029	10/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$8,192.83
3030	10/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$2,758.71
3031	10/31/2024	Open			Accounts Payable	CARDCONNECT	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$3,258.17
3032	10/31/2024	Open			Accounts Payable	MECHANICS BANK	MERCHANT FEE EXPENSE - SEPTEMBER 24	\$151.01
3033	10/29/2024	Open			Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	2017 REVENUE BOND DEBT SVC- NOV24	\$155,226.55
3034	10/31/2024	Open			Accounts Payable	KS STATEBANK	2023 CHEVROLET TAHOE SPECIAL SERVICE VEHICLES WITH UPFITTING	\$4,907.41
3035	10/24/2024	Open			Accounts Payable	PG&E	PG&E 09/04/24-10/01/2024	\$22,395.16
3036	10/24/2024	Open			Accounts Payable	PG&E	PG&E 09/03/24-09/30/2024	\$28,612.87
3037	10/31/2024	Open			Accounts Payable	CALIFORNIA DEPT OF TAX & FEE ADMIN (CDTFA)	REC DEPT SALES & USE TAX RETURN 7/1-9/30/24	\$283.00
TOTAL EFT's:					33 Transactions			\$1,338,143.12

<u>ACCOUNTS PAYABLE</u>		Checks & EFT's	Status	Count	Transaction Amount
			Open	365	\$3,754,412.28
			Voided	2	\$62,870.26
			Total	367	\$3,817,282.54

<u>PAYROLL</u>		All	Status	Count	Transaction Amount
			Total Checks	118	\$97,658.30
			Voided Checks	0	\$0.00
			Total EFT's	511	\$1,147,088.08
			Total	629	\$1,244,746.38

GRAND TOTAL				996	\$5,062,028.92
--------------------	--	--	--	-----	----------------



AGENDA BILL

Agenda Item No. 7.D.

Date: November 19, 2024
To: El Cerrito City Council
From: Aaron Leone, Sergeant/CommSC Liaison, Police Department
Subject: Approve a Community Safety Committee recommendation to appoint Howard Hickman

ACTION PROPOSED

Approve a Community Safety Committee recommendation to appoint Howard Hickman

BACKGROUND/ANALYSIS

Howard Hickman has submitted an application to join the Community Safety Committee (CommSC). Mr. Hickman has attended the last two CommSC Meetings (October and November). The Community Safety Committee voted unanimously during the regularly scheduled meeting on November 4th, 2024, to recommend the City Council appoint Howard Hickman as a member of the committee. Since then, he has completed and successfully passed the background investigation (fingerprints).

Howard Hickman explained that he has lived in El Cerrito for 39 years. He and his family are rooted in the community and he has no plans on leaving. Mr. Hickman retired as Police Sergeant from the UC Berkley Police Department after a 30 year career and spent 9 as a Reserve Police Officer with the El Cerrito Police Department. Mr. Hickman is interested in helping his community by volunteering his time to the CommSC.

If the Council approves this recommendation, the number of Committee members will be 7 out of a possible membership total of 15, as established by Resolution 2001-105.

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this 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:

Application(s) on file with the City Clerk



AGENDA BILL

Agenda Item No. 7.E.

Date: November 19, 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 Information Technology Specialist, Assistant Recreation Supervisor, Custodian, Lead Custodian, Building Inspector I/II, Accountant I, Senior Finance Technician, Finance Technician I/II, and Environmental Specialist 2) authorize the new classifications and/or title changes of Childcare Teacher I/II, Recreation Coordinator, Recreation Leader I-IV, Senior Building Inspector, Recycling Operations Driver, Recycling Operations Worker, Maintenance Services Worker I/II, and Lead Maintenance Services Worker.

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:

- Information Technology Specialist
- Assistant Recreation Supervisor
- Custodian
- Lead Custodian
- Building Inspector I/II
- Accountant I
- Senior Finance Technician
- Finance Technician I/II
- Environmental Specialist

New/Additional Proposed Classification:

- Childcare Teacher I/II
- Recreation Coordinator
- Recreation Leader I-IV
- Senior Building Inspector
- Recycling Operations Driver
- Recycling Operations Worker
- Maintenance Services Worker I/II
- Lead Maintenance Services Worker

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; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There are no budgetary impacts at this time.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Information Technology Specialist
3. Assistant Recreation Supervisor
4. Custodian
5. Lead Custodian
6. Building Inspector I/II
7. Accountant I
8. Senior Finance Technician
9. Finance Technician I/II
10. Environmental Specialist
11. Childcare Teacher I/II
12. Recreation Coordinator
13. Recreation Leader I/II/III/IV
14. Senior Building Inspector
15. Recycling Operations Driver
16. Recycling Operations Worker
17. Maintenance Services Worker I/II
18. Lead Maintenance Services Worker

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:

- Information Technology Specialist
- Assistant Recreation Supervisor
- Custodian
- Lead Custodian
- Building Inspector I/II
- Accountant I
- Senior Finance Technician
- Finance Technician I/II
- Environmental Specialist

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

- Childcare Teacher I/II
- Recreation Coordinator
- Recreation Leader I-IV
- Senior Building Inspector
- Recycling Operations Driver
- Recycling Operations Worker
- Maintenance Services Worker I/II
- Lead Maintenance Services Worker

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

I CERTIFY that at a regular meeting on November 19, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor



FLSA: Non-Exempt

INFORMATION TECHNOLOGY SPECIALIST

DEFINITION

Under general supervision, performs technical duties to support the daily operations of assigned information technology systems and infrastructure including setup, maintenance, and troubleshooting of servers, storage, and network; manages backup and restore processes; supports and coordinates information technology-related projects with various stakeholders as well as vendors; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the Information Technology Manager or assigned supervisor. Exercises no direct supervision of staff. May provide technical and functional lead direction to assigned staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of city-wide information technology systems and infrastructure. 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 Information Technology Specialist is distinguished from the Network Security Engineer in that the latter performs the more complex work assigned to the series, such as support for network and security-related hardware and software and/or supervises technical, functional, or 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.

- Manages systems operations by assessing infrastructure on a regular basis to ensure necessary demands are met, including protection of data through secure data storage and anti-virus and malware solutions.
- Oversees integration of servers, including databases, email, print, and backup servers and their associated applications into the operating environment.
- Proactively monitors and tests systems and infrastructure performance; prepares and delivers statistics and reports as required.
- Verifies the accuracy of existing documentation and takes corrective measures where needed; creates and maintains documentation of enterprise configuration, mapping, and processes.
- Develops new strategies and information technology procedures to increase efficiency, enhance workflow, and improve customer satisfaction.

- Analyzes information regarding departmental computer hardware, peripheral equipment, and software requirements; installs or upgrades single PC or network systems to fulfill needs; makes routine hardware upgrade and repairs or refers to vendor as appropriate.
- Configures commercial software to meet specific defined needs; installs software and assists with training employees on its use; acts as a liaison between software and hardware vendors and department user personnel for specialized applications.
- Assists department staff in implementing new or upgraded programs and applications.
- Troubleshoots hardware problems including telephone systems and corrects or calls appropriate service organizations.
- Provides support for surveillance camera systems, including hardware and troubleshooting software.
- Assists with the acquisition of computer hardware, software, and data communications solutions; maintains inventory system.
- Performs technical help desk support including handling customer inquiries and concerns; resolves routine problems with hardware, software, and network issues by remote session, telephone, or email; escalates issues to higher-level staff and/or vendor for resolution as appropriate.
- Provides onsite support for specialized safety related software systems and computer hardware as needed.
- Provides onsite support for audio/visual systems during regular City Council meetings as needed.
- 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 a bachelor's degree in information technology, computer science, or a related field.

Experience:

- Three (3) years of experience performing information technology support and software/hardware installation duties, including working with LAN/WAN networks.

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 troubleshooting, diagnosing, and resolving hardware and software, and network/telecommunication system issues.
- Methods and techniques of installing, configuring, administering, and monitoring a diverse range of physical and virtual systems.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Operational characteristics of desktop, network, and telecommunication systems hardware, software, and peripheral equipment.

Council Approved:

- Methods and techniques of evaluating system effectiveness and responding accordingly.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network and data communication, security, and other related technologies and equipment.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Develop and maintain technical operating instructions and documentation; train staff on software applications and hardware usage.
- Tactfully assists users and staff when providing information, troubleshooting, answering questions, and providing customer service.
- Monitor systems operational effectiveness, reliability, or security vulnerability, and respond accordingly.
- Maintain storage of backup computer files and restore files as needed.
- 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 in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

Council Approved:

May require working varied shifts and/or alternate schedules as needed, or may be required to respond to urgent network security concerns on evenings, weekends, holidays; sometimes with little to no notice. During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

ASSISTANT RECREATION SUPERVISOR

DEFINITION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the coordination and implementation of adult and youth recreation and aquatics and recreational programs including, but not limited to, lap swim, swim lessons, water fitness, swim team, and facility operations; develops, implements, evaluates, promotes, and supervises programs and program staff; assesses and allocates children to proper aquatics programs; monitors classes and ensures participant safety; performs various administrative responsibilities for the Recreation Department such as registration, customers service, data entry, and cash handling; provides technical and specialized assistance to management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Supervisor or assigned supervisor. Exercises direct supervision over assigned staff, various Recreation staff and/or volunteers.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of aquatics services, facility operations, and administrative oversight in the Recreation Department. Incumbents have responsibility for independently coordinating and implementing program and department goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure that City administration and aquatics facilities, programs, activities, and services are safe and effective. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, supervises, leads, coordinates, reviews, and evaluates recreation programs, activities, services, and facilities; establishes schedules and methods for providing recreation programs and services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff including lifeguards, pool managers, senior guards, and clerical staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.

- Designs, promotes, and establishes quality and safe aquatic related activities according to the needs of the community.
- Monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures; receives and accounts for monies received at the assigned program site.
- Schedules and coordinates meetings and training programs for staff; monitors and assesses staff training to ensure staff is properly trained and certified.
- Directs, schedules, equips, and supervises the preparation of facilities in accordance with event and program specifications.
- Receives and responds to inquiries, concerns, and comments from users via telephone, e-mail, and in person.
- Inspects pool areas to evaluate work progress, helps resolve work problems, and determines additional needs.
- Oversees facility rental and registration activities and ensures accurate record-keeping for program receipts.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Ensures assigned worksite is maintained in a clean, safe, orderly, and secure condition.
- Monitors contract agreements with service providers; assists with recruitment, hiring, training, and supervision of contract employees.
- Creates promotional and marketing materials for aquatics programs and events including flyers, posters, banners, brochures, and social media content.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, contract programs, accidents, and vandalism.
- Prepares requisitions for materials and supplies and participates in preparing equipment specifications.
- Drives a city vehicle to transport supplies and equipment, as assigned.
- Provides first responder medical emergency response; administers first aid, in emergency situations.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of recreation and community services.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- 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 an associate degree from an accredited college or university with major course work in sports management, physical education, recreation, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in developing and instructing aquatic recreation programs and swim instruction, including two (2) years in a lead capacity.

Council Approved:

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.
- Possession of a valid Lifeguarding certification with First Aid and CPR for the Professional Rescuer from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Lifeguarding Instructor (LGI) certification, or equivalent, within one (1) year of hire to be maintained throughout employment.
- Possession of a valid American Red Cross Water Safety Instructor (WSI) certification, or equivalent, within one (1) year of hire to be maintained throughout employment.
- Possession of a valid Certified Pool Operator or Aquatic Facility Operator, or equivalent, within one (1) year of hire to be maintained throughout employment.

Knowledge of:

- Principles, practices, methods, and techniques of aquatics programs, management, operations, facilities, and equipment.
- Principles and practices of aquatic programming and service delivery, including rules, materials, and equipment.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Principles, practices, methods, and techniques of administrative functions including record-keeping, cash handling, report preparation, and online registration and software.
- Principles of providing functional direction and training.
- Recreational, cultural, age-specific, and social needs of the community.
- Aquatic site management and oversight.
- Principles, practices, methods, and techniques of lifeguarding, adult, child, and infant cardiopulmonary resuscitation (CPR) methods, first aid, including rescuer methods as defined by the American Red Cross and use and administration of automatic electronic defibrillator (AED) devices.
- Basic principles and practices of budget administration and monitoring.
- Principles and practices of basic public relations techniques including the utilization of social media.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Recent and on-going developments, current literature, and sources of information related to aquatics and administrative programs and activities.
- Basic business mathematics.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibilities.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Council Approved:

Ability to:

- Plan, organize, and coordinate the work of assigned staff, contractors, and volunteers.
- Effectively provide staff leadership and work direction.
- To function as a Pool Manager as needed.
- Plan and prepare aquatics program activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of aquatics programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Recommend and administer program and project budgets.
- Work with groups and individuals to produce quality programming and events.
- Plan, market, and promote aquatics programs; create and design publicity flyers, banners, posters, and decorations.
- Conduct a variety of training programs in assigned area.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand diverse recreation needs of the community and implement effective programs and projects.
- Respond to medical emergencies and injuries in a calm and effective manner.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files including those related to registration, fees collected and facilities rentals.
- 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; to operate a motor vehicle and visit various City and meeting sites; 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 external environments, such as the Swim Center, must possess mobility to work in

Council Approved:

changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull children and adults, 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 work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

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



FLSA: Non-Exempt

CUSTODIAN

DEFINITION

Under general supervision, performs custodial duties related to the care, routine maintenance, and cleaning inside and outside of assigned building and facilities; moves furniture and equipment to set up for classes, activities, and functions; interacts with and provides basic information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing facility operations and customer service duties in support of various City programs. Positions at this level 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.

- Sweeps, dry mops and wet mops floors; vacuums carpeted areas; strips, buffs, and/or re-waxes floors according to assigned schedule.
- Dusts and cleans all surfaces including window coverings; polishes furniture and metal work; removes spiderwebs and cleans light fixtures.
- Picks up litter; empties, cleans, and lines waste receptacles and properly disposes of trash, recycling, and organics.
- Cleans and disinfects building and park facilities and related City assets including but not limited to kitchen and break areas, meeting areas, common areas, drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows; unclogs drains and toilets.
- Cleans and washes windows; cleans and washes walls, patios, and other outside areas, including graffiti removal; clears debris from outside areas; power washes outdoor surfaces.
- Rearranges and moves furniture and equipment; stocks facilities with needed supplies for activities; moves materials out of and into storage facility as needed to be retrieved or returned.
- Set ups and takes down facility rentals; opens facility, sets up chairs and tables and other equipment; breaks down equipment upon completion of event and secures facility.
- Conducts minor maintenance and repairs including replacing interior and exterior light bulbs and light fixture

covers; performs minor plumbing and drain clearing; performs paint touchups; changes batteries on smoke detectors; tightens door locks and hinges.

- Follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.
- Maintains security of buildings by ensuring doors and windows are locked and secure; denies access to unauthorized persons; turn security systems on and off as necessary.
- Reports equipment malfunctions or needed repairs for equipment and/or facilities; conducts safety inspections and prepares safety reports; performs safety inspections of assigned City vehicles.
- Participates in special deep cleaning projects of City facilities.
- Keeps basic records of work performed, timesheets, and materials and equipment used.
- 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:

- No experience is required; knowledge of basic cleaning methods is required.

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:

- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Related trades sufficient to complete job assignments including minor plumbing repair and basic painting techniques.
- Basic safety precautions and procedures related to municipal program area(s) and facilities.
- Basic facility maintenance techniques and materials.
- Basic arithmetic.
- Basic principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.

Council Approved:

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

Ability to:

- Perform building and facility maintenance work using appropriate equipment and supplies.
- Perform basic and preventative plumbing, painting maintenance and repair duties.
- Travel to different sites and locations.
- Set up rooms and facilities for classes, public and private rentals, special events, and meetings.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Use and operate a variety of custodial equipment and small hand tools.
- Learn and apply City and mandated safety rules, regulations, and protocols.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in various City buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; to climb and descend ladders; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to perform work and inspect work sites; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in and outside of buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, biologic/infectious agents, and hazardous physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

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

Council Approved:



FLSA: Non-Exempt

LEAD CUSTODIAN

DEFINITION

Under direction, assigns, directs, reviews, and participates in the work of staff responsible for performing custodial duties related to the care, routine maintenance, and cleaning of assigned building and facilities; performs minor maintenance to building and adjacent grounds; may move furniture and equipment to set-up for classes, activities, meetings, and functions; interacts with and provides basic information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Custodian series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform a wide variety of tasks in the care, inspection, cleaning, and routine maintenance of assigned facilities in a timely manner. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides lead direction, training and work review to a custodial crew; organizes and assigns work, sets priorities and standards and follows up to ensure coordination and completion of assigned work.
- Coordinates custodial crew activities with those of other maintenance crews and other City departments.
- Provides feedback to the supervisor regarding crew performance.
- Trains staff in the proper use of janitorial equipment and supplies; maintains equipment and supplies in good working condition.
- Maintains inventory and stocking of custodial supplies and provides recommendations for ordering.
- Assists with facility projects as necessary.
- Sweeps, dry mops and wet mops floors; vacuums carpeted areas; strips, buffs, and/or re-waxes floors according to assigned schedule.
- Dusts and cleans all surfaces including window coverings; polishes furniture and metal work; removes spiderwebs and cleans light fixtures.
- Picks up litter; empties, cleans, and lines waste receptacles and properly disposes of trash, recycling, and organics.
- Cleans and disinfects building and park facilities and related City assets including but not limited to: kitchen and break areas, meeting areas, drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows; unclogs

drains and toilets.

- Cleans and washes windows; cleans and washes walls, patios, and other outside areas, including graffiti removal; clears debris from outside areas; power washes outdoor surfaces.
- Rearranges and moves furniture and equipment; stocks facilities with needed supplies for activities; moves materials out of and into storage facility as needed to be retrieved or returned.
- Set ups and takes down facility rentals; opens facility, sets up chairs and tables and other equipment; breaks down equipment upon completion of event and secures facility.
- Conducts minor maintenance and repairs including replacing interior and exterior light bulbs and light fixture covers; performs minor plumbing and drain clearing; performs paint touchups; changes batteries on smoke detectors; tightens door locks and hinges.
- Safely follows label instructions to mix and dilute cleansers, disinfectants, and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.
- Maintains security of buildings by ensuring doors and windows are locked and secure; denies access to unauthorized persons.
- Reports equipment malfunctions or needed repairs for equipment and/or facilities; conducts safety inspections and prepares safety reports; performs safety inspections of assigned City vehicles.
- Participates in special deep cleaning projects of City facilities.
- Keeps records of work performed, timesheets, and materials and equipment used.
- 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:

- Three (3) years of experience in janitorial or custodial work.

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 direction and training.
- Inspect the work of others and maintain established quality control standards.
- Principles and practices of inventory control.
- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods, and safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Related trades sufficient to complete job assignments including minor plumbing repair and basic painting techniques.
- Safety precautions and procedures related to recreation program area(s) and facilities.
- Facility maintenance techniques and materials.
- Basic arithmetic.

Council Approved:

- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff; travel to different sites and locations.
- Effectively provide staff leadership and work direction.
- Perform building and facility maintenance work using appropriate equipment and supplies.
- Perform routine, complex, and preventative plumbing, painting maintenance and repair duties.
- Set up rooms and facilities for classes, public and private rentals, special events, and meetings.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Use and operate a variety of custodial equipment and small hand tools.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and apply City and mandated safety rules, regulations, and protocols.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate 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 various City buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; to climb and descend ladders; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to perform work and inspect work sites; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in and outside of buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, biologic/infectious agents, and hazardous physical substances and fumes. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

Council Approved:

WORKING CONDITIONS

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



FLSA: Non-Exempt

BUILDING INSPECTOR I-II

DEFINITION

Under general supervision and direction, conducts field inspections for residential and commercial properties for compliance related to building, mechanical, electrical, plumbing, and other related codes and regulations; responds to and answers questions and concerns related to inspections; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

Building Inspector II: This is the journey-level classification in the Building Inspector series. Positions at this level are distinguished from the Building Inspector I by the performance of more complex inspections, including commercial, construction, multi-residential, and/or tenant improvement sites, and the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

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

- Schedules and conducts field inspections of commercial, multi-residential, and/or tenant improvement sites for change of use and occupancy at various stages of construction, alteration, and repair for conformance to building, mechanical, electrical, plumbing, zoning, and other related codes and regulations.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical and plumbing installations on new construction and alterations to verify code compliance; inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Identifies code violations; gathers and prepares evidence; issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures; works with property owners and contractors to achieve voluntary compliance with codes; conducts follow-up inspections to ensure compliance; conducts and approves final inspections and issues certificate of occupancy.
- Advises and provides information to property owners, developers, architects, engineers, and contractors including answering questions and providing information regarding community development, building, plans examination, and permit/land use entitlement processes and procedures; reviews, interprets, and explains applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines.
- Assists in reviewing plans, specifications, and calculations of new construction, additions, and alterations to buildings to determine compliance with the provisions of building codes, ordinances and regulations; determines whether plans are properly dimensioned and clearly detailed in accordance with design calculations.
- Prepares draft comments and/or correction lists to communicate and establish the requirements necessary for structural compliance; reviews and verifies that all indicated requirements on comment and correction list have been addressed.
- Coordinates inspection or plans examination activities with other agencies and City staff and departments as required.
- Researches, compiles, and summarizes data and information and prepares various correspondence, reports, and related documentation.
- Maintains accurate and detailed databases, spreadsheets, files, and records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Perform related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Building Inspector I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

Building Inspector I: Three (3) years of general construction or building trade work.

Building Inspector II: Five (5) years of experience in general construction or building trade work; or three (3) years of experience equivalent to the City's Building Inspector I level.

Council Approved:

Certifications and Licenses:

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

Building Inspector I:

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

Building Inspector II:

- Possession of Residential Building Inspector, Residential Mechanical Inspector, Residential Electrical Inspector, Residential Plumbing Inspector, and Commercial Building Inspector Certificates issued by ICC, to be maintained throughout employment.
- Possession of a Plans Examiner Certificate issued by ICC is desirable.

Knowledge of:

Some knowledge, skills, and abilities may be performed in a learning capacity for Building Inspector I positions.

- Principles and practices of building inspection, plans examination, and/or building permit programs, processes, and requirements.
- Major types of building construction materials and methods.
- Accepted safety standards and methods of building construction for residential and/or commercial buildings.
- California Code of Regulations and local ordinances.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various records, reports, and forms.
- Principles of structural design and engineering mathematics.
- Principles and procedures of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

- Read, understand, examine, and interpret plans, specifications, and related construction documents, maps, and related technical documents.
- Explain and interpret building, plans examination, and/or related processes, codes, and regulations to property owners, residents, and others.
- Follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, codes, and related requirements.
- Read and interpret building and construction plans, diagrams, and specifications.

Council Approved:

- Research, summarize, and present information and data in an effective manner.
- Make accurate engineering and mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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



FLSA: Non-Exempt

ACCOUNTANT I

DEFINITION

Under general supervision and direction, performs professional accounting duties including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists management staff in preparing the City's annual budgets; prepares accounting reports and schedules; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level classification in the professional accounting series. Responsibilities include providing a variety of technical and functional accounting and finance-related support, such as auditing, reconciling, and analyzing various financial data reports and information. Incumbents serve as a technical and functional resource for providing specialized accounting knowledge to Finance management staff. The incumbent initially performs duties under close supervision, to learn and perform routine and professional finance and accounting duties, learn City policies and procedures, and demonstrate skill and ability. As experience and skill increases, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen to perform the work independently. The Accountant I classification is distinguished from the Accountant II classification by a combination of factors, which may include but are not limited to the latter classification responsibilities typically include increased responsibility and oversight of programs and functions, managing multiple projects, and broader depts and span of control; and more complex service delivery provisions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Assists with providing responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs including reviewing and auditing source documents to authorize expenditures from various funds and accounts and ensure conformance to required standards and procedures, researching and analyzing transactions as needed and recommending necessary adjustments, and responding to inquiries related to areas of responsibility.
- Reviews and prepares a wide variety of financial and statistical reports, including year-end, audit, and budget reports.
- Assists in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and payroll.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments.

- Assists in the compilation and preparation of the annual budget as needed, including assisting other departments with budget preparation, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Provides assistance to City departments and staff on accounting and financial systems management and interpretation of accounting and financial systems problems.
- Reviews accuracy of invoice payments to vendors and service providers and resolves issues with vendors regarding purchase orders, invoices, and payments.
- Reconciles and balances a diverse range of bank statements and related fiscal documentation; maintains a variety of special accounts and systems related to grants and special funding accounts.
- Assists in the coordination of the annual audits; provides technical support to outside auditors and governmental program auditors.
- Assist with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Assists in making recommendations to improve financial, operational, performance, and/or compliance procedures based on criteria, evidence, and generally accepted accounting principles.
- Responds to questions and concerns from the public and outside agencies; provides customer service and information and/or resolves concerns within the scope of authority.
- 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 an associate degree from an accredited college with major coursework in accounting, finance, business administration, or a closely related field. A bachelor's degree is desirable.

Experience:

- Two (2) years of responsible accounting or fiscal experience, preferably involving governmental or fund accounting experience.

Licenses and Certifications:

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

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, general accounting, and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of fund accounting.
- Principles and practices of municipal budget development and monitoring.
- Principles and theories of internal control including indicators of fraud and risk.

Council Approved:

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

Ability to:

- Prepare, examine, analyze, and verify, clear, complete, and concise financial documents and reports.
- Prepare and maintain audit records and reports.
- Analyze complex data, identify discrepancies, develop accurate and concise summaries and tables, and draw logical and appropriate conclusions.
- Make accurate arithmetic, financial, and statistical computations.
- Research, summarize, and present information and data in an effective manner.
- Maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with contractors, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Council Approved:



FLSA: Non-Exempt

SENIOR FINANCE TECHNICIAN

DEFINITION

Under direction, leads and performs a variety of complex technical accounting support duties in the preparation, maintenance, and processing of the City's payroll; prepares, maintains, and distributes a variety of payroll records and reports; processes multiple payroll cycles to ensure employees are paid in an accurate and timely fashion; and as needed supports other accounting and technical areas of the department involving accounting records and transactions, accounts payable and receivable, business licenses fee processing, and working with manual and computerized accounting and financial records; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Finance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective processing of the City's payroll. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The Senior Finance Technician classification is distinguished from the Finance Technician I/II classifications in the series by exercising a lead role within the accounting technician functions, processes, and daily activities performed by finance technician staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional lead direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that finance and accounting processing and issuance activities are performed in accordance with City, state, and federal standards and requirements.
- Processes the employee payroll on a bi-weekly basis, for all City staff and elected officials, including verifying timesheets, entering data into the automated payroll system, running preliminary reports to reconcile any discrepancies, and distributing checks to the appropriate departments.
- Produces a variety of reports, including federal and state taxes, deferred compensation, California Public Employees Retirement System (CalPERS) retirement, and medical, dental, and life insurance benefits; electronically transfers employee deductions and other funds through accounts payable to the various benefit providers.
- Processes a variety of special payrolls, which includes a variety of annual and other special payments; generates and distributes W2 and 1099-R forms to employees.

- Reviews, reconciles, verifies, posts, and records journal entries and a variety of payroll transactions; balances payments, registers, and related transactions; records adjustments and resolves differences; maintains the accuracy of accounting and financial records.
- Coordinates with Human Resources staff in the course of daily activities; interprets and implements Memoranda of Understanding (MOU) changes related to payroll.
- Prepares and maintains payroll, accounting, and statistical reports; maintains accurate and detailed records, verifies accuracy of information and conformance with established regulations and procedures, researches discrepancies, and records information; applies City policies and procedures in determining completeness of records and files.
- Assists customers, departments, and employees by providing answers and interpreting information regarding payroll processes, procedures, and/or general accounts payable and/or receivable issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Resolves a variety of complex and difficult issues and/or concerns within the payroll process, including but not limited to payroll corrections, reporting, and reconciliation.
- Performs a variety of office support duties, including processing mail, ordering and maintaining office supplies and forms, and sorting, filing, copying, and distributing a variety of documents; assists in performing accounts payable and accounts receivable functions as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- Four (4) years of increasingly responsible technical accounting experience.

Licenses and Certifications:

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

Knowledge of:

- Principles and practices of payroll administration including payroll processing, recordkeeping, and reporting.
- CalPERS reporting requirements and guidelines as well as elements of reportable compensation.
- Principles and practices of reviewing, reconciling, and verifying payroll and other accounting and financial documents.

Council Approved:

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

Ability to:

- Perform detailed and technical payroll administration work accurately and in a timely manner.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records and information.
- Review payroll documents for completeness and accuracy before final processing.
- Exercise good judgment and maintain confidentiality of sensitive personal information of employees.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Compile and summarize information from a variety of sources.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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 and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Council Approved:



FLSA: Non-Exempt

FINANCE TECHNICIAN I/II

DEFINITION

Under general supervision and direction, performs a variety of technical accounting support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts payable, accounts receivable, business licenses, and payroll; balances, maintains, and adjusts manual and computerized accounting and financial records; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

Finance Technician II:

This journey-level classification is responsible for performing the full range of accounting support duties assigned. 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 Finance Technician II is distinguished from the Senior Finance Technician in that the latter performs the more complex work assigned to the series, such as maintaining the City's payroll system and producing the bi-weekly payroll and/or provides technical and functional lead direction over assigned staff.

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

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

- Maintains and balances a variety of ledgers, registers, and journals related to postings from accounts payable,

accounts receivable, and cash receipts according to established accounting policies and procedures.

- Reviews, reconciles, verifies, posts, and records journal entries and a variety of accounting and financial transactions; records adjustments and resolves differences; maintains the accuracy of accounting and financial records.
- Receives and processes payments, balances monies received, and prepares and issues vouchers and receipts; allocates funds to correct accounts; balances and reconciles accounts; maintains petty cash.
- Closes and balances accounts, prepares bank deposits, and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Processes invoices, including reviewing, verifying, coding, and entering approved invoices and supporting documentation into accounts payable system; prepares invoice batch for approval; makes adjustments and processes journal entries; prints checks and check register; ensures invoices are charged to appropriate accounts; researches and resolves discrepancies and vendor inquiries; maintains and issues forms for tax reporting purposes.
- Assists with the year-end closing, reconciliation, and audit processes.
- Prepares and maintains financial, accounting, and statistical reports; maintains accurate and detailed records, verifies accuracy of information and conformance with established regulations and procedures, researches discrepancies, and records information; applies City policies and procedures in determining completeness of records and files.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs a variety of office support duties, including processing mail, ordering and maintaining office supplies and forms, 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:

Finance Technician I: Equivalent to completion of the twelfth (12th) grade.

Finance Technician II: Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in accounting, finance, business administration, or related field.

Experience:

Finance Technician I: At least one (1) year of increasingly responsible clerical or administrative support experience, preferably working with accounting practices and principles.

Finance Technician II: Two (2) years of increasingly responsible technical accounting experience; or two (2) years of experience equivalent to a Finance Technician I at the City of El Cerrito.

Licenses and Certifications:

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

Council Approved:

Knowledge of:

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

- Terminology and practices of financial and accounting document processing and record keeping, including accounts payable and accounts receivable.
- Principles and practices of reviewing, reconciling, and verifying accounts payable, accounts receivable, and other accounting and financial documents.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed and technical accounting and financial support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to City accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic, financial, and statistical computations.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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 and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Council Approved:



FLSA: Non-Exempt

ENVIRONMENTAL SPECIALIST

DEFINITION

Under general direction, performs a variety of tasks to support the recycling, waste reduction and other environmental programs and operations of the City; assists with researching, analyzing, developing, implementing, promoting, and monitoring a variety of programs to meet City and State recycling, waste reduction and other environmental program goals; performs audits, conducts surveys, and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Manager, Management Analyst III, or other assigned management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Environmental Specialist is a professional classification with program development, promotion, implementation, and related administrative duties. The Environmental Specialist has a responsibility for independently designing and implementing programs, representing the City in regional meetings, and conducting off-site program promotion and inspection activities.

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 assistance via phone, email and in-person, both on-site and off-site, to help promote recycling, waste reduction and other environmental programs to businesses, residents, and City of El Cerrito employees, as well as public and private schools; interprets and applies legislation and city policies governing waste management and recycling services and environmental programs; serves as the main contact for the recycling program and specified environmental programs.
- Performs field surveys and verifications at a variety of businesses and government agencies, prepares recommendations and provides technical assistance to businesses, community groups and local jurisdictions to reduce and recycle waste, or comply with other environmental regulations.
- Conducts periodic site inspections of businesses, schools, and residential areas to measure recycling, waste reduction and environmental program data; prepares related reports with recommendations.
- Assists in the development and implementation of education, information and outreach materials, activities and programs to support source reduction, recycling, composting, household hazardous waste collection, and other environmental programs; prepares news releases, articles and informational brochures for publication; answers questions and distributes materials at fairs, festivals and other community and neighborhood events; and oversees interns and volunteers on special projects.

Council Approved:

- Designs and performs recycling center tours and classroom presentations to school classes for grades K-12; develops and distributes age-appropriate promotional material.
- Gathers and enters data into various databases to track revenue, materials, and program activities; performs data analysis and prepares reports based on this information.
- Distributes routes and schedules appropriately; reads map and determines routes in order to respond to service requests; and assists with review of routing plans for improved efficiency.
- Conducts regularly scheduled meetings with franchise hauler, interpreting and adhering to agreements for collection services.
- Assists with division budget development, contract management and invoicing; and deposit processing for recycling and environmental programs.
- Maintains inventory and order supplies.
- Researches, prepares, submits, and files grant applications and reports; corresponds with granting agencies; administers grant funds in accordance with requirements.
- Serves as the lead staff person in the coordination of annual community volunteer events, such as Earth Day; represents the division in other interdepartmental or interagency events and activities; attends meetings, conferences and hearings as a representative of the division; provides staff support to community member(s) task force or committee examining recycling services and other environmental programs; exercises oversight of interns and volunteers on projects.
- Drafts and explains division procedures, rules and forms; maintains division manuals; processes necessary City forms; assists the Division Manager with division meetings; prepares correspondence, written agendas and other reports and meeting minutes; maintains operational files and records.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, environmental sustainability, environmental science, or a related field.

Experience:

- One year of work experience in environmental services, recycling and waste reduction or related field.

Licenses and Certifications:

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

Knowledge of:

- Municipal solid waste, waste reduction, recycling, compost programs, and/or environmental programs.

Council Approved:

- Principles and practices associated with the development and implementation of recycling and waste reduction programs, including California law and recycling and waste management industry practices.
- Principles of environmental sustainability.
- Principles and practices of basic public relations techniques including basic marketing, community education and promotion, and utilization of social media.
- Basic principles of governmental organization, budgeting, and management.
- Principles and practices of basic marketing and community program promotion.
- Research principles, including data gathering and analysis and presentation methods.
- Principles and practices of program development, implementation, and evaluation.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Recent and on-going developments, current literature, and sources of information related to waste reduction, recycling, and other environmental programs and activities.
- Basic business mathematics.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern office practices, procedures, and equipment, including computer systems with proficiency in spreadsheets, word processing and database applications.

Ability to:

- Analyze problems and develop appropriate solutions; compile and interpret data and statistics, laws, regulations and court rulings; prepare reports with recommendations.
- Learn about various environmental laws and requirements and support City programs to achieve environmental goals.
- Plan and organize events.
- Design promotional programs and prepare public information and outreach materials.
- Research available grants, prepare grant requests, and implement and administer grants.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 and maintain effective working relationships with those contacted in the course of work including various cultural and social ethnic groups; effectively handle and resolve confrontation situations; coordinate work activities with those of other city departments as appropriate.
- Prioritize work, prepare schedules, meet deliverables, flexibly reschedule, and meet deadlines.
- Interpret, explain, and apply involved regulations, standards, and procedures.

Council Approved:

PHYSICAL DEMANDS

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

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

Some positions may require working varied shifts and/or alternate schedules as needed. During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.

Council Approved:



FLSA: Non-Exempt

**CHILDCARE TEACHER I-SCHOOL AGE
CHILDCARE TEACHER II-PRE-SCHOOL**

DEFINITION

Under general supervision, plans, organizes, and supervises a variety of daily and seasonal recreational and educational activities and special events for school age (Childcare Teacher I) or preschool age (Childcare Teacher II) children at one of the City's or other agency's childcare facilities; promotes play and exploration, problem-solving and learning, and growth development in accordance with City and other applicable policies and procedures and state regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Coordinator and/or Recreation Supervisor. Exercises technical and functional lead direction over and provides training to assigned childcare staff.

CLASS CHARACTERISTICS

The Childcare Teacher I/II is the journey-level classification in the childcare series planning, organizing, and supervising a variety of educational and recreational opportunities for pre-school or school age children. Positions at this level are distinguished from the Childcare Aide level by the performance of the full range of duties as assigned, education and experience requirements, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, and supervises a variety of childcare and age-appropriate educational and recreational activities.
- Implements and enforces established policies and rules.
- Assists with the orientation, training, and direction of less experienced childcare staff; provides feedback for staff evaluations; performs related duties in the absence of the Recreation Coordinator, as assigned.
- Assists the Recreation Coordinator with ordering supplies including food; provides program information to the parents and general public.
- Maintains an appropriate and safe indoor and outdoor environment; ensures the health and safety of the children; prepares snacks.
- Conducts field trips with children to off-site locations; transport children in city-provided vehicle as required.

- Conducts regular observations of children in the childcare program; participates in the developmental assessment process; meets and speaks with parents regarding behavior issues, program details, and payment information; prepares written informational items for parents regarding classroom activities, events, and occurrences.
- Interacts with children in a warm and positive manner.
- Ensures maintenance of a clean and safe learning environment including classroom and outside play area; maintains clean and sanitized eating areas and equipment; ensures classroom supplies are available and in good working order.
- Administers first aid and adult and/or child cardiopulmonary resuscitation (CPR) as required.
- Attends trainings, workshops, and classes related to job duties.
- Receives and responds to questions and concerns; determines issue and resolves within established guidelines or refers to supervisor as appropriate.
- Maintains logs and records of activities including incident reports and training logs.
- Observes and complies with all City and other applicable mandated safety rules, regulations, and protocols.
- Basic administrative tasks and special projects including filing, auditing records for accuracy and completeness, printing and distributing rosters, role sheets and emergency forms, basic customer service, creating flyers and newsletters, developing curriculum, supply ordering, and other related functions.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade supplemented by at least 12 units of college level coursework in early childhood education, elementary education, recreation, physical education, or a closely related field.

Experience:

- The minimum age for positions in this classification is eighteen (18). Six (6) months of experience working with children in a childcare or educational setting.

Licenses and Certifications:

- Possession of a valid California Driver's License or Identification Card to be maintained throughout employment.
- Possession of a valid Adult/Child/Infant CPR/AED and First Aid certifications from the American Red Cross or equivalent agency, to be maintained throughout employment.
- If assigned to a licensed childcare site, Adult/Child/Infant CPR/AED and First Aid certifications must comply with California Emergency Medical Services Authority (EMSA) requirements.

Knowledge of:

- Principles of providing functional lead direction and training.

Council Approved:

- Principles and practices of child growth and development.
- Practices and methods of instruction, care, and supervision of toddler, preschool and/or school-aged children.
- Concepts of child development and behavior patterns of toddler, preschool, and/or school-aged children.
- Classroom management and teaching strategies.
- Seasonal, special events, and standard recreation program development, implementation, review and evaluation.
- Procedures and practices for maintaining classroom and playground safety.
- Behavior management techniques.
- Curriculum frameworks and development.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- Basic mathematics.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide direction to less experienced childcare staff.
- Plan, organize, conduct, and supervise the daily activities and operations of a classroom or playground setting.
- Plan, organize, and implement an effective curriculum that meets the individual needs of children.
- Apply basic child development principles, practices, and techniques when supervising children and conducting activities.
- Respond to behavioral signals from children that indicate a need for a change in teaching style or environment.
- Organize and implement day camp and recreational activities.
- Create and maintain a safe learning environment.
- Think and act quickly and effectively in emergencies.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Council Approved:

- 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

When assigned to a classroom environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District and meeting sites; 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 working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects, and children, 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 primarily work in a classroom environment with moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, dust and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents may be required to wear uniforms and may be required to work varied shifts as needed.



FLSA: Non-Exempt

RECREATION COORDINATOR

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff, volunteers, and/or independent contractors responsible for the direct delivery of one or more recreation and leisure programs, services, and activities; programs may include but are not limited to youth and adult programs, aquatics, sports, seasonal programs, childcare (preschool and afterschool), senior services, special interest classes, paratransit, special events, marketing, park and facility reservations, and related administrative functions; provides technical and specialized assistance to management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Supervisor or assigned supervisor. Exercises direct supervision over assigned Recreation staff, including contract staff and volunteers.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of assigned programs in the Recreation Department. Incumbents have responsibility for independently coordinating, leading, and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, coordinates, provides oversight, reviews, and evaluates recreation programs, activities, services, and facilities; establishes schedules and methods for providing community and recreation services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Assists in the recruitment, selection, and evaluation of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Assists in planning department-wide and program specific services, guidelines, publicity, and activities including special and fundraising events.

- Monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures; receives and accounts for monies received at the assigned program site.
- Oversees facility rental and registration activities and ensures accurate record-keeping for program receipts.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Ensures assigned worksite is maintained in a clean, safe, orderly, and secure condition.
- Monitors contract agreements with service providers; assists with recruitment, hiring, training, and supervision of contract employees.
- Creates promotional, informational, and marketing materials for various programs and events including flyers, posters, banners, brochures, newsletters, and social media content.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, rosters of participants, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Drives a city vehicle to transport supplies, equipment, adults and/or youth as assigned.
- Administers first aid, cardiopulmonary resuscitation (CPR), and/or automatic electronic defibrillator (AED) in emergency situations.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of recreation and community services.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- 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 an associate degree from an accredited college or university with major course work in recreation, leisure services, child development, gerontology, sports management, public administration, business administration, or a related field.
- For Licensed Childcare assignments, college level coursework and units in early childhood education, child development or a related field are required to qualify as a Pre-School and/or School Aged Childcare Center Director as defined by the State of California.

Experience:

- Three (3) years of increasingly responsible experience in the implementation of recreation programming or a related field, including two (2) years in a or lead capacity.

Licenses and Certifications:

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

Council Approved:

- Possession of valid First Aid, CPR, and AED certifications for adult, child, and infant, to be maintained throughout employment.
- When assigned to Aquatics, certifications may be required depending on assignment such as a valid American Red Cross Lifeguard, Water Safety and Lifeguard Instructor certification, and/or Pool Operator.
- Possession of a valid certificate in Abuse Prevention and Mandated Reporter training (or equivalent) to be maintained throughout employment.
- When assigned to a Licensed Childcare program, possession of a valid Licensed Childcare Center Director certification issued by the State of California (or equivalent), to be maintained throughout employment.

Knowledge of:

- Principles, practices, methods, and techniques of recreation, sports, childcare, and leisure services programs, management, operations, facilities, and equipment.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles, practices, and service delivery needs related to facility rentals, social services, classes, and community events.
- Principles of providing functional lead direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Recreational, cultural, age-specific, and social needs of the community.
- Rules and regulations of sports, coaching in a competitive and non-competitive setting, field dimensions, and equipment needs.
- Online registration systems and software.
- Working knowledge of computer-based applications such as Word, Excel, and PowerPoint or equivalent.
- Basic principles and practices of budget administration and monitoring.
- Principles and practices of basic public relations techniques including the utilization of social media.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Recent and on-going developments, current literature, and sources of information related to community recreation and leisure programs and activities.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Adult and/or child cardiopulmonary resuscitation (CPR) methods, first aid, and use and administration of automatic electronic defibrillator (AED) devices.
- Basic business mathematics.
- 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 the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, lead, and coordinate the work of assigned staff, contractors, and volunteers.
- Effectively provide staff leadership and work direction.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.

Council Approved:

- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Recommend and administer program and project budgets.
- Work with groups and individuals to produce quality programming and events.
- Plan, market, and promote programs; create and design publicity flyers, banners, posters, and decorations.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand diverse recreation needs of the community and implement effective programs and projects.
- Respond to medical emergencies and injuries in a calm and effective manner.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files including those related to registration, fees collected and facilities rentals.
- 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; to operate a motor vehicle and visit various City and meeting sites; 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 working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. 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 work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents may be required to wear uniforms; may be required to work varied shifts including nights, weekends, and holidays. City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

RECREATION LEADER I/II/III/IV

DEFINITION

Under general supervision or direction, and depending on assignment, provides routine to advanced/specialized instruction in connection with a specific sport, recreation, and/or leisure program, class, and/or activity; conducts lessons and classes tailored to participant interests and abilities; provides demonstration; continuously supervises and monitors participants to ensure their safety and well-being; may perform light clerical duties to assist with operations and workflow; maintains various participant/program records and files; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

Recreation Leader I: This is the entry-level classification in the Leader series responsible for assisting or delivering (under supervision) a variety of lessons/classes/programs, or basic administrative support within a specific sport, recreation and/or leisure program area, including instructing groups of varying ages in structured activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit.

Recreation Leader II: This is the journey-level classification in the Leader series responsible for independently delivering a variety of lessons/classes within a specific sport, recreation, and/or leisure program area, including instructing groups of varying ages in structured 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.

Recreation Leader III: This is the advanced journey-level classification in the Leader series responsible for performing and providing instruction on the more difficult/specialized work assigned to the series, requiring advanced skills and training in the related subject matter area, and knowledge of any specialized equipment. 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; may provide functional and lead direction to assigned staff.

Recreation Leader IV: This is a specialist classification in the Leader series responsible for performing the most difficult/specialized work assigned to the series, requiring extensive training and industry certification(s) in the related subject matter area, and knowledge of any specialized equipment. 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; may provide functional and lead direction to assigned staff; and have advanced administrative skills, such as budget management, scheduling, and resource allocation.

Each progressive level in the Leader classification series performs substantially similar duties related to the delivery of sports, recreation, and/or leisure instructional classes and/or lessons. Allocation within the

classification series is determined by the specialized nature of the particular instructional activity, market competition/availability of qualified individuals, and the level of knowledge, skills and abilities possessed by the incumbent as determined by the incumbent's background, training, and activity-related industry certification(s).

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Leads, assists, teaches, and conducts sports, recreation, and/or leisure activities, lessons, and classes for groups of youth, teens, adults, and/or seniors throughout the City according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.
- Supervises participants during instruction sessions; maintains class control; monitors activities in and around assigned location/facility to avoid and prevent accidents and ensure the safety and well-being of participants; promotes awareness and safety at all times.
- Coordinates necessary facilities, services, and staff to conduct programs and events, as assigned.
- Distributes supplies and tracks supply usage and needs, as assigned.
- Provides lead direction to staff, as assigned and level appropriate; provides support and assistance to other recreation staff.
- Resolves program issues within established guidelines; suggests program improvements.
- Implements and monitors City procedures with respect to participant safety.
- Works collaboratively with participants and guardians to ensure strong and productive relationships and a positive learning environment.
- Inspects class sites and/or facilities and equipment for safety and functionality; ensures appropriate use of facilities and equipment; reports maintenance needs to appropriate staff.
- Assists in the encouragement of participation and good sportsmanship.
- Administers first aid and CPR, as necessary.
- Attends trainings, workshops, and classes related to job duties.
- Receives and responds to questions and concerns; determines issue and resolves within established guidelines or refers to supervisor as appropriate; suggests program improvements.
- Maintains logs and records of activities including incident reports and training logs.
- Answers telephones and performs clerical duties including data entry, as assigned.
- Assists with citywide special events and recreation department activities, as assigned.
- Observes and complies with all City mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

Recreation Leader I-II: Equivalent to completion of the eighth (8th) grade.

Recreation Leader III-IV: Equivalent to completion of the tenth (10th) grade.

Experience:

Council Approved:

Recreation Leader I: Some experience involving skill and knowledge in a sport, recreation, enrichment and/or leisure program related to the assigned area of responsibility and ability to demonstrate skill and knowledge.

Recreation Leader II: One (1) year of experience providing direct instruction/training/coaching to participants in a sport, recreation, enrichment and/or leisure program related to the assigned area of responsibility.

Recreation Leader III: Two (2) years of increasingly responsible experience providing direct and specialized instruction/training/coaching to participants in a sport, recreation, enrichment and/or leisure program related to the assigned area of responsibility. Demonstrate ability to lead, supervise and train a team of recreation leaders and volunteers.

Recreation Leader IV: Three (3) years of increasingly responsible experience providing direct and specialized instruction/training/coaching to participants in a sport, recreation, enrichment and/or leisure program related to the assigned area of responsibility. Has demonstrated ability to lead, supervise and train a team of recreation leaders and volunteers and experience in program development and management.

Licenses and Certifications:

Recreation Leader I-II-III-IV:

- Possession of valid First Aid, CPR, and AED certifications from the American Red Cross or equivalent agency, to be maintained throughout employment. Certification may be provided or arranged by the City.
- Depending on the assignment, levels within this classification series may require specialized skill(s), training(s), license(s) or certification(s) in order to perform the duties of the assignment.

Knowledge of:

- Recreation programs and activities.
- Instructional methods and techniques applicable to assigned program area.
- Methods and techniques of implementing program activities.
- Age and ability-appropriate program content.
- Operations, services, activities, and equipment of assigned program.
- Care and proper use of recreational equipment and supplies.
- Occupational hazards and standard safety practices.
- General office and business administrative practices.
- Basic principles and procedures of report writing and recordkeeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Lead and teach assigned program classes or activities.
- Oversee the operations and activities of assigned program.
- Conduct age and ability appropriate activities.

Council Approved:

- Provide instruction, feedback and evaluation to program participants.
- Provide lead direction to other recreation staff, as assigned.
- Track supplies, supply needs, and costs.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Perform basic mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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; to visit various City and meeting sites; 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 working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. 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 work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Incumbents are required to wear uniforms; may be required to work varied shifts including nights, weekends, and holidays; in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

SENIOR BUILDING INSPECTOR

DEFINITION

Under direction, leads, performs, and conducts the most complex duties related to inspecting residential and commercial properties for compliance to building, mechanical, electrical, plumbing, and other related codes and regulations; provides customer assistance, responds to concerns, and answers questions related to inspections; interprets codes, policies, and procedures, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides technical and functional lead direction to assigned staff; trains, mentors, and guides staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that inspections are performed in accordance with City standards and requirements.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes to the supervisor; and implements changes and improvements after approval; develops and maintains procedure manuals.
- Leads, schedules, and conducts complex field inspections of commercial and multi-use sites for change of use and occupancy at various stages of construction, alteration, and repair for conformance to building, mechanical, electrical, plumbing, zoning, and other related codes and regulations.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical and plumbing installations on new construction and alterations to verify code compliance; inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.

- Identifies code violations; gathers and prepares evidence; issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures; works with property owners and contractors to achieve voluntary compliance with codes; conducts follow-up inspections to ensure compliance; conducts and approves final inspections and issues certificate of occupancy.
- Advises and provides information to property owners, developers, architects, engineers, and contractors including answering questions and providing information regarding community development, building, plans examination, and permit/land use entitlement processes and procedures; reviews, interprets, and explains applicable local, state, and federal regulations and municipal codes, ordinances, standards, and guidelines.
- Reviews plans, specifications, and calculations of new construction, additions, and alterations to buildings to determine compliance with the provisions of building codes, ordinances and regulations; determines whether plans are properly dimensioned and clearly detailed in accordance with design calculations.
- Prepares draft comments and/or correction lists to communicate and establish the requirements necessary for structural compliance; reviews and verifies that all indicated requirements on comment and correction list have been addressed.
- Coordinates inspection or plans examination activities with other agencies and City staff and departments.
- Researches, compiles, and summarizes data and information and prepares various correspondence, reports, and related documentation.
- Maintains accurate and detailed databases, spreadsheets, files, and records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Perform related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- Seven (7) years of experience in general construction or building trade work; or five (5) years of experience equivalent to the City's Building Inspector II level.

Certifications and Licenses:

- Possession of a current and valid California Driver's License and satisfactory driving record to be maintained throughout employment. An out-of-state license may be used during the hiring process, but a valid California Driver's License must be obtained prior to appointment.
- Possession of Residential Building Inspector and Commercial Building Inspector Certificates issued by the International Code Council (ICC), to be maintained throughout employment.
- Possession of a Plans Examiner Certificate issued by ICC to be maintained throughout employment.

Council Approved:

Knowledge of:

- Principles of providing functional direction and training and leading work of assigned staff.
- Advanced principles and practices of building inspection, plans examination, and/or building permit programs, processes, and requirements.
- Major types of building construction materials and methods.
- Accepted safety standards and methods of building construction for residential, commercial, and multi-use buildings.
- California Code of Regulations and local ordinances.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, and related documents.
- Methods of preparing and processing various records, reports, and forms.
- Principles of structural design and engineering mathematics.
- Principles and procedures of record-keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

- Plan, organize, lead, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Read, understand, examine, and interpret plans, specifications, and related construction documents, maps, and related technical documents.
- Explain and interpret building, plans examination, and related processes, codes, and regulations to property owners, residents, and others.
- Follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, codes, and related requirements.
- Read and interpret building and construction plans, diagrams, and specifications.
- Research, summarize, and present information and data in an effective manner.
- Make accurate engineering and mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate records, reports, and other written material.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Council Approved:

PHYSICAL DEMANDS

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

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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



FLSA: Non-Exempt

RECYCLING OPERATIONS DRIVER

DEFINITION

Under general supervision, performs residential and commercial recycling collection duties on assigned routes; operates a variety of equipment and vehicles in the processing of recyclable materials; performs minor maintenance on vehicles and equipment; sorts, separates, and processes materials for recycling on-site and/or shipping of materials, as assigned; provides information to the public on recycling and other integrated waste programs and procedures; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recycling Operations Supervisor or assigned management personnel. Exercises no direct supervision over staff. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing recycling materials collection duties on assigned routes in support of the City's recycling and integrated waste operations. 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.

- Drives a recycling collection truck on designated routes; collects recyclable materials from a variety of residential and commercial locations throughout the City; delivers and unloads materials to designated sites both inside and outside of the City limits.
- Performs required daily vehicle and equipment safety checks cleans interior and exterior of vehicle on a regular basis.
- Operates a forklift to move materials, bins, and pallets; operates a variety of machinery at the Recycling Center, as assigned.
- Maintains the Recycling Center yard; picks up loose trash and sweeps the area; rotates empty and full material bins; stacks materials for distribution and/or shipping; performs routine building/facility maintenance tasks, as assigned.
- Maintains records related to inspections, collection activity, material weights, and shipping activity.
- Lifts and moves heavy objects; sorts and manages recyclables by material types; removes contaminants; processes recyclables as directed.
- Maintains phone with supervisors and office staff to receive and provide communication and instructions; reports variance to standard operations.

- When assigned, provides general customer service functions to Recycling Center users; directs users in the proper handling and recycling of all materials collected on-site; provides resources about which items are not accepted and how they may be properly handled, recycled, and/or disposed.
- Addresses questions and/or requests from the public at the Recycling Center and curbside; provides information and/or resolves issues within the scope of authority.
- 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:

- One (1) year of responsible experience in driving/operating a commercial vehicle with a Class B License.

Licenses and Certifications:

- Possession of a valid California Class B Driver's License with air brake endorsement and a satisfactory driving record, to be maintained throughout employment.
- Possession of, or ability to obtain within two (2) months of employment, certification as an OSHA-approved forklift operator.

Knowledge of:

- Heavy equipment and/or commercial vehicle operation.
- Use of hand tools and light to medium equipment.
- Mechanical operations and functions of large equipment.
- Basic vehicle and equipment maintenance.
- Safe driving practices and backing, loading, compacting, and lifting procedures.
- Basic 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.
- Techniques for providing a high level of customer service by effectively assisting the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Drive and operate recycling collection equipment safely in variable weather conditions, in narrow and tight spaces, and for extended periods of time.
- Read maps, charts, route sheets and gauges related to City and County geography, street layout and location.
- Safely and properly operate power and specialized equipment.

Council Approved:

- Perform heavy physical labor.
- Learn the organization, operation, and priorities of recycling and other environmental programs necessary to assume assigned responsibilities.
- Learn to recognize hazardous and infectious waste.
- Learn and adhere to mandated safety rules, regulations, and protocols.
- Learn to respond to service requests or inquiries from the public, staff, and outside organizations.
- Perform basic arithmetic calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare accurate documentation and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and 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 the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend vehicles and equipment, to operate varied hand and power tools and machinery, and to operate a commercial or motor vehicle for long periods of time and visit various City sites and other non-City locations; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. 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 primarily work in a driving environment and are frequently exposed to road and traffic conditions, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and fumes, hazardous substances, and human or animal bodily fluids. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.

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



FLSA: Non-Exempt

RECYCLING OPERATIONS WORKER

DEFINITION

Under general supervision, performs semi-skilled and unskilled manual labor and equipment operation tasks in the operation and maintenance of the City's recycling and other integrated waste programs; sorts, separates, and processes materials for recycling on-site and/or shipping of materials; manages the receiving area for incoming materials; provides information to the public on recycling and other integrated waste programs and procedures; assists Recycling Operations Drivers with curbside pick-up routes; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recycling Operations Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing maintenance and equipment operation tasks duties in support of the City's recycling and integrated waste operations. 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.

- Operates a forklift to move materials, bins, and pallets; operates a variety of machinery at the Recycling Center.
- Maintains the Recycling Center yard; picks up loose trash and sweeps the area; rotates empty and full material bins; stacks materials for distribution and/or shipping; performs routine building/facility maintenance tasks.
- Maintains records related to inspections, collection activity, material weights, and shipping activity.
- Lifts and moves heavy objects; sorts and manages recyclables by material types; removes contaminants; processes recyclables accordingly.
- Maintains phone/radio communications with supervisors, drivers, and office staff to receive and provide communication and instructions; reports variance to standard operations.
- Provides general customer service functions to Recycling Center users; directs users in the proper handling and recycling of all materials collected on-site; provides resources about which items are not accepted and how they may be properly handled, recycled, and/or disposed.
- Addresses questions and/or requests from the public at the Recycling Center and curbside; provides information and/or resolves issues within the scope of authority.

- Drives a variety of vehicles; performs required daily vehicle and equipment safety checks prior to execution of daily tasks; cleans the interior and exterior of vehicles on a regular basis.
- Assists Recycling Operations Drivers in manual collection on designated curbside routes; picks up recycling materials; and places materials into the vehicle.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

Education:

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

Experience:

- Some experience using hand or power tools and operating machinery in a warehouse, forklift driving, materials delivery, or collections environment.

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) months of employment, certification as an OSHA-approved forklift operator.

Knowledge of:

- Use of hand tools and light to medium equipment.
- Mechanical operations and functions of large equipment.
- Basic vehicle and equipment maintenance.
- Safe driving practices and backing, loading, compacting, and lifting procedures.
- Basic 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.
- Techniques for providing a high level of customer service to effectively respond to the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform heavy physical labor.
- Learn the organization and operation of waste reduction, recycling, and other environmental programs necessary to assume assigned responsibilities.
- Operate and/or learn to operate a variety of equipment and vehicles.

Council Approved:

- Use and operate hand and power tools and large machinery.
- Learn City and mandated safety rules, regulations, and protocols.
- Learn to recognize hazardous and infectious waste.
- Learn to respond to requests or inquiries from the public, staff, and outside organizations.
- Perform basic arithmetic calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare documentation, and other written materials.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- Use tact, initiative, prudence, and 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 the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend equipment, to operate varied hand and power tools and machinery, and to operate a motor vehicle and visit various City sites and other non-City locations; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. 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 work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed. During an emergency, all City employees serve as a Disaster Services Emergency Worker and are expected to work overtime, weekends, evenings, and holidays in order to respond and assist the City.



FLSA: Non-Exempt

MAINTENANCE SERVICES WORKER I/II

DEFINITION

Under immediate (Maintenance Services Worker I) to general (Maintenance Services Worker II) supervision, performs a variety of work in the maintenance and repairs such as streets, stormwater systems, sidewalks, curbs, gutters, graffiti removal, parks, public landscapes, and building and other public facilities; uses and operates manual tools and light and moderate to heavy equipment; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate to general supervision from the Maintenance Operations Supervisor or other assigned supervisory or management staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Maintenance Services Worker I: This is the entry-level classification in the Maintenance Services Worker series. Initially under close supervision, incumbents learn and perform routine maintenance, repair, and construction duties of City streets, stormwater systems, sidewalks, curbs, gutters, graffiti and trash removal, park maintenance, equipment, and facilities while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Maintenance Services Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Maintenance Services Worker II: This is the journey-level classification in the Maintenance Services Worker series. Positions at this level are distinguished from the Maintenance Services Worker I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Maintenance Services Worker II is distinguished from the Maintenance Services Lead Worker in that the latter performs the more complex work assigned to the series requiring a higher level of skill, considerable discretion, independent judgment and provides technical and functional direction over assigned staff.

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

Positions at the Maintenance Services Worker I-level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of work in the maintenance, repair, and minor construction work involving street resurfacing, repair, and patching; sidewalk, curb, gutter removal and replacement; graffiti removal; parks and public landscape maintenance; repairs or installation of regulatory signs; repair of irrigation equipment; and tree trimming/removal.
- Performs routine maintenance and repair on parks and playgrounds; inspects and repairs playground apparatus; inspects, repairs, replaces, and maintains simple water features and drinking fountains; corrects and/or reports safety hazards, graffiti, and vandalism; paints and repairs park furnishings; checks and cleans trails and restrooms; stocks materials and supplies, as necessary.
- Performs a variety of duties related to the maintenance and care of assigned sports fields; prepares fields; rakes leaves, cleans walks, courts, and other facilities; picks up rubbish and other debris; performs general grounds cleaning.
- Assists in the maintenance of sprinklers and irrigation equipment.
- Spreads asphalt in patching and repairing of streets.
- Pours and finishes concrete; constructs concrete forms and performs rough carpentry work.
- Installs traffic cones and barricades around work areas to ensure safety of staff and the general public.
- Install traffic signs and posts and removes signs and posts that are no longer required.
- Operates a variety of light and heavy-duty maintenance and construction equipment; operates a variety of hand and power tools; operates specialized equipment as assigned; inspects tools and equipment for safety and mechanical defects and refers defects or needed repairs to supervisor.
- Clears roadside and other City properties including encampments and illegal waste disposal.
- Maintains, cleans, and clears storm drains, pipes, catch basins, creek areas, and other stormwater systems.
- Respond to emergency situations as assigned.
- Maintains accurate and up-to-date records on materials and supplies used in the performance of a variety of projects.
- Respond to questions and concerns from the public; provides customer service and information and/or resolves service requests within the scope of authority.
- 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:

Maintenance Services Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

Maintenance Services Worker I: At least six (6) months of experience as a construction laborer and/or performing general maintenance work.

Council Approved:

Maintenance Services Worker II: Two (2) years of increasingly responsible experience in street, park, public building and grounds, or other public works maintenance work comparable to a Maintenance Services Worker I with the City.

Licenses and Certifications:

Maintenance Services Worker I/II:

- 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) months of employment, certification as an OSHA-approved forklift operator.

Knowledge of:

Positions at the Maintenance Services Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Materials, methods, practices, tools, and equipment used in public works and park maintenance repair activities.
- Techniques, tools, and materials used in the construction, maintenance, and repair of streets, gutters, sidewalks, storm drains, and related facilities.
- Irrigation system installation, maintenance, and repair.
- Traffic safety such as properly directing traffic and setting of cones and barriers to maintain safe work and driving areas.
- Use of hand and power tools.
- Basic knowledge of vehicle and equipment maintenance.
- Basic arithmetic.
- Basic record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform routine to complex street and park maintenance duties.
- Follow oral and written directions.
- Read and interpret construction plans and specifications; and interpret and work from sketches.
- Perform heavy physical labor.
- Operate a variety of equipment and vehicles.
- Operate a variety of hand and power tools.
- Respond to emergency and after-hours calls.
- Respond to service requests or inquiries from community member(s), staff, and outside organizations.

Council Approved:

- Perform basic arithmetic calculations.
- Estimate time, materials, and equipment needed to perform maintenance and repair work.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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 the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend equipment, to operate varied hand and power tools and machinery, and to operate a motor vehicle and visit various City sites and other non-City locations; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. 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 work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed. 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. City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker.



FLSA: Non-Exempt

LEAD MAINTENANCE SERVICES WORKER

DEFINITION

Under general supervision, leads, assigns, directs, reviews, and participates in work of staff responsible for the maintenance and repairs of streets, stormwater systems, sidewalks, curbs, gutters, public landscapes, parks, and building and other public facilities; performs the full array of duties assigned to the classes in the Maintenance Services Worker series, including skilled and semi-skilled work including heavy equipment operation; assists the Maintenance Supervisor in organizing, evaluating, and planning work performed by City maintenance staff and through maintenance contractors; and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Operations Supervisor or assigned supervisory or management personnel. Exercises technical and functional lead direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Maintenance Services Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to safely perform the more complex duties, which require a higher level of skill; and provides lead direction over the daily work activities of a Maintenance Services Worker. Assignments are given with general guidelines and incumbents are responsible for establishing general objectives, timelines, and methods to deliver services and complete assignments. The incumbent reviews the work of the Maintenance Services Worker upon completion for soundness, appropriateness, and conformity to best practices, policy and safety requirements. The Lead Maintenance Services Worker is distinguished from the Maintenance Services Supervisor in that the latter is a full supervisory classification with responsibilities for the scheduling, supervision, discipline, 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.

- Leads, reviews, and performs the work of staff engaged in the maintenance and repair activities including street resurfacing, repair, and patching; sidewalk, curb, gutter removal and replacement; graffiti removal; parks and public landscape and maintenance; repairs or installation of regulatory signs; repair of irrigation equipment; tree trimming/removal; and responding to emergencies.
- Coordinates crew activities with those of other maintenance crews and other City departments.
- Assists with the development and implementation of the Maintenance Services Worker's assignments and task priorities; as well as organizing personnel, materials, supplies, and equipment required for each of the crew's assigned projects; inspects and reviews work methods, performance, and quality of work performed;

conducts safety tailgate trainings, and adherence to safety protocols in the field, and ; provides input and recommendations on employee evaluations.

- Provides administrative help in organizing, evaluating, and planning work assignments for work performed by contract maintenance services.
- Oversees and operates a variety of light and heavy-duty maintenance and construction equipment; operates a variety of hand and power tools; operates specialized equipment as assigned; inspects tools and equipment for safety and mechanical defects and refers defects or needed repairs to supervisor.
- Participates in the full range of public works and park maintenance activities; performs the most difficult maintenance and repair duties including heavy equipment operation.
- Determines the locations of storm drain facilities prior to excavation.
- Clears roadside and other City properties including encampments and illegal waste disposal; cleans/clears storm drains and catch basins.
- Maintains accurate and up-to-date records on materials and supplies used in the performance of a variety of projects; provides recommendations for ordering supplies.
- Responds to questions and concerns from the public; provides customer service and information and/or resolves service requests within the scope of authority.
- 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:

- Three (3) years of increasingly responsible work in public works such as involving the maintenance of streets, buildings, parks, grounds, or other experience closely related to public works maintenance; and at least one year of experience equivalent to a Maintenance Services Worker II with the City.

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.
- If required, possession of, or ability to obtain within six (6) months of employment, a Qualified Applicator's Certificate with certification in categories B: Landscape Maintenance and C: Right-of-Way issued by the State of California, to be maintained throughout employment.
- Possession of, or ability to obtain within two (2) months of employment, certification as an OSHA-approved forklift operator.

Knowledge of:

- Principles of providing functional direction and training.
- Methods and techniques of scheduling work assignments.
- Materials, methods, practices, tools, and equipment used in public works and park maintenance repair activities.
- Materials, practices, and procedures used in weed abatement.
- Use of hand and power tools.

Council Approved:

- Basic understanding of vehicle equipment maintenance.
- Basic arithmetic.
- Basic record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility, and ability to follow them.
- City and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide assigned staff leadership and work direction.
- Follow oral and written directions.
- Perform complex street and park maintenance duties.
- Read and interpret construction plans and specifications; and interpret and work from sketches.
- Effectively work with City contractors and other entities performing maintenance services within the City.
- Respond to emergencies and after-hours calls.
- Perform heavy physical labor.
- Operate a variety of equipment and vehicles.
- Operate a variety of hand and power tools.
- Respond to service requests or inquiries from community members(s), staff, and outside organizations.
- Perform basic arithmetic calculations.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare documentation, and other written materials related to the work.
- 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 good 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 the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend equipment, to operate varied hand and power tools and machinery, and to operate a motor vehicle and visit various City sites and other non-City locations; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. 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 work in the field and are exposed to loud noise levels, cold and hot temperatures, extreme weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed. 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. City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker.



AGENDA BILL

Agenda Item No. 7.F.

Date: November 19, 2024
To: El Cerrito City Council
From: Jarrett Mullen, Sustainable Transportation Program Manager; Sean Moss, Planning Manager, Community Development Department
Subject: Consulting Services Agreement with Dixon Resources Unlimited to create the City of El Cerrito Parking Management Action Plan

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute a consulting services agreement with Dixon Resources Unlimited to create the El Cerrito Parking Management Action Plan for \$199,985 plus a 10% contingency for a total amount not to exceed \$220,000.

BACKGROUND

The El Cerrito Parking Management Action Plan (PMAP) is being developed to modernize the City's on-street parking program in preparation for the El Cerrito Plaza BART Station Transit Oriented Development (ECP TOD) Project and in support of development throughout the San Pablo Avenue Specific Plan area. The City approved the ECP TOD project on July 3, 2024. The ECP TOD project includes a total of 6 buildings that will provide 743 new housing units. 47% of the total units will be rented at below-market rents. The project includes a total of 22,000 square feet of new public open space, including a new community plaza along Fairmount Avenue that will be approximately 0.5 acre in size. The project also includes 2,100 square feet of new commercial tenant space and features an opportunity to include a new 20,000-square-foot public library adjacent to the community plaza if the City can identify funding. The ECP TOD project will result in the reduction of dedicated BART rider parking from approximately 742 existing surface parking spaces to approximately 145 structured parking spaces to enable the construction of 743 mixed-income residential units. The PMAP is grant funded.

The PMAP effort is a direct product of the City's and BART's collaborative ECP TOD policymaking and planning, including the development and implementation of the 2019 El Cerrito Plaza TOD Goals & Objectives (TOD Goals) and the 2023 Berkeley-El Cerrito Corridor Access Plan (BECCAP). The TOD Goals, adopted by the City of El Cerrito City Council and the BART Board of Directors, establish that the City will continue to manage area street parking, with BART's assistance in developing a management plan to ensure neighborhood and business needs can be met.

Building upon the TOD Goals, BART, in collaboration with the City, created the BECCAP to prepare for the ECP TOD development. The BECCAP was an 18-month planning study that solicited community input and developed multimodal access strategies for the El Cerrito Plaza, North Berkeley, and Ashby BART stations, all of

which are near-term TOD development sites. The BECCAP's El Cerrito Plaza station access strategies featured 16 projects totaling approximately \$50 million within these four areas: parking management, an expanded complete street network, new and upgraded local bus service, and a docked bike share system.

BART has partnered with the City to pursue funding to implement the BECCAP's four access strategies. In 2022, BART pursued and was awarded \$49 million from the California State Transportation Agency's (CalSTA) Transit and Intercity Capital Rail Program (TIRCP) grant, Cycle 5. Approximately \$24 million of this award is planned to support the ECP TOD infrastructure, with the remainder allocated to other East Bay TOD projects. Of the \$24 million of the TIRCP award assigned to El Cerrito Plaza, approximately \$10 million, or a little more than one-third, is intended to support the BECCAP access strategies such as the bicycle and pedestrian linkages and on-street parking management program, which the City will lead. The remaining two-thirds will support infrastructure on BART property, such as the BART station parking garage and bus transit center. On October 3, 2023 the City and BART entered into a grant pass-through agreement to receive \$10 million in funding from BART's TIRCP award for City-led projects, such as the PMAP.

The BECCAP presented a preliminary parking strategy for the El Cerrito Plaza area to accommodate different user groups, such as residents, BART riders, employees, visitors, and business patrons. To meet these varied needs, the concept featured the following: existing one- and two-hour free parking zones would be retained, while drivers who park longer than two hours would pay an hourly fee except for Residential Parking Permit (RPP) holders. Potential library patrons would have access to conveniently located free 2-hour parking, as well as access to longer-term parking. The concept also identified needs for new payment and enforcement technology and processes to improve the user experience and efficiency to ensure that the program is financially self-sufficient.

The PMAP is the next step in refining the BECCAP's parking management concept into an achievable program. The PMAP will develop a more detailed block-by-block parking concept, conduct financial modeling, and include a robust community outreach effort to gather public feedback on the proposed changes. Additionally, the PMAP will assist the City with "back end" tasks, including leading regular interdepartmental coordination meetings; assistance with organizational decisions; resource needs assessments; vendor contracts; data collection; and guidance for selecting parking payment and enforcement technology. The goal at the end of the PMAP is to have a program ready for implementation. While the El Cerrito Plaza area is the PMAP's primary focus, tasks include public outreach and data collection for the El Cerrito del Norte and Midtown San Pablo Avenue areas to ensure consistent citywide parking policies. However, at this time paid non-resident parking is not under consideration outside the El Cerrito Plaza area.

ANALYSIS

On September 5, 2024, the Community Development Department released a Request for Proposals (RFP) to create the City's Parking Management Action Plan (PMAP).

Vendors were invited to submit proposals during a five-week period ending on October 14, 2024. The City received two proposals: (1) Bright Tactics, LLC and (2) Dixon Resources Unlimited (Dixon). Dixon's proposal met the RFP's submittal requirements, while the Bright Tactics proposal was missing required information and was disqualified from further consideration. Dixon proposed to complete all tasks identified in the RFP for \$199,985 across a 17-month period.

While Dixon was the sole vendor that met the RFP's minimum requirements, City staff followed the City's procurement process to decide between selecting Dixon or to repost the RFP. To evaluate Dixon's capabilities and experience, City staff interviewed Dixon on October 23, 2024, checked three client references, and ultimately decided to select Dixon for consideration by City Council, rather than repost the RFP. Dixon's experience, qualifications, and capabilities aligned with the scope, schedule, and budget listed in the RFP and City staff are confident that Dixon is the right firm to assist the City with this complex and transformative project.

City staff recommends that City Council authorize the City Manager to enter into an agreement with Dixon Resources Unlimited for an amount not to exceed \$199,985 plus a 10% contingency (for a total authorization of \$220,000) to develop the El Cerrito Parking Management Action Plan. The PMAP is fully funded by the California State Transportation Agency's Transit and Intercity Rail Capital Program except for City staff time, which is ineligible for reimbursement.

STRATEGIC PLAN CONSIDERATIONS

Authorizing this agreement and commencing the Parking Management Action Plan is consistent with the following Strategic Plan goals:

- *High Performing Organization:* The PMAP includes an organizational and financial analysis, the findings from which will aid in delivering a self-sufficient, user-friendly parking program.
- *Livability and Belonging:* Managing parking enables economic development and infill housing, while minimizing access impacts to current residents and businesses.
- *Infrastructure and Amenities:* The PMAP will compliment and coordinate with complete street infrastructure investments that support access in the area around the El Cerrito Plaza station area.
- *Environmental Sustainability:* Managing parking enables construction of homes near transit, which reduces driving and greenhouse gas emissions from transportation, the largest source of citywide emissions.

ENVIRONMENTAL CONSIDERATIONS

Authorization for and execution of the proposed consulting services agreement is exempt from review under the California Environmental Quality Act (CEQA). The action to develop the Parking Management Action Plan is categorically exempt from review

under CEQA pursuant to Section 15262 of the CEQA Guidelines (Feasibility and Planning Studies) because it involves development of a plan and related CEQA documentation for possible future actions that have not yet been funded or approved. Approval of a contract to prepare the PMAP is not a commitment to adopt the PMAP proposed or any PMAP, and the City Council retains the discretion to reject, modify, or approve any PMAP proposed. Therefore, approval of the contract is additionally exempt from review under CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the contract may have a significant effect on the environment. Future City Council actions to approve a proposed PMAP and implementation measures related to the PMAP will be evaluated under CEQA, if necessary, at the earliest feasible time.

FINANCIAL CONSIDERATIONS

The proposal cost of \$199,985 plus a 10% contingency results in an amount not to exceed \$220,000. The PMAP is fully funded by the California State Transportation Agency's Transit and Intercity Rail Capital Program except for City staff time, which is ineligible for reimbursement. The project's funding and expenditures are included in the FY 2024-25 Budget.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved this report. Any modifications to the City's standard consulting services agreement will be approved by the City Attorney prior to execution of the agreement.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. 2021 ECP TOD Goals & Objectives

RESOLUTION 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTING SERVICES AGREEMENT WITH DIXON RESOURCES UNLIMITED TO DEVELOP THE EL CERRITO PARKING MANAGEMENT ACTION PLAN FOR \$199,985 PLUS A TEN PERCENT CONTINGENCY IN AN AMOUNT NOT TO EXCEED \$220,000

WHEREAS, the City approved the El Cerrito Plaza Transit Oriented Development project on July 3, 2024; and

WHEREAS, the El Cerrito Plaza Transit Oriented Development project will result in the reduction of dedicated BART rider parking from approximately 742 existing surface parking spaces to approximately 145 structured parking spaces to enable the construction of 743 mixed-income residential units; and

WHEREAS, in 2021 the El Cerrito City Council and BART Board of Directors approved the El Cerrito Plaza Transit-Oriented Development BART Goals & Objectives, which lists 22 shared goals and objectives including defining the City's role as leading on-street parking management with BART's assistance; and

WHEREAS, in preparation for the El Cerrito Plaza Transit Oriented development project, BART, in collaboration with City staff and the El Cerrito community, created the 2023 Berkeley El Cerrito Corridor Access Plan, which identified 16 projects across four station access strategies: on-street parking management, complete streets, new and upgraded local bus service, and docked bike share; and

WHEREAS, the Berkeley El Cerrito Corridor Access Plan presented a preliminary parking strategy for the El Cerrito Plaza area to accommodate different user groups, such as residents, BART riders, employees, visitors, and business patrons. To meet these varied needs, the concept featured the following: existing one- and two-hour free parking zones would be retained, while drivers who park longer than two hours would pay an hourly fee except for Residential Parking Permit holders; and

WHEREAS, the Parking Management Action Plan is the next step in refining the Berkeley El Cerrito Corridor Access Plan's preliminary parking management concept into an achievable program. The PMAP will develop a more detailed block-by-block parking concept; conduct a financial and organizational analysis to ensure self-sufficiency; include a robust community outreach effort to gather public feedback on the proposed changes; and

WHEREAS, in 2022, BART pursued and was awarded \$49 million from the California State Transportation Agency's (CalSTA) Transit and Intercity Capital Rail Program (TIRCP) grant, Cycle 5 to support transit-oriented development at three stations, including the El Cerrito Plaza station; and

WHEREAS, on October 3, 2023 the City and BART entered into a grant pass-through agreement to receive \$10 million in funding from BART's TIRCP award for City-led projects such as the Parking Management Action Plan; and

WHEREAS, the City issued a Request for Proposals (RFP) from qualified consultants to provide professional services to assist the City in developing a Parking Management Action Plan; and

WHEREAS, the City received one proposal which met the RFP's minimum requirements by the October 14, 2024 due date; and

WHEREAS, upon consideration of qualification and experience of the firm and the experts assigned, demonstrated experience on comparable projects, the presentation, completeness, clarity and organization of the proposal, references and cost competitiveness, the City staff determined that the proposal received from Dixon Resources Unlimited offers the best value and best fits the needs of the City; and

WHEREAS, the cost for Dixon Resources Unlimited to complete the Parking Management Action Plan is \$199,985; and

WHEREAS, City staff requests that the City Council authorize a ten percent contingency, for a total amount not to exceed \$220,000.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito authorizes the City Manager to execute an agreement with Dixon Resources Unlimited for \$199,985 plus a ten percent contingency in an amount not to exceed \$220,000 to provide professional services to develop the El Cerrito Parking Management Action Plan.

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

I CERTIFY that at a special meeting on November 19, 2024 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

El Cerrito Plaza Transit-Oriented Development BART Goals & Objectives

A. Complete Communities

1. **Regularly engage with the community** in the development of the project and associated access investments, and trade-offs between parking, housing and community amenities.
2. **Enhance the Ohlone Greenway's role** in increasing connectivity, sustainability and placemaking.
3. **Create visual and physical connection** between the BART station, adjacent neighborhoods, and shopping/services in El Cerrito Plaza, and along San Pablo Avenue and Fairmount Avenue.
4. **Create active ground floor on Fairmount Avenue**, with a mix of uses that complements and leverages the surrounding area and generates revenue to the City and BART. Consider integration of office as part of site development.
5. **City to manage area parking** – with BART's support - to ensure neighborhood and business needs can be met.
6. **Explore options for integrating public library** into the TOD in partnership with City.

B. Sustainable Communities Strategy

1. **Deliver community serving facilities and dense residential mid-rise uses at the station** to support envisioned growth in the "San Pablo Avenue Corridor" Priority Development Area and the San Pablo Avenue Specific Plan.
2. **Address the regional housing need** while simultaneously helping the City put in place transportation management tools to avoid potential congestion and traffic impacts of population growth.
3. **Incorporate green and sustainable design** to minimize vehicle- and building-related greenhouse gas emissions.

C. Ridership

1. **Increase BART ridership at times and locations when BART has capacity.**
2. **Attract BART patrons from the larger San Pablo Avenue Specific Plan area** and beyond through sustainable access alternatives.

D. Value Creation & Value Capture

1. **Deliver a feasible development** that generates long term revenue to support BART and City operations.
2. **Participate in future area-wide financing efforts** (such as a developer supported set up of a parking benefit district, enhanced infrastructure financing district or business district) to capture value changes resulting from TOD to support community amenities and other investments.
3. **Leverage innovative third-party funding and financing options** that deliver TOD-related BART infrastructure and programming.

E. Transportation Choice

1. Per BART's Access Policy, **increase the share of patrons who walk, bike, or take transit to BART** through access improvements that offer safe, viable non-auto alternatives to BART patrons, including accessible demand responsive services.
2. **Minimize the need for BART patron parking replacement** in an on-site garage by exploring and developing other parking and access options for patrons who do not live near the station, and by maximizing the use of existing available parking capacity in close proximity to the station.
- 2.1 **Provide between 0 and 250 parking spaces for BART riders** in an on-site garage, including at least as many accessible parking spaces as are currently provided.¹
3. Per BART's TOD Policy, develop an **Access Plan** to identify future access needs and strategies.
4. **Enable new residents of the development to reduce their reliance on cars** by providing transportation alternatives through GreenTRIP certification or equivalent.
5. **Expand the pedestrian and bicycle network** – particularly connecting to the Ohlone Greenway – to support the City and BART's active transportation goals.
6. **Embrace the rapid evolution of mobility trends and technologies** to adapt to future transportation needs.

F. Affordability

1. **Minimum of 20% of housing units will be affordable** to low and very-low income households or below, and support BART's 35% systemwide affordability goal by aiming for a higher percentage of affordable units.
2. **Support local economy through project labor agreements** for construction of project. Aim for Small Business Enterprise inclusion in design and construction of the TOD.

¹ Goal E2.1 was added on October 28, 2021. Goal E2.1 was not adopted by the El Cerrito City Council since on-site parking replacement at BART is a BART decision.



AGENDA BILL

Agenda Item No. 7.G.

Date: November 19, 2024
To: El Cerrito City Council
From: Roland Lambert, Associate Engineer; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Additional Spending Authority for the Construction Contract for the Community Center Roof Repair Project, City Project No. C5055

ACTION PROPOSED

Adopt a resolution approving additional spending authority in the amount of \$150,140 for the construction contract with California Roofing Company, Inc. for the Community Center Roof Repair Project, City Project No. C5055.

BACKGROUND

In February 2024, the City Council adopted a resolution to appropriate \$1,084,800 from the General Fund Unrestricted Fund Balance for priority park and facility deferred maintenance and repair projects (Resolution 2024-05). The Community Center Roof Repair Project, City Project No. C5055, was one of those projects and total project expenditures of \$448,500 were included in the appropriation. The planned work consisted of repairing the Community Center roof to address damage from 2023 storms and related work.

Following a public bidding process, on September 10, 2024, the City Manager awarded a construction contract in the amount of \$149,339 to California Roofing Company, Inc. and approved change order in an amount not to exceed \$45,000 for contingencies. The total amount of \$194,339 was within the City Manager's spending authority for public construction projects and did not require City Council approval in accordance with the Uniform Public Construction Cost Accounting Act of the California Public Contract Code, as provided in Chapter 16.35 of the El Cerrito Municipal Code.

ANALYSIS

Construction began in late October 2024 with the installation of scaffolding and demolition of the existing roof. At the onset of demolition activities, it was discovered that the roof lacked a vapor barrier between the structural decking and the rigid insulation on which the new roofing tiles were to be installed. A vapor barrier is intended to prevent interior moisture from entering the insulation and causing condensation within the roofing insulation. Proceeding with the installation of roofing without a proper vapor barrier would not be consistent with industry standards, void roofing tile warranty, and contrary to the City's Building Code.

City staff, working with mack5 (the City's project facility consultant), determined the removal of the existing insulation and installation of a new vapor barrier and insulation is necessary. A contract change order in the amount of \$135,140 is required to add these

items of work to the contract with California Roofing Company. Given that the construction work has just begun, City staff considers it prudent to simultaneously increase the original not-to-exceed change order amount by another \$15,000 to address other unforeseen conditions and potential new scope items as the work progresses.

In summary, City staff requests that the City Council approve additional spending authority in the amount of \$150,140 for the construction contract with California Roofing Company, Inc. The additional work items described above will also extend the contract working days from 20 to 35 and increase overall project administration costs as summarized below. Even so, the total project expenditures are not estimated to exceed the project funding of \$448,500 approved by the City Council in February 2024.

Project Expenditures

Task	City Manager Award, Sept 2024	Proposed
Design	\$24,000	\$24,000
Permits	\$1,500	\$1,500
Original Construction Contract	\$149,339	\$149,339
Original Contract Change Order Contingency	\$45,000	\$45,000
Change Order No. 1 – Vapor Barrier & Insulation + Additional Change Order Contingency		\$150,140
Construction Management, Inspection, Testing & Miscellaneous	\$40,000	\$56,000
Total	\$259,839	\$425,979

STRATEGIC PLAN CONSIDERATIONS

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

- *Infrastructure and Amenities.*

ENVIRONMENTAL CONSIDERATIONS

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

FINANCIAL CONSIDERATIONS

In February 2024, the City Council amended the Fiscal Year (FY) 2023-24 Adopted Budget and Capital Improvement Program (CIP) to appropriate funding for this project along with other deferred maintenance and repair projects from the General Fund Unrestricted Fund Balance (Resolution 2024-05). The funding for this project in the amount of \$448,500 was budgeted in the new CIP Fund 304. Although this project is not specifically listed in the FY 2024-25 Adopted Budget and CIP, there is currently sufficient expenditure appropriation in CIP Fund 304 to cover project expenses and no additional project funding is required as described above. If additional expenditure authority is required in Fund 304 as other projects progress, City staff will bring the request forward to the City Council as part of the FY 2024-25 mid-year budget update.

LEGAL CONSIDERATIONS

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

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING ADDITIONAL SPENDING AUTHORITY IN THE AMOUNT OF \$150,140 FOR THE CONSTRUCTION CONTRACT WITH CALIFORNIA ROOFING COMPANY, INC. FOR THE COMMUNITY CENTER ROOF REPAIR PROJECT, CITY PROJECT NO. C5055

WHEREAS, in February 2024, the City Council adopted a resolution to appropriate \$1,084,800 from the General Fund Unrestricted Fund Balance for priority park and facility deferred maintenance and repair projects (Resolution 2024-05); and

WHEREAS, the Community Center Roof Repair Project, City Project No. C5055 with total project expenditures of \$448,500 was one of those projects and planned work consisted of repairing the Community Center roof to address damage from 2023 storms and related work; and

WHEREAS, in September 2024 and in accordance with the Uniform Public Construction Cost Accounting Act of the California Public Contract Code, as provided in Chapter 16.35 of the El Cerrito Municipal Code, the City Manager awarded a construction contract in the amount of \$149,339 to California Roofing Company, Inc. and approved a change order contingency in an amount not to exceed \$45,000; and

WHEREAS, at the onset of demolition activities, it was discovered that the existing roof lacked a vapor barrier between the structural decking and the rigid insulation on which the new roofing tiles were to be installed; and

WHEREAS, City staff and consultant determined the removal of the existing insulation and installation of a new vapor barrier and insulation is necessary to meet the City's Building Code and industry standards and maintain the roofing tile warranty, and a contract change order in the amount of \$135,140 is needed for this purpose; and

WHEREAS, given that the construction work has just begun, City staff considers it prudent to simultaneously increase the original not-to-exceed change order amount by another \$15,000 to address other unforeseen conditions and potential new scope items as the work progresses; and

WHEREAS, funding for this project in the amount of \$448,500 was budgeted in Fiscal Year (FY) 2023-24 Adopted Budget and Capital Improvement Program (CIP) and budgeted in the new CIP Fund 304; and

WHEREAS, although this project is not specifically listed in the FY 2024-25 Adopted Budget and CIP, there is currently sufficient expenditure appropriation in CIP Fund 304 to cover project expenses and no additional project funding is required; and

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

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby approves additional spending authority in the amount of \$150,140 for the construction contract with California Roofing Company, Inc. for the Community Center Roof Repair Project, City Project No. C5055.

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

I CERTIFY that at a regular meeting on November 19, 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.H.

Date: November 19, 2024
To: El Cerrito City Council
From: Aissia Ashoori, Housing-Economic Development Manager; Melanie Mintz, Community Development Director
Subject: A Revised 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 revised 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.

[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

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

- \$21,148,570 (Program Loan), AHSC Loan to the Developer for the EC-PAS; and
- \$17,992,507 (Program Grant), AHSC Grant to the City for each of the parties to complete various components as described in Attachment 1.

On [October 15, 2024](#), the City Council adopted Resolution 2024-72 authorizing acceptance of the Program Grant Award (Attachment 1). However, on October 23, 2024, HCD notified the City that Resolution 2024-72 must authorize acceptance of the total AHSC Program Award amount of \$39,141,077 in consideration with the Program Grant. Given that the City and Developer are joint AHSC applicants, HCD requires resolutions from both applicants include the total Program Award. As a reminder, the City is not accepting the Program Loan as these funds will be allocated directly to the Developer to construct EC-PAS. The Resolution before the City Council at this meeting is a revised Resolution consistent with HCD's requirements.

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 proposed action is not a project pursuant to the California Environmental Quality Act (CEQA). Projects funded by the AHSC grant and loan have been or 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".

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 Award funds ("Program 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") in the following amounts:

Program	Award
AHSC Program Grant Award	\$17,992,507
AHSC Program Loan Award	\$21,148,570
AHSC Program Award Total	\$39,141,077

WHEREAS, the Program Loan Award and Program Grant Award expressly identified above will hereinafter jointly be referred to as the "Program Award"; and

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; and

WHEREAS, in connection with such Project, the Developer has either received, or been assigned, a Program Loan Award in the total amount of \$21,148,570; and

WHEREAS, on October 15, 2024, the City Council adopted Resolution 2024-72 authorizing acceptance of the Program Grant Award; and

WHEREAS, on October 23, 2024, the Department notified the Public Entity that Resolution 2024-72 must authorize acceptance of the total Program Award as part of the Resolution.

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

BE IT FURTHER RESOLVED that Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program 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 Award from the Department and to participate in the relevant AHSC Program, and all amendments thereto (collectively, the "Program 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 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 November 19, 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. 8.A.

Date: November 19, 2024
To: El Cerrito City Council
From: Diego Romero, Associate Planner; Sean Moss, Planning Manager, Aissia Ashoori, Housing-Economic Development Manager, Community Development Department
Subject: Temporary Outdoor Dining and Retail Program Urgency Ordinance

ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt an urgency ordinance extending the Temporary Outdoor Dining and Retail Program in the City of El Cerrito. A four-fifths vote of the City Council is necessary to adopt an urgency ordinance.

BACKGROUND

On March 13, 2020, the El Cerrito City Council enacted a Local Emergency related to the global COVID-19 pandemic via Resolution No. 2020-12 (Local Emergency). Subsequently, the County of Contra Costa Health Officer issued a Shelter in Place public health order (SIP Order) due to COVID-19 on March 17, 2020, that resulted in the multi-month closure of many of the County's local businesses. Governor Gavin Newsom issued a statewide stay at home order on March 19, 2020. These responses were necessary to protect public health.

On July 31, 2020, the City Council adopted Resolution 2020-42 amending the Local Emergency to approve a Temporary Outdoor Dining and Retail Program (Program) in El Cerrito to enhance business recovery during the COVID-19 pandemic and to allow businesses flexibility in responding to public health mandates and best practices. As part of the Program, three categories of outdoor dining and retail activities were established: 1) Use of outdoor private property; 2) Use of public sidewalks; and 3) Use of public parking spaces. The Program provided flexibility by waiving existing requirements that limit the use of outdoor space, and provides a one-stop, no-cost platform to apply for and obtain a permit consistent with published guidelines. The City's current provisions in the Municipal Code regulate outdoor dining and retail, temporary uses, parking requirements, signage, and encroachments into the public right of way, including streets and sidewalks. The Program waived these processes and requirements and instead established the Temporary Outdoor Dining and Retail Permit.

On September 20, 2022, the City Council adopted Resolution 22-74 to end the Local Emergency effective December 31, 2022, at 11:59 pm. Given that the Local Emergency provided authority to enact temporary emergency measures, including this Program, staff began exploring mechanisms to continue to allow local businesses to operate outdoor dining and retail activities. On December 6, 2022 the City Council adopted Ordinance 22-04 which established a similar Temporary Outdoor Dining and Retail Program outside the declared Local Emergency. On January 17, 2023 the City Council

adopted Ordinance 23-01 which extended the Temporary Outdoor Dining and Retail Program Ordinance and is set to expire on December 5, 2024.

In 2024, City staff commenced an effort to create a permanent Outdoor Dining and Retail ordinance to replace the interim ordinance in order to continue the benefits of the program which support numerous city goals. Community Development staff coordinated an internal working group including representatives from the Planning Division, Building Division, Engineering Division, Operations and Environmental Services Division, and Fire Department in order to evaluate the regulations currently in place as part of the Temporary Program. With feedback from this group, staff began creating a draft of the permanent ordinance. During this process, staff determined that additional feedback was needed from community stakeholders, including the business community, to ensure that the permanent regulations met the needs of local businesses, while implementing the City Council's vision for a vibrant public realm in our City. Staff is currently evaluating organizational changes to the ordinance that create distinct processes for outdoor uses based on whether the installation is removable or permanent.

City staff will be conducting additional engagement of stakeholders in the coming months. To begin this process, Staff has scheduled a Special Joint Meeting of the Planning Commission and Economic Development Committee on December 4, 2024 at 7:30pm to hear feedback on the permanent program. Staff anticipates returning to the City Council for consideration of the permanent ordinance in the first quarter of 2025.

ANALYSIS

Since the initial implementation of the Outdoor Dining and Retail Program, a total of eleven businesses applied for and received temporary permits. Some of the businesses that were granted permits were seeking temporary activities needed to respond to the global COVID-19 pandemic and have now ceased outdoor activities. Other businesses are still operating periodic outdoor activities. In order to continue the temporary Outdoor Dining and Retail Program after December 5, 2024, while a permanent measure is being drafted, additional legislative action is needed. Staff recommends that the City Council adopt the proposed urgency ordinance, which requires a 4/5ths vote to pass, to allow the Program to continue beyond its current expiration date. If passed, the urgency ordinance would become effective immediately while the City continues to develop permanent regulations.

The Program will continue to allow businesses to submit a permit application at no cost for three categories of outdoor dining and outdoor retail activities:

1. Use of Outdoor Private Property: Any sidewalks, plazas, or parking lots located on private property, including any that are part of a shopping center.
2. Use of Public Sidewalks: Public sidewalks are adjacent to public streets and building frontages.
3. Use of Public Parking Spaces: Public parking spaces are all parking on public streets that are not on Caltrans state right-of-way, which is San Pablo Avenue south of Cutting Boulevard.

To be eligible for the Program, businesses are required to adhere to the Outdoor Dining & Retail Program Guidelines as detailed in Attachment 2. The City Manager is authorized to amend the Guidelines for changes that are consistent with and in furtherance of the Program. Permits are revocable if a business does not adhere to the Guidelines and the applicable requirements of the County and State.

Application

All three categories of use utilize one simplified digital application. The standard review time is five days. In most cases, the permit is issued automatically once the required submittals are uploaded and the applicant agrees to operate under established Guidelines.

The following is a list of the topics addressed in the Guidelines:

1. Adequate Clearances
2. ADA Compliance
3. Temporary Furnishings
4. Temporary Signs
5. Outdoor Food Preparation
6. Site Maintenance
7. Solid Waste
8. Hours of Operation
9. Driveways
10. Fire Safety and Emergency Access
11. Electrical Extension Cords
12. Space Heater
13. Fire and Building codes
14. Temporary Use
15. County and State Requirements
16. Private Property Owner

The application requires the following documentation:

1. Site Plan
2. Pedestrian Control Plan (if utilizing public right-of-way)
3. ABC Approval (for alcohol sales, if applicable)
4. Certificate of Insurance
5. Acknowledgment of various terms and conditions of the Program

The Program aims to remain as streamlined and automated as possible and includes a webpage where the Guidelines are posted and an online form through which businesses will agree to operate under best practices and follow the Guidelines. The Program waives some municipal requirements but does not relieve a business from other obligations with property owners, adjacent property owners, and State law. The Guidelines require businesses not to obstruct access or parking needed to comply with the Americans with Disabilities Act.

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal](#) of Livability and Belonging by encouraging thriving businesses and vibrant public places.

ENVIRONMENTAL CONSIDERATIONS

The proposed urgency ordinance will extend an existing program and is exempt from review under the California Environmental Quality Act (CEQA), CEQA Guidelines section 15301.

FINANCIAL CONSIDERATIONS

The proposed Program waives fees for encroachment permits, temporary use permits and Administrative Use Permits for activities that support the purpose of the program. In order to reduce the cost of administering the program, the online platform aims to automate the process as much as possible. The program is administered using existing staff and technology. There are no additional funds required to develop or implement the program.

LEGAL CONSIDERATIONS

The proposed Program and resolution were prepared in collaboration and consultation with the City Attorney and legal considerations have been addressed.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. El Cerrito Outdoor Dining Urgency Ordinance

ORDINANCE NO. 2024-XX

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CERRITO TO MAINTAIN A TEMPORARY OUTDOOR DINING AND RETAIL PROGRAM TO ENHANCE BUSINESS RECOVERY PURSUANT TO GOVERNMENT CODE SECTION 36937

WHEREAS, the California Constitution, Article XI, Section 7, provides cities and counties with the authority to enact ordinances to protect the health, safety, and general welfare, of their citizens; and

WHEREAS, on March 13, 2020 and July 31, 2020, respectively, the City Council of the City of El Cerrito proclaimed the existence of a Local Emergency related to COVID-19 and adopted Resolution No. 2020-42 to approve a Temporary Outdoor Dining and Retail Program including temporary land use regulations and administrative guidelines and permit procedures (the "Program") in the City to enhance business recovery during the COVID-19 pandemic; and

WHEREAS, on December 6, 2022, the City Council made requisite findings and adopted Ordinance No. 2022-04 pursuant to a duly noticed public hearing as an interim urgency measure for an initial forty-five (45) day period pursuant to Government Code section 65858 to continue the Program, in order to protect public health, safety and welfare as set forth more specifically in that ordinance and hearing records; and

WHEREAS, on January 17, 2023, the City Council made requisite findings and adopted Ordinance No. 2023-01 pursuant to a duly noticed public hearing to extend the interim urgency measure and continue the Program for a period of twenty-two (22) months and fifteen (15) days, in order to continue protecting public health, safety and welfare as set forth more specifically in that ordinance and hearing records; and

WHEREAS, the extension pursuant to Ordinance No. 2023-01 is set to expire on December 5, 2024, and because no additional extensions are available under Government Code section 65858, the Program would also be expiring on December 5, 2024 under the requirements of that statute unless further action is taken; and

WHEREAS, Government Code section 36937 authorizes the City Council to introduce and adopt an ordinance it declares to be necessary as an emergency measure to preserve the public peace, health, and safety at one and the same meeting if passed by at least a four-fifths (4/5ths) vote; and

WHEREAS, the Program currently operates in the City and is utilized by restaurants, retail businesses, and the general public on outdoor private property, public sidewalks, and public parking spaces; such uses have fostered economic growth and promoted dining and retail activities in the El Cerrito community in support of businesses and customer experience and convenience; and

WHEREAS, allowing the Program to expire at this time would result in significant disruptions to dining and retail businesses currently utilizing public and private spaces under the Program by extinguishing currently allowable uses under the Program, removing administrative processes that allow for effective processing of applicable permits, and

deleting standards that would otherwise have been applicable to such outdoor dining and retail uses, all of which would curtail economic growth and recovery that has been progressing in the City, and deprive individuals and businesses to enjoy safe, healthy, and well-regulated economic and consumer activities; and

WHEREAS, additionally, City staff is currently preparing an ordinance establishing a permanent outdoor dining and retail program and anticipates to present said ordinance to the City Council for consideration in 2025; preservation of Program regulations established under Ordinance Nos. 2022-04 and 2023-01 further serves the public interest and preserves the public peace, health or safety by maintaining the orderly utilization of public and private properties by restaurants, retail businesses, and consumers, and continue to facilitate economic recovery and growth; and

WHEREAS, maintaining the Program as adopted and extended by Ordinance Nos. 2022-04 and 2023-01 would permit City staff to undertake a public process for the preparation of permanent regulations; to be able to better evaluate proposed changes; and to allow for participation opportunities by all interested parties to provide feedback, all of which further protects the public interest, peace, safety and welfare; and

WHEREAS, the City Council now seeks to adopt an emergency measure pursuant to this Urgency Ordinance maintain the Program as adopted by Ordinance Nos. 2022-04 and 2023-01 regulating outdoor dining and retail, temporary uses, parking requirements, signage, and encroachments onto the public streets and sidewalks; and

WHEREAS, notice of a public hearing was duly published on November 9, 2024; and

WHEREAS, on November 19, 2024, the City Council conducted a duly noticed public hearing, during which the Council reviewed the entirety of the record before it including but not limited to the accompanying staff report and prior reports in support of the Program and received public testimony, and at which time all interested parties had an opportunity to be heard.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Incorporation of Recitals. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2. Findings. Based on the entirety of the record before it, including but not limited to the facts stated herein, the Recitals above, the accompanying staff report, as well as any oral and written testimony given at the November 19, 2024 City Council meeting, the City Council hereby determines and makes the following findings:

A. **California Environmental Quality Act.** This Ordinance is not subject to the California Environmental Quality Act (CEQA) Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the proposed amendments may have a significant effect on the environment. The proposed Urgency Ordinance does not issue any entitlements or project approvals and does not expand any

physical allowances for development projects. The proposed Program will not result in a direct or reasonably foreseeable indirect physical change in the environment, and it can be seen with certainty that there is no possibility that the Urgency Ordinance will have a significant impact on the environment.

B. Urgency Ordinance Findings. There is a need for the immediate preservation of the public peace, health or safety pursuant to Government Code section 36937. As a result of prior state and local health orders, a significant number of local restaurants and business were forced to close during the COVID-19 pandemic. The rapid, immediate and unexpected loss of revenue from closure was devastating to local businesses, and businesses that survive the most restrictive phase of the pandemic are struggling to rebuild. As these businesses struggle to recover and grow during this time period, it is imperative that there are streamlined, effective administrative processes and appropriately tailored regulations and guidelines in place to maintain orderly use and development of public and private properties. The Program has established such certainty and public health, safety, peace, and welfare protections in place to regulate outdoor dining and retail activities. To allow these regulations to lapse and expire at this time without subsequent implementation steps in place would create substantial negative impacts to public health, safety, peace and welfare. This Urgency Ordinance will continue to allow outdoor dining and retail pursuant to previously established regulations, will provide an effective administrative process and appropriate regulations to ensure orderly use, and will assist in the continued economic recovery and growth of local businesses for the benefit of the general public.

Section 3. Establishment and Maintenance of the Temporary Outdoor Dining and Retail Program. For the term of this Urgency Ordinance, and notwithstanding otherwise applicable regulations of the El Cerrito Municipal Code ("ECMC") and the San Pablo Avenue Specific Plan ("SPASP"), the City Council hereby establishes an Outdoor Dining and Retail Program in the City as set forth below.

1. Allowable Use. Notwithstanding applicable regulations of Title 19, Chapter 19.15, and Sections 19.20.150, and 19.20.160 of the ECMC, and applicable regulations of Section 2.02.03 of the SPASP, outdoor dining uses and outdoor retail sales may be considered an allowed use, subject to the City Manager's or their designee's discretionary approval of an Outdoor Dining & Retail Program Permit.

2. Permit Application. An applicant for an Outdoor Dining & Retail Program Permit shall submit an application form provided by the Community Development Department with all information requested on the form, including but not limited to:

- a. Business entity and contact information
- b. Site description and proposed activities
- c. Site plan and pedestrian control plan, if required
- d. Certificates of insurance and indemnification acknowledgments
- e. Food and beverage, health and safety, accessibility, city business license, and other standard acknowledgments

3. Standards. Applications shall be reviewed for consistency with the standards set forth in the Outdoor Dining & Retail Program Guidelines, including but not limited to, the general standards for all outdoor dining and business activities, and the specific standards applicable to use of outdoor private property, use of public sidewalk and/or use of public parking spaces.

a. *Encroachments*. Notwithstanding applicable regulations of Title 13, Chapter 13.12 relating to encroachments, an application consistent with the standards set forth in the Guidelines shall not require an encroachment permit.

b. *Parking*. Notwithstanding applicable regulations of Title 11, Chapters 11.40 and Title 19, Chapters 19.15 and 19.24 of the ECMC and applicable regulations of Section 2.05.08 of the SPASP, an application consistent with the standards set forth in the Guidelines shall not count towards on-site parking requirements, including any parking requirements related to the computation of spaces per ratio of gross floor area or customer seating area, for Eating and Drinking Establishments, Food and Beverage Retail Sales, and Retail Sales, and parking spaces that would otherwise be required by Title 11, Chapters 11.40 and Title 19, Chapters 19.15 and 19.24 of the ECMC and applicable regulations of Section 2.05.08 of the SPASP may be repurposed for outdoor dining and outdoor retail sales uses consistent with the standards set forth the Guidelines.

c. *Signs*. Notwithstanding applicable regulations of Title 19, Chapter 19.15 and Sections 19.26.030, 19.26.050, 19.26.070, 19.26.090, and 19.26.100 of the ECMC, applicable regulations of Sections 2.05.09 and 2.05.10 of the SPASP, and applicable regulations of any adopted master sign programs, temporary signs for Eating and Drinking Establishments, Food and Beverage Retail Sales, and Retail Sales that are consistent with the standards set forth the Guidelines shall be allowed.

d. *Outdoor alcohol consumption*. Notwithstanding application regulations of Section 10.20.010 of the ECMC, the outdoor consumption of alcohol in public places, including but not limited to streets, sidewalks, parking lots, as applicable, shall be allowed for Eating and Drinking Establishments, Food and Beverage Retail Sales, and Retail Sales applications which comply with the standards set forth in the Guidelines. Other regulations applicable to alcohol consumption and sales, including regulations administered by the Department of Alcoholic Beverage Control (ABC) still apply, and if any of the current regulations related to ABC's COVID-19 Temporary Catering Authorization change or expire the applicant shall be required to comply with the most current regulation set forth by the Department of Alcoholic Beverage Control.

4. Approval.

a. The City Manager or their designee is vested with the authority to (a) discretionarily approve an application for an Outdoor Dining & Retail Program Permit that is consistent with the Guidelines and/or (b) require that participating restaurants and businesses adhere to specific standards and conditions for approval of any application submitted pursuant to this ordinance, and/or (c) require that any necessary supporting documentation be submitted for approval of any application submitted pursuant to this ordinance.

b. Notwithstanding the foregoing, nothing in this ordinance shall relieve a business from any the following:

i. The requirement to comply with all applicable standards and conditions described herein, including any application or other documentation approved by or required by the City Manager or their designee pursuant to this ordinance.

- ii. Any obligations or laws requiring consent of adjacent property owners for use of private property. Businesses seeking to operate outdoors shall obtain consent of any private property owners whose property will be used for outdoor operations.
- iii. Any obligations or laws requiring consent from or approval by CalTrans for use of any public right-of-way subject to CalTrans' authority.
- iv. The requirement to provide accessible parking spaces pursuant to the Americans with Disabilities Act.
- v. The requirement to obtain a building permit for outdoor activities if a building permit would otherwise be required, and compliance with all provisions of the Building Code, including but not limited to, maximum occupancy requirements.
- vi. The requirement to undergo design review for exterior alterations if such design review is otherwise required, except that temporary installations, including but not limited to tents, fencing, barriers, enclosures, and platforms and ramps, may be authorized by the City Manager or their designee to facilitate proposed outdoor activities consistent with the provisions of this ordinance.
- vii. The requirement to obtain any and all applicable County and State permits regarding the provision of food and dining services, including alcoholic beverages, including but not limited to the COVID-19 Temporary Catering Authorization required by the State Department of Alcoholic Beverage Control.

Section 4. Adoption of Outdoor Dining and Retail Program Guidelines. The City Council hereby adopts the Outdoor Dining & Retail Program Guidelines, attached hereto as Exhibit A and incorporated herein by reference. The City Council further authorizes the City Manager or their designee to approve revisions to the Guidelines, without further City Council action, provided the revisions are consistent with and in furtherance of the intent of this Urgency Ordinance.

Section 5. Clarification Regarding Updated SPASP. The City Council is considering an update to the SPASP. If adopted, above-referenced citations of the SPASP may be obsolete or renumbered and the references herein shall be modified accordingly. The intent of this Urgency Ordinance is to adopt the Program set forth in Section 3 as an emergency measure pursuant to Government Code Sections 36937 for the reasons and findings stated herein, notwithstanding conflicts with the governing SPASP.

Section 6. Severability. If any section, subsection, sentence, clause or phrase of this Urgency Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Urgency Ordinance, including the application of such part or provision to other persons or circumstances, and such portions shall continue in full force and effect. The City Council declares that it would have adopted this Urgency Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, or phrase be held unconstitutional, invalid, or unenforceable.

Section 7. Publication and Effective Date. Within fifteen (15) days from and after adoption, this Urgency Ordinance or a summary thereof shall be published in accordance with California Government Code section 36933.

Following adoption by at least a four-fifths vote of the City Council, this Ordinance shall take effect and be enforced on December 5, 2024 and shall remain in effect unless amended or repealed by the City Council.

THE FOREGOING URGENCY ORDINANCE was introduced, adopted, and ordered published at a regular meeting of the City Council on November 19, 2024 and passed by the following vote:

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

APPROVED:

Tessa Rudnick, Mayor

ATTEST:

Holly M. Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2024-XX of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the 19th day of November 2024; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and Official Seal of the City of El Cerrito, California, on

Holly M. Charléty, City Clerk

Exhibit A



Outdoor Dining & Retail Program Guidelines

If you are a business owner and want to use the outdoor private and/or public space in proximity to your business, the City has created a streamlined no-fee Outdoor Dining & Retail Permit Application for **three** categories of outdoor dining and business activities: **Use of Outdoor Private Property**, **Use of Public Sidewalks**, and **Use of Public Parking Spaces**.

The guidelines, including general and specific standards, for each of three categories are described below. Please review the guidelines before moving forward with the Outdoor Dining & Retail Permit Application.

General standards for Outdoor Dining and Business Activities (These general standards apply to all applications. Also review the specific standards listed in the three categories below.)

- **Adequate Clearance** – Permanently maintain a minimum sidewalk clearance and pedestrian through zone of 4 feet, and preferably 5 feet, from any physical obstruction including light poles, news racks, trees, benches or other barriers. Furnishings and merchandise shall not be placed in a manner that obstructs access to this pedestrian clearance.
- **ADA Compliance** - Outdoor seating and business activity areas must comply with all requirements of the Americans with Disabilities Act (ADA). Outdoor dining and business activity areas shall not utilize parking spaces required by ADA or interfere with the path of travel for the parking stalls. Outdoor activities must be conducted in a manner that would facilitate immediate removal of any obstruction of an accessible path of travel identified by a member of the public.
- **Temporary Furnishings** -Tables, seating, umbrellas, space heaters, planters, solid waste receptacles, racks, shelving for merchandize, other temporary furnishings needed to provide business services, and platforms or ramps to achieve ADA compliance, and physical barriers to mark the outdoor activity area are the only items permitted. These items must be designed to be weighted down so as not to be blown by the wind or easily tipped over and must be removable. Temporary furnishings shall not block visibility for required street signs, crosswalks, and intersections. No stacking or storage of furnishings in outdoor areas. If a tent or other barricade is used, exits must be clearly marked if the point of entry and exit is controlled.
- **Temporary Signs** - A maximum of one (1) free-standing menu or merchandizing boards may be displayed, which shall have no more than two (2) faces. Temporary signs may have a maximum total surface area of six (6) square feet per face and can be up to 42 inches tall by 30 inches wide. Free-standing signs must not encroach on the pedestrian right of way or the accessible path.
- **Outdoor Food Preparation** – Outdoor food preparation is permitted only under the

following circumstances: (1) Food must be prepared by the business that received the Outdoor Dining & Retail Permit or by a business preparing and selling food in coordination with the business that received the Outdoor Dining & Retail Permit. (2) The business preparing food must have a permit to do so from Contra Costa County Public Health. (3) The business preparing food must have a business license from the City. No open flames (including candles) are permitted.

- **Site Maintenance** - The area shall be maintained in a sanitary condition free from litter, debris and infestation from pests, and the storm drain must be kept clear. At the end of each business day, establishments are required to clean (sweep and mop) the area in and around the outdoor use area. No debris shall be swept, washed, or blown into the sidewalk, gutter or street. Any discharge other than storm water into the storm water drainage system is prohibited.
- **Solid Waste** – All solid waste generated by the operation, including garbage, green waste and recycling, must be properly disposed of in receptacles provided and serviced by the business. City on-street trash and recycling receptacles shall not be used.
- **Hours of Operation** - The outdoor dining and business activity areas shall adhere to the same approved hours of operation as the existing business.
- **Driveways** - All driveways and drive aisles must be kept clear.
- **Fire Safety and Emergency Access** - All building exits, exit pathways and fire drive aisles must be kept clear. Access to building fire protection equipment (PIV, FDC, Riser) and sidewalk fire hydrants must be kept clear. A fire extinguisher inside the building must be quickly accessible and located no more than 75' (path of travel) from the furthest point of outside occupancy to the location inside the building with no locked doors. If patio heaters are going to be used, a fire extinguisher must be mounted outside with a sign and easily accessible.
- **Electrical Extension Cords** - All electrical outside must utilize heavy duty extension cords (minimum 14 gauge wire) plugged into GFCI receptacles. Cords cannot be in an area subject to damage or creating a trip hazard. Any electrical cords that cross drive aisles shall be protected, e.g. by a commercial raceway or 2x4 boards. At a minimum, any electrical cords that cross pedestrian paths of travel shall be taped down. Cords cannot be hung overhead by themselves unless supported by other means (e.g. attached to a cable). Any change in elevation to facilitate electrical on the ground must meet ADA standards.
- **Space Heater** - Space heaters are permitted if they are an outdoor approved type, are located in accordance with the manufacturer's recommendations, and are located at least two (2) feet from the edge of any umbrella canvas, any foliage, or any other flammable object or material. Use of electric space heaters (instead of fossil fuel powered space heaters) is encouraged due to the reduced carbon emissions and the City of El Cerrito's Climate Action Plan goals.
- **Fire and Building codes** - Comply with all applicable Fire and Building codes at all times.
- **Temporary Use** – This Program only allows temporary use during the duration of the interim urgency ordinance and must discontinue and all materials and tables shall be removed when the interim urgency ordinance expires. Applicant agrees to discontinue use and remove any temporary improvements within 48 hours or notification by the City.
- **County and State Requirements** - Prior to use, applicant shall contact Contra Costa County Health and, if planning to serve alcohol outdoors, California Department of Alcohol Control (ABC) and comply with any requirements/ clearances.
- **Private Property Owner** – For use of outdoor private property such as plazas and parking areas, applicant is responsible to consult and receive authorization of your landlord (the property owner) for the temporary use, including the size and location of the temporary use. Prior to filing an application, please contact your landlord and confirm their agreement for your plan to use parts of the parking lot and exterior of the building for this temporary use. The City

will not be a party to discussions or arrangements concerning the leasing or use of outdoor space on private property. City approval of the temporary outdoor use does not replace or supersede any private lease or contractual agreements between your business and the property owner/landlord or property owner's authority for use of their land/site.

New Alcohol Beverage Control (ABC) Regulatory Relief

ABC's COVID-19 Temporary Catering Authorization authorizes on-sale privileges to a property that is adjacent to the licensed premises so long as the property is under the control of the licensee, and where bona fide meals are being served and in accordance with state and local health and safety directives. [Learn more.](#)

Restaurants that wish to expand their permitted alcohol sales may do so by filing both of the following forms:

- [ABC Form 218 CV19 \(Temporary Catering Authorization\)](#)
- [ABC Form 253 Supplemental Diagram and the COVID Social Distancing Protocol Appendix](#)

These forms may be turned into an [ABC office](#) via mail or in person.

A check or money order of \$100 will be accepted, no credit card payments.

General Application Requirements: In order to apply for a temporary outdoor dining & retail permit, you will need to have the following information ready before you complete the application form:

- *ABC Approval (only if you plan to serve alcohol outside)* – If alcohol is sold and served, you will be asked to upload proof of California Department of Alcoholic Beverage Control (ABC) approval. More ABC information: <https://www.abc.ca.gov/ninth-notice-of-regulatory-relief/>
- *Certificates of Insurance* - General Liability insurance is required, in an amount not less than \$1,000,000. Additional requirements apply for use of the public right-of-way as described below.

Use of Outdoor Private Property

Description: Any sidewalks, plazas or parking lots located on private property, including any that are part of a shopping center. The City of El Cerrito is temporarily suspending requirements restricting the provision of outdoor dining and business activities, minimum parking standards, and planning application Conditions of Approval related to parking and outdoor business. Suspending these requirements will temporarily allow restaurants and businesses to conduct outdoor dining and business activities in their respective private sidewalks, plazas, and parking lots.

Specific Standards: In addition to the general standards listed above, the following standards will be required to be met while the temporary outdoor dining/retail on private property:

- Dining and business activity area must be limited to the property on which the business is located.
- Restaurant patrons shall have access to the restroom(s) affiliated with the subject restaurant.

Additional Application Requirements: Property Owner Information - You will need to enter basic contact information for the property owner.

Fill out on-line application. Automatic permit, no fee.

Use of Public Sidewalks

Description: Public sidewalks are adjacent to public streets and building frontages.

Specific Standards: In addition to the common standards listed above, the following standards apply to a Use of Public Sidewalks:

- Dining and business activity area must be limited to the street frontage width of the business, unless reviewed and specifically approved by the City and adjacent business(es).
- Temporary furnishings shall not be secured to streetlights, trees or any other public street furniture.

Additional Application Requirements: Additional Insured Endorsement - An endorsement naming the City of El Cerrito and its officers, employees and agents as additional insureds is required.

Fill out on-line application. Automatic permit, no fee.

Use of Public Parking Spaces

Description: Public parking spaces are all parking on public streets that are not on Caltrans state right-of-way, which is San Pablo Avenue south of Cutting Boulevard. These are on streets in business districts such as Fairmount Avenue, Central Avenue, Stockton Avenue, Moeser Lane, Potrero Avenue and Knott Avenue. Parking spaces on Caltrans State right-of-way must follow Caltrans permitting process.

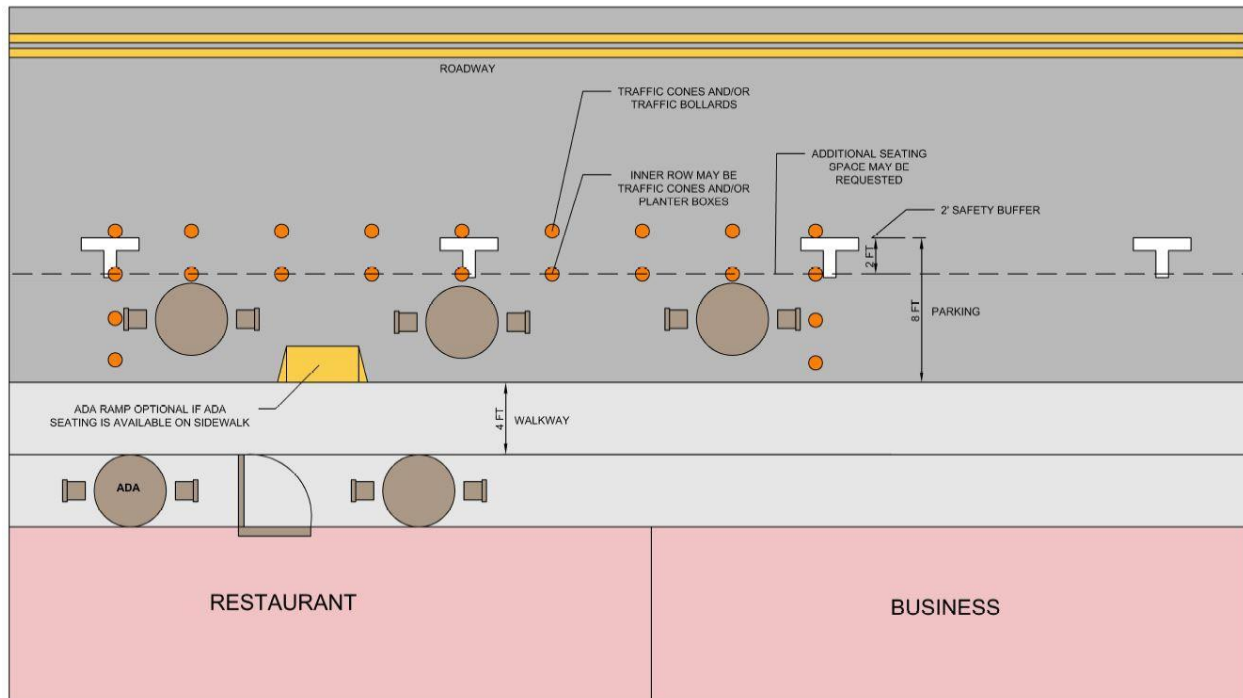
Specific Standards: In addition to the general standards listed above, the following standards apply to a Use of Public Parking Spaces

- Traffic control (traffic cones, posts) must be at least 28" tall, meet [California Manual on Uniform Traffic Control Devices standards](#) and be placed at the edges of the parking space. Traffic control must include reflection if parking space is to be utilized at night. A secondary barrier (traffic cones, planter boxes, posts with rope, etc.) must be placed 2 feet in from the external barrier — maintaining a 2-foot buffer between customers and vehicle traffic at all times. Water filled traffic rated barriers will be required to be used on San Pablo Avenue.
- Patio umbrellas may be used in the parking space. Umbrellas or shade structures may not intrude beyond the inner barrier of the 2-foot buffer zone, and they may not interfere with driver or pedestrian visibility of store signage, street signs, or traffic signals.
- Temporary furnishings shall not be secured to streetlights, trees, or any other public street furniture.
- Alternately, short-term parking for curbside pick-up can be implemented using temporary parking restriction signs available from the City. Signs will be available for pick-up at City Hall. Businesses should use temporary posts or similar to install the signs on curb fronting their business.

Additional Application Requirements:

Site Plan and Traffic and Pedestrian Control Plan - You must submit a Site Plan showing the layout of the outdoor space and any improvements, structures and/or materials to be used to facilitate outdoor activities, including where furnishings or merchandise will be placed, and a Traffic and Pedestrian Control Plan ensuring the safety of customers and

employees engaged in approved outdoor activities in public rights-of-way, and accounting for accessible pedestrian access through the area or improvements subject to this application.



This diagram is provided for illustration purposes only.

- Applicant may request to utilize any parking spaces fully within their store frontage. Parking spaces partially within a business' storefront can be requested for outdoor dining on a case by case basis. ***No spaces other than those fully or partially in front of business will be made available for use under this permit.***

Fill out on-line application. Application requires staff review prior to approval.



AGENDA BILL

Agenda Item No. 8.B.

Date: November 19, 2024
To: El Cerrito City Council
From: Traviss Crumpacker, Fire Prevention Officer; Chase Beckman, Fire Marshal, Fire Department
Subject: Fire Hazard Abatement Declaring Public Nuisance

ACTION PROPOSED

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

BACKGROUND

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

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

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

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

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

ANALYSIS

Beginning in May of this year, the Fire Department conducted Citywide fire hazard inspections of all properties. The inspections began on May 4, 2024, and have continued due to re-growth and citizen complaints. As a result of the on-going inspections, a list of properties containing public nuisances was generated and continues to be amended as additional properties are identified. On October 8, 2024, the identified property in violation of El Cerrito Municipal Code Chapter 16.26 were notified in writing of the hazards on their property and to abate those hazardous conditions. The El Cerrito Vegetation Management Standards Checklist was included with the notification (Attachment 6). Additionally, these property owners were informed in the letter from the Fire Marshal (Attachment 4) of the time, date, and location of the upcoming City Council meeting where their properties would be declared a public nuisance and abatement would be ordered. Property owners were directed to complete the necessary measures to bring their property into compliance prior to the second round of the re-inspection process that was conducted after November 4, 2024 and continues through the date of the November 19, 2024 meeting. The property that was not voluntarily abated after the first notice is listed within the Master Abatement List, Exhibit A to the proposed Resolution (List of Properties.)

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

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

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

- objections prior to the City Council declaring the properties to be a public nuisance and ordering the City Manager or their designee to perform abatement.
3. At the November 19, 2024, City Council meeting, the City Council shall first adopt a resolution Declaring that Weeds, Rubbish, Litter, or Other Flammable Material on Certain Real Property Constitutes a Public Nuisance (Attachment 1 and 2).
 4. At the same hearing, but after adoption of the first resolution, the City Council shall hear and consider all objections to declaration of public nuisances or the procedures proposed for abatement of the same. After the hearing, the Council shall adopt a resolution Overriding Objections by Property Owners and Ordering the City Manager or their Designee to Abate Certain Public Nuisances Pursuant to Chapter 16.26 (Attachment 3).
 5. At the conclusion of the November 19, 2024, hearing, a second and final notice shall be sent to each property owner prior to abatement (Attachment 7). This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the City shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
 6. If the nuisance is not abated between November 20, 2024, and December 20, 2024, prior to the arrival of the hazard abatement crew, the City of El Cerrito shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel of land where such work is performed according to the City Council adopted Fire Department Master Fee Schedule.
 7. At the January 21, 2025 City Council meeting the City Manager or their designee shall submit to the City Council for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least ten (10) days prior to its submission to the City Council. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the City Council to consider the cost of abatement work performed on their property.
 8. At the City Council Meeting on January 21, 2025, the City Council shall receive and consider the written staff report on abatement actions taken by the City and shall hear any objections from the property owners liable to be assessed for the abatement. The City Council may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
 9. After City Council confirmation of the report, a certified copy of the report shall be filed with the Contra Costa County auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety.*

ENVIRONMENTAL CONSIDERATIONS

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

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

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

RESOLUTION NO. 2024 - XX

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

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

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

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

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

BE IT FURTHER RESOLVED that on this same date of November 19, 2024 at 6:00 P.M. in the City of El Cerrito, the City Council shall hold a hearing at which owners of the real property identified in Exhibit A hereto may object to the designation of their properties as public nuisances and object to the abatement actions proposed by the City.

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

I CERTIFY that at a regular meeting on November 19, 2024 the El Cerrito City Council passed this resolution by the following vote:

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

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

Holly M. Charlety, City Clerk

APPROVED:

Tessa Rudnick, Mayor

EXHIBIT A

As of 11/7/24

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

<u>APN</u>	<u>Street Address</u>
505-130-015-9	1550 Regency Court

RESOLUTION NO. 2024 - XX

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

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

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

WHEREAS, on November 19, 2024, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588, the City Council adopted Resolution 2024-XX declaring that certain real property within the City constitutes a public nuisance; and

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

WHEREAS, on October 8, 2024, the City Fire Department sent written notice to those property owners describing the weeds, rubbish, refuse, or other flammable material that presented a fire hazard and public nuisance; explaining that the Fire Department had determined a public nuisance that must be removed; informing the owners that if they did not abate by November 4, 2024, the City Council would hold a hearing on November 19, 2024 at which the owners could present objections to the declaration of the nuisance or the proposed abatement measures and further explained the City could abate the nuisance and collect the costs as an assessment on the property; and

WHEREAS, on November 19, 2024, the City Council adopted Resolution 2024-XX confirming the nuisance declarations of the City Fire Department and declaring a public nuisance on certain real property pursuant to Chapter 16.26; and

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

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

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

BE IT FURTHER RESOLVED that pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39574, the City Manager or his designee shall keep an account of the cost of abatement for each parcel of land on which work is performed. The City Manager or designee shall then prepare an itemized written report to be presented to the City Council so that, after the notice and hearing during the City Council meeting of January 21, 2025 these abatement costs can be confirmed as a special assessment against those parcels.

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

I CERTIFY that at a regular meeting on November 19, 2024 the El Cerrito City Council passed this resolution by the following vote:

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

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

Holly Charley, City Clerk

APPROVED:

Tessa Rudnick, Mayor



EL CERRITO-KENSINGTON FIRE DEPARTMENT
Fire Prevention Office
10900 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



October 8, 2024

Parcel Number: **505-130-015-9**

Property Address: 1550 Regency Ct. El Cerrito, CA 94530

Property Owner: Charanjot Kaur

Property Owner's Address: 1561 Carriage Dr. Walnut Creek, CA 94598

Dear El Cerrito Property Owner:

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

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

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than November 4, 2024. There is no need to contact the Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will be removed from our non-compliant list.

On November 19, 2024 at 6:00PM the El Cerrito City Council will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

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

Sincerely,

Chase Beckman

Chase Beckman

Battalion Chief / Fire Marshal



EL CERRITO FIRE DEPARTMENT

KENSINGTON FIRE PROTECTION DISTRICT



ATTACHMENT 5

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

Fire Hazard Reduction Inspection

Owner/Tenant	Site Address	City	State	Zip Code
--------------	--------------	------	-------	----------

Legal Property Owner	Mailing Address	City	State	Zip Code
----------------------	-----------------	------	-------	----------

APN # _____

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.

YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

ZONE 1

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

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

ZONE 2

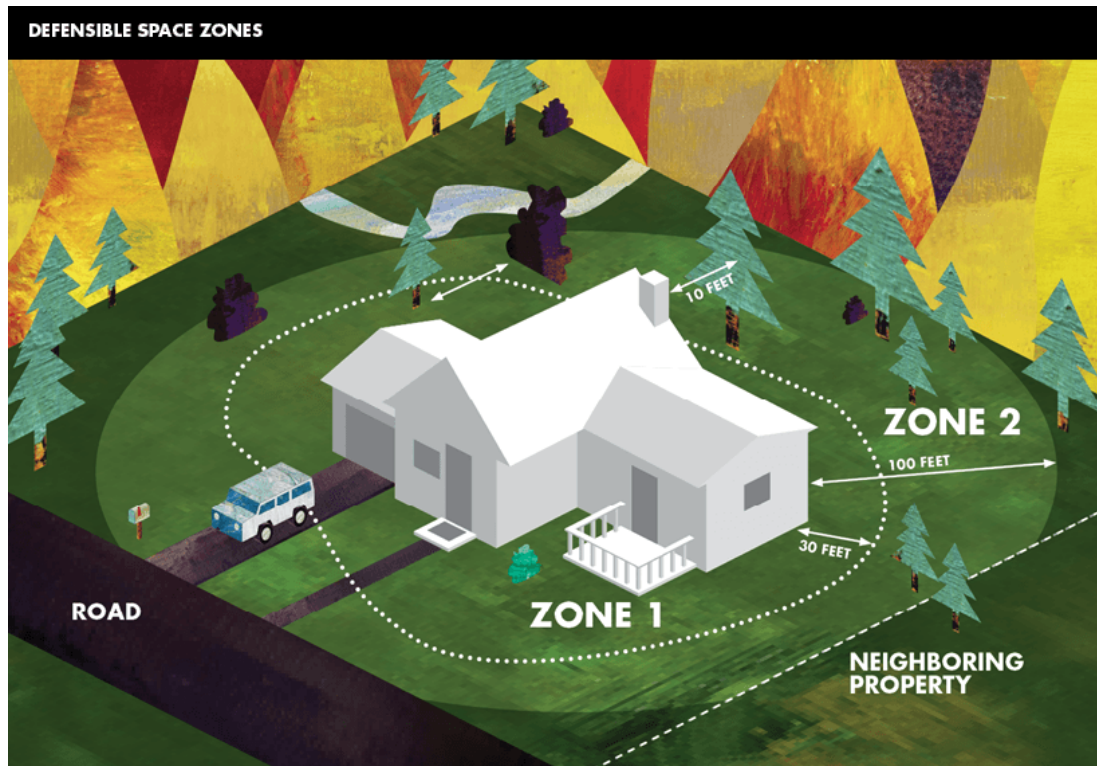
Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

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

COMMENTS:

Inspected by	Inspection #	Date	Time
--------------	--------------	------	------

City of El Cerrito Fire Hazard Reduction Guidelines



Zone 1

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

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

Zone 2

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

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



Fire Hazard Reduction Checklist



Zone 1 Requirements

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

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

Zone 2 Requirements

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

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

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



CITY OF EL CERRITO

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

November 20, 2024

Parcel Number: **505-130-015-8**
Property Address: 1550 Regency Ct., El Cerrito, CA 94530
Property Owner: xxxxx
Property Owner's Address: xxxxx

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

On **November 19, 2024** the El Cerrito City Council declared that your property in the City of El Cerrito, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the November 19, 2024 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the City will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the City prior to this removal. The City shall perform this removal either through its own staff or through private contract sometime between the dates of **December 20, 2024 and December 30, 2024**. It is impossible to predict what it will cost the City to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$8,000 per parcel for those parcels with severe nuisance conditions

The City Council will conduct a public hearing on **January 21, 2025** to confirm the cost of the abatement work performed on your property. The meeting may be held both via teleconference and in the **El Cerrito City Council Chambers at 10890 San Pablo Avenue in El Cerrito at 6:00 p.m.** Please refer to the agenda for meeting information at www.el-cerrito.org/CouncilMeetingMaterials. During this public hearing you will be given the opportunity to voice objections regarding the report and the assessment of the abatement costs for your property. At this hearing you will also be given the opportunity to object, protest and/or present evidence to support your arguments.

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

Chase Beckman

Chase Beckman
Fire Marshal



AGENDA BILL

Agenda Item No. 8.C.

Date: November 19, 2024
To: El Cerrito City Council
From: Chase Beckman, Fire Marshal, Fire Department; Traviss Crumpacker, Fire Prevention Officer, Fire Department
Subject: Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

The Fire Department is continuing its fire hazard abatement program. The purpose of this program is to remove weeds, dry grass, stubble, brush, rubbish, litter and other flammable material from private properties where such flammable material endangers public safety by creating a public nuisance and a fire hazard.

On the first round for 2024, notices were initially sent to 110 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department, many notified property owners abated the hazards on their parcels.

However, a small number of properties were not abated by the property owners by the specified deadline specific to the time of inspection and written notice. Thus, unabated properties were further submitted to the City to be declared public nuisances. The property owners identified in the August 20, 2024, Exhibit A (as amended) were notified that if they did not abate the hazardous conditions on their property, the City would do so. They were given the opportunity at a public hearing to object to the City's plan to abate these conditions. On August 21, 2024, the City then sent three property owners identified in Exhibit A, a second notice informing them that the City would perform abatement through its own staff or through a private contract.

However, two of those property owners did not voluntarily abate their public nuisance and fire hazard conditions nor contact the Fire Department to agree on a work plan to reduce the hazards on their properties. For these two properties, the City has followed a statutory procedure to remove hazardous conditions. This procedure is specified in the August 20, 2024, Agenda Bill and Resolution No. 2024-58.

On September 23, 2024, a notice was posted in plain view on each of the two remaining properties stating that the City would begin abatement on their properties as soon as September 23, 2024.

During the period of September 23 and October 4, 2024, the City performed abatement of the remaining two properties through private contractors. These two properties are presented in Exhibit A.

ANALYSIS

The fire hazard abatement procedure provides ample due process for the affected property owner, well beyond the minimum procedure statutorily required. The most important part of the procedure is that the property owner listed in Exhibit A was given the opportunity to contest whether their property constituted a public nuisance and a fire hazard at a public hearing before the City Council. The property owner did not contest the designation, nor did the property owners voluntarily abate the nuisance conditions. The City Council therefore directed City staff to abate said conditions.

This matter appears before the City Council for the sole purpose of confirming the abatement costs already incurred by the City for the properties identified in Exhibit A. At this hearing, the City Council should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed. The proposed resolution provides for confirmation of the report of abatement costs, and attached Exhibit B specifies the administrative costs associated with the abatement of the properties. Once confirmed by the City Council, the costs of abating the nuisance will be forwarded to the County Auditor no later August 10, 2025 for assessment of the individual property and a lien will be recorded with the County Recorder.

Staff recommends that the City Council adopt the proposed resolution as presented at the conclusion of the hearing. Alternatively, the City Council may adopt a resolution with amended costs; or the Council may choose not to adopt the proposed resolution, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection and causing the City of El Cerrito to absorb the full cost of abating the hazardous conditions of the subject properties.

STRATEGIC PLAN CONSIDERATIONS

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

- *Community Safety.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the City is obligated to pay contractors a total of \$3,000.00 for their work. Administrative and surcharge costs, totaling \$1,459.50, have been added, bringing the total abatement cost to \$4,459.50.

Total administrative costs may include: (1) Fire Department initial inspection and notice, (2) re-inspection, (3) office work and attendance at City Council hearings, (4) additional notices, (5) vendor bid inspection, (6) posting of property, (7) writing of inspection/abatement warrants, (8) court appearances for signing and filing of warrants, (9) vendor observation/inspection, and (10) submittal of records/liens to the County. In order for the City to fully recover the direct and indirect costs of \$10,015.00 already incurred for the abatement work performed, the City Council should confirm the staff report on the costs of abatement at this time so that these costs can be forwarded to the County for collection from the property owner.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved the process.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution
3. Exhibit B to Resolution

RESOLUTION NO. 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS RESULTING FROM THE PRESENCE OF WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON THE PRIVATE PROPERTY DESIGNATED HEREIN UNDER THE AUTHORITY CONTAINED IN EL CERRITO MUNICIPAL CODE SECTION 16.26

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

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26 the El Cerrito City Council declared, through Resolution No. 2024-58, that the properties identified herein in Exhibit A constitute a public nuisance because the presence of weeds, rubbish, litter or other flammable material on the properties created a fire hazard, a menace to the public health, or were otherwise noxious or dangerous; and

WHEREAS, through Resolution No. 2024-58 the City Council directed, under the further authority of El Cerrito Municipal Code Section 16.26, that notice be provided to the owners of the properties identified in Exhibit A informing the owners that if they did not abate the nuisance conditions, that these conditions would be abated by the City, and that upon confirmation, the abatement costs would constitute a lien upon the properties until paid; and

WHEREAS, through Resolution No. 2024-58 the City Council further directed that a public hearing be scheduled at which time the owners of the properties identified in Exhibit A could present objections to the designation of their property as a public nuisance and objections to the abatement of these public nuisance conditions by the City; and

WHEREAS, notice designating the properties identified in Exhibit A a public nuisance and informing the owners of the properties of the right to object to such designation and proposed abatement by the City was provided to the owners of the properties as required by Government Code Sections 39560 through 39588; and

WHEREAS, the owners of the properties identified in Exhibit A did not appear at the July 18, 2023 public hearing to contest the public nuisance designation or to object to the abatement of the public nuisance conditions by the City; and

WHEREAS, at the conclusion of the August 20, 2024 public hearing, the City Council, by Resolution No. 2024-58 and Exhibit A as amended, directed the City Manager or designee to abate those public nuisance conditions as provided for by El Cerrito Municipal Code Section 16.26 and Government Code Section 39560 through 39588; and

WHEREAS, the City Council further directed that the City Manager or designee to keep an account of the cost of abatement for each property on which work was performed and that a report be prepared and presented to the City Council so that, after notice and hearing, these abatement costs could be confirmed as a special assessment against the property; and

WHEREAS, after the adoption of Resolution No. 2024-58 a second notice was mailed to the owners of the properties identified in that resolution again informing the property owners that if they did not abate the public nuisance conditions on the properties, that the City would abate these nuisance conditions and assess the abatement costs against the properties; and

WHEREAS, as required by El Cerrito Municipal Code Section 16.26 the El Cerrito City Council conducted a hearing on November 19, 2024 at which an opportunity was given to voice objections regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the property; and

WHEREAS, at the November 19, 2024 hearing, the property owner was given the opportunity to object and protest the report and the abatement costs assessed. The property owner was also given the opportunity to present evidence in support of their argument; and

WHEREAS, such testimony provided at the public hearing included a description of the public nuisance conditions which existed at the property prior to the abatement, a description of the services required to abate those conditions, the cost to the City in abating those conditions and such other matters deemed relevant by the City Council; and

WHEREAS, the City Council does hereby conclude that the abatement costs as contained in Exhibit B, as such costs may have been modified by the City Council after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owners, the evidence submitted by City staff, the evidence concerning the nuisance conditions which existed at the property prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matters deemed relevant by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito does hereby confirm the report of the costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property and that these costs shall be certified to the Auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary municipal taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property identified in Exhibit A of this Resolution shall be filed with the County Auditor on or before August 10, 2025.

BE IT FURTHER RESOLVED that the City Manager or designee shall take such action as may be necessary to record the abatement costs for the property identified in Exhibit A of this Resolution with the County Recorder as a lien against the properties as provided for in El Cerrito Municipal Code Section 16.26.

I CERTIFY that at a regular meeting on November 19, 2024 the City Council of the City of El Cerrito passed this resolution by the following vote:

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

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

Holly M. Charl  ty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

EXHIBIT A

11/19/2024

City of El Cerrito Fire Department
List of Real Property Constituting Forced Abatement

APN	Street Address
501-330-025-5	2109 Harper St
503-394-018-9	10280 San Pablo Ave

Exhibit B

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

2109 HARPER ST.

APN: 501-330025-5

7/17/2024 - Initial inspection and notice..... \$0.00

8/19/2024 – Re-inspection \$0.00

8/20/2024- Office work and attend Fire Board meeting Abatement
Hearing..... 60 min @ 139.00/hr..... \$139.00

8/21/2024 – Second notice..... 30 min @ 139.00/hr..... \$69.50

9/23/2024 – Posting of Property..... 30 min @139.00/hr.....\$69.50

9/30/2024 - Vendor bid 60 min @ 139.00/hr..... \$139.00

10/11//2024 - Vendor observation/inspection....15 min @ 139.00/hr..... \$34.75

11/19/2024 - Office work and attend City Council Meeting Cost
Hearing..... 60 min @ 139.00/hr..... \$139.00

8/10/2025 - County Record Abatement..... 60 min @ 139.00/hr..... \$139.00

TOTAL ADMINISTRATIVE COST..... \$729.75

TOTAL CONTRACTOR'S INVOICE \$1,500.00

TOTAL COST OF ABATEMENT\$2,229.75

FIRE SAFETY CLEARING.

510-541-2130. Oct. 29, 2024

Invoice #1208-2109

To: El Cerrito Fire Dept.
10900 San Pablo Ave.
El Cerrito, CA. 94530

Address of work to be completed:

2109 Harper St.
El Cerrito, CA. 94530

Scope of Work

Reduce hazardous fuel load. Clear violations.

- Weed abatement, brush control.
- Remove heavy brush, Scotch broom, Coyote brush, small trees, sprouts, bamboo -trim ornamental landscaping, create separation
- Remove deadwood
- Clear nuisance growth to create safe area from structure
- Material Hauling

Total Due: \$1500.00

Please make check payable to:

Teo Carlone
1224 Masonic Ave.
Berkeley, CA 94706

VENDOR# 7717

DEPT APPROVAL 

ACCOUNTS	DESCRIPTION	AMOUNT
<u>106-2510-53270</u>	<u>2109 Harper</u>	<u>\$1,500.00</u>
	<u>abatement</u>	



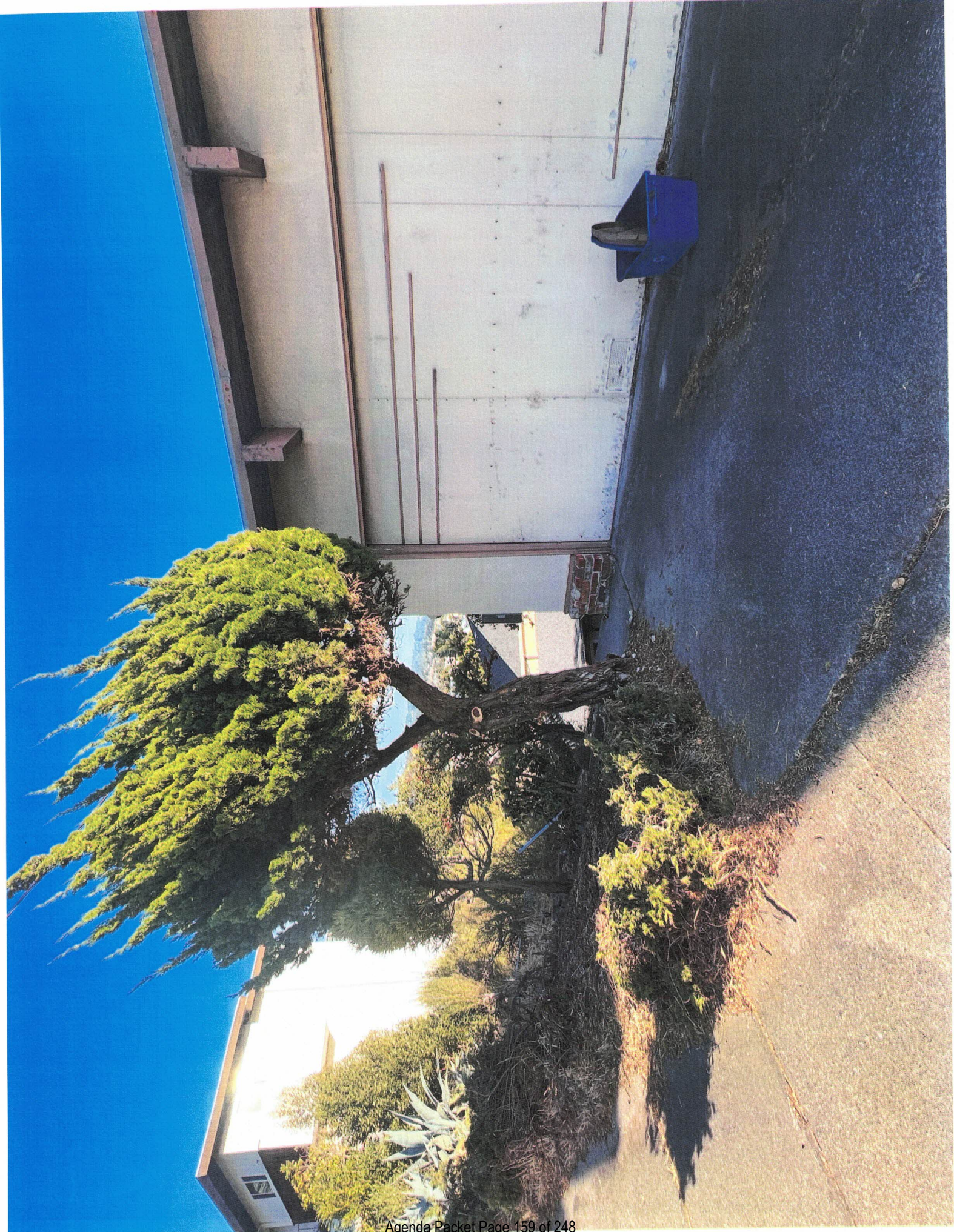








Exhibit B continued

**CITY OF EL CERRITO
ADMINISTRATIVE COST WORK SHEET**

10280 SAN PABLO AVE APN: 503-394-018-9

8/2/2024 - Initial inspection and notice..... \$0.00

8/19/2024 – Re-inspection\$0.00

8/20/2024- Office work and attend Fire Board meeting Abatement
Hearing..... 60 min @ 139.00/hr..... \$139.00

8/21/2024 – Second notice..... 30 min @ 139.00/hr..... \$69.50

9/23/2024 – Posting of Property..... 30 min @139.00/hr.....\$69.50

9/30/2024 - Vendor bid 60 min @ 139.00/hr..... \$139.00

10/9//2024 - Vendor observation/inspection....15 min @ 139.00/hr..... \$34.75

11/19/2024 - Office work and attend City Council Meeting Cost
Hearing..... 60 min @ 139.00/hr..... \$139.00

8/10/2025 - County Record Abatement..... 60 min @ 139.00/hr..... \$139.00

TOTAL ADMINISTRATIVE COST..... \$729.75

TOTAL CONTRACTOR’S INVOICE \$1,500.00

TOTAL COST OF ABATEMENT\$2,229.75

FIRE SAFETY CLEARING

510-541-2130 Oct.29, 2024. Invoice #1208-280

To: El Cerrito Fire Dept.
10900 San Pablo Ave.
El Cerrito, CA. 94530

Address of work to be completed:
10280 San Pablo Ave.
El Cerrito, CA. 94530

Scope of Work:

Reduce hazardous fuel load. Clear violations.

- Weed abatement, brush control.
- Remove Oak branches and brush piles.
- Limb up trees to hight of 6 ft.
- Material Hauling

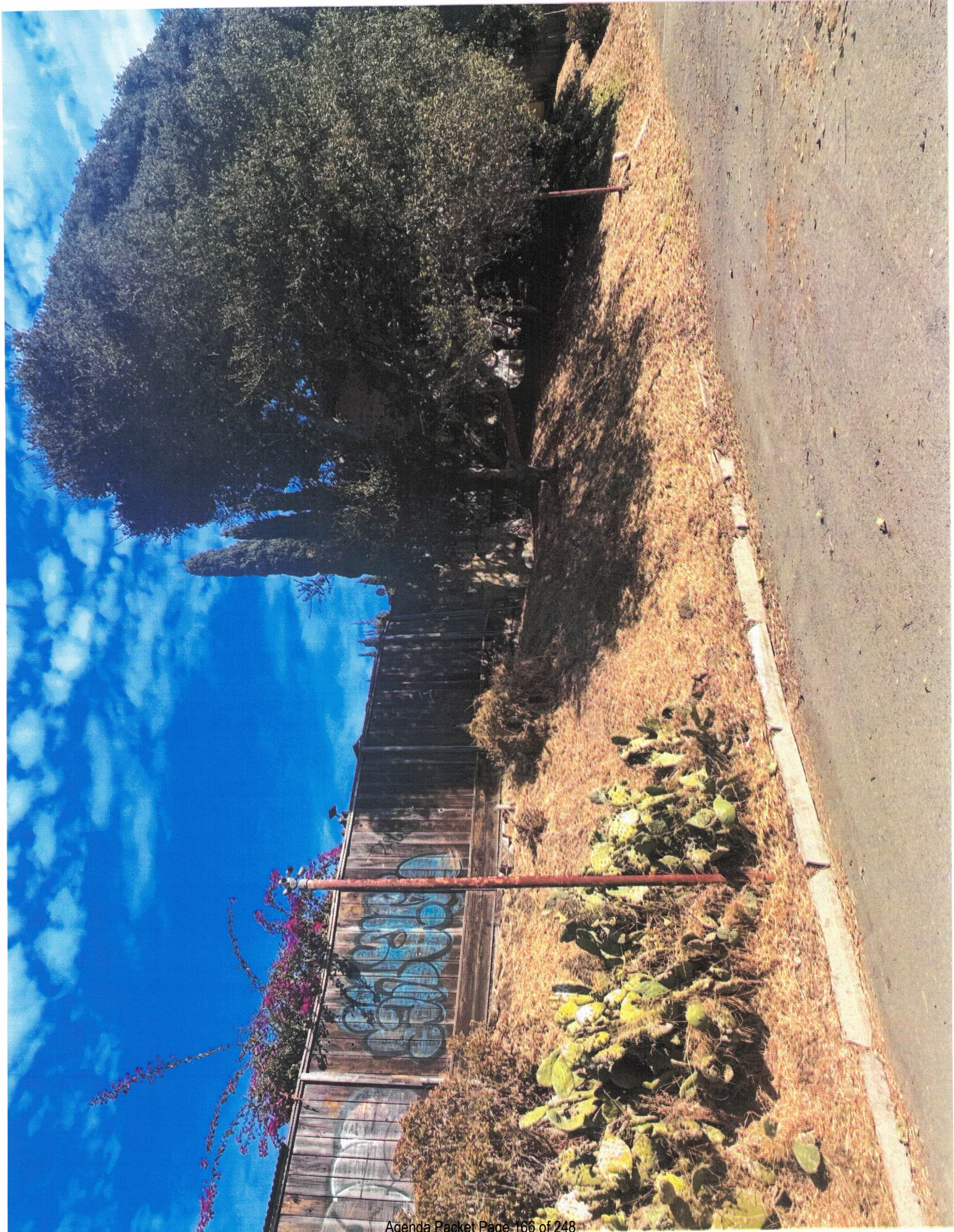
Total Due:\$1500.00

Please make check to:

Teo Carlone
1224 Masonic Ave.
Berkeley, CA. 94706.

Thanks.











AGENDA BILL

Agenda Item No. 9.A.

Date: November 19, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer
Subject: Amendment to City Comprehensive Financial Policies Related to the General Fund Reserve and Emergency Disaster Recovery Fund (EDRF)

ACTION PROPOSED

Adopt a resolution amending the City of El Cerrito Comprehensive Financial Policies to a) revise section 3.2 regarding the General Fund Reserve Policy; and b) revise section 4.2 regarding the Emergency and Disaster Recovery Fund (EDRF) policy.

BACKGROUND

The City of El Cerrito's Comprehensive Financial Policies serve as a guideline for operational and strategic decision making related to financial matters for use by the City Council and staff. The goal is to maintain the City's financial stability in order to continually adapt to local, regional, and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition. These Financial Policies are reviewed annually by the Financial Advisory Board (FAB) and any proposed substantive revisions are submitted to the City Council for approval. The City's Comprehensive Financial Policies are utilized when preparing the Annual Operating Budget and are in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). These Policies were last revised by the City Council on August 15, 2023, when the Emergency and Disaster Recovery Fund (EDRF) was established.

ANALYSIS

Over the past three years, the City has generated an total reserve level of \$22,957,167, including \$12,584,277 in unassigned General Fund Reserve, \$1,372,890 in the City's Section 115 Pension Trust, and \$9,000,000 in the EDRF. In order to ensure that the City continues to have sufficient reserves and continues to operate sustainably in the long-term, the FAB evaluated the Comprehensive Financial Policies with respect to the General Fund Reserve policy threshold and the EDRF policy threshold at the August 27, 2024, and October 22, 2024, meetings.

The current language regarding General Fund Reserve levels is in Section 3.2 of the Comprehensive Financial Policies, which reads:

3.2. It is a goal of the City to achieve a General Fund annual operating reserve of 10% of projected General Fund operating expenditures in each fiscal year. As part of the annual budget process, the City Council shall consider a Five-Year Plan that attempts to maintain a reserve ratio of 10%. The City Council may adopt a deficit budget to deal with the uses discussed in Section 3.5 so long as the projected

reserve does not go below 10% in any year of the Five-Year Plan. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to 10% within five years and 15% within 10 years.

The City is currently following this policy, and the current reserve level of 24.5% exceeds the current minimum level of 10% of General Fund expenditures as stated in section 3. However, the FAB felt that the current 10% policy would be insufficient to support the City's needs long-term and recommends increasing the policy threshold for unrestricted General Fund balance to 17% of operating expenditures in each fiscal year. This increase would not affect the waterfall policy that the City Council adopted in August 2023, and would be in addition to the EDRF, which has a separately calculated reserve threshold.

The language proposed by the FAB reads as follows:

3.2. The City shall maintain an unrestricted General Fund operating reserve of 17% of projected General Fund operating expenditures in each fiscal year. The City Council may adopt a deficit budget if the projected reserve does not go below 10% in any year of the Five-Year Budget Forecast. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to 17%.

Further, the FAB discussed the funding of the EDRF as per the Policies and the recommended reserve threshold. The current language regarding the funding of the EDRF is included in section 4.2 and reads as follows:

4.2. The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City Council shall fund three months of payroll costs, , in the EDRF. The cash reserve requirement shall be reviewed every biennial budget cycle. The City budget shall contain a plan to achieve the target cash reserve in the EDRF over two biennial budget cycles.

The FAB propose several adjustments to the language regarding funding levels for the EDRF, including removing a typo included in error. In particular, the FAB recommends language clarifying the funding threshold as 13% of the projected General Fund operating expenditures in a fiscal year, rather than three months of payroll costs, which can vary greatly depending on seasonality of City services. Combined together, the EDRF and unassigned General Fund reserve balance are recommended to total 30% of projected General Fund operating expenditures in each fiscal year.

The language proposed by the FAB reads as follows:

4.2. The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City shall fund and maintain the EDRF at 13% of the projected General Fund operating expenditures in each fiscal year.

The changes to Sections 3.2 and 4.2 of the Comprehensive Financial Policies were recommended by the FAB motion, which passed by a 3-0 vote with one member absent. Staff concurs with the FAB's proposed language and recommends that the City Council approve the language to revise the policies.

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

There is no current fiscal impact to the City of adopting this policy. The City currently has reserves above both the current policy level and the new level recommended by the FAB.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING AMENDMENTS TO THE CITY OF EL CERRITO COMPREHENSIVE FINANCIAL POLICIES RELATED TO THE GENERAL FUND RESERVE POLICY AND THE EMERGENCY DISASTER RELIEF FUND

WHEREAS, the purpose of the Comprehensive Financial Policies are to provide guidelines for operational and strategic decision making related to financial matters; and

WHEREAS, the Comprehensive Financial Policies were last amended in August 2025 as a part of the annual review; and

WHEREAS, the Comprehensive Financial Policies have been reviewed by the Financial Advisory Board (FAB); and

WHEREAS, the FAB and the City Council intend to modify the Comprehensive Financial Policies to increase the General Fund Reserve policy level from 10% to 17% of General Fund annual expenditures; and

WHEREAS, the FAB and the City Council intend to modify the Comprehensive Financial Policies to set the policy level for the Emergency Disaster and Relief Fund (EDRF) at 13% of General Fund annual expenditures; and

WHEREAS, City staff agree with the recommended amendments to the Comprehensive Financial Policies that establish the intended revisions; and

WHEREAS, revisions to the policy proposed by the FAB and City staff have been incorporated in the attached document.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, that it hereby approves the City of El Cerrito Comprehensive Financial Policy effective November 20, 2024 incorporated by reference and attached hereto as Exhibit A.

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

I CERTIFY that at a regular meeting on November 19th, 2024, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Tessa Rudnick, Mayor

CITY OF EL CERRITO
COMPREHENSIVE FINANCIAL POLICIES

Approved: Resolution No. 2023-65: August 15, 2023

DRAFT REVISION NOVEMBER 2024

PURPOSE:

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic decision making related to financial matters.

POLICY:

The following financial policies are intended to establish a comprehensive set of guidelines for use by the City Council and staff on decision-making that has a fiscal impact. The goal is to maintain the City's financial stability in order to be able to continually adapt to local, regional, and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition.

This financial policy will be reviewed annually by the Financial Advisory Board and any proposed substantive revisions will be submitted to the City Council for approval. The City's comprehensive financial policies will be utilized when preparing the Annual Operating Budget and shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

1. OVERVIEW & LONG-TERM FINANCIAL PLANNING

1.1. A Five-Year Year Financial Plan will be prepared at a minimum for the General Fund, and Integrated Waste Management Funds. The City's Five-Year Financial Plan is the long-term picture of the City's finances and will be updated annually as part of the annual budget process.

1.2. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax and Utility Taxes) and economically sensitive revenue sources (e.g., Sales Tax).

1.3. The City shall develop and maintain methods for the evaluation of future development and major fiscal impacts on the City budget.

1.4. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities.

1.5. The City shall address issues related to cash flow requirements and any short-term borrowing requirements on a timely basis.

1.6. The City shall require any annexation agreements to have a long- term beneficial financial impact on the City.

2. BUDGET POLICIES

2.1. The City Manager shall prepare a proposed annual budget to be reviewed by the Financial Advisory Board and presented to the City Council within all statutorily prescribed deadlines. The City Council will adopt the budget at a public hearing by June 30 of each year.

2.2. A Budget will be adopted by Resolution of the City Council annually, which will contain the budget amendment process, budget amendment authority, and spending authorities. All departments are responsible for meeting the City's financial policy goals and ensuring the City's long-term financial health. Budget control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within departments and within funds. In addition, amendments that are made to authorize spending of increased or new special purpose revenues may be approved by the City Manager. Budget

modifications between funds or increases or decreases to a fund's overall budget must be approved by the City Council.

2.3. It is the City's policy to adopt a balanced General Fund budget where operating revenue is equal to, or exceeds, operating expenditures. In the event a balanced budget is not adopted, due to a deliberate reduction of accumulated fund balance or if the cause of the imbalance is expected to last for no more than one year, as with the case of a one time settlement or large purchase, the planned use of reserves to balance the budget is permitted as long as the reserve is consistent with the amounts described in Section 3., General Fund Balance Reserve Policy.

2.4. The operating budget shall serve as the annual financial plan for the City. It shall serve as the City's management plan for implementing goals and objectives of the City Council, City Manager and departments and will define service levels.

2.5. During the annual budget development process, the existing budget shall be examined to assure removal or reduction of any services or programs that should be eliminated or reduced in cost.

2.6. The annual review process shall include an assessment to determine if funds are available to operate and maintain proposed capital facilities and other public improvements.

2.7. Any General Fund year-end operating surplus (the excess of actual General Fund revenue less actual General Fund expenditures) shall be allocated for the following, subject to City Council approval, using the following priority order until any such annual General Fund surplus is fully allocated:

1. General Fund Reserve, until the General Fund has reached 100% of its targeted reserve ratio as specified in the General Fund Reserve Policy (Section 3 of this policy).
2. Emergency Disaster Relief Fund (EDRF), until the balance in that fund reaches 100% of the target balance as specified in Emergency and Disaster Recovery Fund (Section 4 of this policy).
3. A minimum of 33% of the remaining surplus to additional discretionary payments towards the City's unfunded liabilities and/or contributions towards a pension or other post-employment benefit trust.
4. The City Manager will make recommendations to the City Council to use any remaining surplus to fund non-recurring expenditures such as capital improvements, equipment purchases, or other, one-time expenditures which will not require additional future expense outlay for maintenance, additional staffing, or other recurring expenditures.

2.8. Where practical, the City's annual budget will include performance measures of workload, efficiency, and effectiveness.

2.9. Revenues:

2.9.1. The City will estimate annual revenues using an objective, analytical process; specific assumptions will be documented and maintained. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, and/or reliable economic forecasters when available.

2.9.2. Specific revenue sources will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Principles (GAAP). All non-tax increment, non-restricted

revenues will be deposited in the General Fund and appropriated through the budget process. On-going revenues will fund on-going expenditures.

2.9.3. A diversified and stable revenue system will be maintained to the extent possible to protect programs from short-term fluctuations in any single revenue source.

2.10. Appropriations:

2.10.1. The City shall, to the extent possible, pay for current year expenditures with current year revenues. Where authorized activities or equipment remain incomplete and/or unpurchased, revenues and/or fund balance may be carried forward at the City Manager's direction to the next fiscal year to support such an activity/purchase.

2.10.2. The City shall avoid budgetary procedures which rely on financial strategies that defer payment of current operating expenses to future years.

2.10.3. Department Heads are responsible for ensuring that department expenditures stay within the department's budgeted appropriation.

2.10.4. A City Council Resolution is necessary to increase any total fund appropriation where no corresponding revenue offset exists that is restricted for that purpose.

2.10.5. The City Manager may adjust appropriations among departments within a fund.

3. GENERAL FUND RESERVE POLICY

3.1. The purpose of the reserve policy is to set aside funds to insure against events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. The reserve is designed to protect issuer ratings and offset economic downturns and revenue shortfalls.

3.2. ~~It is a goal of the City~~ The City ~~shall maintain to achieve~~ an unrestricted General Fund ~~annual~~ operating reserve of ~~107%~~ 10% of projected General Fund operating expenditures in each fiscal year. ~~As part of the annual budget process, the City Council shall consider a Five-Year Plan that attempts to maintain a reserve ratio of 10%. The City Council may adopt a deficit budget to deal with the uses discussed in Section 3.5 so long as if~~ the projected reserve does not go below 10% in any year of the Five-Year ~~Plan~~ Budget Forecast. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to ~~170% within five years and 15% within 10 years.~~ 170% within five years and 15% within 10 years.

3.3. The unreserved fund balance in an Internal Service Fund may be transferred to the General Fund only for a fiscal emergency or for one-time uses such as natural disasters or unforeseen liabilities.

4. EMERGENCY AND DISASTER RECOVERY FUND (EDRF) 4.1. The City shall maintain a separate fund on its books called the Emergency and Disaster Recovery Fund (EDRF), which will be a restricted portion of the City's General Fund. The cash in this fund will be invested in accordance with the City's investment policy.

4.2. The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City ~~Council~~ shall fund and maintain the EDRF at 13% of the projected General Fund operating expenditures in each fiscal year. three months of payroll costs, , in the EDRF. The cash reserve requirement shall be reviewed every biennial budget cycle. The City budget shall contain a plan to achieve the target cash reserve in the EDRF over two biennial budget cycles.

4.3. The City Council may authorize the use of the EDRF for the purposes described in this Section 4 by a simple majority of the quorum. In the event that, because of an emergency, a quorum of the City Council is unavailable to meet, a single member or the City Manager may call a meeting to reconstitute the City Council, pursuant to the California Emergency Services Act (Gov. Code § 8642.) Once reconstituted, the City Council may authorize the use of the EDRF for the purposes described in this Section 4.

4.4. In the event that, because of the nature of an emergency, use of the EDRF is necessary before it is possible for the City Council to meet, the City Manager may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the City Manager. In the event that the City Manager is unavailable because of the emergency, the assistant director of emergency services, as defined in Chapter 2.28 of the El Cerrito Municipal Code, may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the assistant director of emergency services.

5. FINANCIAL REPORTING POLICIES

5.1. Accounting Standards: The City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). The City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

5.1.1. Annual Audit: An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Annual Comprehensive Financial Report (ACFR). The ACFR will be submitted annually to the Government Finance Officers Association for peer review with the goal of continuing receipt of the Certificate of Achievement for Excellence in Financial Reporting.

5.1.2. The independent firm will be selected through a competitive bidding process at least once every five years. The contract may be for an initial period of three years with two additional one-year options at the City Council's discretion. The current firm may be allowed to participate in the bid process. The need for rotation of the audit staff or audit firm will be considered in the bid process. The Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

5.2. The City shall prepare and issue timely interim budget reports on the City's fiscal status to the City Council on no less than a quarterly basis. Reports will be prepared and presented to the City Council that explain key economic and fiscal developments, note significant deviations from the budget, include information on revenue and expenditures by operating department and by revenue/expenditure category, and when required, outline any corrective actions necessary to maintain the City's financial position. Reports may be required on a monthly basis by the City Council if they deem it necessary to more frequently monitor the budget. Reports will be provided to the public on the City's website.

6. OPERATIONAL MANAGEMENT POLICIES

6.1. The City shall not commit to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications relating to those programs and projects is completed.

6.2. All departments are responsible for meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements.

6.3. Departmental requests for increases in staffing will be thoroughly analyzed; only those that meet adopted program initiatives and policy directives will be considered. To the extent feasible, personnel cost reductions will be achieved through attrition.

6.4. User Fees and Charges and Development Impact Fees:

6.4.1. Where direct services to users can be measured, as set forth in the Master Fee Schedule, the City should use appropriate fees, charges, or assessments rather than general tax funds. All user fees and charges will be examined or adjusted annually to determine the direct and indirect cost of service. User fees and charges for services shall be established at a level related to the cost of providing such service except where the City Council has determined there is a public benefit to subsidize the service with tax-based revenue. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council following public review.

6.4.2. The City may identify the costs associated with new development as a basis for establishing development impact fees but the long-term benefit of the development to the City should be considered in establishing such fees.

6.5. Grant Management:

6.5.1. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant and present that report for approval by the City Council.

6.5.2. The term of Grant funded positions for programs should be clearly identified and presented to the City Council for approval. It is mandatory to disclose if General Fund revenues will be needed to fund a position during or after the Grant or program expires.

6.5.3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources may be substituted only after all program priorities and alternatives are considered.

6.5.4. The cost of all externally mandated services for which funding is available shall be fully evaluated, including overhead, to allow for complete reimbursement of expenses.

6.6. Revenue Collection Policy:

6.6.1. The City will pursue revenue collection and auditing to assure that monies due the City are received in a timely manner.

6.6.2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible.

6.6.3. The City will centralize accounts receivable/collection activities so that all receivables are handled consistently.

6.6.4. Accounts receivable management and diligent oversight of collections from all revenue sources are imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts shall be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they will be written-off from the financial statements in accordance with established policies.

7. FINANCIAL MANAGEMENT POLICIES

7.1. Staff shall keep City Council apprised of financial opportunities available and shall develop appropriate recommendations.

7.2. All requests for City Council action in excess of the City Manager's approval limit, shall include an analysis of the immediate and future fiscal impact of such action particularly impacts on the General Fund. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.

7.3. Cash Management Investment:

7.3.1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted investment policy and will ensure that proper controls and safeguards are maintained. Pursuant to the Investment Policy, the Financial Advisory Board, at least annually will review, and the City Council will affirm, a detailed investment policy.

7.3.2. Reports on the investment portfolio and cash position will be developed and presented to the Financial Advisory Board and the City Council in conformity with the California Government Code.

7.3.3. Funds will be managed in a prudent and diligent manner with emphasis on safety of principal, liquidity, and yield, in that order.

7.3.4. The quarterly report shall include a statement in compliance with California Government Code 53646.

8. CAPITAL IMPROVEMENT PROJECT POLICIES

8.1. A Ten-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which result in a capitalized asset and have a useful (depreciable) life of two years or more.

8.2. Each Capital Improvement Project will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and to avoid significant unfunded liabilities.

8.3. The City will develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.

8.4. The City shall actively pursue outside funding sources for all Capital Improvement Projects. Outside funding sources, such as grants, shall be used to finance only those Capital Improvement Projects that are consistent with the Ten-year Capital Improvement Plan and/or local governmental priorities, and who's operating and maintenance costs will be included in future operating budget forecasts.

8.5. Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

8.6. The City must carefully seek and analyze the appropriate type of financing instrument appropriate for financing capital projects. Several options may be available – general obligation debt, fee-supported debt, fund reserves, tax increment, etc. All debt financing mechanisms shall be carefully considered and analyzed for fiscal benefit and cost effectiveness. Long-term borrowing shall be restricted to projects too large to be financed from current revenues (pay-as-you-go). Where possible, special assessment, revenue or other self-supporting bonds shall be used in lieu of general obligation bonds.

9. DEBT MANAGEMENT POLICIES

9.1. These Debt Management Policies are intended to comply with Government Code Section 8855(i) and shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

9.2. Purposes for Which Debt May Be Issued

9.2.1. Long-Term Debt: Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.

a. Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services
- When the project to be financed will provide benefit to constituents over multiple years
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

b. Long-term debt financings are not appropriate for current operating expenses and routine maintenance expenses.

c. The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.
- The City determines that the issuance of the debt will comply with the applicable state and federal law.

9.2.2. Short-term debt: Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

9.2.3. **Financings on Behalf of Other Entities.** The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

9.3. **Types of Debt:** The following types of debt are allowable under these Debt Management Policies:

- general obligation bonds
- bond or grant anticipation notes
- tax and revenue anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds (including sales tax revenue bonds) and certificates of participation
- pension obligation bonds
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and the City Council may approve such debt by amending these Debt Management Policies. Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

9.4. **Relationship of Debt to Capital Improvement Program and Budget:** New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's Ten-Year Capital Improvement Plan. The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear. The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

9.5. **Policy Goals Related to Planning Goals and Objectives:** The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's Five-Year Financial Plan and its annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers, and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 5% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

9.6. Internal Control Procedures: When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. The City will periodically review the requirements of and will remain in compliance with the following:

- the City's Disclosure Policies and Procedures, and
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the City's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, and for the purpose of ensuring that proceeds of debt will be used for their intended purpose, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition signed by the Finance Director only after obtaining the signature of the City Manager.

9.7. Debt Limits: The outstanding principal amount of debt described in Section B will not exceed two percent (2%) of the total assessed value of property in the City, and debt service and lease payments incurred for financing purposes that are payable from the City's General Fund will not exceed 5% of operational appropriations.

10. EQUIPMENT REPLACEMENT FUND

10.1. The City may maintain a dedicated fund to provide for replacement of vehicles and certain equipment. Unreserved fund balance will be available for transfer to the General Fund only in the event of a fiscal emergency as described in Section 3.

11. ENTERPRISE FUNDS

11.1. All Enterprise Funds user fees will be examined annually to ensure that they recover all direct and indirect costs of service, provide for capital improvements and maintenance, and maintain adequate reserves.

11.2. Rate increases shall be approved by the City Council following formal noticing and a public hearing. Rate adjustments will be based on the projected expenditures in the Ten-Year Financial Plan.



AGENDA BILL

Agenda Item No. 9.B.

Date: November 19, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer
Subject: Investment Strategy for Section 115 Pension Trust

ACTION PROPOSED

Pass a motion directing staff to move forward with the Section 115 Pension Trust investment strategy as presented.

BACKGROUND

City staff and the City Council have been working on setting up and funding a Section 115 Pension Trust since June 2021, when the City Council directed staff to establish a Trust to control pension costs. At the August 15, 2023, City Council meeting, the City Council reviewed the allocation of the City's General Fund reserve balance and directed staff to pursue working with PARS to establish and fund the Trust. The City Council approved by motion a deposit of \$1,000,000 from fund balance as the initial deposit into the trust. On September 19, 2023, the City Council formally directed staff to establish a PARS Post-Employment Benefits Trust, commonly known as a Section 115 Trust, to support the City's long-term pension liability. The Section 115 trust currently has \$1,372,890 from the initial \$1 million contribution and an additional contribution allocated by the City Council in March 2024 through the City's "waterfall policy" included in the Comprehensive Financial Policies.

ANALYSIS

PARS requires each client to select an investment strategy to direct their investment management choices. Exhibit A includes a detailed overview of the different options provided by PARS to client agencies. After thorough review of the various options, the FAB adopted a recommendation to the City Council at their October 22, 2024, meeting to direct staff to select the Moderately Conservative approach. Exhibit A includes the goal for the Moderately Conservative approach as "provide current income with capital appreciation as a secondary objective". This means that the investment approach will ensure the stability and availability of the existing funds, with investment growth as a secondary priority to the safety and stability of the primary funds.

Staff recommend that the City Council pass a motion to provide staff direction to move forward with the Section 115 Pension Trust investment strategy at the Moderately Conservative level.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Draft Investment Policy Statement
2. PARS Fact Sheet Template_PARS ARS Program

**Multi-Asset / OCIO
Investment Policy Statement
March 25, 2024**

Client/Plan Sponsor (“Client”):	City of El Cerrito
Account/Plan Name (“Account”):	City of El Cerrito 115 Pension Trust Fund
ERISA Status:	Government agency plan exempt from ERISA
Tax Status of Account:	Tax-exempt government agency
Trustee:	U.S. Bank National Association Contact: Susan Hughes-Hill 949-224-7209 susan.hughes@usbank.com
Investment Manager:	U.S. Bank National Association (“Trustee”) serves as discretionary trustee on behalf of the account identified above and has appointed its affiliate, PFM Asset Management LLC (“PFMAM”), an SEC-registered investment adviser, as subadvisor over the Trust assets. Contact: Andrew Brown, CFA 925-276-3905 Andrew.brown1@PFMAM.com

The Client hereby adopts this Investment Policy Statement (“IPS”) for the following purposes.

Purpose

The purpose of this IPS is to achieve the following:

1. Document investment objectives, performance expectations and investment guidelines for the Account’s assets.
2. Establish an appropriate investment strategy for managing all Account assets, including an investment time horizon, risk tolerance ranges and asset allocation to provide sufficient diversification and overall return over the long-term time horizon of the Account.
3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence and legal requirements for Account’s assets.

Investment Authority

Investment Manager shall have full discretion over the Account’s assets and is authorized to purchase, sell, exchange, invest, reinvest and manage the assets held in the account, all in accordance with this

IPS, without prior approval or subsequent approval of any other party(ies). Investment Manager will also select investment managers and strategies consistent with its role as a fiduciary for the Account and is authorized to engage third-party subadvisors, as appropriate and consistent with this IPS, to manage SMA strategies. Investment Manager is authorized to direct the movement of cash between custody and sub-custody accounts for investment purposes, including the execution of an asset allocation strategy, rebalancing, or meeting liquidity demands. Investment Manager shall never take possession of securities, cash or other assets of the Account, all of which shall be held by the Trustee as custodian of the assets.

Statement of Investment Objectives

The overall investment objectives of the Trusts are as follows:

1. To invest assets in a manner consistent with the Account's stated investment objective as detailed in Appendix A of this IPS and consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of the Account, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. To provide for anticipated withdrawals on a continuing basis for liquidity needs and reasonable expenses of operation the Account.
3. To enhance the value of Account's assets in real terms over the long-term through asset appreciation and income generation, while maintaining a reasonable investment risk profile.
4. Subject to performance expectations over the long-term, to minimize principal fluctuations over the Time Horizon (as defined below).
5. To achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this IPS under the section labeled "Performance Measurement".

Investment Guidelines

Investment Objective & Strategic Asset Allocation

The goal of the Account's investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay the present and future obligations of the Account. The following objectives are intended to assist in achieving this goal:

- The Account should seek to earn a return in excess of its policy benchmark over the life of the Account;
- The Account should be invested [in a strategic blend of actively managed and index-based investment strategies] [primarily in index-based investment strategies].
- The Account's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Client recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Client allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Objective	Primary Goal	Strategic Asset Allocation
Conservative	Provide a consistent level of inflation-protected income over the long-term.	Equity: 5-20% Fixed Income: 60-95% Cash: 0-20%
Moderately Conservative	Provide current income with capital appreciation as a secondary objective.	Equity: 20-40% Fixed Income: 50-80% Cash: 0-20%
Moderate	Provide current income and moderate capital appreciation.	Equity: 40-60% Fixed Income: 40-60% Cash: 0-20%
Balanced	Provide growth of principal and income.	Equity: 50-70% Fixed Income: 30-50% Cash: 0-20%
Capital Appreciation	Primary goal is growth of principal.	Equity: 65-85% Fixed Income: 10-30% Cash: 0-20%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. Investment Manager will periodically rebalance the portfolio when the actual weighting differs substantially from the strategic range, if appropriate and consistent with Account objectives.

Time Horizon

The Account's investment objectives are based on an intermediate-term investment horizon ("Time Horizon") of five years or longer. Interim fluctuations should be viewed with appropriate perspective.

Liquidity and Diversification

In general, the Account may hold some cash, cash equivalent, and/or money market funds for near-term liquidity needs and expenses. Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments or industries.

Risk Tolerance

Subject to investment objectives and performance expectations, the Account will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon and is commensurate with the investment objectives identified above. While the Client recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. The Client seeks a level of risk that is prudent and reasonable to maximize the probability of achieving its overall objective consistent with capital market conditions. To achieve these objectives, the Client allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Security Guidelines

With the exception of any limitations and constraints described in this IPS, Investment Manager may allocate assets of the equity portion of the Account among various market capitalizations (large, mid, small, micro), investment styles (value, blend, growth), and countries (domestic, international developed, and emerging markets). In the fixed income portion of the Account, Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Performance Measurement

Over the long-term, five years or longer, the annual rate of return for the Account is expected to be consistent with the type of investment strategy employed and commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks for each asset class/investment style as well as a blended benchmark comparisons for the Account in its entirety. Representative industry standard benchmarks are reflected in Appendix A and are subject to change upon the discretion of Investment Manager based on benchmark accessibility and sourcing.

Prohibited Investments and Restrictions

Except for purchases in diversified mutual funds, exchange traded funds, and other commingled vehicles, securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, direct commodities or commodity contracts, or private placements (with the exception of Rule 144A securities, if eligible). Further, derivatives, options, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited.

Control Procedures

Client Governance

Client is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the Account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including Investment Managers, including the periodic review of account statements.
- Avoiding prohibited transactions and conflicts of interest.

Responsibilities of Trustee

From an investment perspective, the plan Trustee is responsible for:

- Valuing and safekeeping holdings.
- Collecting all income and dividends owed to the Account.
- Settling all transactions (buy-sell orders).

- Processing all proxies and corporate actions.
- Providing periodic statement of holdings and transactions.

Responsibilities of Investment Manager

The Investment Manager is responsible for:

- Assisting the Client with the development and maintenance of this IPS.
- Meeting with the Client, as agreed upon, to review portfolio structure, holdings, and performance.
- Designing and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
- Constructing the portfolio including the purchase and sale of assets and securities held in the account and engaging third-party managed SMAs, as appropriate.
- Researching and monitoring investment advisers and investment vehicles.
- Monitoring the performance of all selected assets.
- Voting proxies and corporate actions, if applicable.
- Recommending changes to any of the above.

Adoption of Investment Policy Statement

Any changes and exceptions to this IPS will be made in writing and adopted by the Client and acknowledged by the Investment Manager.

Adopted by Client:

Acknowledged by Investment Manager:

By: _____

By: _____

Dated: _____

Dated: _____

Appendix A: Representative industry standard benchmarks

Representative industry standard benchmarks are subject to change upon the discretion of Investment Manager based on benchmark accessibility and sourcing.

	Benchmark	
Domestic Equity		
Total Stock	Russell 3000 Index	
Large Cap Equity	S&P 500 Index	
Mid Cap Equity	Russell MidCap Index	
Small Cap Equity	Russell 2000 Index	
International Equity		
All World	MSCI AC World Index (Net)	
All Foreign International	MSCI AC World Index (Net)	
Other Growth		
REITs	MSCI US REIT Index	
Global Infrastructure	MSCI World Core Infrastructure	
Fixed Income		
Short Term	ICE BofA 1-3 Yr US Corp/Govt	
Intermediate Term	Bloomberg U.S. Aggregate	
High Yield	ICE BofA High Yield Master II	
International	Bloomberg Global Aggregate ex-USD (USD Hedged)	
Cash & Cash Equivalent		
Money Market	ICE BofA 3-Mo T-Bill	

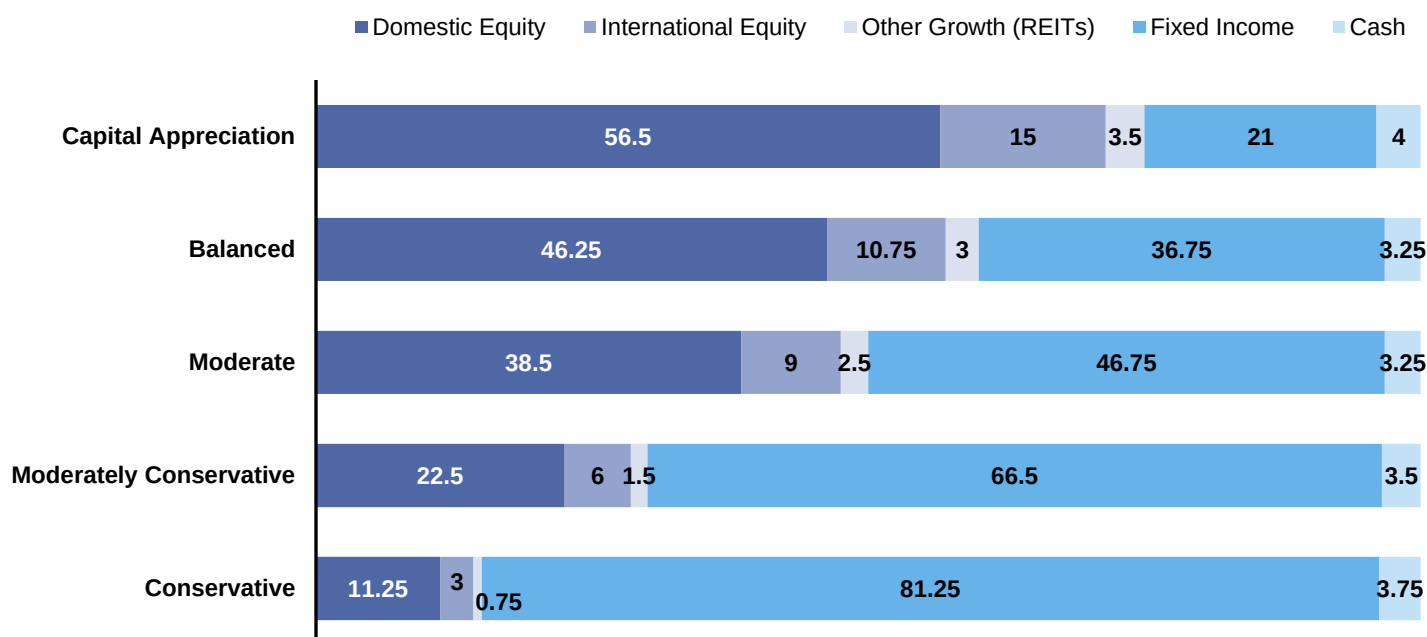
PARS Retirement Plans Program

Strategy	Asset Class	Strategic Range	Policy	Tactical	Gross Annualized Total Rate of Return						
					Portfolio	2Q24*	YTD	1-Yr	3-Yr	5-Yr	10-Yr
Conservative	Equity	5-20%	15%	15%	Strategic Blend	0.31	1.31	6.00	-1.05	2.03	2.76
	Fixed Income	60-95%	80%	81%	Index	0.38	0.99	5.05	-1.13	1.84	2.52
	Cash	0-20%	0%	4%	Benchmark	0.62	1.61	5.83	-0.39	2.17	2.77
Moderately Conservative	Equity	20-40%	30%	30%	Strategic Blend	0.91	3.23	8.55	0.04	3.75	4.06
	Fixed Income	50-80%	65%	67%	Index	0.60	2.47	7.06	-0.13	3.35	3.73
	Cash	0-20%	5%	4%	Benchmark	0.77	2.94	7.86	0.49	3.76	4.09
Moderate	Equity	40-60%	50%	50%	Strategic Blend	1.25	5.40	11.75	1.49	5.84	5.65
	Fixed Income	40-60%	45%	47%	Index	0.90	4.49	10.07	1.33	5.50	5.33
	Cash	0-20%	5%	3%	Benchmark	1.08	5.00	10.93	2.05	6.06	5.84
Balanced	Equity	50-70%	60%	60%	Strategic Blend	1.39	6.44	13.26	2.14	6.90	6.46
	Fixed Income	30-50%	35%	37%	Index	1.50	5.98	12.11	2.32	6.72	6.22
	Cash	0-20%	5%	3%	Benchmark	1.22	6.02	12.43	2.75	7.15	6.68
Capital Appreciation	Equity	65-85%	75%	75%	Index	1.28	6.95	13.85	3.23	8.00	8.73**
	Fixed Income	10-30%	20%	21%							
	Cash	0-20%	5%	4%							

*Returns for periods under one year are not annualized. Returns are gross of investment management fees and net of fund embedded fees. Please see important disclosures on the following page, and your U.S. Bank fee schedule for investment management fees applied to your specific portfolio, as net of fee performance will differ.

**Represents inception to date returns (Inception date: 4/1/2016)

Strategy	Portfolio	Gross Calendar Year Returns									
		2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Conservative	Strategic Blend	8.98	-12.68	2.23	8.93	10.75	-1.38	6.83	3.94	0.35	3.71
	Index	7.92	-12.05	2.00	8.61	10.38	-1.14	5.52	3.74	0.07	4.38
	Blended Benchmark	7.82	-10.59	2.24	7.81	10.12	-0.60	5.25	3.92	0.30	4.75
Moderately Conservative	Strategic Blend	11.11	-13.70	5.21	10.88	13.97	-2.58	9.64	4.97	0.31	4.43
	Index	9.87	-13.08	5.37	9.72	13.57	-2.40	8.07	5.28	-0.19	5.47
	Blended Benchmark	10.29	-12.35	5.50	9.89	13.55	-1.87	8.13	5.45	0.13	5.91
Moderate	Strategic Blend	14.11	-14.81	9.35	12.54	17.85	-4.16	13.59	6.24	0.16	4.75
	Index	12.81	-14.47	10.25	11.35	17.61	-4.08	11.63	7.19	-0.57	5.52
	Blended Benchmark	13.56	-13.74	10.21	12.02	17.66	-3.37	11.66	7.41	-0.12	6.95
Balanced	Strategic Blend	15.54	-15.48	11.48	13.67	19.91	-4.97	15.45	6.84	0.37	4.90
	Index	14.32	-14.91	12.69	12.13	19.67	-4.91	13.22	8.43	-0.68	6.17
	Blended Benchmark	15.19	-14.58	12.54	13.07	19.78	-4.18	13.54	8.39	-0.30	7.49
Capital Appreciation	Index	16.60	-15.83	16.04	12.56	22.38	-5.98	16.03	N/A	N/A	N/A
	Blended Benchmark	17.60	-15.64	15.93	14.37	22.81	-5.53	16.57	N/A	N/A	N/A



Strategic Blend -

Holdings: Portfolios are invested in a strategic mix of actively managed and passive index-based investment vehicles.

Baird Aggregate Bond Fund
Cohen & Steers Institutional Realty Fund
Columbia Contrarian Core Fund
Dodge Cox Income Fund
Dodge Cox Stock Fund
Emerald Growth Institutional Fund
Fidelity International Index Fund
First American Government Obligations Fund
GQG Partners International Opportunities Fund
Harbor Capital Appreciation Fund

Hartford Schroders Emerging Markets Fund
iShares Core U.S. Aggregate Bond ETF
iShares Global Infrastructure ETF
iShares Russell Mid Cap ETF
iShares S&P 500 Growth ETF
iShares S&P 500 Value ETF
Mainstay MacKay High Yield Core Bond Fund
MFS International Growth Fund
PGIM Total Return Bond Fund
Undiscovered Mgrs Behavioral Value Fund
Vanguard Growth & Income Fund

Index - Holdings:

Portfolios are invested in passive index-based investment vehicles.

First American Government Obligations Fund
iShares Core MSCI EAFE ETF
iShares Core S&P 500 ETF
iShares Core US Aggregate Bond ETF
iShares Global Infrastructure ETF
iShares 5-10 Year Investment Grade Corporate ETF
iShares Russell 2000 Growth ETF

iShares Russell 2000 Value ETF
iShares Russell Mid Cap ETF
iShares S&P 500 Growth ETF
iShares S&P 500 Value ETF
SPDR High Yield Bond ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Real Estate ETF

For illustrative purposes only and subject to change at PFAM's discretion. Individual portfolio allocations and holdings will vary based on many factors, including each portfolio's specific investment policy and market conditions.

Benchmark Definitions

		Conservative	Moderately Conservative	Moderate	Balanced	Capital Appreciation
10/1/2012 - Current:	S&P 500	7.50%	15.50%	26.50%	32.00%	39.50%
	Russell Mid Cap	1.50%	3.00%	5.00%	6.00%	16.00%
	Russell 2000	2.50%	4.50%	7.50%	9.00%	10.50%
	Wilshire REIT	0.50%	1.00%	1.75%	2.00%	10.25%
	MSCI EM Free (Net USD)	1.00%	2.00%	3.25%	4.00%	7.50%
	MSCI EAFE (Net USD)	2.00%	4.00%	6.00%	7.00%	5.25%
	Bloomberg US Aggregate Bond	52.25%	49.25%	33.50%	27.00%	5.00%
	ICE BofA 1-3 Yr US Corp/Govt	25.75%	14.00%	10.00%	6.75%	3.00%
	ICE BofA US High Yield Master II	2.00%	1.75%	1.50%	1.25%	2.00%
	FTSE 1 Month T-Bill	5.00%	5.00%	5.00%	5.00%	1.00%

Since Inception:

About the Adviser: PFM Asset Management (PFMAM)

At PFM Asset Management we partner with public sector, non-profit and other institutions to build tailored, flexible investment solutions using fixed income and Multi-Asset class investments. With more than 40 years of experience managing public sector clients, we offer Liquidity Management, investment grade fixed income, Outsourced Chief Investment Officer (OCIO) and other specialized investment solutions.

Gross returns are time weighted and are calculated based on trade-date accounting. Actual returns for each agency's participation within the portfolio may vary from returns shown based on each agency's own cash flows as well as the specific portfolio in which they are invested. U.S. Bank National Association has retained its affiliate, PFM Asset Management LLC ("PFMAM"), as its sub-advisor to provide investment management services. Prior to January 1, 2024, HighMark Capital Management ("HighMark") acted as sub-advisor to the portfolios. HighMark, including clients and investment personnel, was consolidated into PFMAM on January 1, 2024.

PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

U.S. Bank pays PFMAM up to 67% of the annual management fee for assets sub-advised by PFMAM under its sub-advisory agreement with U.S. Bank. Refer to your U.S. Bank fee schedule for investment management fees applied to your specific portfolio. U.S. Bank compensates PFMAM for these services from its own fees.

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE



AGENDA BILL

Agenda Item No. 9.C.

Date: November 19, 2024
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2024-25 First Quarter General Fund Update

ACTION PROPOSED

Receive and file the FY 2024-25 General Fund Budget Quarterly update through September 2024.

BACKGROUND/ANALYSIS

The El Cerrito City Council adopted the budget for Fiscal Year (FY) 2024-25 on June 18, 2024, as part of the FY 2024-25 and 2025-26 Biennial Budget. The Council has closely monitored the City's budget and financial position and directed City staff to submit quarterly General Fund financial update reports.

The General Fund Update (Attachment 1) includes information on revenues and expenditures and lists the year-to-date totals by classification and by department. This report summarizes the major General Fund revenue and expenditure categories through September 30, 2024 on a cash basis (excluding the pre-payment of the City's UAL) and includes comparisons to the prior year's actuals. Similar to the first quarter reports from prior fiscal years, revenue cycles for many revenue sources - including property taxes - occur in the second, third and fourth quarters of the fiscal year. Consequently, revenue receipts are not realized in equal quarterly amounts.

The following are FY 2024–25 highlights occurring for the report period of July 1, 2024, through September 30, 2024, and reflect preliminary unaudited cash basis information:

1. Total revenue was \$7.4 million, approximately 14% of the adopted FY 2024-25 budget. As a reminder, property taxes are the City's largest income category and are received in December and April each year. The majority of revenues are non-departmental, as they are general and not allocated to one department.
2. Real property transfer taxes collected through September (cash basis) are \$545,480 which is 18% of the adopted FY 2024-25 budget. This is almost double what was collected in the first quarter of FY 2023-24 at 9% of the adopted budget. Staff will continue to monitor revenue streams closely and will report back to the City Council at mid-year.
3. Total expenditures were \$14.2 million, approximately 28% of the adopted budget, which is slightly higher than the 25% from the 1st quarter of FY 2023-24. The annual premium for workers' compensation, which was previously paid in two installments, was paid in one installment for FY 2023-24.

4. Personnel costs of \$9.9 million include all personnel related costs. Personnel is the largest component of General Fund expenditures (73%). Currently, the City has a 9.7% vacancy rate.

STRATEGIC PLAN CONSIDERATIONS

This report is consistent with the City's Strategic Plan Goal *High-Performing Organization: Ensure the City maintains a strong financial position* - and will allow the City Manager to develop a plan to ensure that Citywide revenue meets the costs of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls. It further ensures procedures that represent best practices in financial management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

General Fund revenues and expenditures for FY 2024-25, both overall and by department, are tracking as expected for the first quarter of the fiscal year. Staff will continue to monitor revenues and expenditures and will propose any adjustments at mid-year if necessary.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. First Quarter General Fund Update FY 2024-25



General Fund Budget Update

Quarter 1 FY 2024-25

07/01/24 – 09/30/24

INTRODUCTION

The City of El Cerrito is pleased to submit the Quarter 1 FY 2024-25 General Fund Budget Update, for the period 07/01/24 through 09/30/24. The report provides a high-level overview of the City's status on the budget, with expenditures by department, showing unaudited actuals.

GENERAL FUND REVENUES

FY 2024-25 General Fund revenue is budgeted at \$51.4 million. Table 1 shows the year-to-date revenues by classification, and Table 2 shows the year-to-date revenues by department. As of September 30, 2024, tax revenues are at 8% of budget, primarily due to revenue cycles for property taxes—the largest income source for the City—which are received in December and April and consequently not reflected in Quarter 1 revenue actuals. Taxes partially received during Quarter 1 include business license taxes, utility users' taxes, sales taxes, and real property transfer taxes (July and August only). Overall General Fund Revenues for Quarter 1 are at 14% of the total FY 2024-25 Adopted Budget, which is in line with the 14% received for Quarter 1 FY 2023-24.

Table 1 reflects real property transfer taxes for the months of July and August only, as September funds (totaling \$287,286) were received in October and will be reflected in the FY 2024-25 Mid-year Budget Update. Adding the September real property transfer tax funds to the Quarter 1 revenue actuals results in year-to-date revenue of \$832,766 or 27% of the Adopted Budget. Property transfer taxes are performing slightly over the projected amount in the FY 2024-25 Adopted Budget, which is higher than the prior fiscal year at 9%. Staff will continue to monitor revenue streams closely and will report back to the City Council at mid-year.

Table 1
General Fund Revenue – Classification
Quarter 1

Classification	Budget Amount	YTD – Q1 Actuals	% of Budget	Prior YTD – Q1 Actuals
Property Taxes	\$16,461,935	\$-	0%	\$-
Sales Taxes	4,517,790	\$403,823	9%	\$239,214
Transient Occupancy Taxes	100,000	-	0%	-
Measure R Sales Tax	4,459,000	306,825	7%	309,969
Franchise Taxes	1,380,000	-	0%	-
Business License Taxes	1,182,817	1,010,346	8%	964,922
Property Transfer Taxes	3,000,000	545,480	18%	403,642
Utility Users' Taxes	3,694,260	369,449	10%	503,060
Other Taxes	1,500	-	0%	1,238
Taxes Totals	\$34,797,302	\$2,635,923	8%	\$2,422,045
Licenses & Permits	1,007,000	598,912	59%	320,046
Fines & Forfeitures	130,000	35,798	28%	49,828
Use of Money and Property	957,000	125,489	13%	362,475
Intergovernmental Revenues	5,334,401	741,136	14%	905,519
Charges for Services Totals	7,528,702	2,975,086	40%	2,372,305
Other Revenue Totals	630,000	63,603	10%	62,926
Other Financing Sources Totals	1,002,039	251,428	25%	245,213
Totals	\$51,386,444	\$7,427,375	14%	\$6,740,357

Table 2
General Fund Revenues – Department
Quarter 1

Revenue	Budget Amount	YTD – Q1 Actuals	% of Budget	Prior YTD – Q1 Actuals
Administration	\$11,500	\$5,934	52%	\$2,504
Community Development	2,517,396	1,067,142	42%	1,062,808
Fire	5,384,101	746,570	14%	516,235
Non-departmental	37,083,964	2,909,808	8%	2,933,353
Police	186,000	49,781	27%	49,380
Public Works	599,132	132,899	22%	269,141
Recreation	5,604,351	2,515,241	45%	1,906,936
Totals	\$51,386,444	\$7,427,375	14%	\$6,740,357

GENERAL FUND EXPENDITURES

General Fund expenditures are budgeted at \$51.4 million for FY 2024-25. Tables 3 and 4 show the expenditures year-to-date by classification and by department, respectively. Departments are on track for Quarter 1 at 28% of budgeted expenditures. This is slightly above the Quarter 1 FY 2023-24 expenditures at 25%.

As in previous fiscal years, Personnel is the largest component of General Fund expenditures (73%). Departments have continued to fill vacant positions, and we are now trending at 26% of budgeted expenditures. This is slightly higher than Quarter 1 FY 2023-24 at 24%.

The City has previously paid the annual workers compensation premium in two annual installments. This year the City paid the entire \$1 million premium at the beginning of the fiscal year which was allocated to departments as of the payment date; this increased expenditures by about \$500,000 compared to the prior fiscal year. In Table 3, the actual expenditures reflected in the “Other Purchased Services” classification includes the one-time full fiscal year’s annual insurance premiums which are paid each year in July; in Table 4 expenditures reflected for the Administration Department include the one-time full fiscal year’s annual payments. The City also pre-paid the CalPERS UAL contribution in full for FY 2024-25 at the beginning of the fiscal year. Since the UAL payment is significant in its amount of \$6.9 million, the City elected to record this as a pre-paid amount and an allocation is done monthly to show a more accurate representation for budget comparison, as this is how it was presented in previous fiscal years.

Table 3
General Fund Expenditures – Classification
Quarter 1

Classification	Budget Amount	YTD – Q1 Actuals	% of Budget	Prior YTD – Q1 Actuals
Personnel	\$37,627,934	\$9,888,132	26%	\$8,529,690
Purchased Professional & Technical Services	5,007,187	889,189	18%	915,970
Purchased Property Services	2,194,905	358,919	16%	277,293
Other Purchased Services	3,852,088	2,458,340	64%	2,025,341
Supplies	876,170	179,557	20%	168,400
Property & Capital	496,056	30,847	6%	53,671
Financing Costs	539,823	54,909	10%	106,631
Other Financing Uses	758,329	379,164	50%	291,382
Totals	\$51,352,492	\$14,239,057	28%	\$12,368,378

Table 4
General Fund Expenditures – Department
Quarter 1

Expenditures	Budget Amount	YTD – Q1 Actuals	% of Budget	Prior YTD – Q1 Actuals
Administration	\$7,669,160	\$3,210,197	42%	\$2,822,721
Police	3,897,923	743,555	19%	602,907
Fire	15,213,744	4,208,967	28%	3,490,729
Public Works	882,691	309,969	35%	307,992
Community Development	14,574,609	3,469,868	24%	3,061,591
Recreation	2,463,130	471,231	19%	446,575
Non-departmental	6,651,235	1,825,270	27%	1,635,863
Totals	\$51,352,492	\$14,239,057	28%	\$12,368,378

CONCLUSION

The City of El Cerrito is currently on track to meet our FY 2024-25 budget goals. Revenues are not received in equal quarterly releases, primarily due to the biannual funding cycle (December and April) for property taxes. Expenditures are on track, with departments spending approximately 28% of their annual budget in Quarter 1.

Staff is continuously monitoring revenue and expenditure trends. Any trends indicating a need for budget adjustments are determined after the completion of Quarter 2 and will be reported to City Council at the FY 2024-25 Mid-year budget session.



AGENDA BILL

Agenda Item No. 9.D.

Date: November 19, 2024
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: City Council Wall of Fame Program Revisions

ACTION PROPOSED

Consider the Wall of Fame Ad-Hoc Committee's recommendation to adopt a Resolution revising the Policy for Nomination and Selection of Wall of Fame Inductees, and repeal Resolution No. 2017-80.

BACKGROUND/ANALYSIS

On August 20, 2024 the Mayor formed an Ad-Hoc committee comprised of Mayor Rudnick and Councilmember Motoyama for the purpose of reviewing nominations received for the Wall of Fame program. On September 17, 2024 the Mayor expanded the ad-hoc purpose to include review of the Wall of Fame guidelines and procedures.

The ad-hoc met on November 2, 2024 and drafted proposed modifications to the Policy for nomination and selection of inductees. In summary, the modifications include the following:

- Shifting to a biennial application period, with nominations due by July 1st in odd numbered years.
- Creating flexibility in the review process to allow for interviews with third parties to gather additional information, rather than require them.
- Aligning recognition with current practices and social media outreach, as well as recognition at a City event open to the public.
- Adding nomination priority to living residents.
- Adding the restriction of a seated member of City Council to submit a nomination.
- Clarifying that letters of recommendations should be from more than one source, as well as not solely based on letters of support from City Advisory Bodies.

Should the City Council choose to adopt the revised Resolution, Resolution 2017-80, adopted by City Council on November 21, 2017 would also be repealed.

STRATEGIC PLAN CONSIDERATIONS

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

- *Livability and Belonging* by recognizing members of the community for their contributions.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution (Redline)
2. Resolution (Clean)

RESOLUTION NO. 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO REVISING THE POLICY FOR NOMINATION AND SELECTION OF WALL OF FAME INDUCTEES AND RESCINDING RESOLUTION 2017-80

WHEREAS, in 2008 the City Council formed an Ad-Hoc committee and subsequently adopted Resolution No. 2008-77 approving committee recommendations to modify the nomination and selection process for the Wall of Fame program; and

WHEREAS, in 2017 the City Council formed an Ad-Hoc committee and subsequently adopted Resolution No. 2017-70 approving committee recommendations regarding program criteria and methods of display; and

WHEREAS, on August 20, 2024 the Mayor assigned an Ad-Hoc committee comprised of Mayor Rudnick and Councilmember Motoyama to review wall of fame applications; and

WHEREAS, on September 17, 2024 Mayor Rudnick expanded the charge of the committee to include a review of the Wall of Fame guidelines and procedures.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby rescinds Resolution No. 2017-70 and adopts a revised Wall of Fame Policy as follows:

Section 1: PROCESS FOR NOMINATION AND SELECTION OF APPOINTMENTS TO THE WALL OF FAME

A. Wall of Fame City Council Subcommittees shall consist of two members of the City Council who will be appointed on an ad-hoc basis by the Mayor for the purpose of reviewing nomination(s) for the Wall of Fame and may make a recommendation regarding an appointment to the City Council.

B. An application deadline of July 1st of ~~every odd numbered years~~ is established for nominations to the Wall of Fame. Any application received by the City will be held until the next application deadline for consideration. The City will advertise the program leading up to the deadline.

C. ~~After July 1st of each year, t~~The City Clerk will provide copies of all nomination packages, if any, received by the application deadline to the Wall of Fame Ad-Hoc Subcommittee.

D. Only complete applications will be passed on to the City Council Wall of Fame Subcommittee for review. The City Clerk will determine when an application is complete.

E. The City Council Wall of Fame Ad-Hoc Subcommittee shall review the nomination documents, may conduct interviews with candidates, nominators, or other individuals to gather additional information, determine whether to proceed with a recommendation and provide a written recommendation to the City Council regarding its selection, if any. No more than one candidate will be recommended for induction into the Wall of Fame each year.

F. If the City Council Wall of Fame Subcommittee identifies an individual for the City Council's consideration, the individual shall be notified of the City Council Wall of Fame Subcommittee's recommendation prior to the City Council's consideration of the Subcommittee's recommendation and will be informed of the date and time the City Council will consider the recommendation.

G. If a selection is made, formal induction into the El Cerrito Wall of Fame will occur at a regularly scheduled City Council meeting which is mutually agreeable to the honoree.

Section 2: WALL OF FAME RECOGNITION

A. ~~Every year~~Following formal induction, thea City City Newsletter publication will ~~feature an article showcasing showcase~~ the El Cerrito Wall of Fame program and ~~which will~~ highlight the most recent person inducted into the El Cerrito Wall of Fame, describe the person's achievements and contributions and provide a complete list of all persons on the Wall of Fame and the year they were inducted, and briefly describe why each was inducted into the Wall of Fame. City social media accounts will also be used to announce and highlight the work and contributions of the new inductee.

B. The City's website shall ~~also~~ showcase the El Cerrito Wall of Fame honorees, including information on when each person was inducted, and information regarding the reason for their induction. The most recent inductee will be prominently displayed on the website.

B. Any new inductee to the Wall of Fame shall be invited to and recognized at an Volunteer Recognition Dinner ~~event~~ sponsored by the City and open to the public.

C. ~~The Wall of Fame gallery will transition to a virtual Wall of Fame by publishing the archive of inductee photos and resolutions highlighting inductee community contributions and achievements on the City's website and a dedicated monitor located in the City Hall Chambers Vestibule to further promote volunteerism, visibility and recognition.~~

Section 3: GUIDELINES/POLICY FOR NOMINATION AND SELECTION OF INDUCTEES TO WALL OF FAME

The purpose and policy for nomination and selection of inductees shall remain as

follows:

A. PURPOSE: To reaffirm the City Council's commitment to recognizing residents of El Cerrito who have made an extraordinary and significant ~~and/or~~ lifetime contribution to El Cerrito for outstanding community service and civic contributions by portrayal on the "Wall of Fame" and to advise employees and the public of the guidelines for nomination and City Council selection.

B. POLICY: It is the policy of the City of El Cerrito to recognize residents of El Cerrito who have made substantial civic contributions to the community over a long period of time through their work on special projects in the community and to honor their lifetime achievement and volunteer service. Any person selected by the City Council shall have their photograph, preferably in the setting of the activity for which they are most recognized, placed on the Wall of Fame located at City Hall and on the City's Wall of Fame website. The guidelines for selection are:

1. The Honoree must be a resident of the City of El Cerrito.
 - a. ~~Posthumous awards may be considered however priority will be given to living residents.~~

b.a.

2. Nominators must identify themselves, their relationship to the nominee, and how long they have known the nominee. They must explain how they personally know about the nominee's community service, civic contributions and accomplishments.

c.a. ~~A current member of City Council shall not be a nominator.~~

3. Nomination forms and documentation must be accompanied by ~~no a set of no less than at least~~ two letters of recommendation from individual community members describing the breadth of impact; ~~and and no less than two letters from a representatives of a~~ community organizations knowledgeable about the person's contributions, activities, accomplishments and achievements.

d. ~~A letter from an individual representing themselves as well as an organization will only be considered one letter for the purposes of meeting the minimum qualifications.~~

a.

b. ~~Letters may be submitted by City Advisory Bodies but cannot be the sole letters of support for representation of community organizations.~~

- 2.4. Individuals eligible for nomination to the El Cerrito Wall of Fame shall have performed outstanding volunteer service of enduring value to the residents of El Cerrito. The civic contributions and community service for which an individual is recognized must be an ongoing activity in El Cerrito for at least fifteen years. Civic contributions may be

in the founding, developing, supporting or sustaining of one or (usually) more organizations or community services leading to further honor, development or recognition.

3.—The event(s) or activity(ies) shall have a positive impact to the most inclusive, broad and diverse set of El Cerrito residents.
~~must potentially be of benefit to all El Cerritans.~~

4.5.

5-6. The event(s), contribution(s) or activity(ies) must be volunteer-based or non-profit in nature.

6.—City board, commission or committee service shall not be the sole criteria for selection.

7.

8. Recipients of this honor should have been recognized for their efforts by a citizen group or an organization in El Cerrito, West County, regionally, statewide or nationally.

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

I CERTIFY that at a regular meeting on November 19, 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

RESOLUTION NO. 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO REVISING THE POLICY FOR NOMINATION AND SELECTION OF WALL OF FAME INDUCTEES AND RESCINDING RESOLUTION 2017-80

WHEREAS, in 2008 the City Council formed an Ad-Hoc committee and subsequently adopted Resolution No. 2008-77 approving committee recommendations to modify the nomination and selection process for the Wall of Fame program; and

WHEREAS, in 2017 the City Council formed an Ad-Hoc committee and subsequently adopted Resolution No. 2017-70 approving committee recommendations regarding program criteria and methods of display; and

WHEREAS, on August 20, 2024 the Mayor assigned an Ad-Hoc committee comprised of Mayor Rudnick and Councilmember Motoyama to review wall of fame applications; and

WHEREAS, on September 17, 2024 Mayor Rudnick expanded the charge of the committee to include a review of the Wall of Fame guidelines and procedures.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby rescinds Resolution No. 2017-70 and adopts a revised Wall of Fame Policy as follows:

Section 1: PROCESS FOR NOMINATION AND SELECTION OF APPOINTMENTS TO THE WALL OF FAME

A. Wall of Fame City Council Subcommittees shall consist of two members of the City Council who will be appointed on an ad-hoc basis by the Mayor for the purpose of reviewing nomination(s) for the Wall of Fame and may make a recommendation regarding an appointment to the City Council.

B. An application deadline of July 1st of odd numbered years is established for nominations to the Wall of Fame. Any application received by the City will be held until the next application deadline for consideration. The City will advertise the program leading up to the deadline.

C. The City Clerk will provide copies of all nomination packages, if any, received by the application deadline to the Wall of Fame Ad-Hoc Subcommittee.

D. Only complete applications will be passed on to the City Council Wall of Fame Subcommittee for review. The City Clerk will determine when an application is complete.

E. The City Council Wall of Fame Ad-Hoc Subcommittee shall review the nomination documents, may conduct interviews with candidates, nominators, or other individuals to gather additional information, determine whether to proceed with a recommendation and provide a written recommendation to the City Council regarding its selection, if any. No more than one candidate will be recommended for induction into the Wall of Fame each year.

F. If the City Council Wall of Fame Subcommittee identifies an individual for the City Council's consideration, the individual shall be notified of the City Council Wall of Fame Subcommittee's recommendation prior to the City Council's consideration of the Subcommittee's recommendation and will be informed of the date and time the City Council will consider the recommendation.

G. If a selection is made, formal induction into the El Cerrito Wall of Fame will occur at a regularly scheduled City Council meeting which is mutually agreeable to the honoree.

Section 2: WALL OF FAME RECOGNITION

A. Following formal induction, a City publication will showcase the program and highlight the most recent person inducted into the El Cerrito Wall of Fame, describe the person's achievements and contributions and provide a complete list of all persons on the Wall of Fame and the year they were inducted. City social media accounts will also be used to announce and highlight the work and contributions of the new inductee.

B. The City's website shall showcase the El Cerrito Wall of Fame honorees, including information on when each person was inducted, and information regarding the reason for their induction. The most recent inductee will be prominently displayed on the website.

B. Any new inductee to the Wall of Fame shall be invited to and recognized at an event sponsored by the City and open to the public.

Section 3: GUIDELINES/POLICY FOR NOMINATION AND SELECTION OF INDUCTEES TO WALL OF FAME

The purpose and policy for nomination and selection of inductees shall remain as follows:

A. PURPOSE: To reaffirm the City Council's commitment to recognizing residents of El Cerrito who have made an extraordinary and significant lifetime contribution to El Cerrito for outstanding community service and civic contributions by portrayal on the "Wall of Fame" and to advise employees and the public of the guidelines for nomination and City Council selection.

B. POLICY: It is the policy of the City of El Cerrito to recognize residents of El Cerrito who have made substantial civic contributions to the community over a long period of time through their work on special projects in the community and to honor their lifetime achievement and volunteer service. Any person selected by the City Council shall have their photograph, preferably in the setting of the activity for which they are most recognized, placed on the Wall of Fame located at City Hall and on the City's Wall of Fame website. The guidelines for selection are:

1. The Honoree must be a resident of the City of El Cerrito
 - a. Posthumous awards may be considered however priority will be given to living residents.
2. Nominators must identify themselves, their relationship to the nominee, and how long they have known the nominee. They must explain how they personally know about the nominee's community service, civic contributions and accomplishments.
 - a. A current member of City Council shall not be a nominator.
3. Nomination forms and documentation must be accompanied by no less than two letters of recommendation from individual community members describing the breadth of impact; and no less than two letters from representatives of community organizations knowledgeable about the person's contributions, activities, accomplishments and achievements.
 - a. A letter from an individual representing themselves as well as an organization will only be considered one letter for the purposes of meeting the minimum qualifications.
 - b. Letters may be submitted by City Advisory Bodies but cannot be the sole letters of support for representation of community organizations.
4. Individuals eligible for nomination to the El Cerrito Wall of Fame shall have performed outstanding volunteer service of enduring value to the residents of El Cerrito. The civic contributions and community service for which an individual is recognized must be an ongoing activity in El Cerrito for at least fifteen years. Civic contributions may be in the founding, developing, supporting or sustaining of one or (usually) more organizations or community services leading to further honor, development or recognition.
5. The event(s) or activity(ies) shall have a positive impact to the most inclusive, broad and diverse set of El Cerrito residents.
6. The event(s), contribution(s) or activity(ies) must be volunteer-based or non-profit in nature.

7. City board, commission or committee service shall not be the sole criteria for selection.
8. Recipients of this honor should have been recognized for their efforts by a citizen group or an organization in El Cerrito, West County, regionally, statewide or nationally.

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

I CERTIFY that at a regular meeting on November 19, 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



**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
November 19, 2024
(revised November 20, 2024)**

SPECIAL CITY COUNCIL MEETING (5:00 PM)

1. **Agenda Item No. 4 – Closed Session Public Employee Performance Evaluation**
Public Comments

REGULAR CITY COUNCIL MEETING (6:00 PM)

1. **Public Comments (Not on the Agenda and Consent Calendar)**
2. **Agenda Item No. 6.A. - Police Department Planned Technology Deployments**
Presentation
3. **Agenda Item No. 7.B. – FY 2024-25 First Quarter Cash and Investment Report**
Public Comments
4. **Agenda Item No. 7.F. – Consulting Services Agreement with Dixon Resources Unlimited to create the City of El Cerrito Parking Management Action Plan**
Public Comments
5. **Agenda Item No. 8.A. – Temporary Outdoor Dining and Retail Program Urgency Ordinance**
Presentation
6. **Agenda Item No. 9.A. – Amendment to City Comprehensive Financial Policies Related to the General Fund Reserve and Emergency Disaster Recovery Fund (EDRF)**
Presentation
7. **Agenda Item No. 9.C. – FY 2024-25 First Quarter General Fund Update**
 - a. Presentation
 - b. Public Comments

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: public comments
Date: Thursday, November 14, 2024 3:56:31 PM

Caution! This message was sent from outside your organization.

Hello Mayor Rudnick, Council Members and Staff,

I am Submitting the Following Comment into the Record:

I think that Karen Pinkos Has done a wonderful job as the city manager

Sincerely
Cordell

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Thursday, November 14, 2024 4:03:08 PM

Caution! This message was sent from outside your organization.

Hello Mayor Rudnick, council members and staff,

I am submitting the following comments into the Record:

1. I AM in Full Support of ITEM E. on the consent calendar
2. Also to have the public to participate remotely

Sincerely
Cordell

From: [Michael Coan](#)
To: [City Clerk](#)
Cc: [Michael Coan](#)
Subject: public comments - not on the agenda
Date: Friday, November 15, 2024 7:45:58 PM

Caution! This message was sent from outside your organization.

The election is over, and Measure G has been approved by the citizens.

You, the members of the city council, have supported an extremely deceptive campaign to pass measure G.

You claimed (falsely) that it was an extension of Measure R. You approved advertising which was designed to frighten the public if G were not passed. (Watch out for police cuts. Are you concerned about fire safety? Worried about crime?)

But it was not an "extension of R" . It included one more item that you hushed up. This measure G had no expiration date. You claimed that a survey showed that this wording was fine with the voters. But no one in the public has seen that survey. Why has it been hidden?

You claimed that since the city needed the funds, this was the only way. Did you forget that the people have in the past voted for an extension when there had been an expiration date (reference Measure R)? In fact, Ms. Montoyama, in the candidate forum, admitted that expiration was not included because the city needs the money.

Why were you not upfront with the voters?

I am extremely disappointed in the deceptive actions of the city council. In private communications with some members, I have been assured to trust the city council to do the right thing and remove the measure if it were no longer needed. This would require a vote of the people, as described in Measure G.

And if the people decided (for some reason) in the future that they did not want or need this tax, or did not want a tax without an expiration, you on the council have made this just a "little burdensome". There would need to be a signature gathering campaign to place a measure on the ballot.

Why do you on the council have such a lack of trust in the people?

By your actions, you have not earned the trust of the people.

Michael Coan
El Cerrito

Good Evening Members of the El Cerrito City Council:

My name is Gabe Johnson and I work for an Energy Services company called Syserco Energy Solutions. We are a Bay-Area based company with offices in Fremont and Petaluma.

The purpose of my comments is to bring to your attention an opportunity that you may want to consider taking advantage of:

We have all been feeling the pain of recent utility rate increases. I suspect that El Cerrito's cost of electricity and natural gas has been increasing at higher rates than budgeted, but did you know it's about to get much worse? **The California Public Utility Company's recent SB 695 report has forecasted PG&E's commercial rates to increase by 49% over the next 4 years!** This is not good news for any of us, but the City of El Cerrito has an opportunity to think outside of the box, and do something about it.

Instead of wasting a significant amount of money by continuing to over-pay PG&E, wouldn't it make more sense to redirect this money back into the City's infrastructure? Instead of sending the money to the utility company, why not send it back to the City of El Cerrito? This is how I can help.

The majority of Cities in CA have completed SOME amount of energy conservation work, but almost none have completed ALL there is to do. The concept is simple: Cut out the remaining energy inefficiencies and leverage the realized savings to pay for the cost of the infrastructure improvements that generate the savings. This requires ZERO capital.

The City is already spending the money. But it's all going to the utility company. Why not get something out of it? Doing this will literally save the City money AND make El Cerrito a better place to live and work. It's a Win-Win for the City.

If you are interested in exploring what this opportunity looks like for your City, I am offering to provide a **FREE ANALYSIS** and then return to present our findings, so that you can be informed. There's nothing to lose, and likely a lot to gain.

Please let me know if you would like me to work with City staff to provide you with this information.

I have attached a 1-page summary of the energy crisis in California, and what can be done about it. Please review it, and I would love to hear your feedback.

Thank you for your time and consideration.

Sincerely,

Gabe Johnson

Syserco Energy Solutions, Inc.

Cell: 707-227-6377

Email: g.johnson@syserco-es.com

The California Energy Crisis

How Climate Change is Affecting Your City



The Energy & Climate Crisis is Real

Epic heat waves experienced in the summer have brought California's power grid to the brink of collapse multiple times.

The need to respond to emergency situations related to blackouts can place additional burdens on City Council Members.

FLOODS

FIRES

BLACKOUTS

Widespread blackouts can lead to significant political consequences, as citizens grow frustrated with service disruptions.

Extreme weather events, wildfires, drought, and energy supply challenges all contribute to this issue.

CALIFORNIA'S ELECTRIC GRID IS UNDER IMMENSE PRESSURE TO MAINTAIN POWER FOR MILLIONS OF RESIDENTS.



Cities Aren't Doing Enough

California is among the top five states suffering economic effects from climate-related natural disasters.

STOP WASTEFUL SPENDING

When your buildings consume excess energy, taxpayer dollars flow to PG&E instead of supporting your community, infrastructure, and local economy.



RATES
INCREASING
49%

Rate hikes, aging equipment, and deferred maintenance result in financial instability. Every year you don't get a handle on your current needs is one step closer to higher future costs.

Your Utility Rates are Going Up. Again.

The California Public Utility Commission (CPUC) recently reported that PG&E projects an increase of their rates by 49% over the next five years.

STOP FUNDING THE UTILITY COMPANIES

A recent report from the Northwest Energy Efficiency Council (NEEC) revealed that **investments in energy efficiency boosted the gross regional product (GRP)** of Western States by hundreds of millions of dollars more than alternative spending options.

Plan Ahead to Avoid Capital Loss

Leverage energy savings to pay for initiatives that align with City Council goals without dipping into your Capital Fund.

SAVE YOUR CITY

The average California city can save up to 35% over 15 years with energy efficiency upgrades.

SAVE
\$15-30M

Envision a stronger local economy, expanded tax base, and a flourishing city and community.



Your residents want smoother roads, better park maintenance, and programs for at-risk youth. **Imagine if investing in your facilities not only safeguarded your city's financial stability but also boosted the local economy.** It benefits your city, your community, and the environment.

Get a **FREE** Energy Analysis for Your City!

Our goal is to design an energy efficiency project that optimizes utility and operational savings, while providing your city with a scope that fits its facility needs, community needs, and long-term savings goals.

TAKE ACTION NOW!

Contact Syserco Energy Solutions to discuss how we can design and build your city an energy savings plan.



From: [Gary Prost](#)
To: [City Clerk](#)
Subject: Public Comments - Not On the Agenda: Thank You For Your Service, Community Fire Safety
Date: Tuesday, November 19, 2024 11:29:20 AM

Caution! This message was sent from outside your organization.

Honorable Mayor Rudnick and Council,

I would like to take this opportunity to commend the good work done over the past 4+ years by outgoing Councilmembers Fadelli and Rudnick regarding community fire safety.

Fire Chief Saylor and Public Works Director/City Engineer Ortiz should also be commended for their implementation and support of the Red Flag days parking restrictions test case just concluded. All four of these individuals have supported and encouraged city involvement as well as public and community participation in fire safety issues.

A well-deserved THANK YOU is in order. Keep up the good work, and let's make the Red Flag parking restrictions permanent.

Sincerely,

Gary Prost, Make El Cerrito Fire Safe

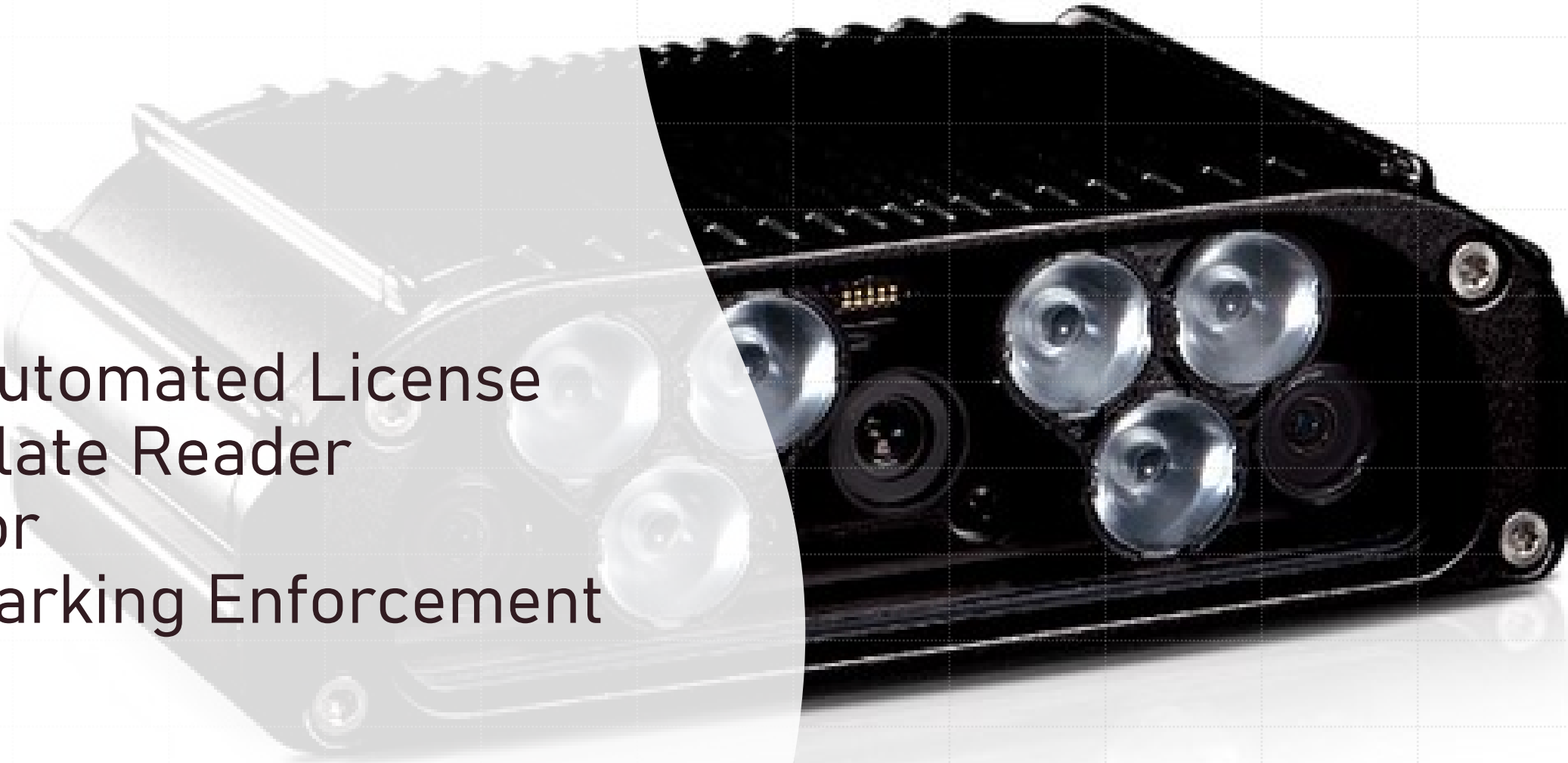
 El Cerrito, CA 94530

Technology Update

El Cerrito Police
Department

November 19, 2024





Automated License Plate Reader for Parking Enforcement

Drone Deployment – DJI Mavic 3



Drone Deployment – DJI Avata



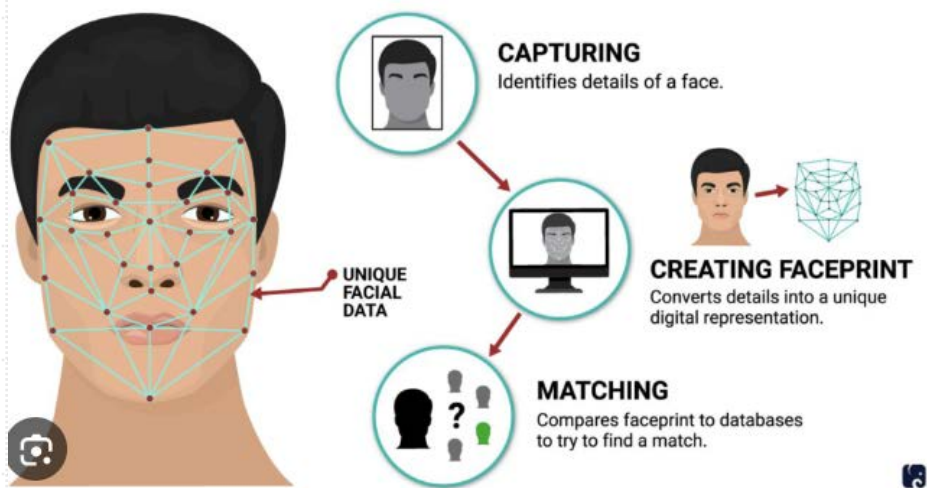


Facial Recognition Technology



What is Facial Recognition Technology?

- Facial recognition technology (FRT) compares photographs or video of a person with facial images against others from a database.

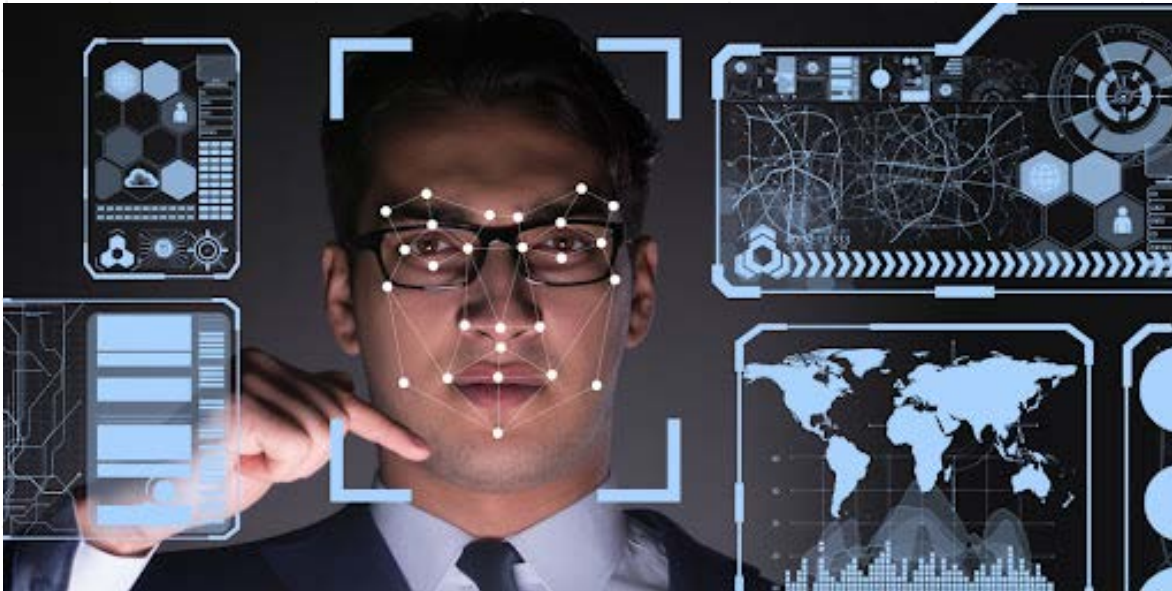


How does FRT work?

- A typical facial recognition system uses the layout of a subject's facial features, and their relative distance from one another, for identification comparison against a separate image, or images, in a database or gallery of faces.



How a FRT match is used in an investigation?



- Once a lead has been identified with FRT, a human examiner determines if that image is a potential lead in a particular case.

How would we use FRT?

- To assist in identifying investigative leads
- To assist in identifying crime victims and witnesses whose identities are unknown
- To assist in identifying a lost child or disoriented adult



FRT Success cases

- Nationally: Identified multiple suspects in the January 6th, 2021 Capitol Riots
- Locally: Identified a suspect in a sexual battery case at El Cerrito Safeway – June 2024
- Identified a suspect in a shooting at McBears – Sept 2024



Policies & Best Practices

- Facial Recognition must be used in accordance with all federal and state laws, and all Departmental policies.



Preferred Vendor





ECPD Contact Information

- Chief Keith: pkeith@ci.el-Cerrito.ca.us
- Captain Warren: ewarren@ci.el-Cerrito.ca.us

From: [Kimberly White](#)
To: [City Clerk](#)
Subject: November 19, 2024 Public Comment
Date: Monday, November 18, 2024 4:06:40 PM

Caution! This message was sent from outside your organization.

To: El Cerrito City Council
From: Kimberly White, El Cerrito Resident
Date: November 19, 2024
Subject: Quarterly Budget Report

Dear Mayor Rudnick and City Council Members,

I would like to express my appreciation for the City's commitment to financial transparency through the quarterly budget updates. The **First Quarter Cash and Investment Report** for FY 2024-25 illustrates significant cash reserves of over \$27 million spread across various accounts. It is reassuring to see the City's focus on maintaining liquidity and compliance with state and local investment policies.

While the report provides valuable insights, there may be an opportunity to enhance its usefulness by including additional details and addressing a few key areas of inquiry. These enhancements would further increase transparency and help residents like me better understand the City's financial health.

Suggestions for Additional Information:

1. Quarter-to-Date Revenue and Expense Alignment:
Include a comparison of quarter-to-date revenue and expenses with the budgeted revenue and expenses for the same period. This alignment would help assess the City's financial performance relative to its plan.
2. Year-Over-Year Comparisons:
Provide comparative metrics from previous fiscal years to identify trends in cash reserves, investment yields, and overall financial health.
3. Expenditure Breakdown:
Include an analysis of planned major expenditures for the next six months and how they align with available funds.
4. Economic Impact Analysis:
Assess how current economic conditions, such as inflation or interest rate changes, might affect the City's financial outlook.

Questions for Consideration:

- Risk Management:
Are there any risks to the City's liquidity beyond the next six months, and what

contingency plans are in place to address unforeseen challenges?

- What are the City's outstanding debts, unfunded liabilities, or other financial obligations that could impact long-term stability.
- Alignment with Budget:
How does the reported cash position align with the City's projected revenues and expenditures for FY 2024-25? Are there any discrepancies or adjustments anticipated?

As a resident who values financial responsibility and transparency, I encourage the Council to explore these suggestions and consider incorporating this information into future reports. These improvements would provide a more comprehensive view of the City's financial position and assure the community of El Cerrito's fiscal health and strategic planning.

Thank you for your continued dedication to our city.

Sincerely,

Kimberly White
El Cerrito Resident

From: [Mike Cunningham](#)
To: [City Clerk](#)
Subject: Public Comment - Agenda item #7F - Parking management plan
Date: Friday, November 15, 2024 9:56:06 AM

Caution! This message was sent from outside your organization.

Regarding the agenda item to approve a contract with Dixon Resources Unlimited to design a parking management plan for the El Cerrito Plaza area, the description of the "preliminary parking strategy" "concept" misrepresents commitments made by Melanie Mintz in the first public engagement meeting on the TOD project (which happens to be the only public meeting so far that has accommodated open discussion). The direct and unequivocal commitment made by Ms Mintz was that: (1) existing residential parking permit zones would remain as such, and (2) residents of the new TOD apartments would be ineligible to receive residential parking permits. Being a clear commitment made to the community -- and being necessary actions to prevent the residential areas nearest BART from being swamped by new car parking, and to prevent the TOD from turning into an embarrassing joke in which residents own and drive cars rather than taking transit -- I expect that the City Council will want to ensure that these principles are honored.

From: [Gary Prost](#)
To: [City Clerk](#)
Subject: Public Comments - Agenda Item 7 F, Parking Management Action Plan
Date: Tuesday, November 19, 2024 11:14:26 AM

Caution! This message was sent from outside your organization.

Honorable Mayor Rudnick and Council,

The Cal-Fire-designated Very High Fire Hazard Severity Zone (VHFHSZ) includes almost ½ of the area and homes in El Cerrito. Any comprehensive and effective Parking Management Plan must include 1) no parking on narrow streets in the VHFHSZ on red flag days, 2) mandatory off-street parking for ADUs in the VHFHSZ, and 3) a traffic study for emergency evacuation that examines on-street parking in the VHFHSZ.

I sincerely hope you are not hiring a consultant for \$220,000 to tell you we need permit parking and parking meters on streets around the BART stations. I could tell you that for free.

Thank you,

Gary Prost, Make El Cerrito Fire Safe





TEMPORARY OUTDOOR DINING & RETAIL PROGRAM

CITY COUNCIL MEETING

NOVEMBER 19, 2024

Background/Timeline



March 2020:
Local Emergency Enacted

July 2020:
City Council Established Temporary Outdoor
Dining & Retail Program

September 2022:
City Council adopted Resolution to
end the Local Emergency

December 2022:
City Council adopted
Temporary Outdoor Dining &
Retail Program Urgency
Ordinance

2024:
Staff commences
process to develop
Permanent Outdoor
Dining & Retail Program

December 5, 2024:
Temporary Outdoor Dining &
Retail Program Urgency
Ordinance Due to Expire



Los Moles



El Cerrito Natural Grocery



Fat Apple's

Program Overview



- The Program will continue to support businesses by allowing the following uses:
 1. Use of Outdoor Private Property: Sidewalks, plazas or parking lots located on private property
 2. Use of Public Sidewalks: Public sidewalks adjacent to public streets and building frontages
 3. Use of Public Parking Spaces: Public parking spaces are all parking on public streets that are not on Caltrans state right-of-way
- This Program aims to streamline temporary use permits at no cost to the business
- Digital Permit Application Form at www.el-cerrito.org/outdoorseating
- The streamlined application ensures compliance with the *Outdoor Dining & Retail Program Guidelines*
- Total of 11 applications approved since 2020

Program Guidelines & Application



Program Guidelines/Standards:

- | | |
|----------------------------|------------------------------------|
| ✓ Adequate Clearance | ✓ Fire Safety and Emergency Access |
| ✓ ADA Compliance | ✓ Electrical Extension Cords |
| ✓ Temporary Furnishings | ✓ Space Heating |
| ✓ Outdoor Food Preparation | ✓ Fire and Building Codes |
| ✓ Site Maintenance | ✓ Temporary Use |
| ✓ Solid Waste | ✓ County and State Requirements |
| ✓ Hours of Operation | ✓ Landlord Authorization |
| ✓ Driveways | |

Proposed changes:

Outdoor food preparation is allowed under the following circumstances: (1) Food must be prepared by the business that received the Outdoor Dining & Retail Permit or by a business preparing and selling food in coordination with the business that received the Outdoor Dining & Retail Permit. (2) The business preparing food must have a permit to do so from Contra Costa County Public Health. (3) The business preparing food must have a business license from the City .



Program Application Requirements:



1. Site Plan



2. Pedestrian Control Plan (if utilizing public right-of-way)



3. ABC Approval (if applicable)



4. Certificate of Insurance



5. Acknowledgement of Terms/Conditions

Examples



Los Moles



El Cerrito Natural Grocery



Fat Apple's

Next Steps



- ✓ In order to continue the temporary Outdoor Dining and Retail Program after December 5, 2024, while a permanent measure is being drafted, additional legislative action is needed. Staff recommends that the City Council adopt the proposed urgency ordinance
- ✓ City staff will be conducting additional engagement of stakeholders in the coming months. To begin this process, Staff has scheduled a Special Joint Meeting of the Planning Commission and Economic Development Committee on December 4, 2024, at 7:30pm to receive feedback on the permanent program
- ✓ Staff anticipates returning to the City Council for consideration of the permanent ordinance in the first quarter of 2025



QUESTIONS & ANSWERS

THANK YOU!

General Fund – Fund Balance

Unassigned	22,957,167
Section 115	1,372,890
Unassigned	21,584,277

	10%	17%	Change	17% No Change to EDRF
Reserve	5,135,249	8,729,924	3,594,674	8,729,924
EDRF	9,000,000	6,675,824	(2,324,176)	9,000,000
Discretionary	7,449,028	6,178,529	(1,270,498)	3,854,353
Min Reserves	27.5%	30.0%		34.5%
Total Reserve	42.0%	42.0%		42.0%



General Fund Budget Update

Quarter ending September 30, 2024

November 19, 2024

General Fund Budget Update - Revenue

- Revenue –
 - Sales Tax – Report calls out Measure R separately – going forward as Measure G
 - Real Property Transfer Tax
 - \$545,480
 - Use of Money and Property
 - Interest income
 - Rental charges
 - Intergovernmental/Other Revenue/Other Financing Sources

General Fund Budget Update - Revenue

Classification	Budget Amount	YTD – Q1 Amount	% of Budget	Prior YTD – Q1 Actual Amount
Property Taxes	\$16,461,935	\$0	0%	\$0
Sales Taxes	4,517,790	403,823	9%	239,214
Transient Occupancy Taxes	100,000	-	0%	-
Measure R Sales Tax	4,459,000	306,825	7%	309,969
Franchise Taxes	1,380,000	-	0%	-
Business License Taxes	1,182,817	1,010,346	85%	964,922
Property Transfer Taxes *	3,000,000	545,480	18%	403,642
Utility Users' Taxes	3,694,260	369,449	10%	503,060
Other Taxes	1,500	-	0%	1,238
Taxes Totals	\$34,797,302	\$2,635,923	8%	\$2,422,045
Licenses & Permits	1,007,000	598,912	59%	320,046
Fines & Forfeitures	130,000	35,798	28%	49,828
Use of Money and Property	957,000	125,489	13%	362,475
Intergovernmental Revenues	5,334,401	741,136	14%	905,519
Charges for Services Totals	7,528,702	2,975,086	40%	2,372,305
Other Revenue Totals	630,000	63,603	10%	62,926
Other Financing Sources Totals	1,002,039	251,428	25%	245,213
Totals	\$51,386,444	\$7,427,375	14%	\$6,740,357

General Fund Budget Update - Expenditures

	Budget Amount	YTD – Q1 Amount	% of Budget	Prior YTD – Q1 Actual Amount
Administration	\$7,669,160	\$3,210,197	42%	\$2,822,721
Community Development	3,897,923	743,555	19%	602,907
Fire	15,213,744	4,208,967	28%	3,490,729
Non-departmental	882,691	309,969	35%	307,992
Police	14,574,609	3,469,868	24%	3,061,591
Public Works	2,463,130	471,231	19%	446,575
Recreation	6,651,235	1,825,270	27%	1,635,863
Total	\$51,352,492	\$14,239,057	28%	\$12,368,378

General Fund Budget Update – Conclusion

- **Revenue – 14 % of budget**
 - In-line with prior year first quarter.
- **Expenditures – 28%**
 - Increase in the prepayment of workers compensation
- **Questions?**



Thank you!

From: Ira Sharenow <[REDACTED]>
Sent: Thursday, November 14, 2024 6:27 PM
To: Crystal Reams <CReams@ci.el-cerrito.ca.us>
Cc: William Ktsanes <[REDACTED]>; Lisa Motoyama <LMotoyama@ci.el-cerrito.ca.us>;
Tessa Rudnick <TRudnick@ci.el-cerrito.ca.us>; Rebecca Saltzman
[REDACTED]
Subject: Item 9c: RPTT

Caution! This message was sent from outside your organization.

Hi Crystal,

Can you please explain?

“Real property transfer taxes collected through September (cash basis) are \$545,480 which is 18% of the adopted FY 2024-25 budget. This is almost double what was collected in the first quarter of FY 2023-24 at 9% of the adopted budget. Staff will continue to monitor

revenue streams closely and will report back to the City Council at mid-year.”

According to my records, in the first quarter of FY 2024 El Cerrito received \$686,808.

Also how come you are back to using the adopted budget instead of the mid-year adjustment?

Ira

From: Ira Sharenow [REDACTED]
Sent: Thursday, November 14, 2024 7:35 PM
To: Crystal Reams <CReams@ci.el-cerrito.ca.us>
Cc: William Ktsanes [REDACTED] Lisa Motoyama <LMotoyama@ci.el-cerrito.ca.us>;
Tessa Rudnick <TRudnick@ci.el-cerrito.ca.us>; Rebecca Saltzman
[REDACTED]
Subject: Re: Item 9c: RPTT

Caution! This message was sent from outside your organization.

OK. I see another document has much different numbers. It sure seems confusing to me.

It would also help if for each item, there was a projection and also a clearly stated adjustment for when money comes in or goes out faster or slower than expected as a result of some transfer occurring earlier or later than anticipated.

It looks like spending is much higher than last year.