



AGENDA

SPECIAL CITY COUNCIL MEETING
Monday, September 17, 2018 – 6:30 p.m.
Hillside Conference Room

SPECIAL CITY COUNCIL MEETING
Monday, September 17, 2018 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Gabriel Quinto – Mayor

Mayor Pro Tem Rochelle Pardue-Okimoto
Councilmember Paul Fadelli

Councilmember Janet Abelson
Councilmember Greg Lyman

6:30 p.m. ROLL CALL - CONVENE SPECIAL CITY COUNCIL 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. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for the City Boards and Commissions. Interviews may result in an announcement of appointment at the meeting.

3. ADJOURN SPECIAL CITY COUNCIL MEETING

7:00 p.m. ROLL CALL - CONVENE REGULAR CITY COUNCIL MEETING

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – Councilmember Janet Abelson

2. 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.

3. 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. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. 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 are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. ADOPTION OF THE CONSENT CALENDAR

A. Approval of Minutes

Approve the Minutes for meeting of August 21, 2018.

B. Proclamation recognizing Janet Bilbas

Approve a Proclamation recognizing Janet Bilbas, Recreation Supervisor, for her years of service.

C. Proclamation – Hispanic Heritage Month

Approve a Proclamation designating September 15 through October 15, 2018 as Hispanic Heritage Month.

D. Proclamation - National Arts and Humanities Month

Approve a Proclamation recognizing October as National Arts and Humanities Month.

E. Proclamation - Clean Air Day

Approve a Proclamation designating October 3, 2018 as Clean Air Day.

F. Appointment of Matean Everson to the Committee on Aging

Approve the Committee on Aging's recommendation to appoint Matean Everson to the Committee on Aging.

G. Appointment of Santiago Cilley to the Economic Development Committee

Approve the Economic Development Committee's recommendation to appoint Santiago Cilley to the Economic Development Committee.

H. Final Subdivision Map for El Dorado Townhomes

Adopt a Resolution approving the Final Subdivision Map for a six-lot subdivision for condominium purpose, as part of development of a 29-unit multi-family residential project located at 5800, 5802, 5828 El Dorado Street.

I. Speed Limits for Eight Speed Zones

Adopt a Resolution establishing speed limits for eight Speed Zones to allow for enforcement using radar, lidar and other electronic devices in conformance with State of California requirements.

J. Amendment to Classification Plan

Adopt a Resolution amending the City's Classification Plan revising class specifications for: 1) Human Resources Technician; 2) Senior Human Resources Analyst; and 3) Human Resources Manager.

5. PRESENTATIONS

A. Presentation on the 2018 E.C. S.T.A.R.S. Internship Program

Receive a presentation on the 2018 El Cerrito Students Training and Ready for Success ("EC STARS") Internship Program.

6. PUBLIC HEARINGS

A. Fire Hazard Abatement

Conduct a Public Hearing and upon conclusion, adopt a Resolution confirming the report of costs of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on designated private property pursuant to El Cerrito Municipal Code Chapter 16.26.

7. POLICY MATTERS - None

8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments and committee reports.

9. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, October 2, 2018 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28 and AT&T Uverse Channel 99. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/streamingmedia>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215–4305 Fax: 215–4379, email cmorse@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.



Date: September 17, 2018
To: Honorable Mayor and Members of the City Council
From: Sherry M. Kelly, Acting City Clerk
Subject: Commission Interviews

TENTATIVE INTERVIEW SCHEDULE

September 17, 2018

6:30 p.m.	Howdy Goudy	Planning Commission
6:45 p.m.	Council Deliberation	

October 2 or October 16, 2018

6:30 p.m.	Sylvia Ettinger	Human Relations Commission (<i>student appointment</i>)
6:40 p.m.	Christine Gilmore	Human Relations Commission
6:50 p.m.	Council Deliberation	

BACKGROUND

Staff began publicizing vacancies on all the Boards, Commissions and Committees in September 2017 and has continued to publicize vacancies as they occur. Vacancies are published on the City's website and in the West County Times, posted at City Hall, the Community Center and Library.

The attached matrix provides a listing of those individuals yet to be interviewed and those that have been interviewed, but have not been appointed to any board, commission or committee.

VACANCIES

Existing vacancies on boards, commissions and committees in which members are directly appointed by the City Council include:

Citizens Street Oversight Committee – One Vacancy

One term to expire March 2020

Design Review Board – One Vacancy

One term to expire March 2019

Human Relations Commission – One Vacancy and One Student Vacancy

One term to expire March 2019. Student appointments are for a period of one year.

Planning Commission – One Vacancy

One term to expire March 2019

Attachments:

1. Applicant Matrix – Updated
2. Application – Howdy Goudy

2018 Commission Vacancies as of September 17, 2018
Attachment 1

	<i>Arts & Culture (0)</i>	<i>Citizens Street Oversight (1)</i>	<i>Civil Service Commission (0)</i>	<i>Committee on Aging (2)</i>	<i>Crime Prevention (8)</i>	<i>Design Review Board (1)</i>	<i>Economic Development (7)</i>	<i>Environmental Quality (0)</i>	<i>Financial Advisory Board (0)</i>	<i>Human Relations (1)</i>	<i>Park and Recreation (0)</i>	<i>Planning Commission (1)</i>	<i>Urban Forest Committee (9)</i>	<i>Interview Date</i>	<i>Appointed</i>
Derik Hilliard							1			2				2/20	
Douglas Hund						2						1		2/20	
Ashley James						1		2						7/17	
Eva Jo Meyers	1													4/17	
Cathy Hanville												1		8/21	
Howdy Goudy												1		9/17	
Sylvia Ettinger (student)										1				10/2	
Christine Gilmore				2						1				10/2	



**September 17, 2018
Special City Council Meeting**

Commission Interviews

Attachment 2 Application

is available for review in hardcopy format at the following
locations:

Office of the City Clerk
10890 San Pablo Avenue
El Cerrito
(510) 215-4305

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue

**EL CERRITO CITY COUNCIL
MINUTES**

**SPECIAL CITY COUNCIL MEETING
Tuesday, August 21, 2018 – 6:30 p.m.
Hillside Conference Room**

**REGULAR CITY COUNCIL MEETING
Tuesday, August 21, 2018 – 7:00 p.m.
City Council Chambers**

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

ROLL CALL

Present: Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto, and Mayor Quinto

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Quinto convened the special City Council meeting at 6:30 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC

There was one speaker – Cordell Hindler.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for the City Boards and Commissions. Interviews may result in an announcement of appointment at the meeting.

Action: One interview completed.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

ROLL CALL

Present: Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto, and Mayor Quinto

CONVENE REGULAR CITY COUNCIL MEETING

Mayor Quinto convened the regular City Council meeting at 7:05 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE

2. COUNCIL/STAFF COMMUNICATIONS

Mayor Quinto announced that the Council appointed Richard Fernandez to the Arts and Culture Commission for a term concluding March 2022 and appointed Amei Papitto to the Arts and Culture Commission for a term concluding March 2021.

Mayor Quinto shared that at the August's Mayors' Conference the chair of the American Medical Association spoke about the opiate epidemic and its impact in Contra Costa County, including El Cerrito. The Mayor reported that he invited the Chair to speak on this topic at a future Council meeting.

Mayor Quinto congratulated Joe Beckles, General Manager, 24 Hour Fitness Center, on their grand opening and encouraged residents to support this new business.

Mayor Quinto reported that there were over 40 neighborhood parties that participated in El Cerrito's National Night Out.

Councilmember Abelson announced that she attended the Advanced Leadership Workshop at the League of California Cities meeting in June and that the focus of the workshop was on City finances. She also attended the East Bay Division Meeting of the League in July and that the topic of discussion was the measures on the November ballot.

Councilmember Abelson noted that Janet Bilbas, Recreation Supervisor and coordinator of Senior Services, is retiring. She said that she has done an outstanding job and will be missed.

Mayor Pro-Tem Pardue-Okimoto reported that she attended the Mayor's Ribbon Cutting Ceremony for the new 24 Hour Fitness Center. She stated she has already signed up for some classes and encouraged others to support this new business.

Mayor Pro-Tem Pardue-Okimoto stated that she also attended a "Save Alta Bates" meeting. This committee is reviewing a health care study that was

prepared by U.C. Berkeley. This study will show how the closure of Alta Bates will impact health care in this region of the East Bay. She urged members of the public to participate in efforts to keep the hospital open, including participating in a “Stroller Brigade” as part of the Solano Stroll.

Councilmember Fadelli added his support for the new 24 Hour Fitness Center and the revitalization of the area and the shopping center.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Cordell Hindler, Richmond, stated that having El Cerrito police coming into his area and the southern areas of Richmond is unacceptable.

D.D. Lum, El Cerrito, expressed concern that many of the older, untrimmed and dying trees could fuel a wildfire in El Cerrito. She asked the City to come up with a plan for dealing with dry and dead trees.

Audra Golddie Williams, El Cerrito, Cheerleading Coach, El Cerrito High School, gave an overview of the program and invited everyone to attend the first football game of the season on Friday, August 24.

Heidi Goldstein, Senior Community Library Manager, announced a donation from Kensington residents and life partners, Eugene Troy and James Delodge. This donation is being used to provide for the first LGBT collection of books in Contra Costa County, which will be housed at the El Cerrito Library. She invited community members to attend the rolling out of this collection at a fun event at the Library on September 4.

Al Miller, El Cerrito, President of the Library Foundation, gave an update on the “One City, One Book” program. He stated the book selected this year is *The 57 Bus*, a story about two teenagers involved in a tragic event on the 57 Bus in Oakland. Two hundred books will be distributed free to the library and at other locations.

Michael Fischer, El Cerrito, Library Commissioner, gave a report on library services. He stated that for the same period June/July of this year versus last year circulation is up 6%, registration is up 30%, and computer logins are up 50%. He stated there are two books clubs meeting each month. During the summer the Library increased their “Free Lunch for Children” program from two to three days a week. He noted that there are a lot of one-time programs and on-going activities. Mr. Fischer reported that a working group is being formed to study how best to obtain funding for a new 21st century library.

4. ADOPTION OF THE CONSENT CALENDAR

Action: Moved, seconded (Abelson/Purdue-Okimoto) and carried unanimously to approve the Consent Calendar as noted with the exception of 4A which was removed by Councilmember Fadelli.

A. Approval of Minutes

Approve the Minutes for meetings of. 1) June 11, 2018; 2) June 18, 2018; 3) June 19, 2018; 4) July 16, 2018; and 5) July 17, 2018.

Action: Removed from the Consent Calendar by Councilmember Fadelli to provide a correction to the minutes of June 18, 2018. Moved, seconded (Abelson/Purdue-Okimoto) and carried unanimously to approve the minutes with a correction to the minutes of June 18, 2018.

B. 2018 Curb Ramp and Sidewalk Repair Program

Adopt a Resolution: 1) approving plans and specifications for the 2018 Curb Ramp and Sidewalk Repair Program, City Project Nos. C3077A and C3024; 2) rejecting the bid submitted by HM Construction, Inc. as non-responsive and accepting the other five submitted bids for the project; and 3) authorizing the City Manager to execute a contract in the amount of \$469,460 with Kerex Engineering, Inc. and to approve change orders in an amount not to exceed \$47,000 for the construction of the project.

Action: Adopted Resolution No. 2018-47.

D. Parking Time Limit Modification on east side of San Pablo Avenue between Manila Avenue and Madison Street

Adopt a Resolution authorizing the modification of the parking time limit from two to four hours on the east side of San Pablo Avenue between Manila Avenue and Madison Street.

Action: Adopted Resolution No. 2018-48.

E. Letter of Support for Innovative Clean Transit

Approve authorizing Mayor Quinto to sign on to the letter signed by other mayors in January 2018 and send letters to the California Air Resources Board, and other appropriate bodies, in support of taking strong action to accelerate the deployment of zero-emission buses statewide, as requested by Mayor Quinto.

Action: Approved authorizing letter be sent by the Mayor.

F. Compensation Agreements regarding Disposition of the former El Cerrito Redevelopment Agency Properties

Adopt a Resolution authorizing the City Manager to enter into Compensation Agreements with the County of Contra Costa and its related entities and with the affected taxing entities regarding the disposition of the former El Cerrito Redevelopment Agency properties and authorizing the City Manager to take all actions necessary to implement the agreements.

Action: Adopted Resolution No. 2018-49.

5. PRESENTATIONS

A. Introduction of Danielle Gabriel, Poet Laureate

Presentation: Maya Williams provided an overview of the Poet Laureate program. Judith Tannenbaum, Arts and Culture Commissioner, praised and thanked outgoing Poet Laureate Maw Shein Win and introduced and welcomed new Poet Laureate Danielle Gabriel. Poet Laureates Maw Shein Win and Danielle Gabriel gave a reading of their poems.

Speakers: Cordell Hindler, Richmond, read his own poem.

B. Presentation by MCE on Electric Vehicles

Presentation: Justin Marquez, MCE Community Affairs Coordinator, and Brett Wiley, MCE Customer Program Manager, gave a presentation on electric vehicles and answered questions raised by members of the Council related to electric vehicles, rates, rebates and new programs available through MCE.

Speakers: Cordell Hindler, Richmond, said he appreciated the presentation and would like to see more charging stations.

Howdy Goudy, El Cerrito, thanked the Council and MCE for the presentation. He stated that El Cerrito was an early adopter of electric vehicles and charging stations. However, he felt that there hasn't been a lot of action taken since then to uphold the City's policy positions.

Action: Received presentation.

6. PUBLIC HEARINGS – *None*

7. POLICY MATTERS

A. Study Session: *El Cerrito 2017 Affordable Housing Strategy*, Pillar B: Reduce the Risk of Displacement and Help Stabilize At-Risk Populations

Receive a presentation regarding tenant protection tools, discuss policy and program options and provide staff direction and input towards development of additional affordable housing policies and programs.

Presentation: Aissia Ashoori, Affordable Housing Analyst, presented the staff report.

Council Discussion and Questions:

Councilmember Abelson suggested that in future reports staff include a glossary to include a definition of the terms being used. She questioned how the budget and fees would be calculated and who would pay the fees. She expressed concern that if the fees are too high, developers will not build housing in El Cerrito. She stated that she is not sure what programs she would support until she knows what the fiscal impact will be. She also stated her belief that there is an association between income levels, the ability to use public transportation, and housing and that was not addressed in this report.

Councilmember Fadelli stated he would like to see the cost and fees associated with implementing all of the programs labeled as “near term tools” in the staff report. He expressed concern about the staffing levels required to implement these programs. He also questioned whether or not the City should be proceeding with consideration of rent control while there is uncertainty about the passage of Proposition 10.

Mayor Pro-Tem Pardue-Okimoto stated her belief that the annual registration fees charged by other cities to administer the rent stabilization and just cause for eviction programs, even if passed on to renters, would provide a level of certainty and stability to renters. She questioned why there is a large difference in the operating budgets between the cities of Berkeley and Richmond for their rent stabilization programs. She suggested that staff might obtain more information on East Palo Alto's program as the city has a comparable population to El Cerrito.

Councilmember Lyman stated the purpose of any of these programs is to ensure affordable housing for those of low and moderate incomes. He said he agrees with Councilmember Fadelli that the City should look at the cost of the programs identified as “near term tools”.

Councilmember Lyman stated his concern that rent stabilization may not do what it is intended to do, which is to provide quality housing for people with very low, low and moderate incomes. He said that he assumes the cost of the programs will be passed on to the renters. He questioned whether a rent stabilization program could be designed with a means test; if the cost of capital improvements can be part of the program; and whether new owners, with higher mortgages, would have the ability to increase rents to cover these expenses. He stated his support for obtaining more information on the programs identified as “near term tools”. He suggested that more information needs to be collected and reviewed on the “medium term tools” programs.

Mayor Quinto questioned how many units in El Cerrito accept Section 8. He stated his desire to see more effort put into expanding this program. He also questioned the difference in fees being charged in the cities of Albany and San Leandro.

Staff Response:

Staff responded to questions raised by members of the Council.

Aiissia Ashoori gave an overview of the County's Section 8 Housing Program and the City's intent to host workshops for tenants and landlords to educate and increase awareness and participation in the program.

She informed the Council, that upon their direction, staff would do fee studies for each program the Council wanted more information on. She stated that each program would have a different cost and this cost would be paid for by the landlords from a per unit registration fee.

Staff responded to questions raised by members of the Council regarding rent stabilization programs. Staff stated that they are not aware of any programs that include a means test; but if this is the Council direction, staff could look in to how that could be designed and what the cost would be. Staff reported that the capital improvement expenses could be incorporated into the program. From a policy standpoint and City resources, staff indicated that it would be better for the City to wait until after the November election for staff to do more work on developing a rent stabilization program.

Speakers: Sherry Drobner, El Cerrito, suggested the City freeze rents while they continue studying what programs to implement. She stated that people are being displaced and some are living in their cars or in shelters.

Robin Mitchell, El Cerrito, stated her support for a moratorium on rent increases until the Council decides what programs they may implement. She said that she is in favor of rent stabilization, just cause for eviction, and relocation costs, and this should apply to all housing, including single family units.

Howdy Goudy, El Cerrito, said that the Council's decision should be based on what is best for the community and not for profits. He stated that he cares that the City provide affordable, safe housing for everyone.

Ilona Clark, Richmond, owner of a duplex in the Richmond Annex, suggested that there be outreach to landlord associations in the East Bay because they have been working under rent control in several cities for a long time and could give some perspective. She stated the City needs to obtain accurate rental rates as she believes there are many El Cerrito renters paying below market rates. Ms. Clerk suggested that the Council consider providing incentives for landlords charging below market rates and stated her belief that if you incentivize the right things, you will get the right results.

William Smith, Alameda, former chair of the County of Alameda Planning Commission, stated that the affordable housing problem requires agencies to put policies in place to control raising rents. He reported that the City of Alameda did put a rent increase moratorium in place to allow the City time to get everything in place. He expressed his belief that this was very effective.

Jeff Nalle, El Cerrito, stated his belief that long-term tenants have a greater stake in their community. He said that he wants to keep El Cerrito a diverse community where neighbors aren't forced to move every couple of years. He expressed his support for a moratorium on rent increases while the City comes up with programs. He said he would like to see just cause for evictions included as part of any programs implemented.

Christina Redse, Richmond, informed the Council that she has been a renter, a homeowner and a small landlord. She stated that she shares the ideals of taking care of community members, especially those with lower incomes. She reported that Richmond's rent stabilization program is running at a deficit of almost \$2 million. She said that this program has been very divisive and has hurt many of the small and elderly landlords. She suggested the Council implement the programs that will accomplish their goals, and to not implement failed policies.

Susan Stanley, El Cerrito, stated that she was recently asked to vacate the place that she has lived in for 16 years, so her landlord could remodel. She said she was given the option of paying a large rent increase to delay moving for a year, but so far she has been unable to find a place that meets her needs and that she will be able to afford when she retires.

Jeffrey Bloomsfield, El Cerrito, reported that his rents have increased approximately \$1800 a year for the past three years. He stated that he has been trained as a mediator and that mediation works best if each side has a little bit of give and that there is incentive to reach an agreement.

Elena Lieberman, Concord, informed the Council that she is a property manager in Oakland, sits on a panel for the City of Concord that does rent review, and owns a warehouse in Oakland. She stated that she is opposed to rent control and just cause for eviction. She said that she has been a victim of the City of Oakland's rent control hearing and appeal process and that it is not fair to landlords.

Elizabeth Thorsnes, an El Cerrito resident and landlord, noted that the data being reported on asking rents is not necessarily the same as the actual rents being charged. She stated that she knows of landlords that are charging below market rents, especially those who rent to low income residents. She also stated her belief that 92% of the rental units in El Cerrito are properties with less than 20 units. She asked that the Council obtain an actual breakdown on how many units are owned by each landlord and the average and medium rent for a two-bedroom unit. She also suggested the City determine how many properties are being managed by a property manager rather than the owner of the property.

Jeffrey Wright, El Cerrito, stated that he was a property owner in Richmond, but that he divested himself of all of his property due to the implementation of rent control. He said that Richmond's rent stabilization program is running at a deficit and the general fund is having to subsidize this program. He encouraged the City to look at ways to increase participation in the Section 8 program and to also consider a mediation program.

Helen Dickey, an El Cerrito homeowner, expressed her concern that so many people are leaving the City due to the high cost of housing, and that teachers, in particular, cannot afford to live here.

E. Scott Collier, M.D., El Cerrito, stated that the four-plex that he has been renting a unit in for four years was sold last year and the new owner has increased rents to the point that several people have had to leave. He stated that he and the remaining other renters have been asked to leave as the owner is refurbishing and flipping the property.

Jeffrey Levin, El Cerrito, a Policy Director with East Bay Housing Organizations, informed the Council that they were one of the groups that was consulted by staff in preparation of this report. He said that EBHO is a strong supporter of rent stabilization and just cause for eviction and that the two need to go together. He also recommended that the Council include, as part of its programs, relocation assistance extended to any case of a no-fault eviction and funding that would provide assistance to tenants who are facing eviction. He said he is also supportive of the Council implementing a moratorium on rent increases and a no cause for eviction program in the interim as he felt that if word gets out that the City is considering rent control there will be a wave of rent increases and evictions.

Makalia Aga, El Cerrito, stated that she has rented the same unit for 24 years, but that the new owner has raised her rent by 20% every year since 2015. She asked that the Council implement a rent increase moratorium until the Council decides what programs it is going to put in place.

Mike Vasilas, a Richmond resident and small housing provider in Richmond, felt that Richmond's rent stabilization program continues to be one of the most divisive issues in the city. He said that the program is supposed to provide a fair return on investments; but there is no legal definition for what this would be. He shared his experience of having to wait 20 months for a hearing to receive a 22-page application to start from scratch. He said this same roadblock exists for a landlord trying to recoup capital expenditures. Mr. Vasilas stated that the small housing providers, who for the most part were charging lower rents, have lost faith in the system and in the ability to maintain their properties. He cautioned the Council to take its time in evaluating what is best for El Cerrito.

Ed Crowley, El Cerrito, stated that he rents one single family unit, but that this talk is making him think that he should sell his property and take what profit he can. He expressed his belief that the majority of landlords that own single family homes will sell their homes to buyers that will live in these homes and not rent them, reducing the rental stock. He said that rent control with just cause for eviction gives renters an equity stake in the property. He also stated his belief that rent control programs have been abused in other cities because they don't require a means test.

Rhovy Lyn Antonio, California Apartment Association, stated their opposition to any form of rent control, just cause for eviction and a rent moratorium. She

stated that these are failed policies that do not produce more housing stock. She noted that these are not affordable housing programs because they are not means tested. She said that under these programs there is no guarantee that those with lower incomes will receive low priced, subsidized housing. She said that rent control hinders property owners from providing safe, quality housing. Ms. Antonio reported that the majority of property owners in El Cerrito are independent landlords who live in El Cerrito or in other parts of the County and who own less than 25 units, many of these units are duplexes and four-plexes. She stated that CAA wants to find fair and equitable solutions that do not pit one group against another and that adding housing inventory is the true solution to our housing shortage. She also stated that CAA does not oppose the programs proposed by staff as “near term tools”.

Council Discussion:

Mayor Pro-Tem Pardue-Okimoto expressed interest in moving forward with both the near term and medium-term proposals. She said she understands the reasoning for not acting on the medium-term proposals immediately, but that she is in favor of rent stabilization, mediation that is binding, just cause for eviction and harassment protection. She also stated that she will propose a rent increase moratorium if she hears of more outrageous increases and if this is the response to these discussions.

Councilmember Lyman thanked everyone for coming out and expressing their opinions. He noted this is a divisive topic. He pointed out that rent stabilization is a system where landlords are subsidizing their current tenants, whether they are low, moderate or high-income earners. He also noted that the City does have a lot of conscientious landlords, who do offer below market rents. He asked that the landlords provide staff with data on the distribution of ownership and information on rents being charged so that the City has accurate data to help in developing the right programs for El Cerrito. He reported that the City’s population is approximately 30% below median income and 30% of the residents are renters. Councilmember Lyman said that it is incumbent upon the Council to protect those individuals, to maintain El Cerrito’s culture and to develop a program that is fair to both renters and landlords.

Councilmember Abelson agreed with statements made by Councilmember Lyman. She noted that many seniors are in the situation that they own a home; but have very low income. She stated that the data collected needs to include information on the senior population. Councilmember Abelson said that she hopes the focus of future discussions is on helping low income people, not the wealthy. She stated that she does not have enough information to get behind any proposal at this time. She said her biggest concern is the City’s fiscal health and that she wants to make sure that the City does not implement a program that would negatively impact the City’s finances. She also reiterated her desire to see a connection with transit included in future studies and discussions.

Councilmember Fadelli thanked the staff for their work and the audience for their

input. He noted that this is a difficult time in the Bay Area for housing stock and renters, and that the Council's emphasis should be on affordability. He stated that the Council has made good decisions in the past in developing policies such as the Affordable Housing Strategy, prioritizing affordability, financing and displacement issues, and with the recent Inclusionary Policy. He also pointed out that this is a delicate balancing act and that the City does not want to disrupt meeting State mandated housing goals for very low-income residents. He stated that Council needs to obtain additional information and that all options need to be kept on the table as the Council continues this discussion.

Mayor Quinto agreed with statements made by Councilmembers Abelson, Fadelli and Lyman. He stated that he wants to make sure that the City keeps its diversity, including keeping seniors and low-income people in El Cerrito. He noted that the City needs to look at the rent control programs of the surrounding cities and determine what is not working. He stated his belief that they do not protect mom and pop landlords; rents are higher than those in El Cerrito; and a lot of hedge fund companies are purchasing properties and raising rents. He felt that Richmond made mistakes when developing their program by not listening to their mom and pop landlords, but rather modeling their program after programs implemented in San Francisco, Oakland, and Santa Monica. Mayor Quinto said that he wants to make sure that the City does the simple things that can be done now, such as mediation and working with the County to increase Section 8 housing in El Cerrito. He stated that he would like to see that a program that provides for relocation expenses if tenants are displaced by their landlords. The Mayor stated his appreciation to everyone working on this, staff and citizens, and said that the City will work together with the residents, renters, landlords and seniors and will look at this carefully and slowly. He asked that landlords not take advantage by gouging rents.

Actions: Staff reiterated next steps per Council's direction to include: 1) obtain additional data to include the distribution of ownership and actual rents being collected in El Cerrito; 2) price out the cost of the four proposals identified as "near term tools"; 3) provide workshops for tenants and landlords with an effort to educate and increase Section 8 participation within the City; 4) present information on the near term proposals to the Council within 90 to 120 days; 5) after learning the results on Proposition 10 provide additional information on the medium-term proposals.

8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor Pro-Tem Pardue-Okimoto reported that the Urban Forest Committee is continuing to work on an ordinance and they are also interested in hearing back from management on a tree list.

Councilmember Lyman reported that he attended a RecycleMore meeting in July. He stated that they continue to have discussions on the Joint Exercise Power Authority (JEPA). He informed the Council that the Board has not been able to

reach agreement on points such as what constitutes adequate voting and how any departing entities get disbursements. The Board asked the City Managers to work on this. He noted that the City Manager, Councilmember Fadelli and he have been in discussion about what choices the City has as an independent city that is a partner in the JEPA. He said that they may be coming to the Council in September with additional news or a recommendation.

Councilmember Lyman also informed the Council that at this meeting he asked that the discussion of a regional straw ban be placed on a future agenda; but that he was told it was not appropriate for RecycleMore to take this up on a regional basis. He pointed out that it is his understanding that one of the benefits for participation in a regional organization is to take up regional issues.

9. ADJOURNMENT

The meeting adjourned at 10:35 p.m.

Gabriel Quinto, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the Special and Regular City Council meetings of August 21, 2018 as approved by the El Cerrito City Council.

Sherry M. Kelly
Acting City Clerk

EL CERRITO CITY COUNCIL PROCLAMATION

In Recognition of Janet Bilbas

WHEREAS, Janet Bilbas, Recreation Supervisor, has served the El Cerrito community with dedication and compassion and upon the occasion of her retirement, is deserving of recognition; and

WHEREAS, Janet was born in Grand Junction, Colorado, received an athletic scholarship to Mesa State University where she received a bachelor's degree in Recreation Administration and later a master's degree in Recreation Administration from San Francisco State University; and

WHEREAS, Janet's 40 years of service began by teaching tennis and assisting adults with disabilities and over the course of her career she has worked for the US Military in Germany, UC Berkeley, and Piedmont, Richmond, Albany, Pinole, and El Cerrito in most aspects of recreation programming and services; and

WHEREAS, Janet first worked in El Cerrito from 2000 to 2004 as a Community Services Coordinator and returned to El Cerrito in 2011 as the Recreation Supervisor in charge of Senior Services and Custodial Maintenance for seven years (she only promised two); and

WHEREAS, Janet's achievements in El Cerrito include winning a CPRS Award for accessible technologies; implementing the Senior Resource Fair, Crab Feed, Pickleball, and the Elder Tech Program; helping to secure Paratransit and Travel Training funding; opening the Midtown Activity Center and designing the soon to be opened Senior Center at Hana Gardens; and

WHEREAS, Janet is a firm believer that Recreation can improve your quality of life at any age and/or ability and she has channeled this passion to consistently and substantially improve and expand programs and services; and

WHEREAS, Janet is supported every day by her partner Sheryl Fernandez and her adoring chihuahuas Ava and Greta.

NOW THEREFORE, the City Council of the City of El Cerrito takes great pride and pleasure in drawing special public attention to Janet Bilbas for her record of service to the local community and extends to her sincere best wishes for continued success in all future endeavors.

Dated: September 17, 2018

Gabriel Quinto, Mayor

***EL CERRITO CITY COUNCIL PROCLAMATION
Designating September 15, 2018 – October 15, 2018 as
Hispanic Heritage Month***

WHEREAS, each year, the federal government and local governments observe National Hispanic Heritage Month as the period from September 15 to October 15, by recognizing and celebrating the histories, cultures, and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America; and

WHEREAS, September 15th is significant as a starting date for Hispanic Heritage month because it is the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico and Chile celebrate their independence on September 16th and September 18th respectively; and

WHEREAS, Hispanics are the largest ethnic group in the State of California and at nearly 17% of the United States population, make up the largest ethnic or race minority group in America; and

WHEREAS, Hispanics have made innumerable contributions to the El Cerrito community and it is important the City recognize and celebrate the diverse histories and cultures of the Hispanic population.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the period of September 15, 2018 – October 15, 2018 as Hispanic Heritage Month in the City of El Cerrito in recognition of the many contributions Hispanics have made both locally and nationally, and to promote greater awareness of the rich history and culture of the Hispanic community.

Dated: September 17, 2018

Gabriel Quinto, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing and Supporting October 2018 as
National Arts and Humanities Month in El Cerrito

WHEREAS, the month of October has been recognized as National Arts and Humanities Month across the country for twenty-five years; and

WHEREAS, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind; and

WHEREAS, the arts and humanities enhance and enrich the lives of every American; and the arts and humanities play a unique role in the lives of our families, our communities, and our country; and

WHEREAS, the arts and humanities enhance and enrich the lives of every American; and

WHEREAS, the arts and humanities contribute towards cross-cultural understanding, and enhance the quality of life; and

WHEREAS, studies show that innovation and creativity are key components to a prosperous future California economy; and

WHEREAS, the Arts and Culture Commission works to encourage and promote arts programs and events and has created a poster and webpage of arts related events happening in El Cerrito in October.

NOW THEREFORE, the City Council of the City of El Cerrito hereby declares October 2018 as Arts and Humanities Month in the City of El Cerrito and encourages all members of the community to celebrate and promote the arts and culture in our nation and to encourage community members to participate, patronize and support the arts and humanities events in El Cerrito.

Dated: September 17, 2018

Gabriel Quinto, Mayor

***EL CERRITO CITY COUNCIL PROCLAMATION
Designating Wednesday, October 3, 2018 as Clean Air Day***

WHEREAS, air pollution contributes to higher rates of cancer and heart and lung diseases, which adversely affect health; and

WHEREAS, California has some of the most polluted regions in the United States; and

WHEREAS, it is vital that we protect the health and well-being of our residents, visitors, and workforce; and

WHEREAS, emissions from vehicles, industry, and even household sources significantly affect the natural environment, air quality and well-being of residents, employees, and visitors of the City of El Cerrito; and

WHEREAS, individual actions such as not idling vehicles, walking or biking to work and school, carpooling, and conserving energy can directly improve air quality in our region; and

WHEREAS, everyone can play a role; and

WHEREAS, education about air quality can raise community awareness, encourage our community to develop better habits, and improve our community health; and

WHEREAS, Californians will be joining together across the state to clear the air on October 3, 2018; and

WHEREAS, the City of El Cerrito is committed to the health of our residents, workforce, visitors, and community at large.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim October 3, 2018 as "Clean Air Day" in the City of El Cerrito, and encourages all City employees, residents, businesses, and community members to participate in Clean Air Day and help clear the air for all Californians.

Dated: September 17, 2018

Gabriel Quinto, Mayor



AGENDA BILL

Agenda Item No. 4(F)

Date: September 17, 2018
To: El Cerrito City Council
From: Christopher Jones, Recreation Director
Subject: Committee on Aging Membership Recommendation

ACTION REQUESTED

Approve the Committee on Aging recommendation to appoint Matean Everson to the Committee on Aging, effective September 17, 2018.

BACKGROUND AND ANALYSIS

At its August 15, 2018 regular meeting, the Committee on Aging voted unanimously to recommend to the City Council that it appoint Mr. Matean Everson.

Mr. Everson is a Senior Real Estate Specialist committed to working with senior citizens. He is especially interested in helping with concerns around housing, such as aging in place and finding suitable housing to match their needs.

He has worked with many seniors, some who have had to sell their homes because of declining health and also with adult children who must care for the needs of their aging parents or relatives. He has personally handled the affairs of his aunt in her later years.

If the Council approves this recommendation, the number of Committee on Aging Members will be 14 out of a possible membership total of 15.

STRATEGIC PLAN CONSIDERATIONS

Approval to appoint Matean Everson to the Committee on Aging will help fulfill the City of El Cerrito Strategic Plan Goal C: Deepen a sense of place and community identity; with the identified strategy: Celebrate the City's diversity by welcoming residents of all ages and cultures and encouraging their civic involvement.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Everson Application for Boards, Commissions, and Committees



**September 17, 2018
Special City Council Meeting**

Agenda Item No. 4(F)

Attachment 1 Application

is available for review in hardcopy format at the following
locations:

Office of the City Clerk
10890 San Pablo Avenue
El Cerrito
(510) 215-4305

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue



AGENDA BILL

Agenda Item No. 4(G)

Date: September 17, 2018
To: El Cerrito City Council
From: Jennifer Peat, Management Assistant/EDC Staff Liaison
Melanie Mintz, Community Development Director
Subject: Economic Development Committee Appointment

ACTION REQUESTED

Approve an Economic Development Committee recommendation to appoint Santiago Cilley to the Economic Development Committee, effective September 17, 2018.

BACKGROUND

An application to be appointed to the Economic Development Committee (EDC) was recently received from Santiago Cilley, who has attended three meetings of the Economic Development Committee. During the regular Committee Meeting on August 23, 2018 the Committee voted unanimously to recommend to the Council that Santiago Cilley be appointed to the Economic Development Committee.

Santiago is an El Cerrito resident and General Manager for Ren Acquisition, Inc. He has a strong interest in developing the El Cerrito economy and would like to contribute to the City where he has lived for over 17 years.

If the Council approves this recommendation, the number of Committee members will be 8. Resolution 2013-66 establishes the maximum committee size at 15.

Reviewed by:



Scott Hanin
City Manager

Attachment:

Application



**September 17, 2018
Special City Council Meeting**

Agenda Item No. 4(G)

Attachment 1 Application

is available for review in hardcopy format at the following
locations:

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AGENDA BILL

Agenda Item No. 4(H)

Date: September 17, 2018
To: El Cerrito City Council
From: Sean Moss, Senior Planner
Subject: Final Subdivision Map for a six-lot subdivision for condominium purposes of a 29-unit multi-family residential project located at 5800, 5802, 5808, and 5828 El Dorado Street.

ACTION REQUESTED

Adopt a resolution approving the Final Subdivision Map for a six-lot subdivision for condominium purposes, as part of development of a 29-unit multi-family residential project located at 5800, 5802, 5808, and 5828 El Dorado Street.

BACKGROUND

This six-lot subdivision for condominium purposes is part of the entitlements of the El Dorado Townhomes project.

On December 17, 2014, Urban Community Partners, submitted an application for a Tentative Subdivision Map and Design Review to allow a 27-unit townhome project.

The City Council considered the Tentative Subdivision Map on July 19, 2016. The Council expressed some concerns about the project and continued the item to the September 20, 2016 meeting.

On September 20, 2016, the City Council approved the Tentative Subdivision Map for a revised project that included 29 townhomes and 3 accessory living units. This resolution is included as Attachment 2.

ANALYSIS

Section 18.16 of the El Cerrito Municipal Code (ECMC) identifies the procedure for processing Final Subdivision Maps in the City of El Cerrito. The role of the City Council in this action is to verify that the Final Map is in compliance with the Tentative Map. The California Government Code and the El Cerrito Municipal Code (ECMC) include relevant sections regarding the requirements of Tentative and Final Subdivision Maps for the creation of subdivisions for condominium purposes.

Staff members, including the City Surveyor and the City Engineer have reviewed the proposed Final Map (Attachment 3) and have found it conforms with the approved Tentative Subdivision Map and that the conditions listed in CC Resolution 2016-75 have been met. Staff notes that the statement referenced in Attachment 4 is included in all new tenant lease agreements and will be mailed out again one year before the project converts to condominium.

On August 15, 2018, the Planning Commission certified the Final Subdivision Map and recommended its approval to the City Council (PC Res. 18-09) as included as Attachment 4.

STRATEGIC PLAN CONSIDERATIONS

The following goal of the Strategic Plan is addressed by this action:

Goal C: Deepen a sense of place and community identity:

The Final Map is part of a project which will increase the vibrancy of the neighborhood. It allows for 29 dwelling units, of various sizes, that will provide new home ownership opportunities, plus three accessory dwelling units. The units face both Avila Street and El Dorado Street, enhancing the street environment and the surveillance of the street. The architecture of the project has been reviewed and approved by the Design Review Board and the project will be an attractive addition to the city.

ENVIRONMENTAL CONSIDERATIONS

This project is categorically exempt from review under the California Environmental Quality Act pursuant to Section 15332, Class 32: In-Fill Development Projects.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

The resolution has been reviewed and approved by the City Attorney.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Resolution
2. City Council Resolution Approving the Tentative Subdivision Map. (City Council Resolution 2016-75.)
3. Final Map
4. Planning Commission Resolution Recommending Approval of Final Subdivision Map to City Council. (Planning Commission Resolution 18-09.)

RESOLUTION 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING A FINAL SUBDIVISION MAP FOR A SIX-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES AS PART OF THE DEVELOPMENT OF A 29-UNIT MULTI-FAMILY RESIDENTIAL PROJECT LOCATED AT 5800, 5802, 5808, AND 5828 EL DORADO STREET.

WHEREAS, the current addresses of the site are 5800, 5802, 5808 and 5828 El Dorado Street;

WHEREAS, the current Assessor's Parcel Numbers of the site are 510-037-001, 510-037-002, 510-037-027, and 510-037-028;

WHEREAS, the title of the Final Subdivision Map is "El Dorado Townhomes";

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

WHEREAS, the zoning district of the site is RM (Multi-Family Residential);

WHEREAS, the project is Categorically Exempt from review under the California Environmental Quality Act pursuant to Section 15332: Class 32, Infill Development Projects;

WHEREAS, the Tentative Subdivision Map for the project was approved by the El Cerrito City Council on September 20, 2016;

WHEREAS, approval of the Final Subdivision Map is governed by Section 66426 of the State of California Government Code (Subdivision Map Act) and Chapter 18 of the El Cerrito Municipal Code, "Division of Land";

WHEREAS, on August 15, 2018 the Planning Commission found that the Final Subdivision Map is in conformity with the requirements of Chapter 18 of the El Cerrito Municipal Code, in that it conforms with the requirements of the approved Tentative Map including all changes permitted and all requirements imposed as a condition to its acceptance. Based on its findings, the Planning Commission recommended approval of the Final Map to the City Council;

WHEREAS, the Agenda Bill includes facts that determine that the Final Map is in conformity with the requirements of Chapter 18 of the El Cerrito Municipal Code, and that it conforms with the requirements of Tentative Map including all changes permitted and all requirements imposed as a condition to its acceptance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that, based on the foregoing recitals and information presented related to the Final Subdivision Map at its September 17, 2018 meeting, it hereby approves the Final Subdivision Map for a six-lot subdivision for condominium purposes as part of the development of a 29-unit multi-family residential project located at 5800, 5802, 5808 and 5828 el Dorado Street.

I CERTIFY that at a special meeting on September 17, 2018 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 September 17, 2018.

Sherry Kelly, Acting City Clerk

APPROVED:

Gabriel Quinto, Mayor

RESOLUTION NO. 2016-75

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING A TENTATIVE SUBDIVISION MAP CONSISTING OF 6 LOTS (3 RESIDENTIAL LOTS, 2 PRIVATE STREETS, AND ONE LOT FOR BIO-RETENTION/OPEN SPACE) FOR A PROJECT THAT INCLUDES 29 TOWNHOME CONDOMINIUM UNITS.

WHEREAS, the current addresses of the site are 5802, 5808 and 5828 El Dorado Street; and

WHEREAS, the current Assessor's Parcel Numbers of the site are 510-037-001, 510-037-002, 510-037-027, and 510-037-028; and

WHEREAS, the application number of the of the project is PL14-0171; and

WHEREAS, the title of the Tentative Subdivision Map is "El Dorado Townhomes"; and

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

WHEREAS, the zoning district of the site is RM (Multi-Family Residential); and

WHEREAS, the project is Categorically Exempt from review under the California Environmental Quality Act pursuant to Section 15332: Class 32, Infill Development Projects; and

WHEREAS, on December 17, 2014, the applicant submitted an application for a Tentative Subdivision Map and Design Review; and

WHEREAS, on October 7, 2015, the Design Review Board conducted Preliminary Conceptual Design Review for the project; and

WHEREAS, on May 18, 2016, the Planning Commission passed a resolution recommending that the City Council approve the Tentative Subdivision Map for the project; and

WHEREAS, on July 19, 2016, the City Council conducted a public hearing for the project, and continued the item to the September 20, 2016 City Council meeting; and

WHEREAS, on September 20, 2016, the City Council, after due consideration of all evidence and reports offered for review does find and determine the following:

1. The project will implement the following standards of the General Plan: LU1.2 Multifamily Neighborhoods, LU1.3 Quality of Development, LU1.5: Suitable Housing, LU1.7 Maximum Density, LU1.8 Neighborhood Maintenance, CD1.3 High-Quality Design, CD2.1: Street Frontages, CD3.2 Usable Open Spaces, CD3.3: Site Landscaping, CD3.4 Fencing, CD4.2: Building Articulation, CD4.3 Front Yards, CD4.5 Energy and Resources, CD5.1: Design Review Process, and H1.6, H2.1, H2.8, H5.2, and H5.5. The project is not within the area of any adopted specific plan.

2. This application was deemed complete on March 23, 2016, contingent upon the applicant providing a report on the impacts of closure of the RV park on the existing residents, discussed further below. Based on the analysis in the staff report, staff recommends that the project has been designed in accordance of the Zoning Ordinance and General Plan of the City of El Cerrito.
3. The applicant has exceeded the requirements for open space for the project. In addition, the applicant shall pay fees to the West Contra Costa Unified School District in accordance with District's Master Fee Schedule.
4. The proposed use of the site is 29 residential dwelling units that shall be constructed in compliance with the building code in place at the time of the submittal of the building plans. The use and condition of the property when the project is complete shall comply with the municipal code.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby approves the Tentative Subdivision Map of Planning Application PL14-0171 subject to the following conditions:

Planning Division:

1. The project will be constructed substantially in conformance with the plans presented to the City Council on September 20, 2016. Minor changes may be approved by the Zoning Administrator. All improvements shall be installed in accordance with these approvals. Once constructed or installed, all improvements shall be maintained as approved.
2. If applicant constructs buildings or makes improvements in accordance with these approvals, but fails to comply with any of the Conditions of Approval or limitations set forth in these Conditions of Approval and does not cure any such failure within a reasonable time after notice from the City of El Cerrito, then such failure shall be cause for nonissuance of a certificate of occupancy, revocation or modification of these approvals or any other remedies available to the City.
3. These Conditions of Approval shall apply to any successor in interest in the property and Applicant shall be responsible for assuring that the successor in interest is informed of the terms and conditions of this approval.
4. If not vested, this Tentative Subdivision Map approval shall expire 24 months from the date of this action, unless extended by subsequent action of the City.
5. The applicant shall share the following conditions of approval with their general contractor for the project. The general contractor shall sign at the bottom of this list to acknowledge that he/she is aware of all these conditions of approval and will comply as directed.

Prior to the issuance of a building permit, this signed list shall be returned to the planning and building division and kept as part of the project file:

- a. Water all active construction areas at least twice daily and more often during windy periods. Active areas adjacent to residences should be kept damp at all times.
- b. Cover all hauling trucks or maintain at least two feet of freeboard.
- c. Sweep daily (with water sweepers) all paved access roads, parking areas, and staging areas and sweep streets daily (with water sweepers) if visible soil material is deposited onto the adjacent roads.
- d. Enclose, cover, water twice daily, or apply (non-toxic) soil binders to exposed stockpiles.
- e. Replant vegetation in disturbed areas as quickly as possible.
- f. Suspend construction activities that cause visible dust plumes to extend beyond the construction site.
- g. Clear signage at all construction sites shall be posted indicating that diesel equipment standing idle for more than five minutes shall be turned off. This would include trucks waiting to deliver or receive soil, aggregate, or other bulk materials. Rotating drum concrete trucks could keep their engines running continuously as long as they were on-site or adjacent to the construction site.
- h. The contractor shall install temporary electrical service whenever possible to avoid the need for independently powered equipment (e.g., compressors).
- i. All construction equipment shall be maintained and properly tuned in accordance with the manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator.
- j. Post a publically visible sign(s) with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.
- k. All project construction activities shall be limited to the following hours: 7:00 a.m. to 6:00 p.m., Monday through Friday; and 8:00 a.m. to 5:00 p.m. on Saturdays. Construction activities shall be prohibited on Sundays and holidays.
- l. The applicant or contractor shall designate a Construction Noise Coordinator who is responsible for posting required signs, explaining the construction timeline, responding to noise complaints and managing noise through appropriate work practices and other appropriate measures. If complaints are received, the Coordinator shall determine the cause of the

noise complaints (e.g., starting too early, bad muffler, etc.) and institute reasonable measures to correct the problem.

- m. Signs shall be posted at the construction site, which provide the permitted construction hours, a day and evening contact number for Construction Noise Coordinator and a contact number for the City of El Cerrito.
- n. Notification shall be sent to the City and businesses, residences, or noise-sensitive land uses in proximity to the subject site, containing the construction schedule prior to the start of construction. Notice shall also be sent in advance of each expected loud activity or impulsive noise activity.
- o. Noisy stationary equipment (e.g. generators and compressors) and materials unloading and staging areas shall be located away from adjacent sensitive uses including adjacent residences.
- p. All construction equipment shall be in good working order with properly installed mufflers. Diesel engines shall not be idled unnecessarily.
- q. The removal of trees, shrubs, or weedy vegetation shall be avoided during the February 1 through August 31 bird nesting period and roosting bats to the extent possible. If no vegetation or tree removal is proposed during the nesting period, no further action is required. If it is not feasible to avoid the nesting period, the project applicant shall retain a qualified wildlife biologist to conduct a survey for nesting birds no sooner than 14 days prior to the start of removal of trees, shrubs, grassland vegetation, buildings, grading, or other construction activity. Survey results shall be valid for 21 days following the survey; therefore, if vegetation or building removal is not started within 21 days of the survey, another survey shall be required. The area surveyed shall include access roads, and staging areas, as well as areas within 150 feet outside the boundaries of the areas to be cleared or as otherwise determined by the biologist.
- r. In the event that an active nest is discovered in the areas to be cleared, or in other habitats within 150 feet of construction boundaries, clearing and construction shall be postponed for at least two weeks or until a wildlife biologist has determined that the young have fledged (left the nest), the nest is vacated, and there is no evidence of second nesting attempts.
- s. A qualified biologist shall conduct pre-construction surveys for bats and suitable bat roosting habitat at work sites where culverts, structures and/or trees would be removed or otherwise disturbed prior to initiation of construction. If bats or suitable bat roosting habitat is detected, CDFW shall be notified immediately for consultation and possible on-site monitoring.
- t. In the event that subsurface cultural or paleontological resources are encountered during grading, digging or trenching construction activity, work in the immediate vicinity shall be stopped and a qualified archaeologist and/or paleontologist shall be retained to evaluate the finds

following the procedures described in the San Pablo Avenue Programmatic Environmental Impact Report for this resource.

- u. Project personnel shall not collect cultural resources.
 - v. If human remains are found, special rules set forth in State Health and Safety Code section 7050.5 and CEQA Guidelines section 15126.4(b) shall apply.
6. Prior to issuance of building permit, the applicant shall demonstrate compliance with Chapter 13.50: Art in Public Places of the El Cerrito Municipal Code to the satisfaction of the Zoning Administrator. The project shall be fully compliant with Chapter 13.50 prior to issuance of Certificate of Occupancy.
 7. The applicant shall submit a Stormwater Control Plan to the City for review and approval prior to issuance of building permit. The Stormwater Control Plan shall include a site plan, showing runoff reduction measures included in the project, along with project data form and completed checklists for each of the runoff measures.
 8. All required fees of the West Contra Costa Unified School District and the Stege Sanitary District shall be paid prior to issuance of building permit. The applicant shall submit proof of payment to the satisfaction of the Building Official.
 9. The applicant shall pay all outstanding City costs associated with the project, including but not limited to legal fees, to the satisfaction of the Community Development Director, prior to the issuance of a building permit.
 10. The applicant shall request a parking waiver and the Planning Commission shall consider the parking waiver prior to consideration of the project by the Design Review Board.

Public Works Department:

11. The applicant shall re-pave the section of Santa Clara Street between El Dorado Street and the Central Park entrance prior to issuance of Certificate of Occupancy.
12. The applicant shall construct an ADA compliant sidewalk and driveway (a path of travel including truncated domes) on El Dorado Street at Santa Clara Street prior to issuance of Certificate of Occupancy.
13. The applicant shall construct an ADA path of travel, including truncated domes, with a striped crosswalk, from the newly constructed sidewalk on Santa Clara Street to the park entrance prior to issuance of Certificate of Occupancy.
14. The applicant shall provide pedestrian safety measures for pedestrians crossing from the sidewalk to the park to the satisfaction of the Public Works Director. This may include but is not limited to a convex mirror, sensors, or similar device to alert drivers or pedestrians if there is a conflict.
15. The applicant shall construct ADA compliant curb ramps at the entrance on Avila Street prior to issuance of Certificate of Occupancy.

16. The applicant shall replace sidewalk flags along the property frontage to meet City and ADA standards prior to issuance of Certificate of Occupancy. Sidewalk replacement locations will be at the discretion of the Public Works Director.
17. Any new street trees to be installed shall be from the City Master Tree List and be approved by the City Arborist before installation.
18. For any street tree, sidewalk and driveway work, applicant shall obtain a Public Works Encroachment Permit and pay all associated fees.
19. The applicant shall submit a detailed grading plan, obtain a Grading & Transportation Permit and pay all associated fees for all earthwork and grading operations in excess of 50 cubic yards.
20. The applicant shall provide drainage plan for new roof and any rain leaders. All drainage is encouraged to stay on-site, draining away from the foundations, 10 feet from property lines, and shall not cause a nuisance to neighboring properties.

Fire Department:

21. Building construction shall meet current Building, California Fire Codes, and the El Cerrito Fire Code.
22. Prior to the issuance of the building permit, the applicant is responsible to meet the following requirements to the satisfaction of the Fire Marshall:
 - a) Provide code analysis of required total firefighting water.
 - b) If required, plans for fire service underground shall be submitted for review, approval and permit under separate cover.
 - c) Fire Department Connections (FDCs) shall be in locations acceptable to the fire department for emergency operations.
 - d) Fire Department Connections (FDCs) shall be interconnected between all three buildings and shall be located on El Dorado and Avila.
 - e) All pathways required for Fire Department access shall remain open, clear and ungated.
 - f) "KNOX BOX" shall be installed with keys for all common areas.
 - g) Smoke detection shall be installed in each bedroom, in hallways adjacent to bedrooms, and one detector per floor level (top and bottom of stairs).
 - h) Smoke detectors shall be 120v powered with battery backup.
 - i) Smoke detectors shall be interconnected.
 - j) Carbon monoxide alarm shall be installed outside of and adjacent to sleeping areas where fuel-burning appliances are installed; and in dwelling units that have attached garages.

- k) Carbon Monoxide detectors shall be installed in accordance with NFPA 720.
- l) Carbon Monoxide alarms shall be 120 v Powered with battery backup and be interconnected with the smoke detectors.
- m) All electrical breakers shall be labeled.
- n) Approved numbers or address shall be provided in such a position to be plainly visible and legible from the street fronting the property. Address shall be either internally or externally illuminated.
- o) Automatic Fire Sprinklers shall be installed throughout the Complex.
- p) Fire sprinkler plans shall be submitted for review, approval and permit under separate cover.
- q) Every sleeping room shall have at least one operable window or door approved for emergency escape or rescue in accordance with CBC 310.4.
- r) Escape or rescue windows shall be installed in accordance with CBC 310.4.

Stege Sanitary District:

- 23. The applicant shall submit a sewer capacity study to Stege Sanitary District for review and approval prior to issuance of building permit.

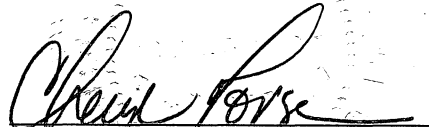
City Council:

- 24. The three properties containing Accessory Living Units (B Units) may be rented pursuant to the recorded declaration or agreement of restriction referring to the deed for each property, as required by El Cerrito Municipal Code section 19.20.190(I). No more than five of the remaining 26 units (A, C, and D Units) may be rented at any one time, which limitation the applicant shall include in the recorded covenants, restrictions, and conditions ("CC&R's") for the project properties. The CC&R's shall additionally state that the City of El Cerrito may but is not required to enforce the rental restrictions.

I CERTIFY that at a regular meeting on September 20, 2016 the City Council of the City of El Cerrito passed this Resolution by the following vote:

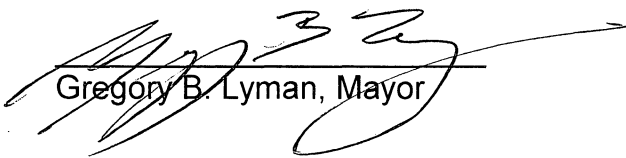
AYES:	Councilmembers Abelson, Bridges, Quinto and Mayor Lyman
NOES:	Councilmember Friedman
ABSTAIN:	None
ABSENT:	None

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on September 22, 2016.



Cheryl Morse, City Clerk

APPROVED:



Gregory B. Lyman, Mayor

SUBDIVISION 9468
EL DORADO TOWNHOMES

CITY OF EL CERRITO, CONTRA COSTA COUNTY CALIFORNIA
FOR CONDOMINIUM PURPOSES
CONSISTING OF 4 SHEETS
BEING A SUBDIVISION OF LOTS 1 THROUGH 9 (INCLUSIVE) AND LOTS 34
THROUGH 39 (INCLUSIVE) , BLOCK 98, AS SAID LOTS ARE SHOWN AND SO
DESIGNATED ON THAT CERTAIN MAP ENTITLED "RICHMOND ANNEX" FILED
IN BOOK 6 OF MAPS AT PAGE 144 IN THE OFFICE OF THE COUNTY RECORDER
OF CONTRA COSTA COUNTY.

Carlson, Barbee & Gibson, Inc.

CIVIL ENGINEERS • SURVEYORS • PLANNERS
SAN RAMON • WEST SACRAMENTO

SEPTEMBER 2018

OWNER'S STATEMENT

THE UNDERSIGNED, BEING THE ONLY PARTY HAVING A RECORD TITLE INTEREST IN THE LANDS
DELINEATED AND EMBRACED WITHIN THE HEAVY BLACK LINES UPON THIS MAP, DOES HEREBY
JOIN IN AND CONSENT TO THE MAKING AND RECORDATION OF SAME.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC
PURPOSES:

- ① THOSE AREAS DESIGNATED HEREON AS "PUBLIC UTILITY EASEMENT" (PUE) ARE FOR
PUBLIC UTILITY PURPOSES, SUCH AS SANITARY SEWERS, WATER MAINS, STORM DRAINS,
GAS MAINS AND PUBLIC UTILITIES INCLUDING ELECTRIC, COMMUNICATION AND CABLE
TELEVISION FACILITIES TOGETHER WITH APPURTENANCES THEREOF. SAID PUBLIC UTILITY
EASEMENT SHALL BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES OF ANY
KIND EXCEPT LAWFUL FENCES, SURFACE PAVEMENT, UNSUPPORTED ROOF OVERHANGS,
IRRIGATION SYSTEMS, UTILITY COMPANY STRUCTURES AND APPURTENANCES THEREOF.
- ② THOSE AREAS DESIGNATED HEREON AS "EMERGENCY VEHICLE ACCESS EASEMENT" (EVAE)
ARE FOR EMERGENCY VEHICLE ACCESS OVER, UPON AND ACROSS THOSE AREAS OF
LAND. SAID EMERGENCY VEHICLE ACCESS EASEMENT SHALL BE KEPT FREE ROM
BUILDINGS AND STRUCTURES OF ANY KIND EXCEPT LAWFUL FENCES, SURFACE
PAVEMENT, UNSUPPORTED ROOF OVERHANGS, IRRIGATION SYSTEMS, UTILITY COMPANY
STRUCTURES AND APPURTENANCES THEREOF.

THE AREA MARKED EBMUD IS OFFERED TO EAST BAY MUNICIPAL UTILITY DISTRICT AS A
PERPETUAL EASEMENT FOR THE PURPOSE OF CONSTRUCTING, REPLACING, MAINTAINING,
OPERATING AND USING FOR THE TRANSMISSION AND DISTRIBUTION OF WATER, A PIPE OR
PIPELINES AND ALL NECESSARY FIXTURES INCLUDING UNDERGROUND TELEMETRY AND
ELECTRICAL CABLES OR APPURTENANCES THERETO, IN, UNDER, ALONG AND ACROSS SAID
EASEMENT. TOGETHER WITH THE RIGHT OF INGRESS TO AND EGRESS FROM SAID EASEMENT
AND THE RIGHT AT ALL TIMES TO ENTER IN, OVER AND UPON SAID EASEMENT AND EVERY
PART THEREOF.

THE EASEMENT AREA MAY BE LANDSCAPED IN A MANNER CONSISTENT WITH EAST BAY
MUNICIPAL UTILITY DISTRICT'S USE; HOWEVER, NO BUILDING OR STRUCTURE MAY BE PLACED ON
SAID EASEMENT, NO TREES MAY BE PLANTED WITHIN THE EASEMENT AREA AND NO CHANGES
MAY BE MADE TO THE EXISTING SURFACE ELEVATION (GRADE) OF THE EASEMENT AREA BY
MORE THAN ONE (1) FOOT, NOR SHALL ANYTHING BE DONE THEREON WHICH MAY INTERFERE
WITH EAST BAY MUNICIPAL UTILITY DISTRICT'S FULL ENJOYMENT OF SAID EASEMENT. EBMUD
SHALL ACCEPT THIS EASEMENT BY SEPARATE INSTRUMENT.

THE PRIVATE STREETS SHOWN HEREON AS PARCEL A AND PARCEL B ARE HEREBY RESERVED
FOR THE USE OF THE OWNERS OF THE SUBDIVISION FOR, BUT NOT LIMITED TO, ACCESS,
PARKING, UTILITIES, DRAINAGE, INGRESS AND EGRESS ALL IN ACCORDANCE WITH THE
SUBDIVISION RESTRICTIONS FOR THIS PROJECT.

THE AREA DESIGNATED HEREON AS PARCEL C IS RESERVED FOR THE USE OF THE OWNERS OF
THE SUBDIVISION AS A MIXED USE AREA.

LAFFERTY COMMUNITIES

BY: _____

NAME: _____

TITLE: _____

OWNER'S ACKNOWLEDGMENT

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

STATE OF _____ } SS.
COUNTY OF _____ }

ON _____, BEFORE ME, _____, A
NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO
PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE
NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT
BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE: _____

NAME (PRINT): _____

PRINCIPAL COUNTY OF BUSINESS: _____

MY COMMISSION NUMBER: _____

MY COMMISSION EXPIRES: _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN
CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE
REQUEST OF EL DORADO OWNERS, LLC ON JULY, 2014 . I HEREBY STATE THAT ALL THE MONUMENTS ARE OF
THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS
BEFORE DECEMBER, 2021, AND THAT THE MONUMENTS ARE, OR WILL BE SUFFICIENT TO ENABLE THE SURVEY
TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED
TENTATIVE MAP.

DATE _____



MARK H. WEHBER, P.L.S.
L.S. NO. 7960

RECORDER'S STATEMENT

THIS MAP, ENTITLED "SUBDIVISION 9468, EL DORADO TOWNHOMES", IS HEREBY ACCEPTED FOR RECORDATION,
SHOWING A CLEAR TITLE AS PER LETTER OF TITLE WRITTEN BY OLD REPUBLIC TITLE COMPANY, DATED
_____, AND AFTER EXAMINING THE SAME, I DEEM THAT SAID MAP COMPLIES IN ALL
RESPECTS WITH THE PROVISIONS OF STATE LAWS AND LOCAL ORDINANCES GOVERNING THE FILING OF
SUBDIVISION MAPS.

RECORDED AT THE REQUEST OF OLD REPUBLIC TITLE COMPANY AT _____, M., ON THE _
_____ DAY OF _____, 20_____, IN BOOK _____ OF MAPS, AT PAGE _____
_____, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA.

JOSEPH E. CANCIAMILLA
COUNTY RECORDER
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA

BY: _____
DEPUTY COUNTY RECORDER

SUBDIVISION 9468 EL DORADO TOWNHOMES

CITY OF EL CERRITO, CONTRA COSTA COUNTY CALIFORNIA
FOR CONDOMINIUM PURPOSES
CONSISTING OF 4 SHEETS
BEING A SUBDIVISION OF LOTS 1 THROUGH 9 (INCLUSIVE) AND LOTS 34
THROUGH 39 (INCLUSIVE) , BLOCK 98, AS SAID LOTS ARE SHOWN AND SO
DESIGNATED ON THAT CERTAIN MAP ENTITLED "RICHMOND ANNEX" FILED
IN BOOK 6 OF MAPS AT PAGE 144 IN THE OFFICE OF THE COUNTY RECORDER
OF CONTRA COSTA COUNTY.

Carlson, Barbee & Gibson, Inc.

CIVIL ENGINEERS • SURVEYORS • PLANNERS
SAN RAMON • WEST SACRAMENTO

SEPTEMBER 2018

CITY SURVEYOR'S STATEMENT

I, PATRICK M. REI, ACTING CITY SURVEYOR OF THE CITY OF EL CERRITO, HEREBY STATE THAT I HAVE
EXAMINED THIS MAP ENTITLED "SUBDIVISION 9468, EL DORADO TOWNHOMES", I AM SATISFIED THAT THE WITHIN
TRACT MAP IS TECHNICALLY CORRECT.

PATRICK M. REI, P.L.S. 8178
ACTING CITY SURVEYOR
CITY OF EL CERRITO

DATE

CITY CLERK'S STATEMENT

I, CHERYL MORSE, CLERK OF THE CITY COUNCIL OF THE CITY OF EL CERRITO, COUNTY OF
CONTRA COSTA, STATE OF CALIFORNIA, DO HEREBY STATE THAT THE ABOVE AND FOREGOING
MAP ENTITLED "SUBDIVISION 9468, EL DORADO TOWNHOMES" WAS PRESENTED TO THE SAID
CITY COUNCIL AS PROVIDED BY LAW, AT A REGULAR MEETING THEREOF HELD ON
THE _____ DAY OF _____, 201__ AND THAT THE SAID CITY COUNCIL DID THEREUPON,
BY RESOLUTION DULY PASSED AND ADOPTED SAID REGULAR MEETING, APPROVE SAID MAP.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE SEAL OF SAID CITY
THIS _____ DAY OF _____, 2018.

SHERRY KELLY
ACTING CITY CLERK
CITY OF EL CERRITO
STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT

I, YVETTEH ORTIZ, CITY ENGINEER OF THE CITY OF EL CERRITO, HEREBY STATE THAT I HAVE EXAMINED THE
HEREON EMBODIED SUBDIVISION MAP ENTITLED " SUBDIVISION 9468, EL DORADO TOWNHOMES ", THAT THE
SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS THAT APPEARING ON THE TENTATIVE, IF REQUIRED,
MAP AND ANY APPROVED ALTERATIONS THEREOF; AND THAT ALL PROVISIONS OF CHAPTER TWO OF THE
SUBDIVISION MAP ACT AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE
VESTING TENTATIVE MAP, IF REQUIRED, HAVE BEEN COMPLIED WITH.

YVETTEH ORTIZ, RCE 62368
CITY ENGINEER/PUBLIC WORKS DIRECTOR
CITY OF EL CERRITO , CALIFORNIA

DATE

CLERK OF THE BOARD OF SUPERVISORS' STATEMENT

I HEREBY STATE, AS CHECKED BELOW, THAT:

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

[] ALL TAXES DUE HAVE BEEN PAID, AS CERTIFIED BY THE COUNTY REDEMPTION
OFFICER.

DATED: _____

DAVID TWA
CLERK OF THE BOARD OF SUPERVISORS
AND COUNTY ADMINISTRATOR
CONTRA COSTA COUNTY
STATE OF CALIFORNIA

BY: _____
DEPUTY CLERK

SOILS REPORT

A SOILS REPORT ON WAS PREPARED BY ENGEO, DATED NOVEMBER 17, 2017, PROJECT NO.
11293.001.001, SIGNED BY NICK SERRA AND JEFF FIPPIN AND HAS BEEN FILED AT THE OFFICE
OF THE CITY ENGINEER.

PRELIMINARY

SUBDIVISION 9468
EL DORADO TOWNHOMES

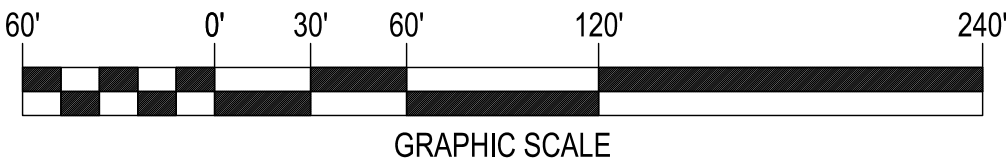
CITY OF EL CERRITO, CONTRA COSTA COUNTY CALIFORNIA
FOR CONDOMINIUM PURPOSES
CONSISTING OF 4 SHEETS

BEING A SUBDIVISION OF LOTS 1 THROUGH 9 (INCLUSIVE) AND LOTS 34 THROUGH 39 (INCLUSIVE), BLOCK 98, AS SAID LOTS ARE SHOWN AND SO DESIGNATED ON THAT CERTAIN MAP ENTITLED "RICHMOND ANNEX" FILED IN BOOK 6 OF MAPS AT PAGE 144 IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY.

Carlson, Barbee & Gibson, Inc.

CIVIL ENGINEERS • SURVEYORS • PLANNERS
SAN RAMON • WEST SACRAMENTO

SCALE: 1" = 60' SEPTEMBER 2018



BASIS OF BEARINGS:

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE SOUTHERLY RIGHT OF WAY OF ELDORADO STREET, TAKEN AS N 61°42'00" E, AS SHOWN ON THE MAP OF "RICHMOND ANNEX" (6 M 144).

REFERENCES:

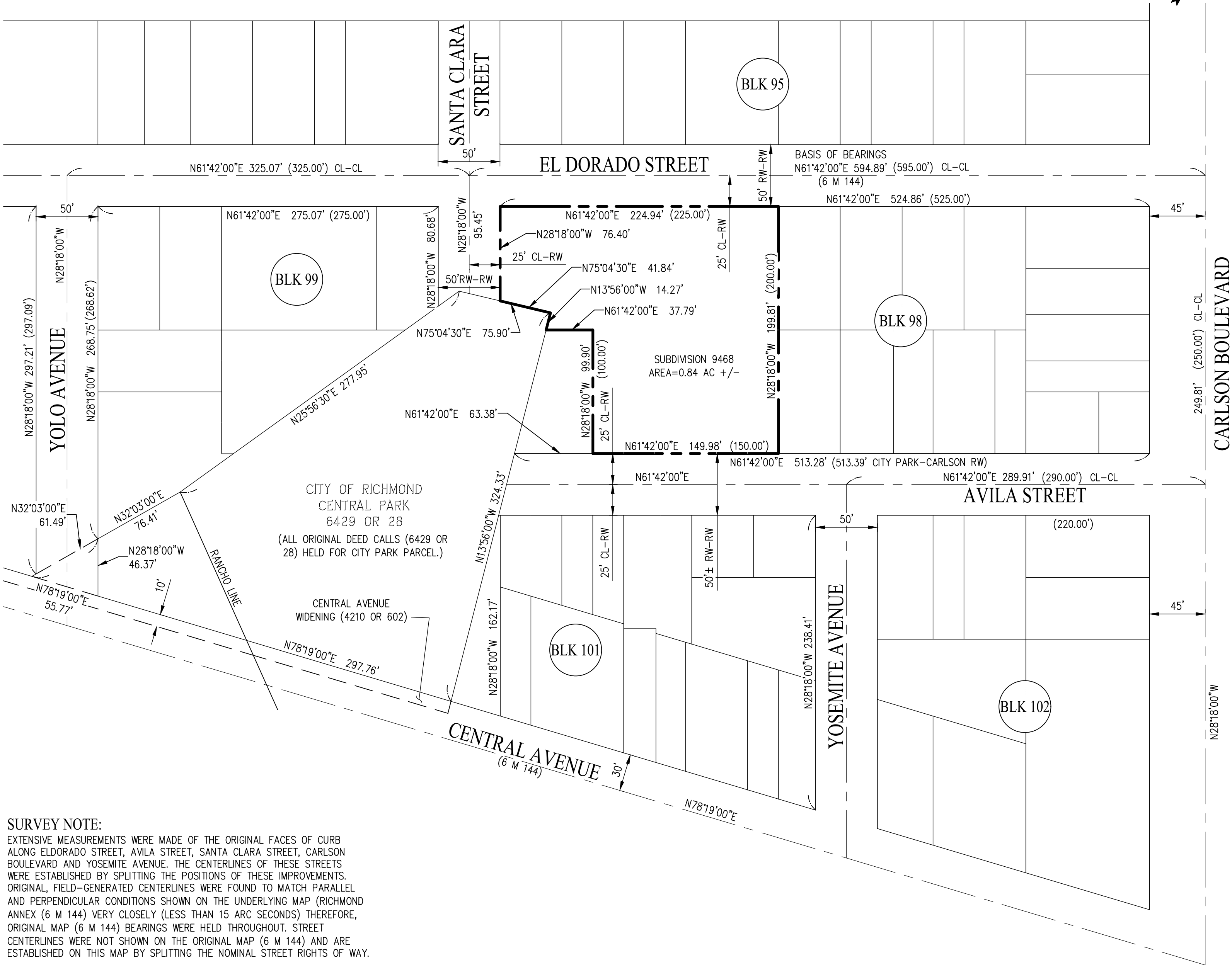
- (#) INDICATES REFERENCE NUMBER
(1) "RICHMOND ANNEX" (6 M 144)
(2) 6429 OR 28
(3) 4064 OR 527 (YOLO EXTENSION)
(4) 4210 OR 604

LEGEND

	SUBDIVISION BOUNDARY LINE
	RIGHT OF WAY LINE
	LOT LINE
	EASEMENT LINE
	CENTERLINE
(T)	TOTAL
(R)	RADIAL
(CL-CL)	CENTERLINE TO CENTERLINE
	SET 5/8" REBAR AND CAP OR NAIL AND TAG, LS 7960
RW	RIGHT OF WAY
PUE	PUBLIC UTILITY EASEMENT
EVAE	EMERGENCY VEHICLE ACCESS EASEMENT
OR	OFFICIAL RECORDS
DN	DOCUMENT NUMBER

PRELIMINARY

NOTE: ALL DISTANCES SHOWN IN PARENTHESES REPRESENT RECORD DIMENSIONS SHOWN ON "RICHMOND ANNEX" (6 M 144) MAP.



SURVEY NOTE:

EXTENSIVE MEASUREMENTS WERE MADE OF THE ORIGINAL FACES OF CURB ALONG ELDORADO STREET, AVILA STREET, SANTA CLARA STREET, CARLSON BOULEVARD AND YOSEMITE AVENUE. THE CENTERLINES OF THESE STREETS WERE ESTABLISHED BY SPLITTING THE POSITIONS OF THESE IMPROVEMENTS. ORIGINAL, FIELD-GENERATED CENTERLINES WERE FOUND TO MATCH PARALLEL AND PERPENDICULAR CONDITIONS SHOWN ON THE UNDERLYING MAP (RICHMOND ANNEX (6 M 144) VERY CLOSELY (LESS THAN 15 ARC SECONDS) THEREFORE, ORIGINAL MAP (6 M 144) BEARINGS WERE HELD THROUGHOUT. STREET CENTERLINES WERE NOT SHOWN ON THE ORIGINAL MAP (6 M 144) AND ARE ESTABLISHED ON THIS MAP BY SPLITTING THE NOMINAL STREET RIGHTS OF WAY.

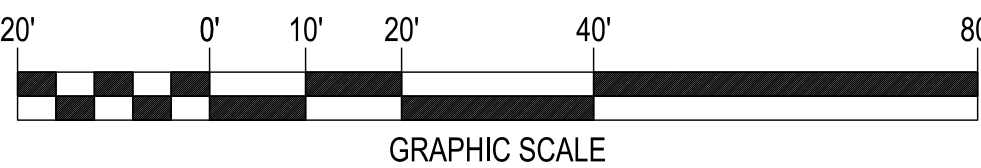
SUBDIVISION 9468
EL DORADO TOWNHOMES

CITY OF EL CERRITO, CONTRA COSTA COUNTY CALIFORNIA
FOR CONDOMINIUM PURPOSES
CONSISTING OF 4 SHEETS
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Carlson, Barbee & Gibson, Inc.

CIVIL ENGINEERS • SURVEYORS • PLANNERS
SAN RAMON • WEST SACRAMENTO

SCALE: 1" = 20' SEPTEMBER 2018



BASIS OF BEARINGS:

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE SOUTHERLY RIGHT OF WAY OF
ELDORADO STREET, TAKEN AS N 61°42'00" E, AS SHOWN ON THE MAP OF "RICHMOND
ANNEX" (6 M 144).

REFERENCES:

- (#) INDICATES REFERENCE NUMBER
(1) "RICHMOND ANNEX" (6 M 144)
(2) 6429 OR 28
(3) 4064 OR 527 (YOLO EXTENSION)
(4) 4210 OR 604

LEGEND

	SUBDIVISION BOUNDARY LINE
	RIGHT OF WAY LINE
	LOT LINE
	EASEMENT LINE
	CENTERLINE
(T)	TOTAL
(R)	RADIAL
(CL-CL)	CENTERLINE TO CENTERLINE
	SET 5/8" REBAR AND CAP OR NAIL AND TAG, LS 7960
RW	RIGHT OF WAY
PUE	PUBLIC UTILITY EASEMENT
EVAE	EMERGENCY VEHICLE ACCESS EASEMENT
OR	OFFICIAL RECORDS
DN	DOCUMENT NUMBER

PRELIMINARY

EL DORADO STREET

SANTA CLARA STREET

LOT 1

11,797 SF±

PARCEL A (PRIVATE STREET, PUE, EVAE)

4,511 SF±

PARCEL C

1,319 SF±

LOT 2

8,069 SF±

PARCEL B (PRIVATE STREET, PUE, EVAE, EBMUD)

4,073 SF±

LOT 3

6,952 SF±

AVILA STREET

WONG & TRE
DN 2009-0099557

FAI & TRE
DN 2003-0563931

FAI & TRE
DN 2015-0215373

CITY OF RICHMOND
CENTRAL PARK
6429 OR 28

LINE TABLE		
NO	BEARING	LENGTH
L1	N28°18'00"W	3.90'
L2	N61°42'00"E	5.00'
L3	N61°42'00"E	4.50'
L4	N61°42'00"E	5.00'
L5	N61°42'00"E	4.50'
L6	N28°18'00"W	3.00'
L7	N28°18'00"W	3.00'
L8	N28°18'00"W	3.00'
L9	N61°42'00"E	4.50'
L10	N28°18'00"W	4.50'
L11	N61°42'00"E	6.50'
L12	N28°18'00"W	7.50'
L13	N61°42'00"E	11.00'

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C1	14.50'	43°36'10"	11.03'
C2	4.50'	90°00'00"	7.07'

Planning Commission Resolution PC18-09

APPLICATION NO. PL18-0104

A RESOLUTION OF THE CITY OF EL CERRITO PLANNING COMMISSION VERIFYING COMPLIANCE OF AND RECOMMENDING APPROVAL FOR A FINAL MAP FOR A SIX-LOT SUBDIVISION TO CREATED 29 CONDOMINIUM UNITS AS PART OF A MULTI-FAMILY RESIDENTIAL PROJECT (ECMC CHAPTER 18.16 SUBDIVISION ORDINANCE) ON A SITE LOCATED AT 5800, 5802, 5808 AND 5828 EL DORADO STREET.

WHEREAS, the current addresses of the site are 5800, 5802, 5808 and 5828 El Dorado Street; and

WHEREAS, the current Assessor's Parcel Numbers of the site are 510-037-001, 510-037-002, 510-037-027, and 510-037-028; and

WHEREAS, the title of the Final Subdivision Map is "El Dorado Townhomes"; and

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

WHEREAS, the zoning district of the site is RM (Multi-Family Residential); and

WHEREAS, the project is Categorically Exempt from review under the California Environmental Quality Act pursuant to Section 15332: Class 32, Infill Development Projects; and

WHEREAS, the Tentative Subdivision Map for the project was approved by the El Cerrito City Council on September 20, 2016;

WHEREAS, approval of the Final Map is governed by Section 66426 of the State of California Government Code (Subdivision Map Act), Chapter 18 Division of Land of the El Cerrito Municipal Code and the San Pablo Avenue Specific Plan;

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

WHEREAS, the Final Map is consistent with the Zoning Ordinance and General Plan of the City of El Cerrito; and

WHEREAS, on August 15, 2018, the Planning Commission of El Cerrito, after due consideration of all evidence and reports offered for review, does find and determine the following:

1. The Final Map and its attachments are found to be in conformance with the Tentative Map along with all requirements imposed as conditions of acceptance listed in Resolution 2016-75.

2. The project will implement the following policies of the General Plan: LU1.2, LU1.5, LU1.7, LU1.8, CD2.1, CD3.2, H1.6, H2.1, H2.8, and H5.5.
3. Approval of the Final Map provides a multi-family residential project to be mapped as condominiums for the purposes of sale. The proposal is consistent with the purpose of the RM district where it is located and conforms in all significant respects with the El Cerrito General Plan.

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

CERTIFICATION

I CERTIFY that this resolution was adopted by the El Cerrito Planning Commission at a regular meeting held on August 15, 2018 upon motion of Commissioner Crump, second by Commissioner Bloom:

AYES: Bloom, Crump, Hansen, Lucas, Mendez, Navarrete

NOES: None

ABSTAIN: None

ABSENT: None



Sean Moss, AICP
Senior Planner



AGENDA BILL

Agenda Item No. 4(l)

Date: September 17, 2018
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Establish Speed Limits for Eight Speed Zones

ACTION REQUESTED

Adopt a resolution establishing the following speed limits for eight speed zones to allow for enforcement of these limits using radar, lidar and other electronic devices in conformance with State of California requirements:

Speed Zone	Speed Limit (miles per hour)
Arlington Boulevard – North City Limit to Cutting Boulevard	25
Arlington Boulevard – Buckingham Drive to South City Limit	25
Central Avenue – Richmond Street to San Pablo Avenue	25
Cutting Boulevard/Elm Street/Richmond Street – Arlington Boulevard to Fairmount Avenue	25
Potrero Avenue – Arlington Boulevard to Kearney Street	25
Potrero Avenue – Kearney Street to West City Limit	25
San Pablo Avenue – North City Limit to Cutting Boulevard	30
Stockton Avenue– Terrace Drive to San Pablo Avenue	25

BACKGROUND

Engineering and traffic surveys (“speed surveys”) are required to establish speed limits on streets that are functionally classified as collector and arterial streets and where speed enforcement involves the use of radar, lidar or other electronic speed measuring devices. These surveys must be conducted in accordance with applicable laws and standards provided in the California Vehicle Code (CVC) and the California Manual on Uniform Traffic Control Devices (CA-MUTCD). If a speed survey meeting these requirements has not been performed, evidence of a speeding violation using electronic speed measuring devices is not admissible in court per CVC Sections 40802 and 40803.

A speed zone is a segment of roadway on which a speed limit has been established as reasonable and safe based on a speed survey. The CVC requires that the speed surveys be updated every five years or up to seven years if requirements regarding police officer training and electronic device calibration are presented to the court. The renewal time frame for the speed survey may be further extended to ten years if a registered engineer conducts a review and determines that no significant changes in roadway or traffic conditions have occurred since the date of the last survey.

Public Works engaged the services of W-Trans, one of our on-call transportation engineering firms, to prepare new speed surveys for the eight segments identified above. Public Works and Police Department staff collaborated to prioritize street segments based on prior traffic volumes and speeds. Surveys will be conducted in the next year for additional street segments.

ANALYSIS

W-Trans performed the speed surveys in accordance with the requirements set forth in the CVC, CA-MUTCD and established traffic engineering practices. The signed and stamped speed surveys are attached as Exhibit A to the Resolution. The speed surveys include consideration of prevailing speeds, collision records, pace, and traffic and roadside conditions not readily apparent to the driver. The CA-MUTCD requires that the appropriate speed limit be determined based on the 85th-percentile speed. When the speeds of all motorists at one location are ranked from slowest to fastest, the 85th-percentile speed separates the slower 85 percent from the fastest 15 percent, who typically pose the greatest safety hazard. Experience has generally shown that 85 percent of drivers operate at speeds which are reasonable and prudent for the specific roadway conditions regardless of speed limit signs or enforcement. While speed limits should generally be set at the nearest 5-miles per hour (mph) increment to the 85th-percentile speed, the speed limit can be reduced by 5-mph from the nearest increment based on other factors such as lack of sidewalks where pedestrian activity is likely, the need for speed limits to remain within the pace, or 10-mph range with the highest number of sample points, or a collision rate that exceeds the Statewide average for similar facilities. This method and procedure is widely accepted by engineers, law enforcement agencies and the court.

Based on the speed surveys prepared, W-Trans is recommending that the existing speed limits on all surveyed zones be maintained. This means maintaining a speed limit of 25 mph on Arlington Boulevard, Central Avenue, Cutting Boulevard/Elm Street/Richmond Street, Potrero Avenue and Stockton Avenue, and a speed limit of 30 mph on San Pablo Avenue. Public Works staff recommends that the City Council establish recommended speed limits for these eight speed zones to allow for enforcement of these limits using radar, lidar and or electronic devices in conformance with the State of California requirements.

STRATEGIC PLAN CONSIDERATIONS

Approval of the proposed speed zones is consistent with El Cerrito Strategic Plan *Goal E* - Ensure the public's health and safety.

FINANCIAL CONSIDERATIONS

Given that none of the speed limit signs will need to be changed, there is no cost associated with implementation of this resolution.

LEGAL CONSIDERATIONS

The City Clerk will certify the resolution and file it with the Contra Costa Superior Court and El Cerrito Police Department.

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

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Resolution including Exhibit A - Engineering and Traffic Surveys for the City of El Cerrito

RESOLUTION 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING SPEED LIMITS FOR EIGHT SPEED ZONES ON ARLINGTON BOULEVARD, CENTRAL AVENUE, CUTTING BOULEVARD/ELM STREET/RICHMOND STREET, POTRERO AVENUE, SAN PABLO AVENUE AND STOCKTON AVENUE

WHEREAS, engineering and traffic surveys (“speed surveys”) are required to establish speed limits on streets that are functionally classified as collector or arterial and where speed enforcement involves the use of radar, lidar or other electronic speed measuring devices; and

WHEREAS, the Public Works Department engaged the services of W-Trans to prepare updated speed surveys; and

WHEREAS, W-Trans prepared the speed surveys in accordance with the requirements set forth in the California Vehicle Code (CVC), California Manual on Uniform Traffic Control Devices (CA-MUTCD) and established traffic engineering practices; and

WHEREAS, the Public Works and Police Departments have reviewed the speed survey recommendations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby establishes the following speed limits based on the speed surveys, attached hereto as Exhibit A and incorporated by reference, to allow for enforcement of these limits using radar, lidar or other electronic devices in conformance with State of California requirements:

Speed Zone	Speed Limit (miles per hour)
Arlington Boulevard – North City Limit to Cutting Boulevard	25
Arlington Boulevard – Buckingham Boulevard to South City Limit	25
Central Avenue – Richmond Street to San Pablo Avenue	25
Cutting Boulevard/Elm Street/Richmond Street – Arlington Boulevard to Fairmount Avenue	25
Potrero Avenue – Arlington Boulevard to Kearney Street	25
Potrero Avenue – Kearney Street to West City Limit	25
San Pablo Avenue – North City Limit to Cutting Boulevard	30
Stockton Avenue– Terrace Drive to San Pablo Avenue	25

BE IT FURTHER RESOLVED that the Public Works Director/City Engineer is authorized to post speed limits as appropriate in accordance with this resolution; and

BE IT FURTHER RESOLVED, that the City Clerk is directed to file certified copies of this resolution with the Contra Costa Superior Court and El Cerrito Police Department; and

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

I CERTIFY that at a special meeting on September 17, 2018 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 September XX, 2018.

Sherry M. Kelly, Acting City Clerk

APPROVED:

Gabriel Quinto, Mayor

Attachment: Exhibit A

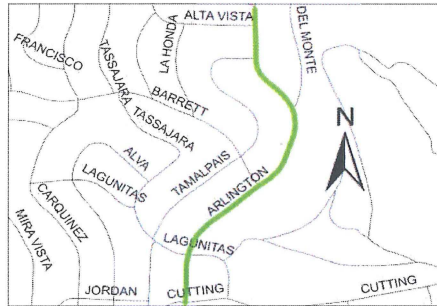


City of El Cerrito
Engineering and Traffic Survey

Street: Arlington Boulevard **From:** North City Limit **To:** Cutting Boulevard

Street Conditions

Posted Limit: 25 mph
Width: 36 feet
Lanes: 2
Configuration: Undivided
Parking: One side
Bike Facility: None
Sidewalks: Both sides
Land Use: Residential
Character: Urban
Terrain: Hilly



Observations and Evaluation

Volume (ADT):	4,550 vpd	Vehicles Sampled:	114
Segment Length:	0.48 miles	85th Percentile Speed:	31 mph
Collisions:	5 crashes	Mean (50th Percentile) Speed:	27 mph
Evaluation Period:	4 years	Pace:	23 to 33 mph
Collision Rate:	1.57 c/mvm (collisions per million vehicle miles)	Percent in Pace:	93.9%
Statewide Average Rate:	3.05 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

Designated Class III Route in the Circulation Plan for Bicyclists and Pedestrians

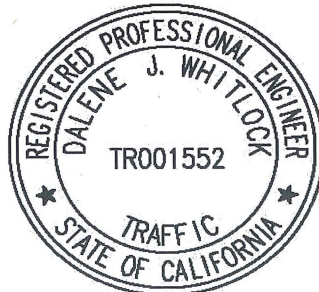
Conclusions and Recommendations

Arlington Boulevard is a major street corridor that serves residential neighborhoods, together with providing connections to land uses beyond these neighborhoods. With an 85th percentile speed of 31 mph, the nearest 5 mph increment is 30 mph. However, in consideration of adjacent speed zoning and bicyclist safety, and in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code* a speed limit of 25 mph is recommended.

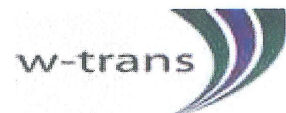
25 mph

Recommended
Speed Limit

June 11, 2018
Date



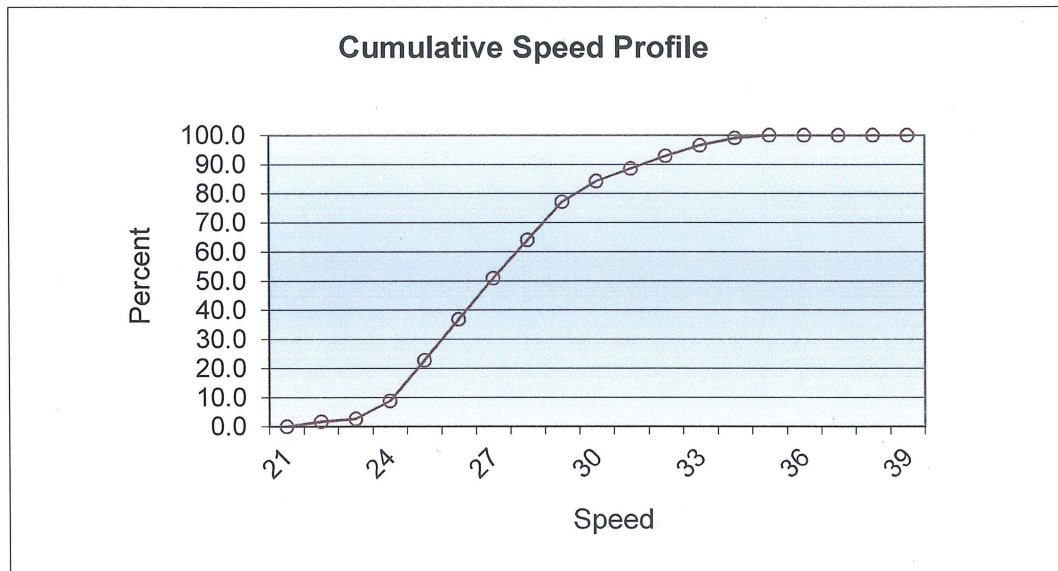
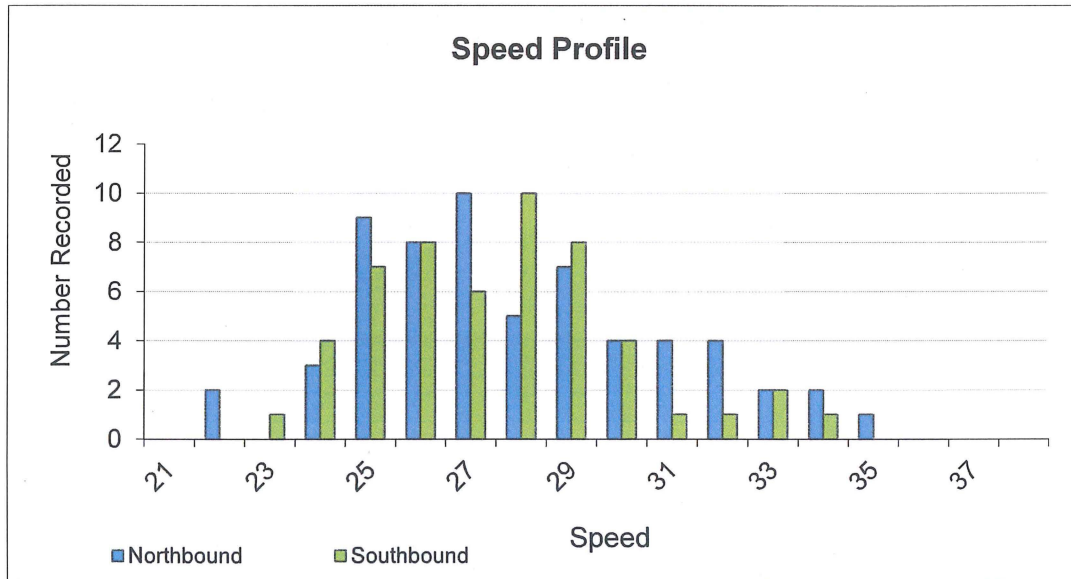
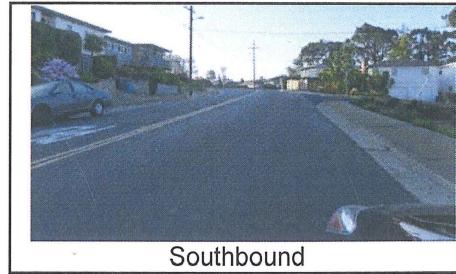
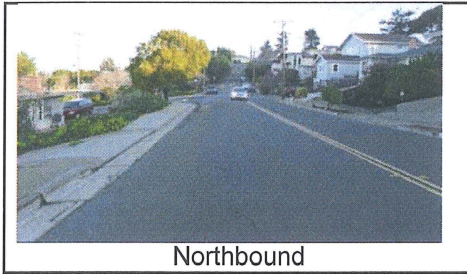
Dalene J. Whitlock, PE, PTOE



Street: Arlington Boulevard

From: North City Limit

To: Cutting Boulevard



Date Data Collected: 11/7/17
Day of the Week: Tuesday

Start Time: 9:30
End Time: 13:30

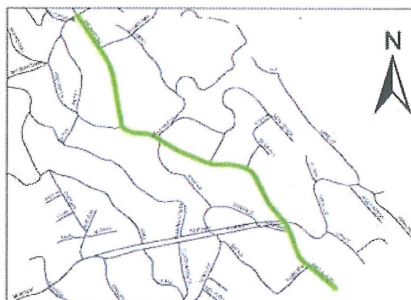
Weather: Clear
Recorder: NDS/ATD

**THE CITY OF
EL CERRITO**
City of El Cerrito
Engineering and Traffic Survey

Street: Arlington Boulevard **From:** Buckingham Drive **To:** South City Limit

Street Conditions

Posted Limit: 25 mph
Width: 30-40 feet
Lanes: 2
Configuration: Undivided
Parking: None
Bike Facility: None
Sidewalks: Discontinuous
Land Use: Residential
Character: Urban
Terrain: Hilly



Observations and Evaluation

<i>Volume (ADT):</i> 6,610 vpd	<i>Vehicles Sampled:</i> 145
<i>Segment Length:</i> 0.74 miles	<i>85th Percentile Speed:</i> 31 mph
<i>Collisions:</i> 6 crashes	<i>Mean (50th Percentile) Speed:</i> 28 mph
<i>Evaluation Period:</i> 4 years	<i>Pace:</i> 22 to 32 mph
<i>Collision Rate:</i> 0.84 c/mvm (collisions per million vehicle miles)	<i>Percent in Pace:</i> 93.1%
<i>Statewide Average Rate:</i> 3.05 c/mvm	

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

Arlington Boulevard is designated as a Class III route in the 2007 Circulation Plan for Bicyclists and Pedestrians.

Conclusions and Recommendations

This segment of Arlington Blvd has gaps in the sidewalk on both sides of the street, while pedestrian activity is common so pedestrians walk in the street where no sidewalk exists, and bicyclists share the travel lanes with motorists. Though the 85th percentile speed was 31 mph, a **25 mph** posted speed limit is recommended in consideration of bicyclist and pedestrian safety and in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

25 mph

Recommended
Speed Limit

June 11, 2018

Date



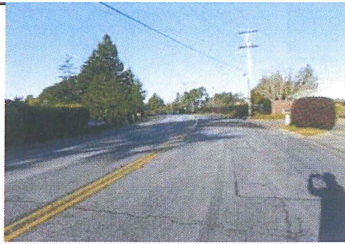


Dalene J. Whitlock, PE, PTOE

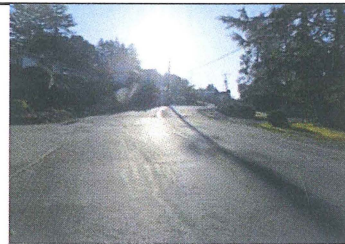
Street: Arlington Boulevard

From: Buckingham Drive

To: South City Limit

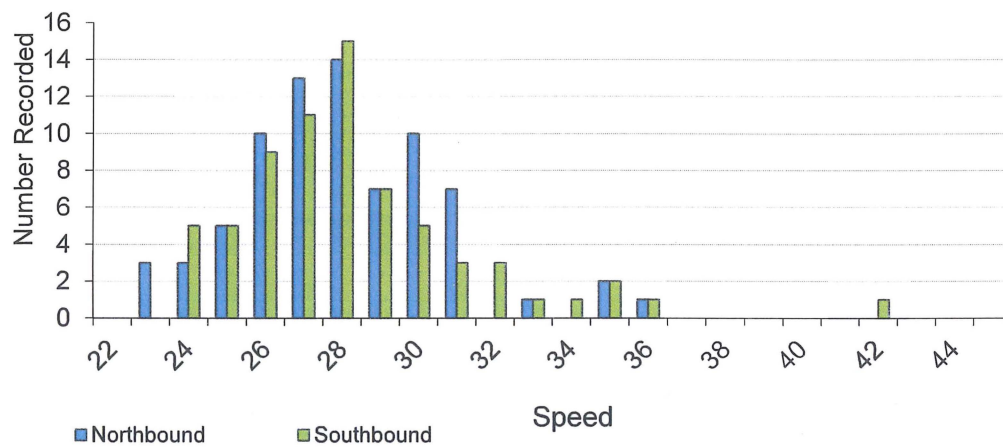


Northbound

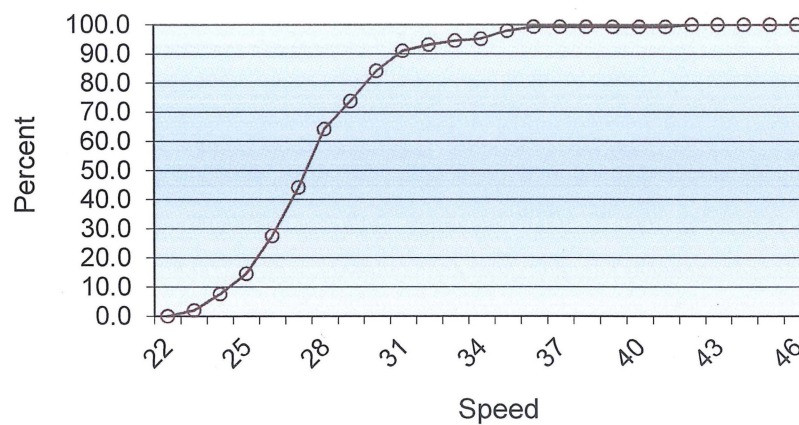


Southbound

Speed Profile



Cumulative Speed Profile



Date Data Collected: 11/7/2007

Start Time: 10:35

Weather: Clear

Day of the Week: Tuesday

End Time: 11:10

Recorder: NDS/ATD

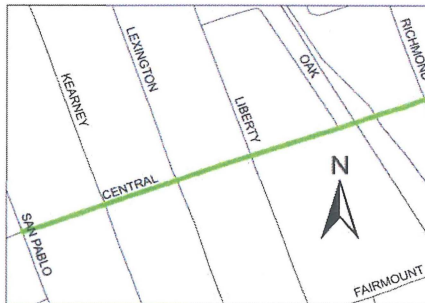


City of El Cerrito
Engineering and Traffic Survey

Street: Central Avenue **From:** Richmond Street **To:** San Pablo Avenue

Street Conditions

Posted Limit: 25 mph
Width: 30-36 feet
Lanes: 2
Configuration: Undivided/Divided
Parking: Some restrictions
Bike Facility: None
Sidewalks: Both sides
Land Use: Mixed
Character: Urban
Terrain: Flat



Observations and Evaluation

Volume (ADT):	8,250 vpd	Vehicles Sampled:	109
Segment Length:	0.27 miles	85th Percentile Speed:	28 mph
Collisions:	12 crashes	Mean (50th Percentile) Speed:	26 mph
Evaluation Period:	4 years	Pace:	21 to 31 mph
Collision Rate:	3.69 c/mvm (collisions per million vehicle miles)	Percent in Pace:	95.4%
Statewide Average Rate:	3.05 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

The calculated collision rate of 3.69 c/mvm exceeds the statewide average of 3.05 c/mvm for comparable streets, indicating a traffic safety condition not readily apparent to drivers.

Conclusions and Recommendations

With an 85th percentile speed of 28 mph, the nearest 5 mph increment is 30 mph. However a **25 mph** posted speed limit is appropriate for Central Avenue per the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

25 mph

Recommended
Speed Limit

June 11, 2018
Date



Dalene J. Whitlock

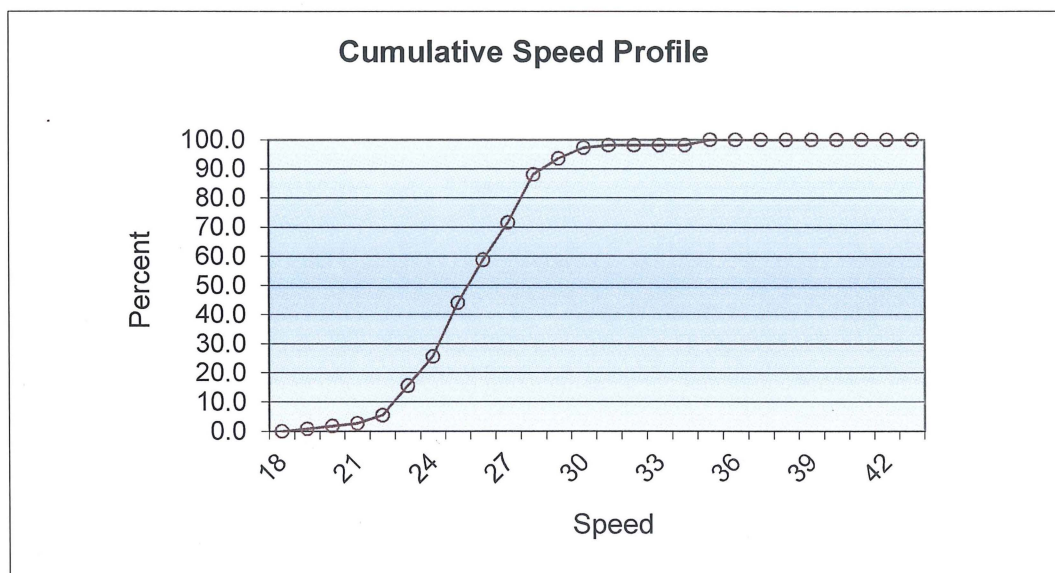
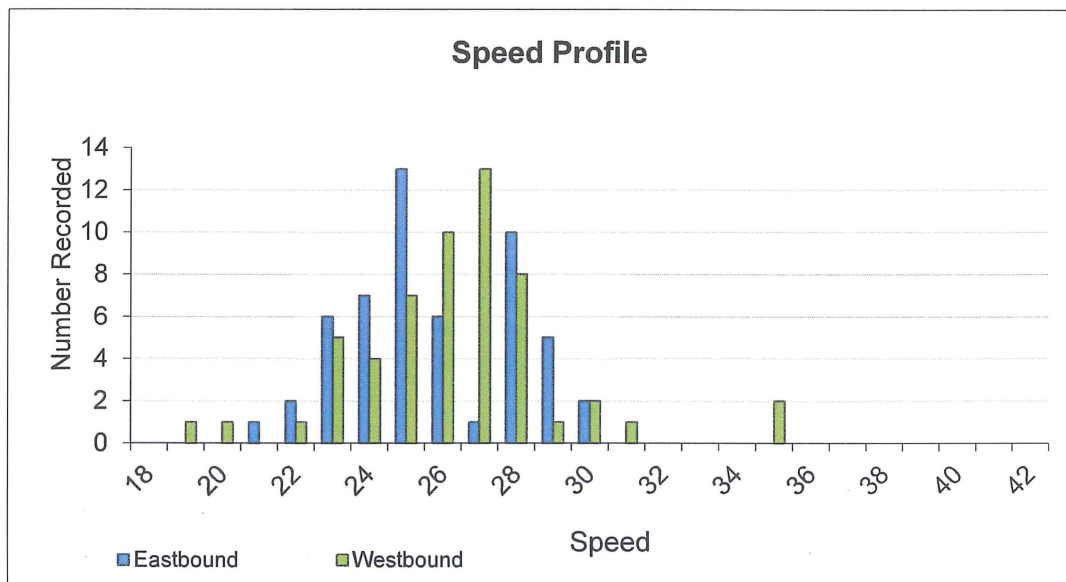
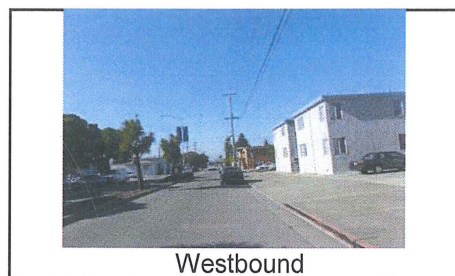
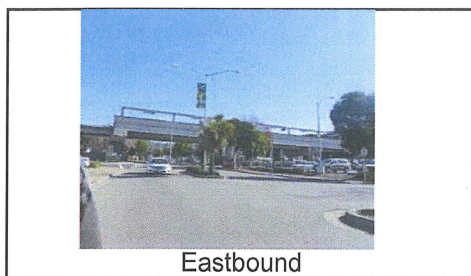
Dalene J. Whitlock, PE, PTOE



Street: Central Avenue

From: Richmond Street

To: San Pablo Avenue



Date Data Collected: 11/7/17
Day of the Week: Tuesday

Start Time: 11:20
End Time: 11:40

Weather: Clear
Recorder: NDS/ATD

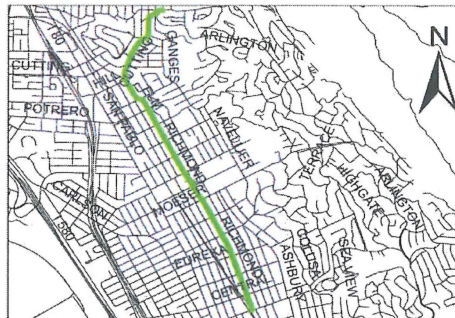


City of El Cerrito
Engineering and Traffic Survey

Street: Cutting Blvd. - Elm St. - Richmond St. **From:** Arlington Boulevard **To:** Fairmount Avenue

Street Conditions

Posted Limit: 25 mph
Width: 40 feet
Lanes: 2
Configuration: Undivided
Parking: Both sides
Bike Facility: None
Sidewalks: Both sides
Land Use: Residential
Character: Urban
Terrain: Hilly



Observations and Evaluation

Volume (ADT):	5,630 vpd	Vehicles Sampled:	114
Segment Length:	2.42 miles	85th Percentile Speed:	32 mph
Collisions:	45 crashes	Mean (50th Percentile) Speed:	29 mph
Evaluation Period:	4 years	Pace:	24 to 34 mph
Collision Rate:	2.26 c/mvm (collisions per million vehicle miles)	Percent in Pace:	92.1%
Statewide Average Rate:	3.05 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

Drivers tend not to notice that their vehicle picks up speed going downhill, so their travel speeds tend to drive faster than they would on level ground.

Conclusions and Recommendations

With an 85th percentile speed of 32 mph and below-average collision rate, the speed limit would typically be set at 30 mph. However, given that the terrain is hilly, a **25 mph** speed limit is recommended in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the California Vehicle Code.

25 mph

Recommended
Speed Limit

June 11, 2018

Date

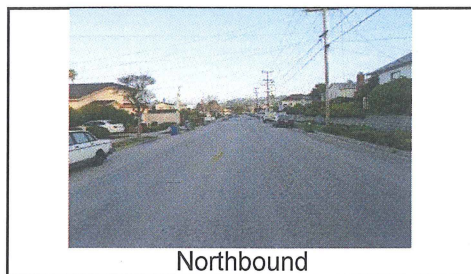


Dalene J. Whitlock

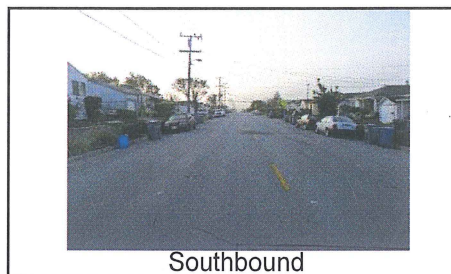
Dalene J. Whitlock, PE, PTOE



Street: Cutting Blvd. - Elm St. - Richmond St. **From:** Arlington Boulevard **To:** Fairmount Avenue

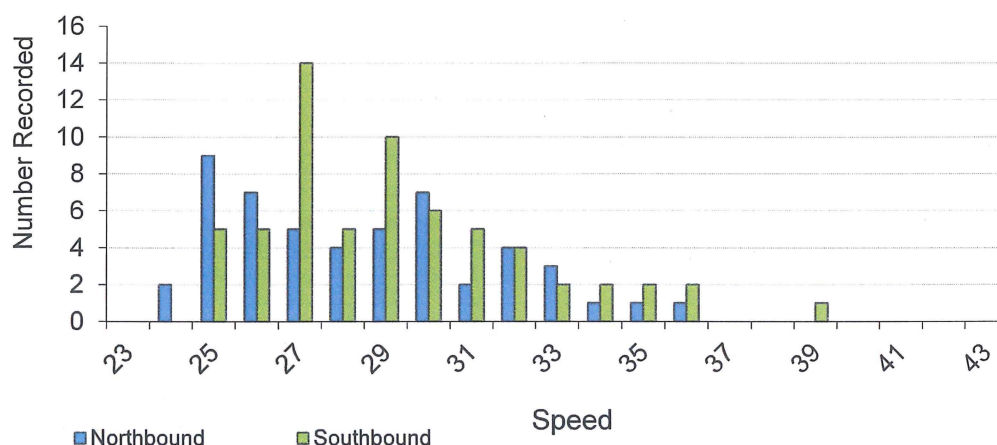


Northbound

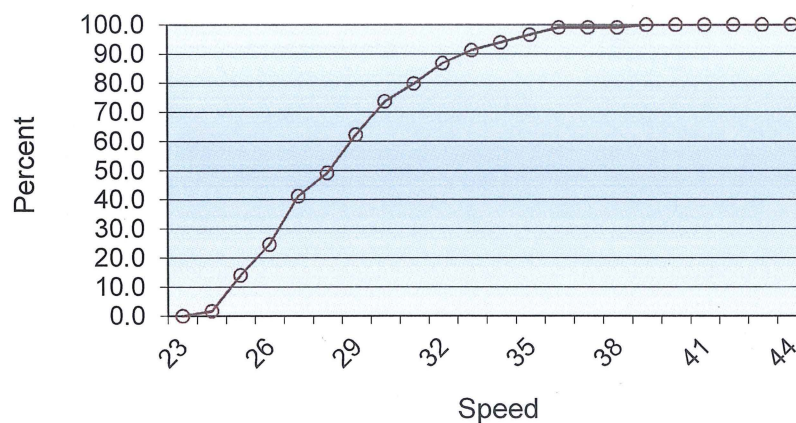


Southbound

Speed Profile



Cumulative Speed Profile



Date Data Collected: 11/8/17
Day of the Week: Wednesday

Start Time: 12:00
End Time: 13:05

Weather: Clear
Recorder: NDS/ATD

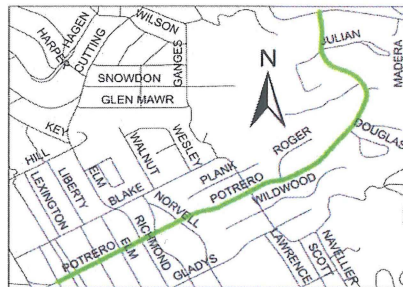


City of El Cerrito
Engineering and Traffic Survey

Street: Potrero Avenue **From:** Arlington Boulevard **To:** Kearney Street

Street Conditions

Posted Limit: 25 mph
Width: 40 feet
Lanes: 2
Configuration: Undivided
Parking: Both sides
Bike Facility: None
Sidewalks: Both sides
Land Use: Residential
Character: Urban
Terrain: Hilly



Observations and Evaluation

Volume (ADT):	2,920 vpd	Vehicles Sampled:	104
Segment Length:	1.02 miles	85th Percentile Speed:	32 mph
Collisions:	12 crashes	Mean (50th Percentile) Speed:	27 mph
Evaluation Period:	4 years	Pace:	23 to 33 mph
Collision Rate:	2.76 c/mvm (collisions per million vehicle miles)	Percent in Pace:	91.3%
Statewide Average Rate:	3.05 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

Drivers tend not to notice that their vehicle picks up speed going downhill, so their travel speeds tend to drive faster than they would on level ground.

Conclusions and Recommendations

With an 85th percentile speed of 32 mph and below-average collision rate, the speed limit would typically be set at 30 mph. However, given that the terrain is hilly, a **25 mph** speed limit is recommended in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

25 mph

Recommended
Speed Limit

June 11, 2018
Date



Dalene J. Whitlock

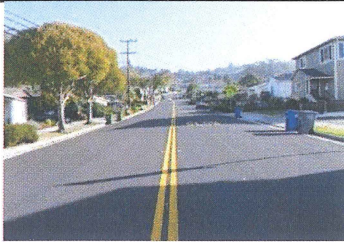
Dalene J. Whitlock, PE, PTOE



Street: Potrero Avenue

From: Arlington Boulevard

To: Kearney Street

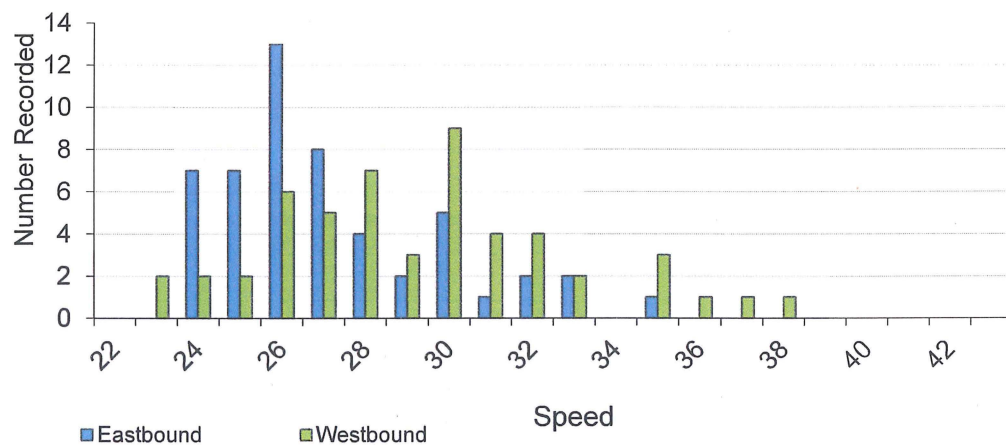


Eastbound

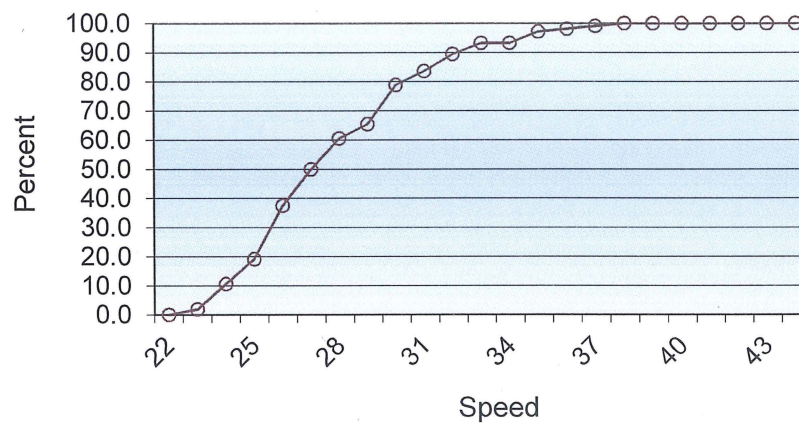


Westbound

Speed Profile



Cumulative Speed Profile



Date Data Collected: 11/8/17
Day of the Week: Wednesday

Start Time: 10:30
End Time: 11:10

Weather: Clear
Recorder: NDS/ATD

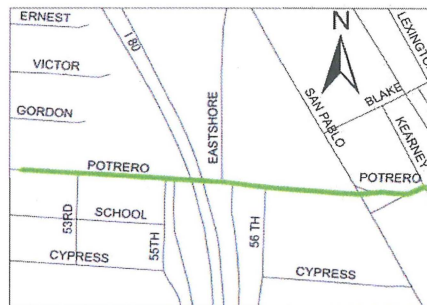


City of El Cerrito
Engineering and Traffic Survey

Street: Potrero Avenue **From:** Kearney Street **To:** West City Limit

Street Conditions

Posted Limit: 25 mph
Width: 44-76 feet
Lanes: 4
Configuration: Divided/Undivided
Parking: Some restrictic
Bike Facility: Class III on west portion
Sidewalks: Both sides
Land Use: Commercial
Character: Urban
Terrain: Flat



Observations and Evaluation

Volume (ADT):	7,020 vpd	Vehicles Sampled:	117
Segment Length:	0.38 miles	85th Percentile Speed:	32 mph
Collisions:	23 crashes	Mean (50th Percentile) Speed:	29 mph
Evaluation Period:	4 years	Pace:	24 to 34 mph
Collision Rate:	5.91 c/mvm (collisions per million vehicle miles)	Percent in Pace:	92.3%
Statewide Average Rate:	3.35 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

The calculated collision rate of 5.91 c/mvm exceeds the statewide average of 3.35 c/mvm for comparable facilities, indicating a traffic safety condition not readily apparent to drivers.

Conclusions and Recommendations

With a 32-mph critical speed, this segment would normally be set at 30 mph. However, given that the collision rate is substantially higher than the statewide average, it is recommended that the speed limit be reduced to **25 mph** in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

25 mph

Recommended
Speed Limit

June 11, 2018
Date



Dalene J. Whitlock

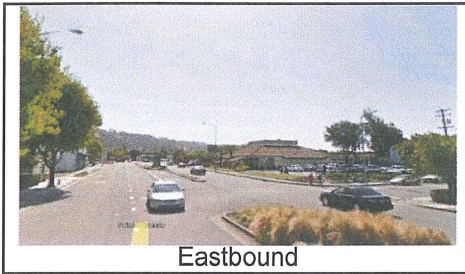
Dalene J. Whitlock, PE, PTOE



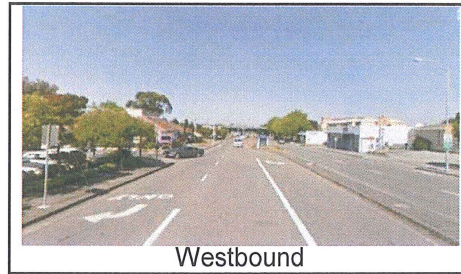
Street: Potrero Avenue

From: Kearney Street

To: West City Limit

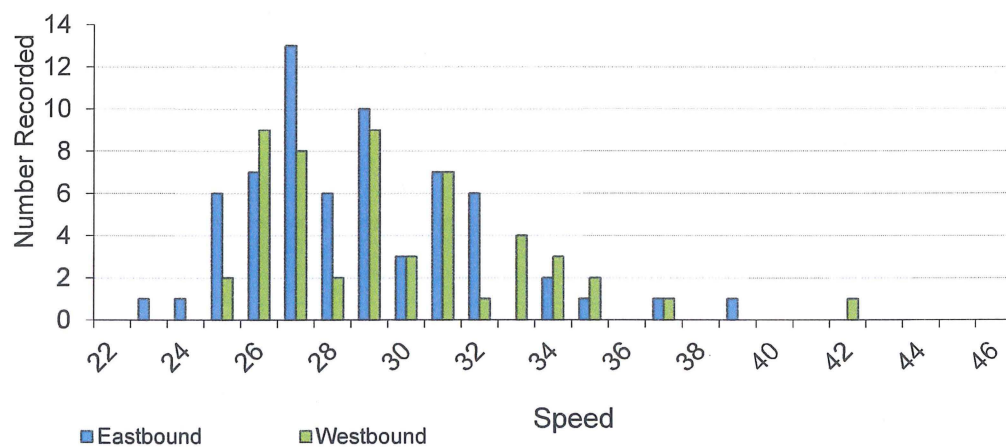


Eastbound

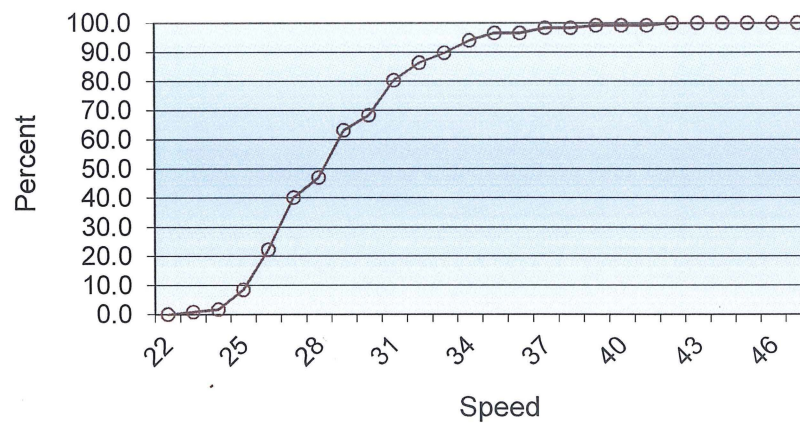


Westbound

Speed Profile



Cumulative Speed Profile



Date Data Collected: 11/8/17
Day of the Week: Wednesday

Start Time: 11:20
End Time: 11:45

Weather: Clear
Recorder: NDS/ATD

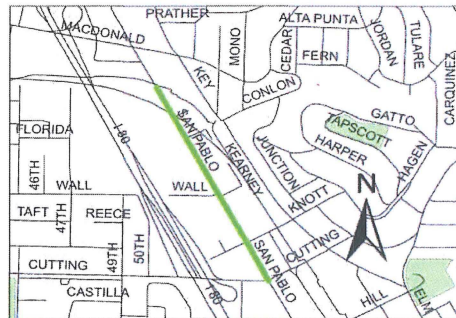


City of El Cerrito
Engineering and Traffic Survey

Street: San Pablo Avenue **From:** North City Limit **To:** Cutting Boulevard

Street Conditions

Posted Limit: 30 mph
Width: 90 feet
Lanes: 5
Configuration: Divided
Parking: Both sides
Bike Facility: None
Sidewalks: Both sides
Land Use: Mixed
Character: Urban
Terrain: Flat



Observations and Evaluation

Volume (ADT): 20,000 vpd	Vehicles Sampled: 117
Segment Length: 0.46 miles	85th Percentile Speed: 36 mph
Collisions: 34 crashes	Mean (50th Percentile) Speed: 31 mph
Evaluation Period: 4 years	Pace: 26 to 36 mph
Collision Rate: 2.53 c/mvm (collisions per million vehicle miles)	Percent in Pace: 89.7%
Statewide Average Rate: 2.40 c/mvm	

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:

The calculated collision rate of 2.53 c/mvm exceeds the statewide average of 2.40 c/mvm for comparable streets.

Conclusions and Recommendations

This segment of San Pablo Avenue functions as a combination local commercial street and regional highway, with a 30 mph posted speed limit on adjacent segments. With an 85th percentile speed of 36 mph, the nearest 5 mph increment is 35 mph. However, in consideration of the above-average collision rate a speed limit of **30 mph** is recommended in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

30 mph

Recommended
Speed Limit

June 11, 2018
Date



Dalene J. Whitlock

Dalene J. Whitlock, PE, PTOE



Street: San Pablo Avenue

From: North City Limit

To: Cutting Boulevard

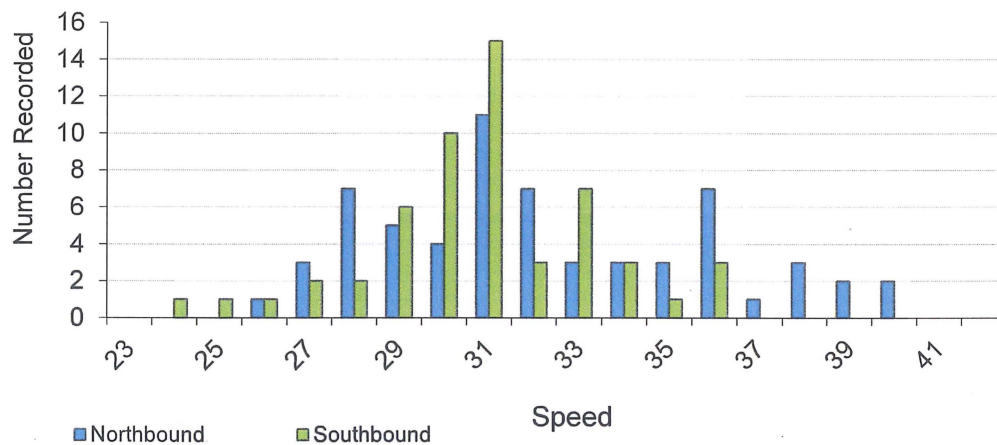


Northbound

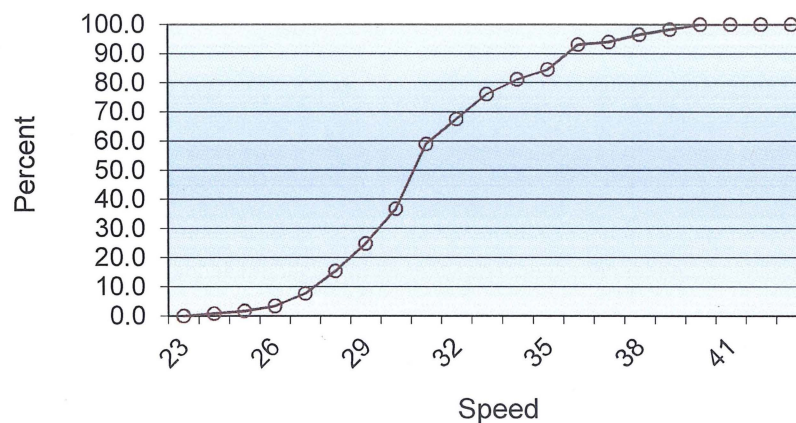


Southbound

Speed Profile



Cumulative Speed Profile



Date Data Collected: 11/8/17
Day of the Week: Wednesday

Start Time: 14:00
End Time: 14:45

Weather: Clear
Recorder: NDS/ATD

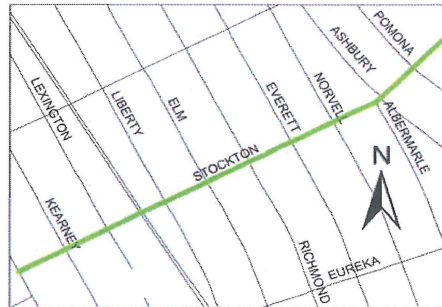


City of El Cerrito
Engineering and Traffic Survey

Street: Stockton Avenue **From:** Terrace Drive **To:** San Pablo Avenue

Street Conditions

Posted Limit: 25 mph
Width: 36 feet
Lanes: 2
Configuration: Undivided
Parking: Some restrictions
Bike Facility: None
Sidewalks: Both sides
Land Use: Residential
Character: Urban
Terrain: Flat



Observations and Evaluation

Volume (ADT):	4,730 vpd	Vehicles Sampled:	106
Segment Length:	0.48 miles	85th Percentile Speed:	27 mph
Collisions:	9 crashes	Mean (50th Percentile) Speed:	26 mph
Evaluation Period:	4 years	Pace:	21 to 31 mph
Collision Rate:	2.72 c/mvm (collisions per million vehicle miles)	Percent in Pace:	95.3%
Statewide Average Rate:	3.05 c/mvm		

(Additional details provided on the next sheet)

Conditions Not Readily Apparent to the Driver:
None.

With an 85th percentile speed of 27 mph, the nearest 5 mph increment is 25 mph. A **25 mph** posted speed limit is determined to be appropriate for this street segment, in accordance with the provisions of Sections 627, 22357, 22358 and 40802 of the *California Vehicle Code*.

25 mph

Recommended
Speed Limit

June 11, 2018
Date



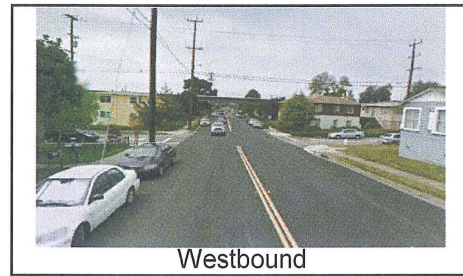
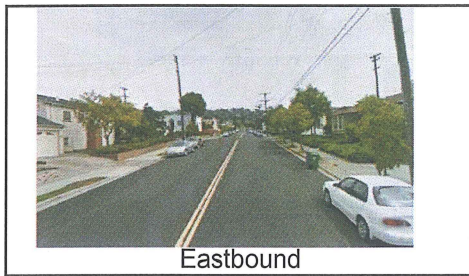
Dalene J. Whitlock, PE, PTOE



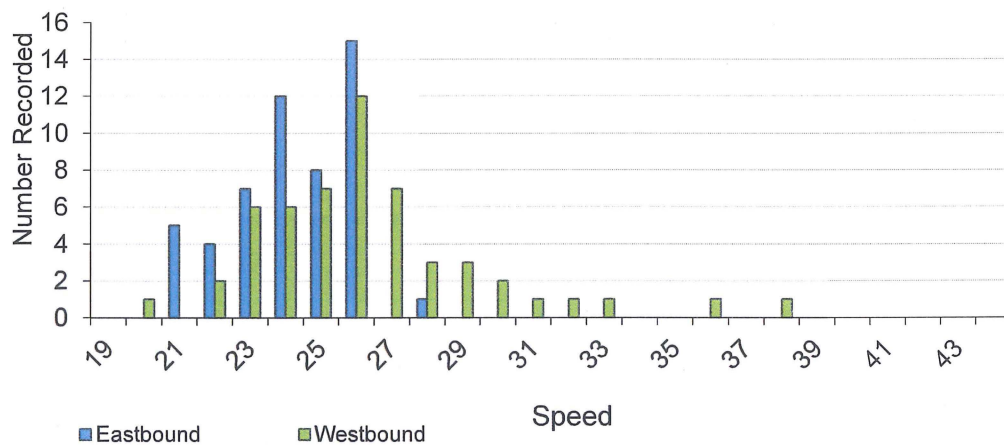
Street: Stockton Avenue

From: Terrace Drive

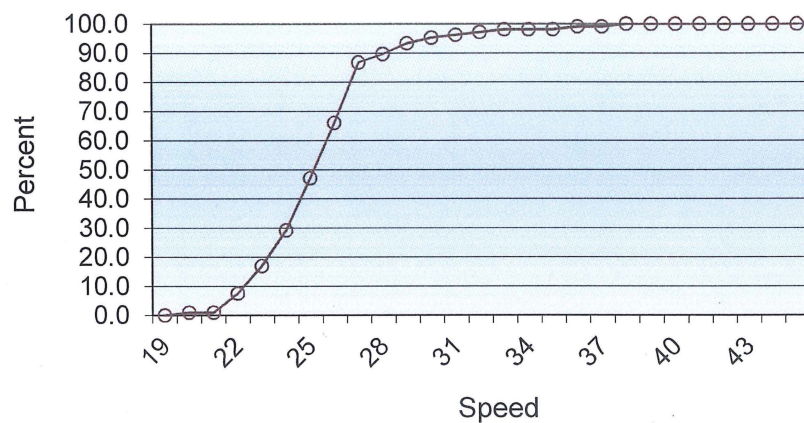
To: San Pablo Avenue



Speed Profile



Cumulative Speed Profile



Date Data Collected:

11/8/17

Start Time: 13:15

Weather:

Clear

Day of the Week:

Wednesday

End Time: 13:50

Recorder:

NDS/ATD



AGENDA BILL

Agenda Item No. 4(J)

Date: September 17, 2018
To: El Cerrito City Council
From: Kristen Cunningham, Human Resources Manager
Karen Pinkos, Assistant City Manager
Subject: Amendment to the City Classification Plan

ACTION REQUESTED

Adopt a resolution amending the City's Classification Plan to:

- Revise the following class specifications:
 - o Human Resources Technician
 - o Senior Human Resources Analyst
 - o Human Resources Manager

BACKGROUND

The City's Strategic Plan identifies "Deliver Exemplary Government Services" as a primary goal. The strategies outlined for this goal include recruiting and retaining a talented workforce and maintaining an emphasis on providing excellent customer service.

Human Resources works continuously with Department and Division managers to review class specifications throughout the City to confirm that they are representative of organizational changes and duties performed that have evolved over time.

ANALYSIS

The Human Resources Division is a division of City Management. With the planned December 2018 retirement of the Human Resources Technician, staff has conducted a review of all current Human Resources job classifications with respect to the duties performed as well as how the classifications compare to the functions performed in similar public agencies. To ensure that the City recruits and retains a talented Human Resources team, staff recommends updating the classifications of: Human Resources Technician, Senior Human Resources Analyst, and Human Resources Manager. These revisions are necessary to better reflect the duties and needs of the Division.

STRATEGIC PLAN CONSIDERATIONS

Amending the City's classification plan will help fulfill City of El Cerrito Strategic Plan Goal A: Delivering Exemplary Public Services and the following objectives:

- Recruit and retain a talented and effective workforce
- Maintain emphasis on providing excellent customer service

STRATEGIC PLAN CONSIDERATIONS

Amending the City's classification plan will help fulfill City of El Cerrito Strategic Plan Goal A: Delivering Exemplary Public Services and the following objectives:

- Recruit and retain a talented and effective workforce
- Maintain emphasis on providing excellent customer service

FINANCIAL CONSIDERATIONS

There will be no additional costs for the proposed changes to the classification plan.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Resolution with Exhibits A ,B, and C
2. Exhibit A -Class Specification – Human Resources Technician
3. Exhibit B - Class Specification – Senior Human Resources Analyst
4. Exhibit C - Class Specification – Human Resources Manager

RESOLUTION 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE CITY CLASSIFICATION PLAN TO REVISE THE CLASSIFICATIONS FOR HUMAN RESOURCES TECHNICIAN, SENIOR HUMAN RESOURCES ANALYST, AND HUMAN RESOURCES MANAGER.

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 classifications of Human Resources Technician, Senior Human Resources Analyst, and Human Resources Manager are recommended to be revised based on a study of the positions and the nature of duties and responsibilities performed, requiring an amendment to the current class specifications.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to:

- a. Revise the class specification for Human Resources Technician as specified in Exhibit A to this resolution;
- b. Revise the class specification for Senior Human Resources Analyst as specified in Exhibit B to this resolution;
- c. Revise the class specification for Human Resources Manager as specified in Exhibit C to this resolution;

I CERTIFY that at a special meeting on September 17, 2018, 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 September XX, 2018.

Sherry Kelly, Acting City Clerk

APPROVED:

Gabriel Quinto, Mayor

CITY OF EL CERRITO

HUMAN RESOURCES TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a wide variety of administrative and paraprofessional ~~human resource management~~ tasks ~~into support of the City's~~ ~~the Human Resources Division.~~ ~~operational functions.~~ A combination of technical, clerical and administrative tasks are performed in the areas of recruitment, selection, classification, compensation and benefits, labor relations and related functions of the human resources management system. Similar tasks are performed in the processing of workers' compensation and liability claims.

DISTINGUISHING CHARACTERISTICS

Incumbents perform varied, complex and responsible paraprofessional, technical and clerical duties. ~~Work performed is normally within established policy and guided by underlying legal requirements.~~ This classification is distinguished from clerical classifications in that the Human Resources Technician manages recruitment and selection activities ensuring compliance with equal opportunity and civil service requirements, coordinates citywide employee programs, and performs a variety of paraprofessional work. ~~The classification is distinguished from Management Assistant in that the Human Resources Technician conducts selection activities and administers employee benefits programs within legal guidelines, maintains complex human resources systems, processes claims against the City and coordinates/participates in various citywide employee and related programs.~~ This is a confidential position, ~~gathering, analyzing and providing labor relations information, as requested.~~

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Human Resources Manager, ~~assists and provides other information to department managers.~~

May provide technical and functional supervision to clerical ~~and technical~~ staff, if assigned.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- ~~Perform a wide variety of specialized clerical, administrative, and office support duties in support of the City's human resources system, functions, and program areas.~~
- ~~Enter human resources/benefit and payroll information into the City's Human Resources Information System (HRIS) as well as benefit providers' information systems.~~
- ~~Implement equal opportunity and civil service compliant recruitment of City personnel, including preparation of job announcements and coordination of publicizing announcements; update City's job hotline; maintain mailing lists of recruitment resources.~~
- ~~Plan, coordinate, and participate in the City's recruitment and selection processes; screens applications for requirements following structured criteria; arrange for the notification of candidates; schedule oral board panelists and candidate interviews; and proctor and administer various portions of examinations. Review and screen employment applications for meeting basic job requirements and forward to the Human Resources~~

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~~Manager and/or operating departments for further review; consult with Human Resources Manager and work with operating departments to develop supplemental application forms and interview questions; advise on and procure written examinations.~~

- ~~• Maintain confidential correspondence including applications, test results, affirmative action data, and related information.~~

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- ~~• Coordinate, schedule and proctor written examinations, if required; coordinate the oral board appraisal process including assembling the interview panel; may advise the panel on standard procedures and review results; advise Human Resources Manager of any problems or discrepancies; tabulate final examination scores, prepare lists of eligible candidates and provide candidate material to the operating departments for consideration and selection; prepare and transmit written communication to candidates at various stages of the recruitment and selection process to complete an equitable and successful process.~~

Essential Functions (continued):

- ~~• Arrange for and schedule pre-employment physicals and/or fingerprinting. Conduct the employee onboarding process ~~initial employee processing and orientation~~, including enrolling new employees in City compensation and benefits program; process employee payroll/human resources changes.~~

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- ~~• Serve as the City's liaison to coordinate and plan employee wellness program activities with third party administrators; assist with the planning and coordinating of other employee events.~~

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- ~~• Administer the City's Employee Benefits Program, ~~including basic problem/discrepancy resolution~~. Conduct/coordinate benefits open enrollment process annually.~~

- ~~• Maintain automated and manual files and records including employee files, medical files, background files, worker's compensation files, and seasonal/temporary employee files; prepare and place files in archive at off-site storage facility; maintain list of files in off-site storage.~~

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- ~~• Create and maintain confidential employee files, including separate medical files, both hard copy and within the City's in-house payroll/human resources system; maintain employee history and service records; notify supervisors/managers of pending performance evaluations; respond to routine requests for employment verification; forward detailed requests to Human Resources Manager; respond appropriately to unemployment claims.~~

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- ~~• Provide assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Division by phone and at the public counter.~~

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~~•~~

- ~~• Provide assistance to current and former employees regarding City administrative policies and procedures, including requests/queries regarding their employment or benefits; advise and refer complex issues to the Human Resources Manager, ~~especially as these might relate to harassment or discrimination claims, grievances and the like.~~~~

- Conduct compensation surveys and respond to other agencies' request for compensation data, as assigned; gather, analyze and provide information for labor contract negotiations, as requested; implement various aspects of the contracts of bargaining units within the City.
- Provide assistance with workers' compensation and liability complaints and claim processing; maintain related records and communicate with third-party administrators regarding claims activities; ~~ensure scheduling of routine Council action as required.~~
- ~~• Coordinate various citywide training programs and maintain appropriate records; attend Wellness Committee meetings, serve as Wellness Coordinator, and administer the City's wellness program; coordinate or assist in coordination of employee social and Human Resources sponsored events.~~
- ~~• Prepare and post agendas for the Civil Service Commission and other assigned meetings; take minutes at meetings as required; prepare variety of letters, reports, resolutions, ordinances, announcements and human resources actions using word processing and spreadsheet software.~~
- Provide information that assists in the development of the human resources budget; process invoices for division supplies and services.
- Represent Human Resources Division and coordinate various activities with other departments, outside agencies, and the public in effectively performing daily job functions.

Marginal/Non-Essential Functions:

- As needed, may attend labor negotiation sessions.
- As needed, provide information/assistance to Finance Director during annual audit as relates to human resources functions.
- Related duties as assigned

QUALIFICATIONS

Knowledge of:

- ~~• Basic principles and practices of human resources administration including recruitment, selection, compensation, and benefits administration and Workers' Compensation~~
- ~~• Basic public human resources administration practices and standard civil service rules, regulations and procedures, particularly as related to recruitment, selection, compensation and benefits administration.~~
- Basic familiarity with workers' compensation claims processing.
- ~~• Standard business practices and procedures including grammar, spelling, punctuation, mathematics, use of modern office equipment and practices, and word/data processing.~~
- Human resources recordkeeping principles and practices.

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- ♦ ~~Fluent in oral and written use of English language.~~

Ability to:

- Understand, analyze, interpret, and apply rules, regulations, policies, laws and ordinances; explain necessary information to employees and other departments.
- Develop and implement effective recruitment plans and techniques.
- Gather and analyze data, as directed.
- Establish and maintain effective filing systems and confidential files; maintain accurate and complete records and reports.
- Organize work, set priorities, and meet deadlines; coordinate multiple concurrent projects.
- Maintain confidentiality with regards to employee information.
- Learn and skillfully use various software applications that relate to human resources administration.
- Communicate effectively, both in writing and orally, and present information to individuals and groups.-
- Establish and maintain cooperative working relationships.
- Exercise sound judgment within established guidelines.

Experience and Training Guidelines

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

Experience:

Two years progressively responsible technical and clerical human resources administration, including experience in implementation of recruitment, employee benefits, human resources records systems, and test administration. ~~Proficient in modern office practices, procedures and methods.~~

Education/Training:

~~Equivalent to an High school diploma plus~~ Associate of Arts degree ~~with or equivalent supplemented by~~ college-level courses in human resources, and/or statistics, and/or business administration. practices.

Licenses/Certificates/ Other requirements:

Valid California Class C driver's license

PHYSICAL DEMANDS

Sitting: Frequently Lifting:

CITY OF EL CERRITO
Human Resources Technician

Page 5

Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally (binders, boxes of paper)
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -

Eye-hand:	Frequently
Eye-hand-foot:	Never
Driving:	Occasionally

Talking -

Face-to-face:	Frequently
Verbal contact:	Frequently
Public:	Occasionally to Frequently

Vision -

Acuity, far:	Required
Acuity, near:	Required
Depth perception:	Required
Field of vision:	Required
Accommodation:	Required
Color vision:	Required

PHYSICAL DEMANDS (continued):

Hearing -	Conversation: Frequently
	Telephone: Frequently
	Earplugs: Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. & Ret. 12/2012

Revised: 9/2018

Formerly: Personnel Technician

CITY OF EL CERRITO

SENIOR HUMAN RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a variety of complex professional human resources work in areas such as recruitment and selection, employee relations, organization and employee development, labor relations, classification and, compensation, ~~and budget~~, workers' compensation, safety, and benefits administration; ~~performs specialized technical work in various phases of human resources administration; serves as a resource and consultant to other staff;~~ and provides highly responsible complex staff assistance to the ~~Assistant City Manager/~~Human Resources Manager.

DISTINGUISHING CHARACTERISTICS

This position is responsible for administering major human resources programs or functions with significant impact on departmental or Citywide human resources policy and services. Incumbents contribute significantly to the development and implementation of Citywide long-term goals, policies, and procedures related to human resources programs. Responsibilities of the position require considerable technical and functional human resources expertise in order to independently determine methods and priorities in the area of assignment, ~~and incumbents are held accountable for strategy, achievement of objectives, and efficient use of resources.~~ This class is distinguished from the Human Resources Manager classification in that the latter has full managerial responsibility for the Human Resources Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Assistant City Manager/~~Human Resources Manager; may supervise and review the work of professional and/or clerical staff.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

- ~~Manage, m~~Monitor~~s~~, evaluates~~s~~, and participates~~s~~ in the programmatic administration and operations of assigned human resources functions, policies, processes, procedures and program budgets.
- ~~Serve as the subject matter expert regarding assigned human resources functions within the Division; P~~rovides professional support ~~and available resources~~ to the ~~Assistant City Manager/~~Human Resources Manager, the City's management, and employees; provides guidance with respect to assigned programmatic areas.
- Identifies opportunities for improvement ~~in the of~~ current policies, procedures, and systems of assigned human resources functions; develops recommendations for changes recognizing the implications of recommendations; implements changes as appropriate and as directed.
- Conducts assigned personnel related surveys and studies, analyzes data and prepares reports, including recommendations; researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, equal employment, benefits administration, and other Human Resources practices and procedures.

- ~~• Assists departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.~~
- Provides assistance in labor relations activities including negotiations and contract interpretation.
- ~~Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, supplies, and equipment; monitors and controls expenditures.~~
- ~~Administers the~~Plans, coordinates, and participates in the City's recruitment and selection program, including ~~advertisements brochure development~~, screening guidelines, test question design, and candidate management; develops and administers selection processes for compliance with state and federal legislation and with City ordinances.
- Assists with the management of the City's classification plan; conducts job analyses, develops classification specifications and prepares related recommendations.
- Advises departments regarding grievances and/or disciplinary actions; interprets policies, regulations, and codes.
- Identifies, plans, organizes and facilitates various learning and development training activities; including mandated training, ~~such as safety, security, and fire prevention.~~
- ~~Administers~~Assists in the administration of equal employment and affirmative action programs, as directed; conducts preliminary investigation of discrimination and harassment complaints and compliance enforcement activities for City departments.
- ~~Assists in the administration of~~Administers various benefit programs, including but not limited to health, life, vision, dental, and unemployment insurance; retirement and deferred compensation plans; prepares recommendations regarding third party administrators, City self-insured programs, and other benefit programs.
- ~~• Prepare and present comprehensive administrative, financial, and statistical reports on all aspects of assigned projects and/or programs.~~
- ~~• Manage, monitor, and coordinate the work of consultants; work with vendors and suppliers; write RFP/RFQs, contract and grant applications; negotiate terms, conditions, and performance standards.~~
- Keeps staff informed of complex and changing federal, state, and local laws and regulations.
- Makes public presentations to legislative bodies and community groups.
- May serve as staff to commissions or boards; prepares agendas and staff reports as directed.
- ~~• Represent the City in meetings and maintain liaison with elected officials, representatives of local, regional, state, or other public agencies, businesses, professional and community groups, the media, and the public.~~

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- Builds and maintains positive working relationships with co-workers, other City employees, community organizations, state/local agencies and associations, and the public; and provides exemplary customer service.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of Human Resources administration including recruitment, selection, job analysis, classification and compensation systems, employee benefits, ~~training and career learning and development~~, labor and employee relations, and principles of organizational ~~development and management~~.
- ~~Extensive knowledge of a~~Applicable federal, state, and local laws, ~~ordinances codes~~, and regulations governing Human Resources.
- ~~Standard and accepted principles, practices, and methods of planning, developing, and administering training, employee development, and organizational development programs.~~
- Principles and practices of supervision, motivation, performance evaluation, and discipline.
- ~~Consultant oversight practices.~~
- ~~Negotiation practices and techniques.~~
- Budget preparation and administration.
- Principles and practices of research, analysis and technical report writing.
- Principles and practices of planning and administering multiple and complex projects and/or programs.
- Extensive knowledge of governmental functions and paths of coordination.
- Modern office practices and procedures, methods, and equipment, including computer and applicable software.

Ability to:

- Consistently apply concepts, laws, methods, techniques, approaches, and other guidelines of professional work in the human resources management field.
- Work courteously, effectively, and tactfully with department heads, managers, supervisors, employees, and their representatives.
- Administer ~~major~~ human resources programs and projects; organize, prioritize, and manage multiple projects and other work assigned.
- Use initiative and good judgment.
- Interpret and apply relevant legislation and court rulings.
- Analyze and evaluate complex problems and develop appropriate solutions.
- Communicate clearly and concisely both verbally and in writing.
- Establish and maintain effective working relationships with others.
- Work independently in the completion of assignments
- ~~Coordinate staff resources, as needed.~~
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.
- ~~Effectively manage multiple and highly complex projects.~~
- ~~Administer major or comprehensive programs, as assigned.~~
- ~~Interpret and apply specialized, highly complex legislation and court rulings.~~
- Coordinate multi-faceted programs or projects and direct work of others as needed.

Experience and ~~Training-Education~~ Guidelines:

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

Experience:

Four years of progressively responsible human resources experience, performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization; supervisory experience preferred.

EducationTraining:

Bachelor's degree in Human Resources, Business Administration, Public Administration, or a closely related field; master's degree preferred.

Licenses/Certificates/Other Requirements:

Possession of or ability to obtain before date of appointment, a valid California Driver's License.

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PHYSICAL DEMANDS (may vary depending on area of assignment/program/department)

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:		Hearing:	
up to 10 lbs:	Occasionally	Conversation:	Frequently
11 to 25 lbs:	Occasionally	Telephone:	Frequently
26 to 50 lbs:	Never	Earplugs:	Occasionally
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Frequently		
Reaching forward:	Frequently		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		

CITY OF EL CERRITO
Senior Human Resources Analyst

Page 5

Coordination -

Eye-hand: Frequently
Eye-hand-foot: Occasionally
Driving: Occasionally

Talking:

Face-to-face: Frequently
Verbal contact: Frequently
Public: Occasionally to Frequently

Vision:

Acuity far: Required
Acuity, near: Required
Depth perception: Required
Field of vision: Required
Accommodation: Required
Color vision: Required

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Est. 11/2015
[Revised: 9/2018](#)

CITY OF EL CERRITO

HUMAN RESOURCES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~Under general direction, To plan, organizes, and provides direction and oversight for Human Resources Division functions including direct, manage, supervise and coordinate the activities and operations of the Human Resources division within the City Manager's department including classification and compensation, recruitment, selection, employee benefits, wellness and engagement, administration, workers' compensation and safety, labor and employee relations, equal employment opportunity affirmative action, learning and organizational development training, and the City's risk management function. The Human Resources Manager provides highly responsible and complex Human Resources support to City Management; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.~~

DISTINGUISHING CHARACTERISTICS

~~This position oversees, directs, and participates in all Human Resources Division programs, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating the activities of the Human Resources Division with other City departments and divisions, and managing the complex and varied functions of the Division. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the Division, and furthering City goals and objectives within general policy guidelines.~~

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and/or the Assistant City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- ~~Plan, direct, and administer all Human Resources programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce.~~
- ~~Assume management responsibility for assigned services and activities of the Human Resources division including recruitment, selection, benefits administration, workers' compensation, labor relations, affirmative action, training, and the City's risk management function.~~
- ~~Manage and participate in the development and implementation~~Develop and implement the Human Resources Division's ~~of~~ goals, objectives, policies and ~~priorities~~ programs in accordance with City policies, goals and objectives. ~~for assigned programs; recommend and administer policies and procedures.~~

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- ~~Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.~~
- Supervise staff performing Human Resources Division functions, schedule activities and set work priorities, provide staff development and evaluate work performance.
- ~~Plan, direct, coordinate and review the work plan for human resources staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.~~
- Direct and administer employee relations activities including contract interpretation, grievance process administration, progressive discipline, facilitate negotiation of new and revised policies and procedures, and maintain ongoing communication with employee unions and associations.
- Consult with the City Manager, Assistant City Manager, department and division heads, employee representatives and others on matters related to policy interpretation, discipline, grievances and other personnel practices and matters.
- ~~Confer with and advise staff on a variety of personnel issues including performance evaluations, grievances, disciplinary matters and other employee concerns.~~
- Oversee the City's Risk Management function including Workers' Compensation, general liability and safety, maintain the City's Injury and Illness Prevention Program (IIPP), ensure compliance and perform all related functions.
- ~~Coordinate the examination and handling of unemployment and workers' compensation claims.~~
- ~~Provide strategic assistance in labor negotiations. Participate in labor relations activities; conduct wage surveys within labor market; determine competitive wage and benefit compensation.~~

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Essential Functions:

- Develop, direct, and administer the City's classification and compensation systems including recommending the adoption or elimination of classifications, recommending salaries, conduction compensation and benefit surveys, and participating in the development of related strategies for labor negotiations.
- Administer and direct the City's EEO programs and oversee and/or conduct investigations of alleged harassment or discriminatory conduct, represent the City to regulatory agencies to address formal complaints and prepare appropriate documentation.
- Plan, organize and manage the City's position classification and compensation plan; assist with organizational analysis.
- Develop and implement a variety of human resources programs including training and development, employee wellness and safety, performance appraisals and employee assistance programs.
- Supervise the establishment and maintenance of all personnel correspondence, files and records; ensure confidentiality of employee records.
- Develop and administer City-wide development and training programs, and employee wellness programs.
- Direct and administer a comprehensive employee benefits program, administer contracts and plan documents, and monitor the work of third party administrators.
- Select, train, motivate and evaluate employee services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the Human Resources division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff for the Civil Service Commission and Human Relations Commission; prepare for and make presentations to City staff and the City Council, as necessary, and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Assistant City Manager.
- Attend human resources conferences and seminars to remain current of professional and legal issues and continually monitor's the City's compliance with federal, state and local laws and regulations. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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Marginal functions:

- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- ~~Operational characteristics, services and activities of a human resources program.~~
- ~~Principles and practices of human resources management in a public agency, including methods and techniques for recruitment, selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, employee and organizational development, workers' compensation and safety;~~
- ~~Principles and practices of recruitment, selection, benefits administration, affirmative action and training.~~
- ~~Organizational and management practices for analyzing and evaluating programs, policies, and operational needs related to human resources.~~
- ~~Extensive knowledge of governmental functions and paths of coordination~~
- ~~Practices and techniques for evaluating and managing outcomes, including the maintenance and analysis of human resources metrics.~~
- ~~Principles and practices of planning and administering multiple and complex projects and/or programs.~~
- ~~Principles and practices of program development and administration.~~
- ~~Principles and practices of labor relations and negotiations.~~
- ~~Methods and techniques used to conduct and analyze wage surveys.~~
- Principles and practices of municipal budget preparation and administration.
- ~~Principles of supervision, training and performance evaluation.~~
- ~~Principles and practices of effective supervision, including employee development and performance management;~~
- Pertinent Federal, State and local laws, ~~ordinances codes~~ and regulations governing Human Resources personnel practices.

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Ability to:

- Plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and

sound human resources policies, procedures, and programs for all levels of City management and employees.

- ~~Oversee and participate in the management of a comprehensive employee services program, including a comprehensive risk management program.~~

- Oversee, direct and coordinate the work of assigned staff.

- ~~Select, supervise, train and evaluate staff.~~

- Develop and implement goals, objectives, policies, procedures, work standards and controls for the Division;

~~Participate in the development and administration of division goals, objectives and procedures.~~

- Provide staff support in complex, sensitive, or difficult human resources issues requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.

- Prepare and administer large program budgets.

- ~~Advise staff on a variety of personnel issues.~~

- ~~Conduct wage surveys within labor market to determine competitive wage and benefit compensation.~~

- ~~Prepare and maintain a variety of confidential employee records.~~

- Prepare clear and concise reports, correspondence, procedures, instructions and other written materials. ~~Prepare clear and concise administrative and financial reports.~~

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate innovative service delivery methods and techniques.

- Interpret and apply Federal, State and local policies, laws and regulations governing human resources personnel practices.

- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

- ~~Assimilate information, process logically, and make sound decisions.~~

- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

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Experience and Education Training Guidelines

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

Experience:

Five years of progressively increasingly responsible human resources—personnel management—experience including two years of administrative and supervisory responsibility.

Education Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, human resources or a related field. A Master's degree is preferred.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Occasionally to Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Occasionally		
Coordination -	Eye-hand:	Frequently	
	Eye-hand-foot:	Never	

Driving: Occasionally

PHYSICAL DEMANDS (continued):

Talking	-	Face-to-face:	Occasionally
		Verbal contact:	Occasionally
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

AGENDA BILL

Agenda Item No. 5(A)

Date: September 17, 2018
To: El Cerrito City Council
From: Kristen Cunningham, Human Resources Manager
Karen Pinkos, Assistant City Manager
Subject: Presentation on the 2018 E.C.S.T.A.R.S. Internship Program

ACTION REQUESTED

Receive a presentation regarding the 2018 El Cerrito Students Training and Ready for Success ("EC STARS") Internship Program. Kristen Cunningham and representatives from West Contra Costa County School District (WCCUSD) will provide an overview and the interns will speak briefly about their experience over the summer.

BACKGROUND

2018 is the sixth year of the El Cerrito Students Training and Ready for Success Program, also known as EC STARS. The program is a summer internship program in partnership with the Information Technology and the Media Academies at El Cerrito High School. This year, there were five interns working in the following City Departments:

2016 EC STARS		
Department / Division	Mentor(s)	Intern
Community Development	Aissia Ashoori	Madelyn Arechiga Smith
I.T.	Eric Ng	Jordan Tecson
Administration (City Management & Finance)	Maya Williams & Andrea Arriaga	Vincent Nguyen
Police	Officer Sarah Perez	Sam Mann
Recreation	Janet Bilbas & Eden O'Brien-Brenner	Prasidh Thapa

This year's program was six weeks in length. The first week, students spent time in a classroom setting working with WCCUSD Teacher Advisors focusing on career exploration, job-readiness skill development, workplace norms, and other key areas. The following five weeks, the students worked in their assigned City departments where they were able to engage in hands-on project-based learning and skills development with real-world work experience under the guidance and supervision of their Mentors, and supported by a WCCUSD Teacher Liaison.

The 2018 program was coordinated by Corey Mason (ECHS teacher) and Victor Zaragoza (teacher liaison), Chris Merrida, TechFutures Program Manager, Terri Waller WCCUSD Coordinator, and Kristen Cunningham, Human Resources Manager.

ANALYSIS

The EC STARS program continues to offer students learning opportunities in a variety of fields, while enriching public service for the City. The primary goal of the EC STARS Internship Program is to have a positive impact on youth by connecting them to local government employment through skill building. City staff strives to ensure that the students have a clear understanding of basic employment rules and requirements, employer goals and expectations, and obtain the necessary information to perform well in a structured educational setting as well as on the job.

The program strives to:

- Enhance the basic educational skills of the students
- Encourage school completion
- Offer part-time work
- Expose youth to career options and opportunities
- Direction to enter into career paths
- Divert youth from anti-social behavior
- Assist youth with inter-personal relations
- Enhance other 21st Century skills

STRATEGIC PLAN CONSIDERATIONS

The EC STARS program helps to achieve a number of strategies identified in the City's strategic Plan. The program strengthens the City's relationship with El Cerrito High School – an objective for both Goal A, "Deliver exemplary government services" and Goal C, "Deepen a sense of place and community identity."

The program also indirectly helps to recruit a talented workforce (an objective of Goal A) by providing local youth the opportunity to experience working for the City and learning about career opportunities in local government. The program also encourages civic involvement by youth, another objective of Goal C.

Reviewed by:



Scott Hanin
City Manager



El Cerrito Students Training And Ready for Success Program (EC STARS)

Presented to the City Council September 17, 2018

Overview

Partnership with the City
and WCCUSD

6th year of the program

Paid internship

2018 program integrated with
District's Career Pathways
Summer Internship Program

District's program
established from EC
STARS

Outcomes

1

Students developed on-the-job skills

2

Exposure to Local Government through work assignments and facility tours

3

Enhanced educational skills

Assignments

Department/Division	Mentor(s)	Intern
Community Development	Aissia Ashoori	Madelyn Arechiga Smith
I.T.	Eric Ng	Jordan Tecson
Administration (City Management & Finance)	Maya Williams & Andrea Arriaga	Vincent Nguyen
Police	Ofc. Sarah Perez	Sam Mann
Recreation	Mark Deleon & Eden O'Brien-Brenner	Prasidh Thapa

Career Pathways Internship

With the City of El Cerrito

Madelyn Arechiga Smith

El Cerrito Housing Department

-The housing department in the City of El Cerrito creates and enforces policies and programs, and creates new affordable housing opportunities.

-Working for my supervisor, Aissia, we worked on code enforcements, rental data, new development plans, and how to work in an office environment



My Experience at the Office

Things I Did

- Entered rental inspection data from past years and organized all contact and document information
- Experienced field work with our code enforcement officer
- Reviewed and compared past and present construction plans for new developments in the community

Things I Learned

- How to make and enter data into Excel spreadsheets
- How to behave in a formal business environment
- How to write job reports, programs and plans
- How to interact and help citizens

Thank You!

I would like to give thanks to the City of El Cerrito for making these internships and job opportunities available to high school students. I would like to thank the Career Pathways Department and all of their administrators for organizing this for us. Additionally, I would like to thank my supervisor, Aissia, for mentoring me and for being a great first boss.



IT Department

Jordan Tecson

About the Internship

Supervisor - Eric Ng

Network Security Engineer

- Moved equipment from the old senior center to the new senior center
- Set up computers at the new senior center
- Updated the Active Directory for City Hall
- Assisted with ticketing system
- Tested data cables
- Digitized floor plans



Things I Learned

- Independence
- Self-management
- What it's like to work in IT
- Work in general
- Communication



Thank You

The IT Department:

Eric Ng, Pete Salazar, and Kevin Ma

City of El Cerrito

EC STARS:

Prasidh Thapa, Vincent Nguyen,
Madelyn A. Smith, and Sam Mann.

ITA

WCCUSD Career Pathways

Victor Zaragoza

Recreation Senior Services

Police Department



EC Stars Internship

Vincent Nguyen



Overview

I was placed in the Finance Department and the City Manager's Office Department.

I worked with Maya Williams and Andrea Arriaga.

Soft Skills

- Respectfulness
- Professionalism
- Cooperation
- Teamwork
- Communication

Department Responsibilities

- Business Tax License Renewals
- Promoting events
- Organizing and helping with creating events
- Learning about ordinances
- Helping the City Manager with daily duties

The Experience

- A lot of connections
- New skills learned
- Was able to learn a lot about the work environment and their duties

Thank you!

Thank you to the EC Stars Program and the City of El Cerrito for providing this internship. It was truly a blessing and I learned many things regarding the workplace.



Career Pathways Internship with the El Cerrito Police Department

Sam Mann



El Cerrito Police Department

- **The El Cerrito Police Department is committed to service, safety, and enhancing the public trust through professionalism and leadership.**
- **Working with my supervisor Sarah, we worked on National Night Out, and the Fourth of July Festival.**

My Experience

Things I Did

- Helped out in the front office by restocking, taking out recycling, and organizing some rooms
- I also rode around with a cadet delivering mail and picking up papers

Things I've learned

- How to speak up and ask questions
- How to cooperate with others

THANK YOU

Thank you to the El Cerrito Police Department for giving me the opportunity to work with them. Thank you Sarah for teaching me how to be a good intern. Thank you Career Pathways for also giving me this opportunity to work.

City of El Cerrito Recreation Department

By Prasad Thapa



About Internship

Supervisors: Eden O'Brien Brenner and Mark DeLeon

Locations: Community Center and El Cerrito Midtown Activity Center

- Helped get ready for the 4th of July festival
- Helped with the Summer Camps
- Helped with Office Work
- Ran the EldersTech program

What I Learned

- ★ Time management
- ★ Teamwork
- ★ Communication
- ★ Adaptability
- ★ Independence

Thank You

I would like to thank The City of El Cerrito, EC STARS and WCCUSD
Career Pathways for the wonderful experience



Thank you 2018 EC STARS!



AGENDA BILL

Agenda Item No. 6(A)

Date: September 17, 2018

To: El Cerrito City Council

From: David Gibson, Fire Marshal
Lance J. Maples, Fire Chief

Subject: Abatement of Fire Hazard Public Nuisance on One Property Pursuant to
El Cerrito Municipal Code Chapter 16.26

ACTION REQUESTED

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 property designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

BACKGROUND

The Fire Department has completed its annual 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 the public safety by creating a public nuisance and a fire hazard.

Notices were sent to 126 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department all but one property owner abated the hazards on their parcels.

The property owner identified in Exhibit A failed to abate the fire hazards on their property. For this property the City has followed a statutory procedure to remove the hazardous conditions. This procedure is specified in the July 17, 2018 Agenda Bill and Resolution No. 2018-45. The owner of the property identified in Exhibit A was 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 July 20, 2018, the City then sent the owners of the property identified in Exhibit A, a second notice, informing them that the City would perform abatement through its own staff or through private contract. The property owner identified in Exhibit A failed to abate the hazards and the City then performed the abatement work through private contractors.

Notice has been sent to the owner of the property identified in Exhibit A informing them of a scheduled hearing before the City Council on September 17, 2018 to confirm the costs of the abatement work performed on their property.

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 were 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 owner 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 property 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. Resolution No. 2018-XX provides for confirmation of the report of abatement costs, and the attached Exhibit B specifies the administrative costs associated with the property. Once confirmed by the City Council, the costs of abating the nuisance will be forwarded to the County Auditor by August 15, 2019 for assessment to the individual property and a lien will be recorded with the County Recorder.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the City has paid the contractors a total of \$3,700.00 for their work. The City and County administrative costs of \$945.25 have been added, bringing the total cost to \$4,645.25. These costs include 1) Fire Department investigation, boundary determination and supervision of the contract labor; and 2) City Administration costs for the program. In order for the City to fully recover the direct and indirect costs of \$4,645.25 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:



Scott Hanin, City Manager

Attachments:

1. Resolution # 2018-XX
2. Exhibit A - Property List
3. Exhibit B - Cost Analysis & Contractor Invoice for Abatement

RESOLUTION NO. 2018-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. 2018-44, 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. 2018-45 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. 2018-45 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 17, 2018 public hearings 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 July 17, 2018 public hearings, the City Council, by Resolution No. 2018-45 for Exhibit A, 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

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. 2018-45 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 September 17, 2018 at which an opportunity was given to voice objections regarding the report and the assessment of the abatement costs for the properties identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owners of the properties; and

WHEREAS, at the September 17, 2018 hearing, the property owners were given the opportunity to object and protest the report and the abatement costs assessed. The property owners were also given the opportunity to present evidence in support of their arguments; 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 properties identified in Exhibit A of this Resolution shall be filed with the County Auditor on or before August 15, 2019.

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 Exhibits A and B of this Resolution with the County Recorder as a lien against the property as provided for in El Cerrito Municipal Code Section 16.26

Agenda Item No. 6(A)
Attachment 1

I CERTIFY that at a special meeting on September 17, 2018 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

Sherry M. Kelly, Acting City Clerk

APPROVED:

Gabriel Quinto, Mayor

Agenda Item No. 6(A)
Exhibit A to Resolution No. 2018-xx

EXHIBIT A

El Cerrito
List of Real Abated Properties
9-17-2018

APN

505-181-024-9

Street Address

8755 Buckingham

**KEN TAMPLIN
ROTOTILLING & LANDSCAPING
P. O. BOX 2337
PLEASANT HILL, CA 94523
(925) 938-9836 FAX (925) 935-9627
Licensed, bonded, and insured
CA License #667491**

INVOICE #107196

September 5, 2018

El Cerrito Fire Department
10900 San Pablo Avenue
El Cerrito, CA 94530

Via Email: jgagne@ci.el-cerrito.ca.us

PROJECT: TREE REMOVAL AT 8455 BUCKINGHAM

1. Tree and brush removal.

TOTAL AMOUNT OF THIS INVOICE

\$ 3,700.00

Thank you for your business!