

<b>Chairperson</b> Carolyn Wysinger  <b>Vice Chairperson</b> Gabe Quinto	<b>El Cerrito  Municipal Services  Corporation  Agenda</b>	<b>Boardmembers</b> William Ktsanes Lisa Motoyama Alexandra Orologas Karen Pinkos Rebecca Saltzman
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**TUESDAY, APRIL 15, 2025**

**SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:00 PM)**  
City Council Chambers - 10890 San Pablo Ave, El Cerrito

**Closed Captions available Via Zoom:**  
<https://us06web.zoom.us/j/84638794802?pwd=4QKvlzpKPtTcjinN341q8bOTpCdznG.1>  
**Meeting ID:** 846 3879 4802 **Password:** 160615 **Dial in:** 1-408-638-0968

**View:**

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at [www.el-cerrito.org/CouncilMeetingMaterials](http://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 Board Secretary at 510-215-4305. Notification 48 hours prior to the meeting will enable the Agency 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 Board.

**Public Comments:**

1. *In-person* by submitting a request to speak to the Board Secretary.
2. *By Email* to [cityclerk@ci.el-cerrito.ca.us](mailto: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 Board and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the Board and will be posted **after the meeting.**

<p><b>Chairperson</b> Carolyn Wysinger</p> <p><b>Vice Chairperson</b> Gabe Quinto</p>	<p><b><i>El Cerrito Municipal Services Corporation</i></b> Agenda</p>	<p><b>Boardmembers</b> William Ktsanes Lisa Motoyama Alexandra Orologas Karen Pinkos Rebecca Saltzman</p>
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**5:00 PM ROLL CALL - CONVENE SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**

**1. 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.*

**2. 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 Municipal Services Corporation Meeting minutes from January 21, 2025

**Contact:** Holly M. Charléty, Board Secretary, City Management

**3. PRESENTATIONS**

**4. POLICY MATTERS**

**A. Approval and Authorization of Contract with Contra Costa Health**

**Action Proposed:** Adopt a resolution authorizing the City Manager to execute a contract with Contra Costa Health to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds for Fiscal Year 2025-2026 for an amount not to exceed \$112,930.00.

**Contact:** Aissia Ashoori, Housing-Economic Development Manager, Community Development Department; Alexandra Orologas, Assistant City Manager, City Management

**B. Approval of the Fiscal Year 2025-26 Proposed Budget and Spending Authority**

**Action Proposed:** Adopt a resolution approving the Municipal Services Corporation Fiscal Year 2025-26 budget.

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

**5. ADJOURN SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**

<p><b>Chairperson</b> Carolyn Wysinger</p> <p><b>Vice Chairperson</b> Gabe Quinto</p>	<p><b><i>El Cerrito Municipal Services Corporation</i></b></p>	<p><b>Boardmembers</b> William Ktsanes Lisa Motoyama Alexandra Orologas Karen Pinkos Rebecca Saltzman</p>
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## DRAFT MINUTES

**TUESDAY, JANUARY 21, 2025**

**SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:00 PM)**  
City Council Chambers - 10890 San Pablo Ave, El Cerrito

**Closed Captions available Via Zoom:**  
<https://us06web.zoom.us/j/89041509229?pwd=4chXiyWJ08gR0wdyWrUvazwWbIQ5W.1>  
**Meeting ID:** 890 4150 9229 **Password:** 887482 **Dial in:** 1-408-638-0968

**View:**

1. Cable T.V. Broadcast on KCRT Channel 28
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**Conduct:** This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Board.

**Public Comments:**

1. *In-person* by submitting a request to speak to the Board Secretary.
2. *By Email* to [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us) identified in the subject line as **MSC Public Comments – Agenda Item #.**

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

5:00

**ROLL CALL - CONVENE SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**

Chairperson Wysinger called the meeting to order at 5:03 PM.

**Present:** Chairperson Wysinger, Vice Chairperson Quinto, Boardmember Ktsanes, Boardmember Saltzman, Boardmember Pinkos, Boardmember Orologas

**Absent:** Boardmember Motoyama

**1. ORAL COMMUNICATIONS FROM THE PUBLIC**

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

**2. ADOPTION OF THE CONSENT CALENDAR**

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

**Moved/Seconded:** Vice Chairperson Quinto/Boardmember Saltzman **Action:** Motion to approve the consent calendar as indicated below. **Ayes:** Chairperson Wysinger, Vice Chairperson Quinto, Boardmember Ktsanes, Boardmember Saltzman, Boardmember Pinkos, Boardmember Orologas **Noes:** None **Absent:** Boardmember Motoyama

**A. Approval of Minutes**

**Action Proposed:** Approve the Municipal Services Corporation Meeting minutes from June 18, 2024.

**Contact:** Holly M. Charléty, Board Secretary, City Management

**Action:** Approved minutes

**3. PRESENTATIONS**

**A. Coordinated Outreach Referral Engagement (CORE) Program Update**

**Action Proposed:** Receive an update on the City's Coordinated Outreach Referral Engagement (CORE) Tri-City/County Partnership with Contra Costa Health, Housing and Homeless Services.

**Contact:** Aissia Ashoori, Housing-Economic Development Manager, Community Development Department; Alexandra Orologas, Assistant City Manager, City Management

**Presentation and Discussion:** Presenters and staff responded to comments and questions raised by members of the council regarding outreach and promotion of resources, current status of encampments, metrics for determining continuation of the pilot period, and timing of the results for the point in time count.

**Action:** Received and filed

4. **POLICY MATTERS**
5. **ADJOURN SPECIAL MUNICIPAL SERVICES CORPORATION MEETING**  
The special meeting adjourned at 5:44 PM

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Carolyn Wysinger, Chairperson

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of January 21, 2025 as approved by the El Cerrito City Council.

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Holly M. Charléty, MMC, Board Secretary

***El Cerrito  
Municipal Services Corporation***

**AGENDA BILL**

Agenda Item No. 4.A.

**Date:** April 15, 2025  
**To:** El Cerrito Municipal Services Corporation Board of Directors  
**From:** Aissia Ashoori, Housing-Economic Development Manager, Community Development Department; Alexandra Orogas, Assistant City Manager, City Management  
**Subject:** Approval and Authorization of Contract with Contra Costa Health

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**ACTION PROPOSED**

Adopt a resolution authorizing the City Manager to execute a contract with Contra Costa Health to provide Coordinated Outreach Referral Engagement (C.O.R.E.) services and Housing Security Funds for Fiscal Year 2025-2026 for an amount not to exceed \$112,930.00.

**BACKGROUND**

[On December 19, 2017](#), the City Council adopted the [Commercial Cannabis Ordinance, Chapter 6.80](#) of the El Cerrito Municipal Code. Between 2018-2020, the City issued two Cannabis Operating Permits to El Cerrito Wellness Center Partners, Inc also known as NUG and Authentic El Cerrito, LLC, also known as STIIZY, for storefront businesses. Given that the City does not have a cannabis business tax, which would require voter approval through a ballot measure, each Cannabis Operating Permit regulates the negotiated fee terms. Both Operating Permits require two forms of monetary contributions to the City in the form of community benefits fees and community benefits contributions, both calculated on a percentage of annual gross receipts: 1) Community Benefit Gross Receipts Fee (payable to the General Fund); 2) Community Benefit Quality of Life Contribution (restricted use, payable to the Municipal Services Corporation).

On [November 7, 2023](#), the Municipal Services Corporation (MSC) received an update on the City's commercial Cannabis Operating Permits performance and the associated community benefits contributions. Staff provided details for both permits, including the status of the associated community benefit contributions. Additionally, information was shared on how the quality-of-life contributions could be utilized to leverage and provide additional services to the City's unhoused population in partnership with Contra Costa County and other neighboring cities. As a result, the MSC provided general staff direction to explore a CORE Program for El Cerrito and to return with options for consideration.

On [March 19, 2024](#), the MSC adopted [Resolution 2024-02](#), authorizing a one-year pilot sharing one C.O.R.E. team through a Tri-City/County regional partnership for the period of July 1, 2024 – June 30, 2025.

This team is shared between the cities of El Cerrito and San Pablo along with Contra Costa County with a total annual cost of \$281,466 (40 hours/week) comprised of 2.38 employees. For Fiscal Year (FY) 2024-25, the City's portion was \$92,833, which covers one-third of a team and includes an additional up-to \$15,000 contribution to the County's existing Housing Security Fund (Fund) as part of this one-year pilot specific to El Cerrito residents. The Fund is intended to cover gaps in services available through the coordinated entry system for individuals who are currently experiencing or at imminent risk of homelessness. The Fund's goal is to rapidly house or divert individuals from homelessness and the emergency shelter system.

On [January 21, 2025](#), staff and the MSC received an update from C.O.R.E. for services provided in the first six months of the pilot, between July 1, 2024 – December 31, 2024. Staff committed to returning to the MSC in the spring to discuss continuing the C.O.R.E. program pilot for FY 2025-26 after engaging with the County, San Pablo and any other regional partners.

### **ANALYSIS**

[Contra Costa Health](#) is the County's largest department, servicing the entire County of one million plus residents. As their mission states, "*Our bold mission is to care for and improve the health of all people in Contra Costa County with special attention to those who are most vulnerable,*" which supports their capacity to provide skilled, flexible, and integrated services to residents. Within Contra Costa Health, the Health, Housing and Homeless Services Division (H3) provides an array of services through various partnerships to support people experiencing homelessness through the Continuum of Care (CoC) Program. Within the CoC, the Coordinated Outreach Referral Engagement (C.O.R.E.) works to engage and stabilize homeless individuals living outside through consistent outreach to facilitate and/or deliver health and basic need services and secure permanent housing. C.O.R.E. provides mobile outreach operations throughout West, Central, and East Contra Costa County, seven days per week between 8:00 am-12:00 am. C.O.R.E. can be reached by dialing 211, option 3. C.O.R.E. outreach teams identify unhoused individuals living on the streets, assess their housing and service needs, and facilitate connection to shelter and services.

#### *C.O.R.E. Pilot: 2024-2025*

H3 utilizes the Homeless Management Information System (HMIS) to track, report and measure outcomes. As reported to the MSC on January 21, 2025, data collected between July 1, 2024, and December 31, 2024 indicates that the C.O.R.E. pilot has proven to have a positive impact on the City's unhoused community. Prior to implementing the pilot, a total of 41 individuals were served between January 1 – June 30, 2024 by the baseline C.O.R.E. team pre-existing in West County prior to July 1, 2024. With the expanded one-third share of a C.O.R.E. team in El Cerrito as part of the Tri-City/County regional partnership, 113 unduplicated individuals were served between July 1, 2024 – March 31, 2025. Within this timeframe, there were also 190 El Cerrito Police Department dispatch calls that were diverted to C.O.R.E. as the initial response.

Leveraging additional C.O.R.E. staff and resources has expanded the immediate response and resources available to the City's unhoused population, while limiting non-emergency Police Department response.

Below is a snapshot of the 113 unduplicated individuals mentioned above, of which 69% were initiated by the Tri City/County team:

- 74 individuals reported having roots in El Cerrito.
- 73 individuals reported having a disabling condition.
- 18 individuals reported as seniors over the age of 62.
- 43 individuals reported as being homeless 5 or more years.
- 37 individuals reported being homeless for the first time.

#### *Community Outreach and Support to Businesses*

In addition to assisting unhoused individuals and families, C.O.R.E. also provides community resources to members of the public and the City's local businesses. The tools C.O.R.E. provides are tailored to each specific need of the individual/family and provided in a comfortable manner. Some of the ways C.O.R.E. has provided service connections in El Cerrito include frequent visits to the El Cerrito Library, responding to residents' concerns about someone in need, and conducting one-on-one business outreach to educate about C.O.R.E., including a presentation to the El Cerrito Chamber of Commerce. Residents and businesses have expressed gratitude for having C.O.R.E. as an easily accessible resource. In addition to materials available from [C.O.R.E.](#), the [City](#) has circulated information to the community through a variety of platforms, such as social media, and posted in locations such as City Hall, Library, Community Center, and the Recycling Center.

#### *Proposed C.O.R.E. Pilot: 2025-2026*

Although C.O.R.E. generally requires a minimum two-year contract, the County has been flexible in ways to augment C.O.R.E. service delivery with cities. Since the MSC meeting on January 21, 2025, City staff and the County have discussed the option of exploring an additional one-year pilot contract in FY 2025-26 in order to continue these critical services to our communities while also being able to gather additional data. The City and County have collaboratively met with San Pablo, Hercules, and Pinole to discuss potential options. The joint discussions resulted in one proposed C.O.R.E. team dedicated to serving the unhoused in El Cerrito, San Pablo, Hercules and Pinole (compared to the FY 2024-25 Tri City/County Team consisting of El Cerrito, San Pablo and the County), pending approval from their respective governing bodies. The total cost for a "West County Quad City Team" in FY 2025-26 is \$293,790, as detailed in Exhibit A. As outlined in Table 1, the four cities will split 40 hours/week (full/partial days) with schedule details to be negotiated. El Cerrito would continue to share one-third of the team at a cost of \$97,930/annually, which does not include El Cerrito's contribution to the Housing Security Fund.

*Table 1: Proposed Quad City Pilot Team*

<b>City</b>	<b>Weekly Hours</b>	<b>Costs</b>
El Cerrito	13.33 hours/week	\$97,930/each
San Pablo	13.33 hours/week	\$97,930/each
Pinole	6.67 hours/week	\$48,965/each
Hercules	6.67 hours/week	\$48,965/each
<b>Total</b>	<b>40 hours/week</b>	<b>\$293,790</b>

*Housing Security Fund, El Cerrito*

As referenced in the background section of this report, the FY 2024-25 pilot included an additional up to amount of \$15,000.00 to the County's Housing Security Fund to be specifically used for those in need in El Cerrito only. As of April 7, 2025, the available balance in El Cerrito's portion of the Fund is \$7,975, with \$1,072 already spent and \$5,953 in progress of being spent. Requests range from securing permanent housing for one individual, providing transportation (i.e. gas cards, transit passes) for family reunification, and preventing four households from losing their housing in El Cerrito. Based on current service delivery trends for the Fund, Staff recommend the MSC allocate up to \$15,000 in FY 2025-26, the same amount that was approved by the MSC in FY 2024-25.

*Community Benefit: Quality of Life Contributions*

The Community Benefit Quality of Life Contributions are paid to the City on a quarterly basis (January-March, April-June, etc.) and are due 15 days after the close of each quarter. NUG opened in August 2021 (first payment made in October 2022) and STIIIZY opened in June 2023 (first payment made in July 2023). Please refer to Table 2 below for a list of contributions by fiscal year. It is important to note that FY 2023-24 is the first full FY year during which both storefronts were fully operational, and at the time of this report, the City has only received contributions for FY 2024-25 through December 31, 2024. The current balance in the Quality of Life Fund is \$319,135, of which \$108,822 is committed to the existing Tri City/County C.O.R.E. team for the duration of the contract term that will end on June 30, 2025. Having the flexibility to contract with C.O.R.E. on an annual basis provides the City with an opportunity to reevaluate funding each year based on market demand for cannabis.

*Table 2: Quality of Life Contributions by Fiscal Year, As of December 31, 2024*

<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25*</b>	<b>TOTAL COLLECTED</b>
\$55,070	\$94,217	\$144,648	\$25,200	\$319,135

\*Through December 31, 2024

*C.O.R.E. in El Cerrito – Program Proposal*

In conclusion, staff recommends that the MSC adopt the attached resolution as it is aligned with the [El Cerrito Housing Element 2023-2031](#), *Program H-2.G Shelter and Housing Solutions for Persons Experience Homelessness*, to address the rise in housing insecurities. The resolution would approve the following:

<b>Options:</b>	<b>El Cerrito Cost – One Year Pilot:</b>	<b>Comments:</b>
<i>1/3 of C.O.R.E. Team</i>	\$97,930	
<i>Up-to Contribution to Housing Security Fund</i>	\$15,000	Rest of team shared by San Pablo (1/3), Pinole and Hercules (1/3). See Exhibit A for detailed budget.
<b>Total</b>	\$112,930	Based on current service needs, it will be monitored throughout FY 2025-26.

**STRATEGIC PLAN CONSIDERATIONS**

This action supports the City’s Strategic Plan Goals of:

- *Livability and Belonging*
- *Infrastructure and Amenities*
- *Community Safety*

**ENVIRONMENTAL CONSIDERATIONS**

This program has the potential to reduce the presence of encampments of the unhoused in the City, which would mitigate environmental impacts such as fire, the presence of biohazards and vectors, and contamination of storm water. This item is exempt from CEQA.

**FINANCIAL CONSIDERATIONS**

The contract will be funded using the City’s Community Benefit Quality of Life Contribution that is currently being deposited to the MSC as a restricted use. The total appropriation request for fiscal year 2025-26 is \$112,930 of the projected ending available balance of \$367,383. There is no fiscal impact to the City's General Fund.

**LEGAL CONSIDERATIONS**

This item was reviewed and approved by the City Attorney.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. Resolution
2. FY 2025-26 Proposed Budget
3. Presentation

MUNICIPAL SERVICES CORPORATION RESOLUTION 2025-XX

A RESOLUTION OF THE EL CERRITO MUNICIPAL SERVICES CORPORATION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH CONTRA COSTA COUNTY HEALTH TO PROVIDE COORDINATED OUTREACH REFERRAL ENGAGEMENT (C.O.R.E.) SERVICES and HOUSING SECURITY FUNDS AS A PILOT FOR FISCAL YEAR 2025-26 IN AN AMOUNT NOT TO EXCEED \$112,930.00

WHEREAS, the El Cerrito City Council adopted Chapter 6.80 of the El Cerrito Municipal Code, [Commercial Cannabis Ordinance](#), on December 19, 2017; and

WHEREAS, in 2018 and 2021, the City issued Cannabis Operating Permits for one storefront cannabis businesses in each year; and

WHEREAS, both Cannabis Operating Permits require community benefit contributions offered by the permittees in the form of Community Benefit Gross Receipts Fee and Community Benefit Quality of Life Contribution; and

WHEREAS, the Community Benefit Quality of Life Contribution is earmarked for services provided by sponsored groups, non-profits, or other organizations for specific purposes that improve the quality of life in El Cerrito; and

WHEREAS, the Community Benefit Quality of Life balance is currently \$237,536.00; and

WHEREAS, on November 7, 2023 the Municipal Services Corporation (MSC) received an update on the [Commercial Cannabis Ordinance](#) and directed staff to return with options to provide a Coordinated Outreach Referral and Engagement (C.O.R.E.) team in El Cerrito; and

WHEREAS, on March 19, 2024, through [Resolution 2024-02](#), the Municipal Services Corporation (MSC) authorized a one-year pilot C.O.R.E. team in El Cerrito sharing a team through a Tri-City/County partnership for the period of July 1, 2024 – June 30, 2025 not to exceed \$108,822.00; and

WHEREAS, on January 21, 2025, the MSC received an update on the C.O.R.E. Program and Staff committed to returning to the MSC with options to continue this program for Fiscal Year (FY) 2025-2026; and

WHEREAS, the cities of San Pablo, Hercules, Pinole intend to participate in a regional one-year pilot sharing a C.O.R.E. team with El Cerrito in FY 2025-2026; and

WHEREAS, the City Council goals, objectives, policies and action programs prioritize the City's housing needs through the [El Cerrito Housing Element 2023-2031](#), *Program H-2.G Shelter and Housing Solutions for Persons Experience Homelessness*, to address the rise in housing insecurities; and

WHEREAS the Board of Directors of the El Cerrito Municipal Services Corporation (Board) is committed to ensuring that housing security opportunities are accessible to the El Cerrito community.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the El Cerrito Municipal Services Corporation that it hereby authorizes the Executive Director to execute a contract and all necessary documents with Contra Costa Health to provide C.O.R.E. services in an amount of \$97,930.00 and approving up to \$15,000.00 in Housing Security Funds as a pilot for one year, for a total not to exceed amount of \$112,930.00.

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

I CERTIFY that at a special meeting on April 15, 2025, the Board of Directors of the El Cerrito Municipal Services Corporation passed this Resolution by the following vote:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:

IN WITNESS of this action, I sign this on \_\_\_\_\_.

\_\_\_\_\_  
Holly M. Charléty, Board Secretary

APPROVED:

\_\_\_\_\_  
Carolyn Wysinger, Board Chairperson

Tri-Cities FY 26 Program Budget

Team Name: **K- Tri-City (El Cerrito, San Pablo, Hercules)**  
 Contract Term: **7/1/2025 - 6/30/2026**

		Full Team Cost			Contract Total Year 1	El Cerrito	San Pablo	Hercules	Pinole
		K- Tri-City (El Cerrito, San Pablo, Hercules)							
Funding source(s)									
Funding Amount		\$ 308,790			\$ 112,930	\$ 97,930	\$ 48,965	\$ 48,965	
Option Code(s)									
CFDA Number									
Federal, State, or Local Funding					FY25-26				
<b>Personnel Expenses</b>									
<b>Position Titles</b>	<b>FY24-25 Salary</b>	<b>FTE</b>	<b>Salaries</b>	<b>FTE</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
Care Coordinator	\$ 79,380	0.00	\$ -	0.00	\$ -	\$0	\$0	\$0	\$0
Dispatch	\$ 60,632	0.00	\$ -	0.00	\$ -	\$0	\$0	\$0	\$0
HMIS Data Analyst	\$ 70,607	0.00	\$ -	0.00	\$ -	\$0	\$0	\$0	\$0
HMIS Data Specialist	\$ 58,064	0.00	\$ -	0.00	\$ -	\$0	\$0	\$0	\$0
Outreach Specialist	\$ 60,632	2.00	\$121,275	2.00	\$121,275	\$40,425	\$40,425	\$20,212	\$20,212
Program Coordinator	\$ 88,197	0.25	\$22,050	0.25	\$22,050	\$7,350	\$7,350	\$3,675	\$3,675
Program Director	\$ 123,031	0.00	\$0	0.00	\$0	\$0	\$0	\$0	\$0
Program Manager	\$ 97,025	0.13	\$12,614	0.13	\$12,614	\$4,205	\$4,205	\$2,102	\$2,102
Overtime		0.03	\$3,260	0.03	\$3,260	\$1,087	\$1,087	\$543	\$543
Doubletime		0.01	\$1,087	0.01	\$1,087	\$362	\$362	\$181	\$181
						\$0		\$0	\$0
						\$0		\$0	\$0
Total FTE & Total Salaries		2.38	\$160,286	2.38	\$160,286	\$53,429	\$53,429	\$26,714	\$26,714
PT Fringe Benefits		16.0%	\$0	0.12	\$0	\$0	\$0	\$0	\$0
FT Fringe Benefits		32.0%	\$51,291	0.35	\$51,291	\$17,097	\$17,097	\$8,549	\$8,549
Heluna F&A		11.2%	\$23,697	0.13	\$23,697	\$7,899	\$7,899	\$3,949	\$3,949
<b>Subtotal Personnel Expenses</b>			<b>\$235,274</b>		<b>\$235,274</b>	<b>\$78,425</b>	<b>\$78,425</b>	<b>\$39,212</b>	<b>\$39,212</b>
						\$0		\$0	\$0
<b>Operating Expenses</b>									
Vehicle expenses (rental, gas, etc.)			\$22,180		\$22,180	\$7,393	\$7,393	\$3,697	\$3,697
Phone & IT Expenses			\$4,040		\$4,040	\$1,347	\$1,347	\$673	\$673
Client Expenses (Transit tickets, water, food, emergency supplies, etc.)			\$720		\$720	\$240	\$240	\$120	\$120
Other Costs (office supplies, employee uniforms, storage unit etc.)			\$4,870		\$4,870	\$1,623	\$1,623	\$812	\$812
						\$0	\$0	\$0	\$0
<b>Subtotal Operating Expenses</b>			<b>\$31,810</b>		<b>\$31,810</b>	<b>\$10,603</b>	<b>\$10,603</b>	<b>\$5,302</b>	<b>\$5,302</b>
						\$0	\$0	\$0	\$0
<b>Subtotal Direct Expenses</b>			<b>\$267,084</b>		<b>\$267,084</b>	<b>\$89,028</b>	<b>\$89,028</b>	\$44,514	\$44,514
Admin Indirect Expense	10%		\$26,706		\$26,706	\$8,902	\$8,902	\$4,451	\$4,451
<b>TOTAL CORE PROGRAM DIRECT EXPENSES</b>						<b>\$97,930</b>	<b>\$97,930</b>	<b>\$48,965</b>	<b>\$48,965</b>
Housing Security Fund (HSF)			\$15,000		\$15,000	\$15,000			
<b>TOTAL PROGRAM EXPENSES</b>			<b>\$308,790</b>		<b>\$308,790</b>	<b>\$ 112,930</b>	<b>\$ 97,930</b>	<b>\$ 48,965</b>	<b>\$ 48,965</b>
<b>Quarterly Invoice</b>			<b>\$77,197.50</b>		<b>\$77,197.50</b>	<b>\$ 28,232.50</b>	<b>\$ 24,482.50</b>	<b>\$ 12,241.25</b>	<b>\$ 12,241.25</b>

CONTRA COSTA  
**HEALTH**

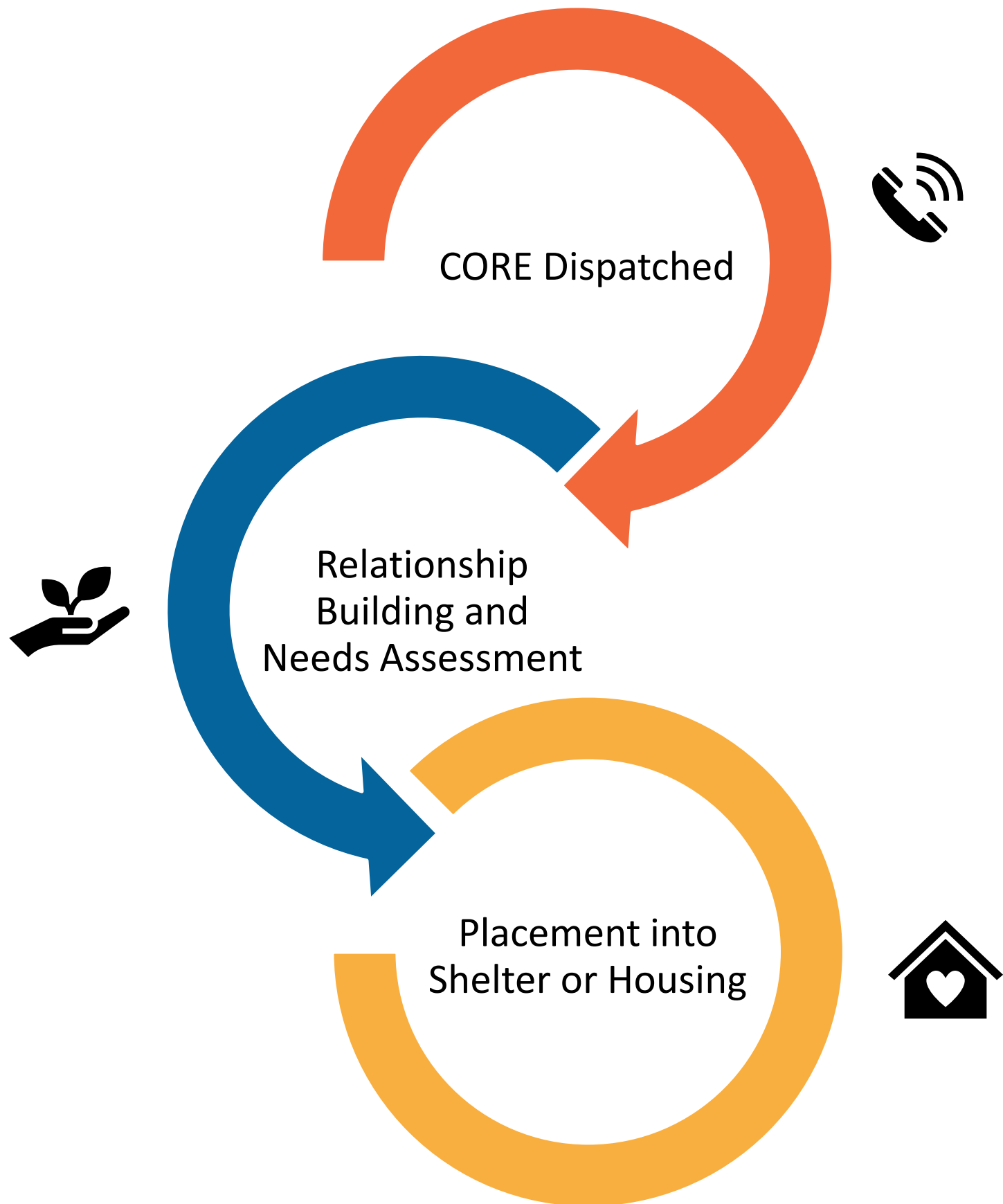


[cchealth.org](http://cchealth.org)

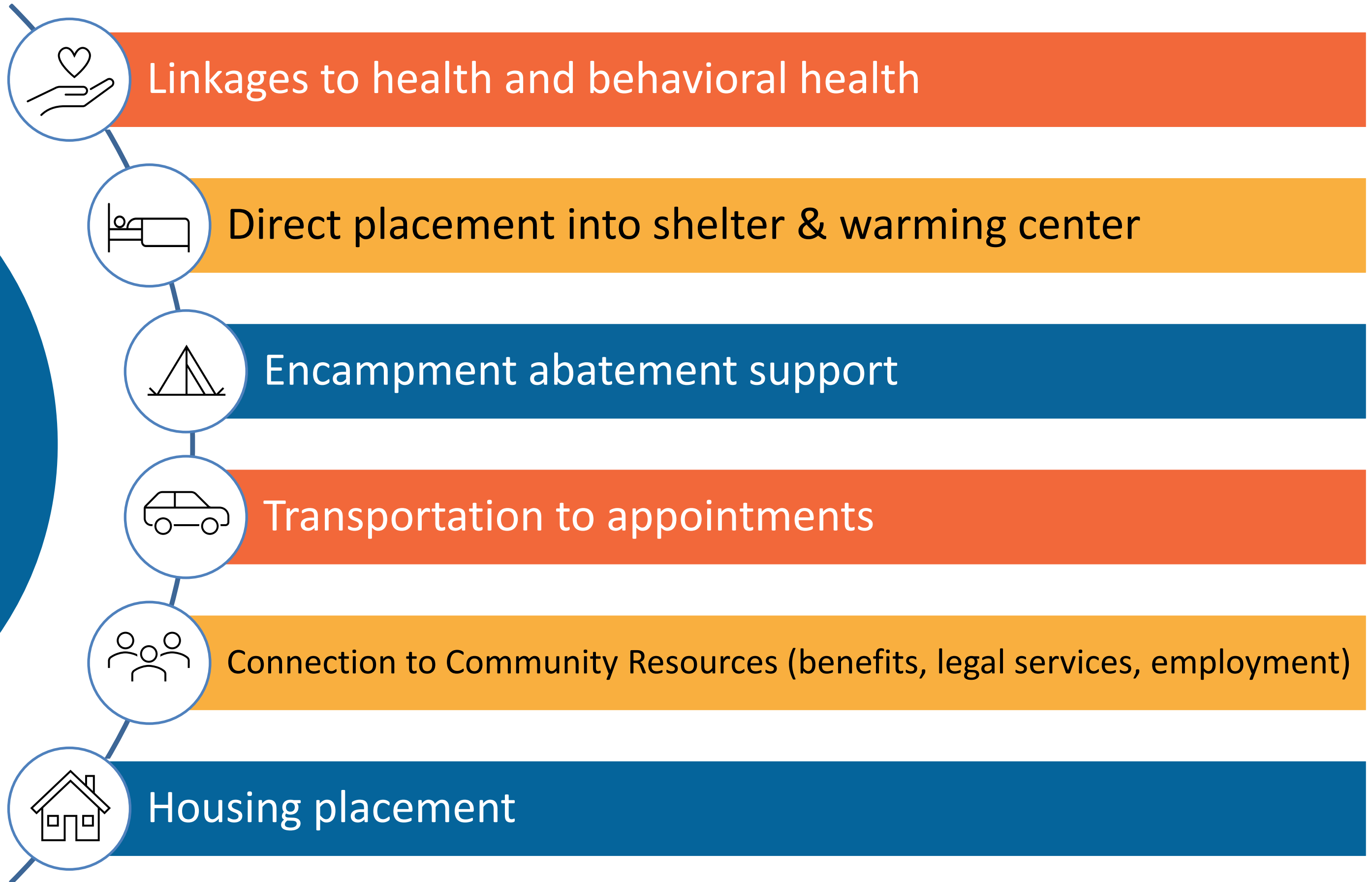
# Coordinated Outreach Referral and Engagement (CORE)

El Cerrito City Municipal  
Services Corporation  
Meeting

Fadi Elhayek, MSW  
CORE Program Director  
April 15, 2025



## Housing Focused Street Outreach



# El Cerrito Outcomes & Impacts



# CORE El Cerrito July 1, 2024 to present

113 unduplicated clients served in El Cerrito (all teams)

74 individuals  
(65%) have roots  
in El Cerrito

37 individuals (33%) reported being  
first time homeless

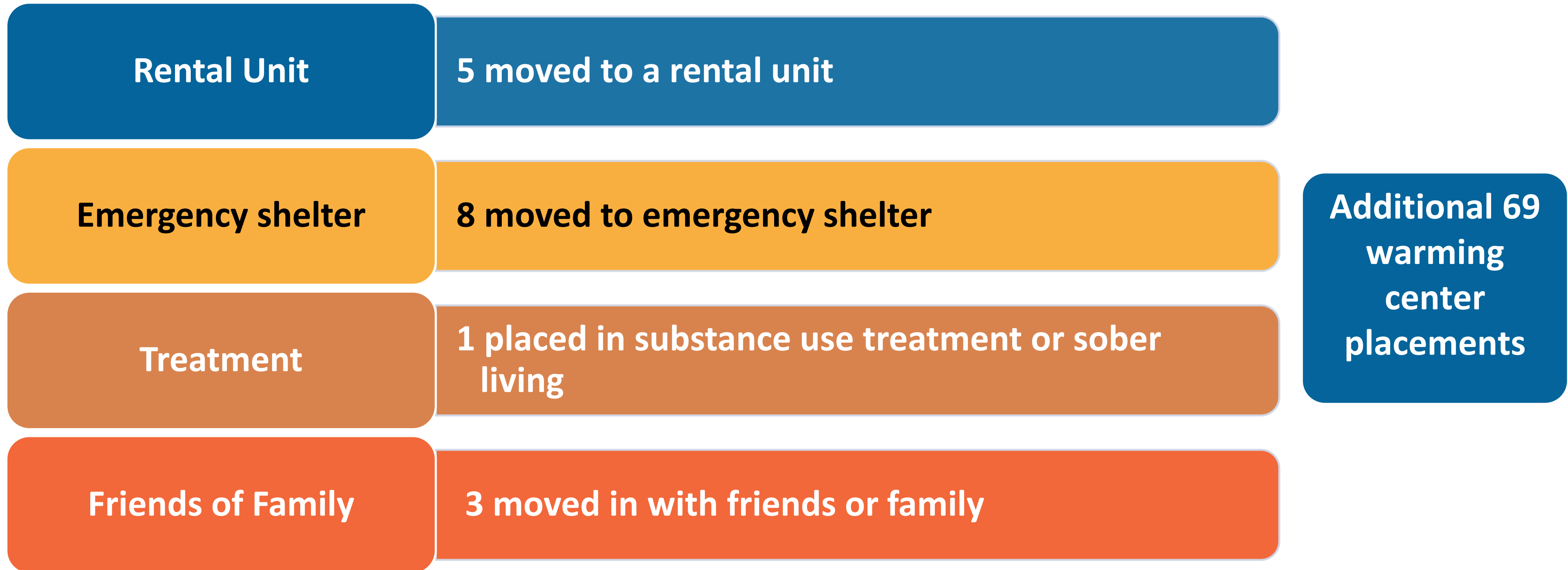
73 individuals  
(65%) reported a  
disabling  
condition

18 (16%) Seniors  
over the age of  
62

43 (38%)  
individuals were  
homeless 5+  
years

Of all contacts  
made, **69%**  
were made by  
the El Cerrito  
CORE team

**17 individuals or 24% exited to more stable housing**





190 El Cerrito PD dispatch calls diverted



71 unhoused people served by El Cerrito CORE Team



6 unhoused people exited to a stable/safe destination by the El Cerrito CORE Team



876 services provided – health coordination to housing readiness



66 warming center placements

**El Cerrito  
CORE Team  
contacts**



# El Cerrito Housing Security Fund

\$15,000 fund to support  
unhoused residents move into  
housing.

Move-in costs, security deposits,  
application fees, transportation,  
etc.

## Housing Security Fund

Prevents El Cerrito residents from  
becoming homeless.

As of 4/1/25, CORE has used El Cerrito HSF  
to secure permanent housing for 1  
individual and prevented 4 households  
from losing their housing in El Cerrito.



## Domestic Violence

El Cerrito parent and child fled a domestic violence situation and faced becoming homeless. Support from CORE was needed to obtain safe housing



## Contacted CORE

Family reached out to CORE while residing in a hotel in El Cerrito via 2-1-1, option 3  
 Dispatched to El Cerrito Team  
 Same-day contact and Needs Assessment completed



## Shelter

El Cerrito Team was able to identify a family shelter  
 Transported family and belongings  
 Warm-hand off to shelter partners



## Housing

Explored reunification with a friend of the family  
 Through the HSF resource, the El Cerrito Team purchased plane ticket, drove them to the Airport the day of travel  
 Parent stays in touch with the program since successful transition

**Housing-Focused Street Outreach**



Encampment Resolution Funding (ERF)



San Pablo | CA

El Portal Place



CalAIM Housing Deposits Provider

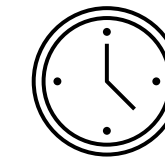


# Contact Us

**Call 211 and press 3 to connect to CORE**



**CORE operates 7 days a week 8am-12am**



**For any questions, email  
[CORE@cchealth.org](mailto:CORE@cchealth.org)**



CONTRA COSTA  
**HEALTH**



[cchealth.org](http://cchealth.org)

Thank you!

***El Cerrito  
Municipal Services Corporation***

**AGENDA BILL**

Agenda Item No. 4.B.

**Date:** April 15, 2025  
**To:** El Cerrito Municipal Services Corporation Board of Directors  
**From:** Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager; Finance Department  
**Subject:** Approval of the Fiscal Year 2025-26 Proposed Budget and Spending Authority

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**ACTION PROPOSED**

Adopt a resolution approving the Municipal Services Corporation Fiscal Year 2025-26 budget.

**BACKGROUND/ANALYSIS**

The purpose of the El Cerrito Municipal Services Corporation (MSC) is to benefit and support the El Cerrito community, by lessening the burden of government; pursuing projects and programs that create, support, and retain a strong and diverse economic base; provide housing and employment opportunities; increase sales and property tax revenue; and provide desired goods and services to the community.

In 2018 and in 2021, the City issued two cannabis operating permits for two storefront businesses that require community benefit contributions in the form of a Community Benefit Gross Receipts Fee and a Community Benefit Quality of Life Contribution. The Quality of Life contributions are earmarked for services provided by sponsored groups, non-profits, or other organizations for specific purposes that improve the quality of life in El Cerrito, and will be budgeted within the MSC.

On March 19, 2024, the MSC Board of Directors adopted a resolution authorizing the Executive Director to approve a new agreement establishing a pilot one-year regional partnership with the City of San Pablo and Contra Costa County Health & Homeless Services (H3) in expanding vital homeless outreach services to those who are unhoused in El Cerrito. Beginning July 1, 2024, this pilot established cost-sharing of one full-time County H3 Coordinated Outreach Referral Engagement (C.O.R.E.) services team that provides front-line homeless outreach services. C.O.R.E. teams assess housing service needs and facilitate connection to shelter and services utilizing the County's coordinated entry system.

Beginning FY 2025-26, the Cities of Hercules and Pinole have expressed their intention of sharing 1/3 of the cost of the C.O.R.E. team, taking over the third that the County is currently funding. As a part of this agreement, the MSC funds 1/3 of this regional team in El Cerrito, providing service over 13 hours per week for the amount of \$97,930.

In addition, the MSC also authorized a not-to-exceed \$15,000 contribution to the County’s Housing Security Fund for those in El Cerrito who are currently experiencing or are at imminent risk of being unhoused that can go toward rapidly housing or diverting persons from homelessness and/or the emergency shelter system.

The table below shows the adopted revenues and expenditures for the MSC for FY 2024-25 and the proposed budget for FY 2025-26. The proposed expenditures will support the continuation of the C.O.R.E. team pilot program and County Housing Security Fund contribution.

	<b>FY 2024-25</b>	<b>FY 2025-26</b>
<b>Revenue</b>	\$150,000.00	\$150,000.00
<b>Expenditures</b>	\$108,822.00	\$112,930.00
<b>Net</b>	\$41,178.00	\$37,070.00

**STRATEGIC PLAN CONSIDERATIONS**

This action by the MSC furthers its purposes, as described above, by supporting the [City’s Strategic Plan Goal\(s\)](#) of:

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

**ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

**FINANCIAL CONSIDERATIONS**

Staff recommend that the MSC adopt the presented budget for FY 2025-26 Proposed expenditures in FY 2025-26 totaling \$112,930 and revenues totaling \$150,000.

**LEGAL CONSIDERATIONS**

The actions being considered are consistent with California Corporations Law, the Corporation’s public and charitable purposes, its Amended and Restated Bylaws, and the Board’s previous actions.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. Resolution (MSC)

EL CERRITO MUNICIPAL SERVICES CORPORATION RESOLUTION 2025-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL CERRITO MUNICIPAL SERVICES CORPORATION ADOPTING THE BUDGET AND SPENDING AUTHORITY FOR FISCAL YEAR 2025-26

WHEREAS, the specific charitable and public purposes for which the Municipal Services Corporation (the "Corporation") is organized are to benefit and support the City of El Cerrito (the "City") and the former El Cerrito Redevelopment Agency (the "Agency"), in accordance with Section 509(a)(3) of the Internal Revenue Code of 1986, as amended, and to lessen the burdens of government of the City and the Agency; and

WHEREAS, the Corporation prepares and adopts a budget with the intent of implementing and/or funding projects and programs consistent with its charitable purposes and a financial system to carry out the projections and programs; and

WHEREAS, the Board of Directors of the Corporation (the "Board") has reviewed the Proposed Budget for Fiscal Year (FY) 2025-26, included in the Agenda Bill presented with this Resolution, in a public meeting; and

WHEREAS, the proposed budget represents anticipated revenues to and proposed expenditures by the Corporation.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the Corporation's FY 2025-26 Budget with an appropriation limit of \$112,930.

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

I CERTIFY that at a special meeting on April 15, 2025, the Board of Directors of the El Cerrito Municipal Services Corporation passed this Resolution by the following vote:

AYES: BOARDMEMBERS:  
NOES: BOARDMEMBERS:  
ABSTAIN: BOARDMEMBERS:  
ABSENT: BOARDMEMBERS:

IN WITNESS of this action, I sign this document on\_\_\_\_\_.

\_\_\_\_\_  
Holly M. Charléty, Board Secretary

APPROVED:

\_\_\_\_\_  
Carolyn Wysinger, Board Chairperson

**SUPPLEMENTAL AGENDA MATERIALS  
SPECIAL MUNICIPAL SERVICES  
CORPORATION MEETING  
April 15, 2025**

**SPECIAL MUNICIPAL SERVICES CORPORATION MEETING (5:00 PM)**

- 1. Agenda Item No. 4.A. – Approval and Authorization of Contract with Contra Costa Health Presentation**

# Coordinated Outreach Referral & Engagement (CORE) FY 2025-2026 Contract Authorization

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El Cerrito Municipal Services Corporation (MSC)

April 15, 2025

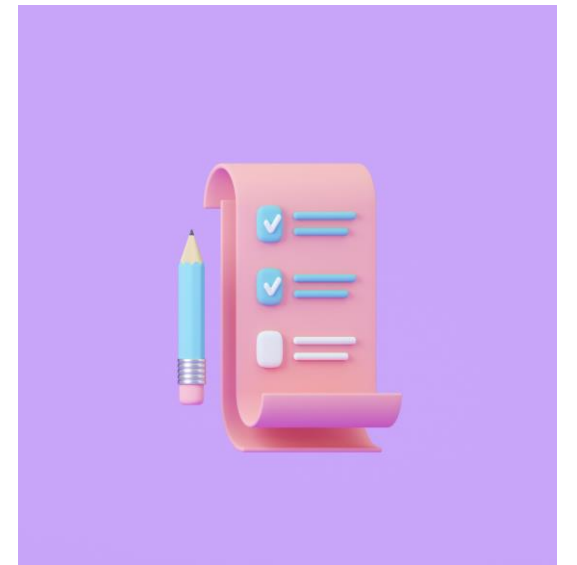
Aissia Ashoori, Housing-Economic Development Manager

Alexandra Orologas, Assistant City Manager

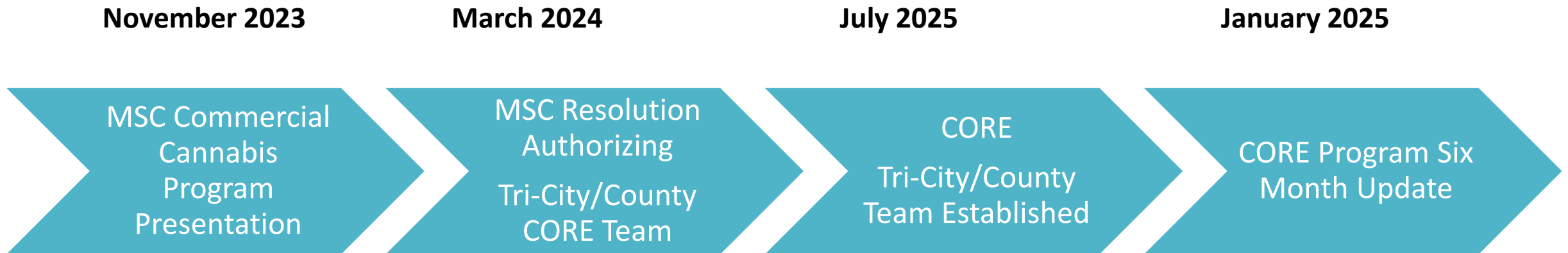


# Agenda

- Background
- Community Benefits Summary
- CORE Partnership
  - Year 1 (Current): Tri-City/County Pilot Team
  - Year 2 (Proposed): Quad City Pilot Team
- Contra Costa Health
- Questions & Answers



# Background



# Commercial Cannabis: Community Benefits Summary



- 2018-2020 two Cannabis Operating Permits were issued
- Cannabis storefronts later opened in 2021 and 2023
- Community Benefits, Quality of Life Contributions
  - Eligibility: restricted to sponsored groups, non-profits, or other organizations to be used for specific purposes that support the City's goals and objectives
- Contributions are collected on a quarterly basis
  - Total contributions collected \$319,135 with \$108,822 committed to the existing pilot
- City Policies/Goals
  - Strategic Plan (2024)
  - Housing Element (2023)
  - Affordable Housing Strategy (2018)



# Tri-City/County Partnership Existing: FY 2024-2025

- Contra Costa Health: *Our bold mission is to care for and improve the health of all people in Contra Costa County with special attention to those who are most vulnerable.*
- CORE, One-Year Pilot, July 1, 2024 – June 30, 2025
- Tri-City/County CORE Team: El Cerrito, San Pablo and Contra Costa County
- Total \$281,466; \$93,822 – El Cerrito
  - 40 hours/week; El Cerrito, 13.2 hours/week, Tuesdays and Thursdays
- El Cerrito: Housing Security Fund: Up-to \$15,000 contribution
- Total El Cerrito Budget Authorization: \$108,822



# Housing Security Fund FY 2024-2025

- Housing Security Fund: Local funding resource to fill the gaps for person experiencing or imminently at risk of homelessness
- The Fund is typically exhausted very quickly due to demand.
- El Cerrito was the first City in Contra Costa County to establish a dedicated local Fund in FY 2024-2025.
- Some examples of how the Fund is used includes:
  - Short-term housing and/or rental assistance
  - Security Deposits, Application Fees, etc.
  - Transportation/relocation as well as food/grocery needs
- El Cerrito Budget: \$15,000 of which \$7,975 is currently available
  - \$1,072: spent on transportation services (family reunification)
  - \$5,953: in progress for back rent payments



# Quad City Partnership Proposed: FY 2025-2026



- Quad City Pilot CORE Team: El Cerrito, San Pablo, Hercules and Pinole
- CORE, One-Year Pilot, July 1, 2025 – June 30, 2026:
  - Total \$293,790; \$97,930 – El Cerrito
  - 2.38 employees dedicated to Quad City Team
  - 40 hours/week; El Cerrito, 13.3 hours/week
  - Customized Homeless Management Information System (HMIS) Database/Reporting
- El Cerrito: Housing Security Fund
  - Up-to \$15,000 contribution
- Total El Cerrito Budget Authorization: \$112,930