AGENDA

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

REGULAR CITY COUNCIL MEETING
Tuesday, March 6, 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

ROLL CALL

6:30 p.m. **CONVENE SPECIAL CITY COUNCIL MEETING**

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.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Discuss commission and committee candidate interviews and commission recruitment. Discussion may result in an announcement of appointments at the meeting.

ADJOURN SPECIAL CITY COUNCIL MEETING

ROLL CALL

7:00 p.m. **CONVENE REGULAR CITY COUNCIL MEETING**

1. **PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE** – *Mayor Gabriel Quinto.*

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 & City 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 – Item Nos. 4(A) through 4(J)

A. Approval of Minutes

Approve the February 6, 2018 Special City Council and Regular City Council and February 20, 2018 Special City Council meeting minutes.

B. California Office of Emergency Services (Cal OES) Form 130 – Designation of Authorized Agents

Adopt a resolution designating the City Manager, Finance Director and Public Works Director as the City's agents to provide required assurances and execute agreements for the purposes of obtaining financial assistance from the Federal Emergency Management Agency (FEMA) and the State of California Governor's Office of Emergency Services (Cal OES) for disaster aid; approving the corresponding Cal OES Form 130; and authorizing the City Manager to file the Cal OES Form 130 with Cal OES and submit all related documentation.

C. Support California Proposition 69 and Oppose Senate Bill 1 Repeal

Adopt a resolution supporting Proposition 69, the June 2018 constitutional amendment to prevent new transportation funds generated by Senate Bill 1 from being diverted for non-transportation purposes and opposing the proposed November 2018 ballot proposition (Attorney General #17-0033) that would repeal Senate Bill 1 and make it more difficult to raise state and local transportation funds in the future. *Exempt from CEQA.*

D. Recognizing Tibetan Uprising Day and Affirming Support for the People of Tibet

At the request of the El Cerrito Human Relations Commission, adopt a resolution declaring: 1) March 10, 2018, the 59th anniversary of the Tibetan national uprising, as "Tibet Day" in the City of El Cerrito and display the Tibetan flag at City Hall; 2) Supporting federal legislation supporting Tibetan people that is currently pending in the United States Congress; and 3) Declaring El Cerrito's expression of solidarity with the Tibetan people and their just, peaceful and non-violent movement to remind the world of ongoing suppression of human rights and freedom in Tibet and the continuous degradation of culture, religion, land and identity of the Tibetan people by China.

E. International Women's Day and Women's History Month Proclamation

Approve a proclamation designating March 2018 as Women's History Month and March 8, 2018 as International Women's Day in the City of El Cerrito, and encouraging all residents to reflect on, honor, and celebrate the history, courage, commitment, accomplishments, and contributions of women, not only in El Cerrito but throughout America.

F. Prescription Drug Abuse Awareness Proclamation

Approve a proclamation declaring March 2018 as Prescription Drug Abuse Awareness Month in the City of El Cerrito and encouraging all community members to pledge, "Spread the Word…One Pill Can Kill."

G. Education and Sharing Day Proclamation

Approve a proclamation designating March 27, 2018 as Education and Sharing Day in the City of El Cerrito and calling upon educators, volunteers and residents, to reach out to young people and work to create a better, brighter, and more hopeful future for all.

H. Support for Proposition 68 – The California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018

At the request of Councilmember Abelson, adopt a resolution supporting Proposition 68, The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 which will be placed on the June 5, 2018 statewide ballot and approving the membership and listing of the City as a member of the Californians for Clean Water and Safe Park Coalition.

I. Support the Reauthorization of the Library Services and Technology Act and Funding for the Institute of Museum and Library Services

Approve a recommendation authorizing the Mayor to sign and send a letter to Senator Dianne Feinstein, Senator Kamala Harris, and Congressman Mark DeSaulnier supporting the reauthorization of the Library Services and Technology Act (LSTA) and urging them to support the maintenance of funding for the for the Institute of Museum and Library Services (IMLS) in the Fiscal Year 2019 budget.

J. Cash and Investments Report for Quarter Ending December 31, 2017

Receive and file the City's Quarterly Investment Report for the quarter ending December 31, 2017.

5. PRESENTATIONS

A. Environmental Quality Committee Workplan

Receive and discuss the Environmental Quality Committee's presentation regarding the Committee's accomplishments, activities, goals and workplan. The City Council may provide feedback as desired.

B. Presentation on Contra Costa County Library Commission Activities *– Presentation by Michael Fischer, Commissioner.*

6. PUBLIC HEARINGS

Proposed New User Fees for the Community Development Department and the Recreation Department

Conduct a public hearing and upon conclusion adopt a resolution approving fees for the Community Development Department and the Recreation Department. *Exempt from CEQA.*

7. POLICY MATTERS

Alameda County Transportation Commission San Pablo Avenue Corridor Project Charter

Adopt a resolution taking the following actions: 1) Authorize the City Manager to execute a Project Charter with the Alameda County Transportation Commission (ACTC), as the Sponsoring Agency, and the California Department of Transportation (Caltrans), Contra Costa Transportation Authority (CCTA), West Contra Costa Transportation Advisory

Committee (WCCTAC), Alameda-Contra Costa Transit District (AC Transit), Bay Area Rapid Transit District (BART), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, and Oakland, (collectively the Partnering Agencies) for the San Pablo Avenue Corridor Project; and

2) Designate a City Council member to participate in a Policy Advisory Committee if necessary. *Exempt from CEQA.*

8. CITY COUNCIL LOCAL AND 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, March 20, 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.

2018 EL CERRITO BOARD AND COMMISSION APPOINTMENT LIST

ARTS & CULTURE COMMISSION **(1 Vacancy)**

Name	Date Appointed	Start	Term Expiration
______________________	_________________	3/1/2018	3/1/2022

CITIZENS STREET OVERSIGHT COMMITTEE **(4 Vacancies)**

Name	Date Appointed	Start	Term Expiration[1]
______________________	_________________	3/1/2018	3/1/2022
______________________	_________________	3/1/2018	3/1/2022
______________________	_________________	3/1/2018	3/1/2022
______________________	_________________	3/1/2018	3/1/2022

DESIGN REVIEW BOARD **(2 Vacancies)**

Name	Date Appointed	Start	Term Expiration
______________________	________________	3/1/2018	3/1/2022
______________________	________________	3/1/2018	3/1/2022

HUMAN RELATIONS COMMISSION **(2 Vacancies)**

Name	Date Appointed	Start	Term Expiration
______________________	__________________	3/1/2018	3/1/2022
______________________	__________________	3/1/2018	3/1/2022

PARKS & RECREATION COMMISSION **(2 Vacancies)**

[1] ECMC Section 2.04.320(B)(2) "Of the members of the committee first appointed, three shall be appointed for terms of four years and two for terms of three years. Their successors shall be appointed for terms of four years. No member may serve more than two consecutive four-year terms."

Name	Date Appointed	Start	Term Expiration
____________________	________________	3/1/2018	3/1/2022
____________________	________________	3/1/2018	3/1/2022

PLANNING COMMISSION **(2 Vacancies)**

Name	Date Appointed	Start	Term Expiration
____________________	________________	3/1/2018	3/1/2022
____________________	________________	3/1/2018	3/1/2022

CONTRA COSTA LIBRARY COMMISSION **(1 Alternate Vacancy)**

Name	Date Appointed	Start	Term Expiration
____________________	______________	________	4 year term

Updated: February 28, 2018

2018 Board and Commission Applicant Matrix

Updated: 2/12/2018

*** Currently serving or eligible for appointment/re-appointment**

	Arts & Culture (1)	*Citizens Street Oversight (4)*	*Civil Service Commission (0)*	*Committee on Aging (2)*	*Crime Prevention (9)*	*Design Review Board (2)*	*Economic Devt. Cmte (5)*	*Environmental Quality (2)*	*Financial Advisory Board (0)*	*Human Relations (2)*	*Park and Recreation (2)*	*Planning Commission (2)*	*Urban Forest Committee (9)*	*CC Library Alternate (1)*	*CCTA Citizens Advisory (0)*	*Interview Date*	*Appointed?*
Keith Alexander[1]							1					2					
Paul Allen		1				3					2					2/20	
Ben Chuaqui						1					1	2				2/6	
Greg Crump*												1				2/6	
Derik Hilliard							1			2						2/20	
Douglas Hund						2						1				2/20	
John "Barry" Koops														1		2/20	
Jessica Laird										1						2/20	
Art Machado											1					2/20	
Alison H. Moreno[2]								1			2						
Joy Navarrete						2						1				2/6	
Margo Parisi										1						2/20	
Tenzin Rangdol							3		2	1						2/20	
Christopher Sterba*	1																Arts
Jun Sunseri											1					2/6	
John Thompson*						1										1/16	
Bruce L. Yow*			1								2				3	1/16	CSC, CCTA

[1] Will pursue appointment to EDC first.
[2] Will pursue appointment to EQC first.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
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10890 San Pablo Avenue, El Cerrito

Gabriel Quinto – Mayor

Mayor Pro Tem Rochelle Pardue-Okimoto
Councilmember Paul Fadelli
Councilmember Janet Abelson
Councilmember Greg Lyman

ROLL CALL

Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto, and Mayor Quinto all present.

6:00 p.m. **CONVENE SPECIAL CITY COUNCIL MEETING**

Mayor Quinto convened the special City Council meeting at 6:00 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – *No speakers.*

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: Four interviews completed.

ADJOURNED SPECIAL CITY COUNCIL MEETING at 7:02 p.m.

ROLL CALL

Councilmembers Fadelli, Lyman, Pardue-Okimoto, Abelson and Mayor Quinto all present.

7:00 p.m. **CONVENE REGULAR CITY COUNCIL MEETING**

Mayor Quinto convened the regular City Council at 7:08 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE was led by Mayor Pro Tem Rochelle Pardue–Okimoto.

2. COUNCIL / STAFF COMMUNICATIONS

Councilmember Abelson reported on her attendance at the *New Partners for Smart Growth Conference* in San Francisco. There were many dynamic and interesting presentations. She also attended the Chamber of Commerce luncheon which featured Fiona Ma as the main speaker, the LimeBike grand opening at City Hall and an East Bay Division League of California Cities event with state legislators.

Councilmember Fadelli attended the City's Recreation Department crab feed. He also attended his first Arts and Culture Commission meeting as the Council Liaison. The Commission will be supporting the Fourth of July music event scheduled on July 3, 2018. The Commission is also supporting the effort to provide a stipend to the Down Home Music Store on San Pablo Avenue. Councilmember Fadelli also attended the League of California Cities East Bay Division meeting with Councilmember Abelson and said he is excited about the new LimeBike program.

Councilmember Lyman announced that the Charter Committee met on February 5 and invited all to attend the Committee's next meeting on February 12.

Mayor Pro Tem Pardue-Okimoto attended Contra Costa Mayors Conference in San Pablo which included a tour of San Pablo's new library. There was also an interesting presentation by the United States Geological Survey (USGS). Mayor Pro Tem Pardue-Okimoto encouraged all to store water, develop a plan for family members in the event of a disaster and encouraged all to attend Community Emergency Response Team (CERT) program trainings. Last weekend she was honored to be Master of Ceremonies at the Save Alta Bates Hospital event held in Berkeley. She also attended an event about race sponsored by Congressional Representatives Barbara Lee and Mark DeSaulnier.

Mayor Quinto attended the annual League of California Cities New Mayors' and Councilmembers Conference and Training in Sacramento in January. He also attended the League's East Bay Division meeting in Berkeley. Some of the major topics the state legislators are working on are housing, immigration, and education. On January 26, he attended a presentation on fuel cell technology at the Bay Area Air Quality Management District Board meeting and expressed his enthusiasm for electrical vehicle infrastructure. On January 30, he attended the LimeBike launch event with council members Abelson, Fadelli, and Pardue-Okimoto. He thanked Will Provost, Administrative Analyst, for coordinating the event. LimeBike also operates in Albany and may operate in Richmond, too. Mayor Quinto also attended the Contra Costa Mayors Conference and encouraged residents to prepare for an earthquake. He also attended a "Conversation on Race" co-hosted by Congressional Representatives Lee and DeSaulnier with Councilmember Pardue-Okimoto at Contra Costa College on February 3.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Al Miller, El Cerrito, noted the large number of vacancies on the Citizens Street Oversight Committee and encouraged residents to submit an application. Mr. Miller also expressed appreciation for the Police Department employees and volunteer who are being honored with a proclamation this evening. He thanked Stephen Prée, Environmental Services Manager, for supporting and managing the monthly Baxter Creek Work Day and encouraged the community to participate.

Robin Mitchell, El Cerrito, spoke about the Rosenberg property that was deeded to the City to use as a park. The property needs additional work and regular maintenance for use as a public city park. She urged city staff to work on funding the project.

Howdy Goudey, El Cerrito, spoke about the environmental and financial benefits of switching to electric vehicles and using other renewable energy.

Dave Weinstein, El Cerrito, President of Trail Trekkers, provided a brief report on the achievements and accomplishments of the El Cerrito Trail Trekkers.

William Jones, Richmond, stated that he received two parking tickets from the Police Department and expressed concerns regarding a lack of clear instructions regarding how to appeal the tickets.

Terry Cort, El Cerrito, Former President of El Cerrito Tennis Club, expressed the need for accessibility to restrooms while using the tennis courts at El Cerrito High School.

4. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 4(A) through 4(G)

Moved, seconded (Lyman/Abelson) and carried unanimously to approve Consent Calendar Item Nos. 4(A) and 4b and 4d through 4(G) in one motion as indicated below. 4c was removed from the consent calendar for the purposes of presenting the proclamations.

A. Approval of Minutes

Approve the January 16, 2018 Special City Council, Special City Council – Closed Session and Regular City Council meeting minutes.

Action: Approved minutes.

B. Graffiti Abatement Ordinance

Adopt Ordinance No. 2018–01 amending Title 8 of the El Cerrito Municipal Code to add Chapter 8.42, "Graffiti Abatement" related to the abatement of graffiti. *First reading approved by unanimous vote on January 16, 2018.*

Action: Adopted Ordinance No. 2018-01.

C. El Cerrito Police Department Recognition Proclamations

1. Officer of the Year Proclamation

Approve a proclamation commending and congratulating Officer Sarah Perez for her recognition by the Richmond Elks Lodge No. 1251 Police Officer Appreciation Program and for her selection as Officer of the Year.

2. Police Department Professional Staff of the Year Proclamation

Approve a proclamation commending and congratulating records specialist Stacy Corr for her recognition by the El Cerrito Police Department for her selection as Professional Staff of the Year.

3. Police Department Volunteer of the Year Proclamation

Approve a proclamation commending and congratulating Police Volunteer Bob Rugeroni for his recognition by the El Cerrito Police Department as Volunteer of the Year.

Presenter: Robert DeLa Campa, Police Captain.

Action: Removed from the Consent Calendar for the purpose of presenting the proclamations. Moved, seconded (Lyman/Fadelli) and carried unanimously to approve the proclamations.

D. Black History Month Proclamation

Approve a proclamation declaring February as Black History Month in the City of El Cerrito, and inviting everyone to recognize this month to celebrate the diversity and character of our community and highlight the importance of sharing our culture, customs and traditions with those around us.

Action: Approved proclamation.

E. Lunar New Year Proclamation

Approve a proclamation recognizing the cultural and historical significance of Lunar New Year and expressing the City Council's deepest respect for Asian Americans and all individuals in El Cerrito and throughout the world who celebrate this significant occasion; and wishing Asian Americans and all individuals who observe this holiday a happy and prosperous new year.

Action: Approved proclamation.

F. Authorization of an Additional Property Assessed Clean Energy (PACE) Financing Program for El Cerrito Property Owners

Staff requests that the City Council take the following actions: 1) Adopt a resolution consenting to the inclusion of properties within the City of El Cerrito's jurisdiction in the Golden State Financing Authority (GSFA) Program to finance renewable energy generation, energy and water efficiency improvements, electric vehicle charging infrastructure, and other improvements and approving Associate Membership in the GSFA Joint Powers Authority (JPA), and participation in GSFA's Assembly Bill (AB) 811 Authority PACE Program; and 2) Adopt a resolution consenting to the inclusion of properties within the City of El Cerrito's jurisdiction in the GSFA Community Facilities District No. 2014-1 (Clean Energy) to finance renewable energy generation, energy and water efficiency improvements, electric vehicle charging infrastructure, and other improvements and approving Associate Membership in the GSFA JPA, and participation in GSFA's Senate Bill (SB) 555 PACE Community Facilities District. *Exempt from CEQA.*

Action: Adopted Resolution No. 2018-03 and Resolution No. 2018-04.

G. Annual Payment for El Cerrito's Share of the West Contra Costa Integrated Waste Management Authority Operating Expenses

Adopt a resolution authorizing payment for the City of El Cerrito's share of the West Contra Costa Integrated Waste Management Authority's operating expenses for calendar year 2017 in an amount not to exceed $75,900.

Action: Adopted Resolution No. 2018-05.

5. PRESENTATION

Update on West Contra County Unified School District

Superintendent Matthew Duffy will present an update on schools in El Cerrito and the roadmap for increasing student academic achievement.

Action: Received presentation.

6. PUBLIC HEARING

Disposition and Development Agreement with HD Mayfair, LLC and Mayfair Affordable, LLC for Development of the Mayfair Block

Conduct a public hearing and upon conclusion adopt a resolution authorizing execution of a Disposition and Development Agreement (DDA) with HD Mayfair, LLC and Mayfair Affordable, LLC and making findings and approvals pursuant to California Government Code Section 52201 in connection with disposition of that certain property located at 11600 and 11690 San Pablo Avenue and 1925 Kearney for development of the Mayfair Block. *The City has determined based on the environmental checklist prepared by LSA Associates and on file with the City, that the Project is consistent with the Program Environmental Impact Report prepared for the San Pablo Avenue Specific Plan pursuant* *to CEQA Guidelines Sections 15168(c) and 15182 and is subject to the Program Environmental Impact Report mitigation measures specified in the conditions of approval.*

Presenters: Melanie Mintz, Community Development Director.

Mayor Quinto opened the public hearing.

Speaker: Jacob Adiarte, Field Representative for the Carpenters' Union, expressed the Union's support for the project. The project will provide many job opportunities for Carpenters' Union members and local apprentices. It will also promote economic growth and will allow union members to live where they work. Mr. Adiarte stated that the project is smart development from a developer who has taken the needs of the entire community into consideration and urged the City Council to approve the agreement.

Moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to close the public hearing.

Action: Moved, seconded (Abelson/Lyman) and carried unanimously to adopt Resolution No. 2018-06.

7. POLICY MATTER

Temporary Modular Buildings for Senior Services – Lease Agreement with Mobile Modular

Adopt a resolution taking the following actions: 1) Authorize the City Manager to execute an agreement with Mobile Modular for leasing of temporary modular buildings for senior services with one-charges of $103,800 and a monthly rent of up to $10,000 for a sixty month term; 2) Approve a contingency amount of $10,000 for delivery and installation charges by Mobile Modular; and 3) Waive all city-related fees for planning approvals and building permits. *Exempt from CEQA.*

Presenter: Yvetteh Ortiz, Public Works Director and Chris Jones, Recreation Director.

Speakers: Howdy Goudey, El Cerrito, said he sympathized with the short timeline and stated that although the effort to continue senior services is laudable, the expenditure of $1,000,000 over five years is a regrettable amount of money to spend for modest and uninspiring portable buildings. Mr. Goudey encouraged the City Council to look at the portables as a temporary solution and continue to develop a plan for something permanent.

Action: Moved, seconded (Abelson/Pardue-Okimoto) and carried to adopt Resolution No. 2018–07.

8. CITY COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENTS

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

Councilmember Lyman reported that all the City Managers from the West Contra Costa Integrated Waste Management Authority jurisdiction worked out a solution for an ongoing Joint Powers Authority (JPA) Agreement which will likely be adopted by the JPA. They will continue working on the details to retain recycling in the West Contra Costa County.

Councilmember Pardue-Okimoto reported that the Gilman Fields Joint Powers Authority received a report that work is being done on a pad and replacement of the soccer fields. The work will be completed in February. The field will open on March 3, 2018. In

November 2016 the City of Berkeley passed an infrastructure bond measure which may be used for additional bathrooms at the northern end of the field. Work will also be done at the Gilman offramp interchange by Caltrans to make it easier to get on and off the freeway.

Councilmember Abelson reported on her attendance as Council Liaison to the Parks and Recreation Commission. The Commission worked on its workplan and also received a presentation on the Parks Facilities Master Plan. At the West Contra Costa Transportation Advisory Committee, Councilmember Abelson was elected to a two-year term as West County representative to the Contra Costa Transportation Authority. The other West County representative is Richmond Mayor Butt. The I-80 Corridor Integrated Mobility system was discussed at a meeting. Cal Trans will be working on the system to make improvements.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 9:44 p.m.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 5: Update on West Contra County Unified School District

1. "District Overview," Powerpoint presentation – *Submitted by Matthew Duffy, Superintendent, West Contra Costa Unified School District.*

Item No. 6 Disposition and Development Agreement with HD Mayfair, LLC and Mayfair Affordable, LLC for Development of the Mayfair Block

2. Powerpoint presentation – *Submitted by Melanie Mintz, Community Development Director.*

Other:

3. Presentation page, "Building Inclusive Future through Creative Placemaking" – *Submitted by Councilmember Abelson.*
4. Trail Trekkers' 2017 accomplishments – *Submitted by Dave Weinstein, Trail Trekkers.*

Agenda Item No. 4(A)(2)

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
Tuesday, February 20, 2018 – 6:15 p.m.
Hillside Conference Room

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

Gabriel Quinto – Mayor

Mayor Pro Tem Rochelle Pardue-Okimoto
Councilmember Greg Lyman
Councilmember Abelson
Councilmember Paul Fadelli

ROLL CALL
Councilmembers Abelson, Fadelli, Lyman, Pardue-Okimoto and Mayor Quinto all present.

6:15 p.m. CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Quinto convened the special City Council meeting at 6:15 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – *No speakers.*

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for City Boards and Commissions. Interviews may result in an announcement of appointment at the meeting. The City Council may also discuss and determine the scheduling and structure of future interviews for vacant positions on all other boards and commissions.

Action: Interviewed eight candidates. Appointed Christopher Sterba to the Arts and Culture Commission for a term commencing on March 1, 2018 and concluding March 1, 2022. *Discussion of additional appointments continued to March 6, 2018.*

ADJOURN REGULAR CITY COUNCIL MEETING at 8:58 p.m.

AGENDA BILL

THE CITY OF EL CERRITO

Agenda Item No. 4(B)

Date: March 6, 2018

To: El Cerrito City Council

From: Yvetteh Ortiz, Public Works Director/City Engineer

Subject: California Office of Emergency Services (Cal OES) Form 130 - Designation of Authorized Agents

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ACTION REQUESTED

Adopt a resolution designating the City Manager, Finance Director and Public Works Director as the City's agents to provide required assurances and execute agreements for the purposes of obtaining financial assistance from the Federal Emergency Management Agency (FEMA) and the State of California Governor's Office of Emergency Services (Cal OES) for disaster aid; approving the corresponding Cal OES Form 130; and authorizing the City Manager to file the Cal OES Form 130 with Cal OES and submit all related documentation.

BACKGROUND AND ANALYSIS

In early 2017, severe winter storms caused widespread flooding, mudslides, erosion and damage to roads and other public infrastructure and facilities throughout California. To help communities recover from the storm damage, the California Governor issued emergency proclamations and requested presidential disaster declarations. The President approved the requests and declared major disasters making federal disaster aid available to public agencies located in over 40 counties in the State of California, which included Contra Costa County.

The City of El Cerrito experienced significant damage to the fire and maintenance access roads within the Hillside Natural Area. Repair of these roads is eligible for FEMA and Cal OES financial assistance. Public Works staff participated in applicant briefings and submitted a Request for Public Assistance in Spring 2017. Staff subsequently attended a kick-off meeting and site visit with FEMA and Cal OES staff, and submitted additional documentation through Fall 2017. In order for Cal OES to complete processing the request, the City Council must designate City agents responsible for providing required assurances and executing agreements with FEMA and Cal OES on behalf of the City and approve the corresponding Cal OES Form 130.

Staff recommends that the form designate agents by position, instead of specific names, and be effective for all open and future disasters declared by the state or federal government up to three years following the date of approval by City Council so as to expedite processing of requests in the future.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Adoption of this resolution is consistent with the Strategic Plan Goal B - *Achieve long-term financial sustainability* by pursuing new funding sources.

ENVIRONMENTAL CONSIDERATIONS

The requested action does not constitute a "Project" under the California Environmental Quality Act (CEQA) Section 15378 and therefore is exempt from any further consideration under CEQA. Projects that may be funded by FEMA and Cal OES financial assistance will require project-specific environmental review.

FINANCIAL CONSIDERATIONS

Adoption of the resolution will permit the City to obtain financial assistance for all open and future disasters declared by the state or federal government up to three years following the date of approval. For now, it will allow for the City to be eligible for funding, on a reimbursement basis, for costs to repair access roads in the Hillside Natural Area, which are estimated to be approximately $150,000 to $200,000. The City would then be eligible to recover up to 93.75% (75% FEMA, 18.75% Cal OES) of eligible costs incurred to repair the roads. City staff will request funding for costs not covered by the disaster aid, which are estimated to be approximately $9,400 to $12,500, as part of the City's annual budget process for Fiscal Year 2018-19.

LEGAL CONSIDERATIONS

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

Reviewed by:

Scott Hanin
City Manager

Attachment:

1. Resolution including Exhibit A - Cal OES Form 130 "Designation of Applicant's Agent Resolution for Non-State Agencies"

Agenda Item No. 4(B)
Attachment 1

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO DESIGNATING THE CITY MANAGER, FINANCE DIRECTOR AND PUBLIC WORKS DIRECTOR AS THE CITY'S AGENTS TO PROVIDE REQUIRED ASSURANCES AND EXECUTE AGREEMENTS FOR THE PURPOSES OF OBTAINING FINANCIAL ASSISTANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE STATE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) FOR DISASTER AID; APPROVING THE CORRESPONDING CAL OES FORM 130; AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND FILE THE CAL OES FORM 130 AND SUBMIT ALL RELATED DOCUMENTATION

WHEREAS, in early 2017, severe winter storms caused widespread flooding, mudslides, erosion and damage to roads and other public infrastructure and facilities throughout California; and

WHEREAS, to help communities recover from the storm damage, the California Governor issued emergency proclamations and requested presidential disaster declarations and the President approved the requests and declared major disasters making federal disaster aid available to public agencies located in over 40 counties in the State of California, which included Contra Costa County; and

WHEREAS, El Cerrito experienced significant damage to the fire and maintenance access roads within the Hillside Natural Area, and repair of these roads is eligible for FEMA and Cal OES financial assistance; and

WHEREAS, costs to repair the Hillside Natural Area roads are estimated to be approximately $150,000 to $200,00 and the City would be eligible to recover up to 93.75% (75% FEMA, 18.75% Cal OES) of eligible disaster related costs incurred to repair the roads; and

WHEREAS, in order for Cal OES to complete processing the City's Request for Public Assistance, the City Council must designate City agents responsible for providing required assurances and executing agreements with FEMA and Cal OES on behalf of the City and approve the corresponding Cal OES Form 130; and

WHEREAS, City staff recommends that the form designate agents by position, instead of specific names, and be effective for all open and future disasters declared by the state or federal government up to three years following the date of approval so as to expedite processing of requests in the future; and

WHEREAS, City staff will request funding for costs not covered by the disaster aid, which are estimated to be approximately $9,400 to $12,500 as part of the City's annual budget process for Fiscal Year 2018-19.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, that it hereby designates the City Manager, Finance Director and Public Works Director as the City's agents to provide required assurances and execute agreements for the purposes of obtaining financial assistance from the Federal Emergency Management Agency (FEMA) and the State of California Governor's Office of Emergency Services (Cal OES) for disaster aid; approving Cal OES Form 130, attached to the Resolution as Exhibit A; and authorizing the City Manager to file the Cal OES Form 130 with Cal OES and submit all related documentation.

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

I CERTIFY that at a regular meeting on March 6, 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 March XX, 2018.

____
Cheryl Morse, City Clerk

APPROVED:

____
Gabriel Quinto, Mayor

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: 13-21796

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of El Cerrito (Name of Applicant)

THAT City Manager, OR

Finance Director, OR

Public Works Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of El Cerrito (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of El Cerrito (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) ________________

Passed and approved this 6th day of March, 2018

____
(Name and Title of Governing Body Representative)

____
(Name and Title of Governing Body Representative)

____
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Cheryl Morse, duly appointed and City Clerk (Title) of City of El Cerrito (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council (Governing Body) of the City of El Cerrito (Name of Applicant) on the 6th day of March, 2018.

______________________________ (Signature)

______________________________ (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

AGENDA BILL

Agenda Item No. 4(C)

Date: March 6, 2018

To: El Cerrito City Council

From: Yvetteh Ortiz, Public Works Director/City Engineer

Subject: Support Proposition 69 and Oppose Senate Bill 1 Repeal

ACTION REQUESTED

Adopt a resolution supporting Proposition 69, the June 2018 constitutional amendment to prevent new transportation funds generated by Senate Bill 1 from being diverted for non-transportation purposes and oppose the proposed November 2018 ballot proposition (Attorney General #17-0033) that would repeal Senate Bill 1 and make it more difficult to raise state and local transportation funds in the future.

BACKGROUND AND ANALYSIS

California's cities, counties and transportation agencies face a statewide backlog of over $130 billion in needed funds to make transportation infrastructure improvements. Senate Bill 1 (Beall), the Road Repair and Accountability Act of 2017, was passed by the California Legislature and signed into law by the Governor in April 2017. Senate Bill 1 calls for investing $5 billion annually over the next decade and prioritizes funding towards maintenance and rehabilitation and safety improvements on state highways, local streets and roads, and bridges and to improve the state's trade corridors, transit, and active transportation facilities. These funds will be split equally between state and local investments. Senate Bill 1 provides the first significant, stable, and on-going increase in state transportation funding in more than two decades by increasing per gallon fuel excise taxes, increasing diesel fuel sales taxes and vehicle registration fees, and providing for inflationary adjustments to tax rates in future years. Previously, in February 2017, the City Council demonstrated support for the Assembly Bill 1 (Frazier)/Senate Bill 1 (Beall) Transportation Funding and Reform Package by authorizing Mayor Abelson to sign and send letters of support to the authors and legislative entities.

Senate Bill 1 provides critically-needed funding in the City of El Cerrito that will be used for maintaining, repairing, and rehabilitating pedestrian and bicycle infrastructure including sidewalks, boardwalks and paths; replacing and updating traffic signal systems and traffic signs citywide; fixing local streets in need of total reconstruction; and adding active transportation infrastructure. In October 2017, City Council adopted Resolution 2017-71 to amend the Adopted Fiscal Year 2017-18 Budget and Capital Improvement Plan to incorporate a list of projects for funding from Senate Bill 1 in the amount of approximately $140,000. These projects include the following:

- Sidewalk & Street Sign Maintenance
- Korematsu Safe Routes to School Improvements Project, Phase 1

- Active Transportation Program
- Ohlone Greenway BART Station Area Access, Safety & Placemaking Improvements Project

Three of these projects are expected to be under construction or installed during Summer 2018.

Senate Bill 1 contains strong accountability provisions to streamline projects by cutting redundant or excessive bureaucracy to ensure transportation funds are spent efficiently and effectively, while also establishing the independent office of Transportation Inspector General to perform audits, improve efficiency and increase transparency.

Proposition 69 on the June 2018 ballot would add additional accountability for taxpayers by preventing the California Legislature from diverting or borrowing any new transportation revenues for non-transportation improvement purposes. More specifically, Proposition 69 would extend constitutional protections to the new transportation revenues generated by Senate Bill 1 that are not already protected and ensures these funds can only be used for transportation improvement purposes. Regrettably, a proposed ballot measure aimed for the November 2018 ballot (Attorney General #17-0033) would repeal the new transportation revenues provided by Senate Bill 1 and make it more difficult to increase funding for state and local transportation improvements in the future. This proposed November 2018 ballot proposition would take away approximately $410,000 annually dedicated to the City of El Cerrito, and halt critical investments in transportation projects for our community.

City staff recommends that Council adopt the resolution in support of Proposition 69 to protect transportation funds generated by Senate Bill 1 and in opposition of the proposed November 2018 ballot proposition that would repeal the much-needed transportation funds. In addition, City recommends that Council support and be listed as a member of the Coalition to Protect Local Transportation Improvements, a diverse coalition of local government, business, labor, transportation and other organizations throughout the state, in support of Proposition 69 and opposing the repeal of Senate Bill 1 by providing a copy of the adopted resolution to the Protect Local Transportation Improvements campaign.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Adoption of this resolution is consistent with the following El Cerrito Strategic Plan Goals:

- Goal B - *Achieve long-term financial sustainability* by tracking and promoting state and federal legislation that would create new funding opportunities; and

- Goal D – *Develop and rehabilitate public facilities as community focal points* by helping to develop a plan to address ongoing and deferred maintenance of facilities and infrastructure.

ENVIRONMENTAL CONSIDERATIONS

The requested action does not constitute a "Project" under the California Environmental Quality Act (CEQA) Section 15378 and therefore is exempt from any further consideration under CEQA. Projects that may be funded by this transportation funding source will require project-specific environmental review. New transportation funding will help improve pedestrian and bicycle infrastructure, which leads to reduced vehicle emissions helping the State and City achieve air quality and greenhouse gas emissions reductions goals.

FINANCIAL CONSIDERATIONS

The amount of funding generated by Senate Bill 1 that will be distributed to the City of El Cerrito is approximately $140,000 in Fiscal Year 2017-18, which is a partial year, and $410,000 in Fiscal Year 2018-19, the first full year of revenue. The proposed November 2018 ballot proposition would take away the $410,000 annual amount needed for maintenance and improvement of our transportation infrastructure.

LEGAL CONSIDERATIONS

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

Reviewed by:

Scott Hanin
City Manager

Attachment:

1. Resolution
2. Senate Bill 1 Myth vs. Facts Document
3. Fact Sheet on Yes on Prop. 69 and No on SB 1 Repeal
4. Coalition to Protect Local Transportation Improvements Sign-Up Form

Agenda Item No. 4(C)
Attachment 1

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO IN SUPPORT OF PROPOSITION 69, THE JUNE 2018 CONSTITUTIONAL AMENDMENT TO PREVENT NEW TRANSPORTATION FUNDS GENERATED BY SENATE BILL 1 FROM BEING DIVERTED FOR NON-TRANSPORTATION PURPOSES AND IN OPPOSITION OF THE PROPOSED NOVEMBER BALLOT PROPOSITION (ATTORNEY GENERAL #17-0033) THAT WOULD REPEAL SENATE BILL 1 AND MAKE IT MORE DIFFICULT TO RAISE STATE AND LOCAL TRANSPORTATION FUNDS IN THE FUTURE

WHEREAS California's cities, counties and transportation agencies face a statewide backlog of over $130 billion in needed funds to make transportation infrastructure improvements; and

WHEREAS, "The Road Repair and Accountability Act" (Senate Bill 1 – Beall) passed by the Legislature and signed by the Governor last year will raise $5 billion annually in long-term, dedicated transportation funding to make road safety improvements, fill potholes and repair local streets, highways, bridges and overpasses, with the revenues split equally between state and local government projects; and

WHEREAS, Senate Bill 1 provides critically-needed funding in the City of El Cerrito that will be used for maintaining, repairing, and rehabilitating pedestrian and bicycle infrastructure including sidewalks, boardwalks and paths; replacing and updating traffic signal systems and traffic signs citywide; fixing local streets in need of total reconstruction; and adding active transportation infrastructure; and

WHEREAS, Senate Bill 1 contains strong accountability provisions to streamline projects by cutting redundant or excessive bureaucracy to ensure transportation funds are spent efficiently and effectively, while also establishing the independent office of Transportation Inspector General to perform audits, improve efficiency and increase transparency; and

WHEREAS, Proposition 69 on the June 2018 ballot would add additional accountability for taxpayers by preventing the State Legislature from diverting or borrowing any new transportation revenues, not already protected, for non-transportation improvement purposes; and

WHEREAS, there is also a proposed ballot measure aimed for the November 2018 ballot (Attorney General #17-0033) that would repeal the new transportation revenues provided by Senate Bill 1 and make it more difficult to increase funding for state and local transportation improvements in the future; and

WHEREAS, this proposed November proposition would take away approximately $410,000 annually dedicated to the City of El Cerrito, and halt critical investments in transportation projects for our community.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby supports Proposition 69, the June 2018 constitutional amendment to prevent new transportation funds from being diverted for non-transportation purposes.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby opposes the proposed November ballot proposition (Attorney General #17-0033) that would repeal Senate Bill 1 and the new transportation funds and make it more difficult to raise state and local transportation funds in the future.

BE IT FURTHER RESOLVED that the City of El Cerrito supports and can be listed as a member of the Coalition to Protect Local Transportation Improvements, a diverse coalition of local government, business, labor, transportation and other organizations throughout the state, in support of Proposition 69 and opposing the repeal of Senate Bill 1, and City Council hereby directs staff to provide a copy of this adopted resolution to the Coalition to Protect Local Transportation Improvements campaign.

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

I CERTIFY that at a regular meeting on March 6, 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 March XX, 2018.

____
Cheryl Morse, City Clerk

APPROVED:

____
Gabriel Quinto, Mayor

SB 1: Debunking the Myths

The Road Repair and Accountability Act of 2017 (SB 1) is a long-term transportation solution that will provide new revenues for road safety improvements, fill potholes and repair local streets, highways, and bridges. SB 1 will provide transportation investments in **every** community, improving the quality of life for all Californians. SB 1 includes strict accountability provisions to reduce waste and bureaucracy and dedicates all funds to transportation improvements. Opponents of SB 1 are spreading false information and flat-out untruths full of potholes.

We want to cement the facts.

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1. MYTH— *Practically none of the SB 1 funds will be used to fix our roads.*

FACT

SB 1 invests more than $5 billion annually directly for maintenance, repair, and safety improvements on state highways, local streets and roads, and bridges. SB 1 also provides investments in mass transit to help relieve congestion. In total, SB 1 will provide:

- $1.5 billion for the State Highway Operations and Protection Program
- $1.5 billion for local streets and roads
- $400 million for bridge maintenance and repairs
- $300 million for goods movement and freight projects
- $275 million for congested corridors and relief management
- $200 million for the Local Partnership Program to match locally generated transportation funds
- $100 million for the Active Transportation Program to improve safety and expand access on streets, roads and highways for bicyclists and pedestrians.
- $750 million for mass transit

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2. MYTH— *SB 1 will cost California families upwards of $700 a year*

FACT

The California Department of Finance calculated that **the average cost to motorists is roughly $10/month**. **Here's the math:**

- **Registration:** Nearly 50% of all registered vehicles in California are valued at less than $5,000. Forty percent are valued at less than $25,000. Thus, the average annual amount for vehicle registration is approximately $48.
- **Fuel:** California's 26 million licensed drivers consume 15.5 billion gallons per year. That is 577 gallons per driver, multiplied by 12 cents per gallon is $69.24 each.

The annual average cost per driver is:

Vehicle Registration	$47.85
Fuel	$69.24
Total	**$117.09 per year OR $9.76 per month**

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3. MYTH— *SB 1 funds go directly into the state's General Fund, meaning there's zero guarantee the money will be used to fund transportation improvement projects.*

Revenues go directly into transportation accounts and are constitutionally protected.

Article XIX of the California Constitution already protects the gasoline excise tax and vehicle registration fees, and a portion of the sales tax on diesel, and dedicates them to transportation purposes. This accounts for about 70% of the revenues generated by SB 1. Prop 69, a constitutional ballot measure which will go before the voters in June 2018, extends these same constitutional protections to the remaining 30% of new revenues generated by SB 1. It's also important to remember, all gas tax moneys that were loaned in prior decades to the General Fund will have been repaid under SB 1.

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4. MYTH— *There is no oversight.*

SB 1 creates a new Office of the Inspector General (IG) charged with overseeing projects and programs to ensure all SB 1 funds are spent as promised and to reduce bureaucracy, waste and red tape. The IG is required to report annually to the state Legislature.

Furthermore, SB 1 has significant accountability and transparency provisions designed to ensure the public has full access to information on how their tax dollars are being invested. Cities and counties must publicly adopt and submit to the state a planned list of projects and year-end reporting that accounts for every single dollar of SB 1 revenue they receive. Bottom line: SB 1 includes provisions to streamline projects by cutting red tape to ensure transportation funds are spent efficiently and effectively.

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5. MYTH— *None of the new funds can be used to build new roads.*

SB1 funds can and will be used to build new roads and increase capacity on our roads and highways.

- SB 1 funds will be used to restore the State Transportation Improvement Program (STIP). The CTC previously cut and delayed $1.5 billion in projects from STIP, including new capacity projects, which are now eligible to move forward.
- There is $200 million annually in SB 1 for self-help counties that can be used on new roads and capacity increasing projects.
- SB 1 includes $250 million annually for congested road and highway corridors and $300 million for the trade corridor programs, which can both fund increased capacity.
- Lastly, while cities and counties will primarily (initially) be using local funds on “fix it first” projects to repair roads in bad shape, local governments can use these funds for new roads and capacity enhancements, ***especially once their road conditions are brought up into a state of good repair***.

---

6. MYTH—*California can dedicate existing General Fund revenues to fix transportation.*

California has a combined need of over $130 billion over the next 10 years just to bring the state highway and local street and road systems into a good and safe condition. If we were to use funds from the General Fund, we would need to pull $130 billion from important areas like education, healthcare, public safety, and other programs that Californians rely upon.

SB 1 follows the user-pay model where everyone pays their fair share and all drivers pay a little more to fix the roads they drive on. It’s a responsible, accountable way to fix our roads.

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7. MYTH— *California already has the highest gas tax in the nation.*

Figures from the Tax Foundation and the American Petroleum Institute show Pennsylvania tops out as the highest in the nation. California’s gas taxes haven’t been raised in more than 20 years and, as a result, transportation improvement funding simply hasn’t kept pace with inflation, leading to the backlogs of unfunded infrastructure. SB 1 changes that.

Since 2013, 26 states have increased gas taxes and other transportation revenues to fix their roads and bridges. In fact, of those 26 states, 17 are governed by Republicans.

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8. MYTH— *SB 1 impacts on our economy are minimal.*

SB 1 is a job creator. The White House Council of Economic Advisors found that every $1 billion invested in transportation infrastructure supports 13,000 jobs a year. With the $5 billion annually planned from SB 1, this measure will put 650,000 people to work rebuilding California over the next decade.

---

9. MYTH—*California's working families and businesses cannot afford this tax increase.*

California motorists currently pay $763 per year, on average, in extra vehicle repair costs due to wear and tear because of the poor condition of our roads. With SB 1, CA drivers will save money by driving on improved roads and will need fewer vehicle repairs.

---

10. MYTH— *SB 1 funds are being diverted to CSU and UC for research.*

SB 1 directs $7 million (one-tenth of one percent of total SB 1 revenues) to CSU and UC transportation research institutions for *<u>research directly related to improving transportation</u>* technology, practices, materials, and impacts to the environment.

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11. MYTH— *According to polling, Californians oppose the gas tax increase. They will support a ballot measure to repeal SB 1.*

Polls consistently show voters are fed up with California's bad roads and will support new revenues to get them fixed. If a repeal measure makes it on the November 2018 ballot, we are confident voters will want to want to preserve funding to provide safer roads and bridges, improve congestion, and fix potholes.

---

12. MYTH— *California Gov. Jerry Brown has proposed "diverting 30 percent of the funding" from the state's gas tax increase "to non-road related projects like building parks and lifeguards."*

A percentage of the existing gas tax revenue related to fuel sales from boats, agricultural equipment, and other off-highway vehicles (quads, dirt bikes) has always gone toward supporting infrastructure related to these economic and recreational activities. The percent of gas tax revenues collected from these sources is <u>two-percent</u> (2%).

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13. MYTH— *Some of the funds raised by SB 1 will be used to repay outstanding loans from certain transportation funds.*

All outstanding transportation loans are being repaid by the General Fund. In fact, the FY 2016-17 state budget already started to repay those loans. SB 1 requires all loans to be repaid by 2020.

---

14. MYTH— *According to the state legislative analyst, Caltrans is overstaffed by 3,500 positions.*

Caltrans staffing levels are currently at the lowest they've been in a decade. Additionally, SB 1 mandates that the California Department of Transportation "shall implement efficiency measures with the goal to generate at least one hundred million dollars ($100,000,000) per year in savings to invest in maintenance and rehabilitation of the state highway system."

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15. MYTH—*SB 1 dollars will be diverted to fund high-speed rail.*

No funds raised from SB 1 will be used to fund high-speed rail. California's state-maintained transportation infrastructure will receive roughly half of SB 1 revenue: $26 billion. The other half will go to local roads, transit agencies and an expansion of the state's growing network of pedestrian and cycle routes. There is no remaining balance that could be used for the high-speed rail project. A full overview of how the funds are allocated can be found here.

Agenda Item No. 4(C)
Attachment 3

Support Safer Roads and Protect Local Transportation Improvements

Californians depend on a safe and reliable transportation network to support our quality of life and a strong economy. In April 2017, California passed Senate Bill 1 (SB 1) – which will provide more than $5 billion annually to make road safety improvements, fill potholes, repair local streets, freeways, tunnels, bridges and overpasses and invest in public transportation in every California community. Road safety and transportation improvement projects are already underway or planned in every community, but this long-awaited progress could come to a halt unless voters take action in 2018.

The Coalition to Protect Local Transportation Improvements has formed to support the June 2018 constitutional amendment protecting transportation funds from being diverted and to oppose the November 2018 measure to repeal transportation funds. Here's how you can help:

SUPPORT Prop 69:

June 2018 ballot measure: Prohibits the Legislature from raiding new transportation funds and ensures funds can only be used for transportation projects.

- Prop 69 extends constitutional protections to the new revenues generated by SB 1 that aren't currently protected and ensures these funds can only be used for transportation improvement purposes.
- The measure would prohibit the Legislature from borrowing or diverting these revenues for non-transportation purposes. This will ensure that all revenues from SB 1 can only be used for transportation improvement purposes.

OPPOSE SB 1 Repeal:

November 2018 ballot measure: Would repeal SB 1 and rob our communities of vital local road safety and transportation improvement funds.

Certain politicians are currently collecting signatures to try to repeal the Road Repair and Accountability Act of 2017 (SB 1) and stop critical investments in future transportation improvement projects. We need to build a strong coalition to oppose this measure now because its passage would:

- **Jeopardize public safety.** According to the National Highway Traffic Safety Administration, poor roadways were a contributing factor in more than half of the 3,623 roadway fatalities on California roads in 2016. Currently, 89% of California counties have roads that are in poor or at-risk condition, and 25% of local bridges show significant deterioration. Roadway improvements at the state and local level will save lives and increase safety for the traveling public. This measure will cut funding currently dedicated to fixing roads and upgrading freeways, bridges, tunnels and overpasses to make them safer.

OPPOSE the November 2018 ballot measure that would repeal SB 1 and rob our communities of vital local road safety and transportation improvement funds.

- **Take away road improvement funds dedicated to every community.** SB 1 guarantees funds to every city and county to fix potholes, make safety improvements, ease traffic congestion and improve public transportation. These funds are already being put to use and California cities and counties have already identified 4,000 local projects for funding in 2017-18 and into the future. This measure would rob funding currently benefiting every California community and stop thousands of local road improvement projects from moving forward. Our local roads, streets and state highways already face a backlog of $132 billion and this measure will only worsen the crisis.

- **Make traffic congestion worse.** Our freeways and major thoroughfares are among the most congested in the nation, and Californians spend too much time stuck in traffic away from family and work. This measure would make our traffic worse by repealing SB 1 funds that are dedicated to reducing traffic congestion.

- **Cost drivers and taxpayers more money in the long-run.** Repealing the gas tax and vehicle fee will only save the average driver $10 per month. But it will cost drivers much more in the long-run because of the wear and tear on our vehicles caused by bad roads. The average driver spends $762 per year on front end alignments, body damage, shocks, tires and other repairs because of bad roads. It is important to fix our roads now vs. later as it costs 8 times more to fix a road than to maintain it.

- **Would hurt job-creation and our economy.** A reliable transportation infrastructure is critical to get people to work, to move goods and services to the market and to support our economy. Furthermore, every $1 billion invested in transportation infrastructure supports 13,000 jobs a year. By repealing funding for road repairs and transportation improvements, this measure would eliminate 650,000 good-paying jobs and $100 billion dollars in economic growth that will be created fixing our roads over the next decade.

Paid for by the Coalition to Protect Local Transportation Improvements, sponsored by business, labor, local governments, transportation advocates and taxpayers
Committee Major Funding from
California Alliance for Jobs

Funding details at www.fppc.ca.gov

Agenda Item No. 4(C)
Attachment 4

YES!
I Support Safer Roads and Protecting Local Transportation Improvements

Please check one or both boxes:

X I/we **SUPPORT Prop 69, a June 2018 ballot measure to prevent** the state Legislature from diverting transportation funds for other purposes or redirecting funds for non-transportation projects. You may list me/my organization in formal **SUPPORT** of this constitutional amendment in your coalition materials.

X I/we **OPPOSE the November ballot measure that would repeal the "Road Repair and Accountability Act" (SB 1)** and rob our communities of vital road safety and transportation improvement funds. You may list me/my organization in formal **OPPOSITION** to the repeal effort in your coalition materials.

Please select a category:

X Organization ☐ Individual

Please complete the following information:

Organization/Company (if applicable): City of El Cerrito
Date: March 6, 2018

Authorized Signature:
Name: Scott Hanin
Title: City Manager

Street Address: 10890 San Pablo Avenue

City: El Cerrito
State: CA
Zip: 94530

Phone: 510-215-4300
FAX: 510-233-5401

E-Mail Address (if public official, please include personal e-mail):

Please complete this form and return it to: Coalition to Protect Local Transportation Improvements
If faxing: (916) 442-3510
If e-mailing: Kyle Griffith | kgriffith@bcfpublicaffairs.com
For more information, please call (916) 443-0872

Paid for by the Coalition to Protect Local Transportation Improvements, sponsored by business, labor, local governments, transportation advocates and taxpayers
Committee Major Funding from
California Alliance for Jobs
Funding details at www.fppc.ca.gov

THE CITY OF EL CERRITO

AGENDA BILL

Agenda Item No. 4(D)

Date: March 6, 2018

To: El Cerrito City Council

From: Human Relations Commission by Kristen Cunningham, Staff Liaison

Subject: Recognize March 10, 2018 as the 59th anniversary of the Tibetan national uprising, and affirm support to the people of Tibet

ACTION REQUESTED

At the request of the El Cerrito Human Relations Commission, adopt a resolution declaring: 1) March 10, 2018, the 59th anniversary of the Tibetan national uprising, as "Tibet Day" in the City of El Cerrito and display the Tibetan flag at City Hall; 2) Supporting federal legislation supporting Tibetan people that is currently pending in the United States Congress; and 3) Declaring El Cerrito's expression of solidarity with the Tibetan people and their just, peaceful and non-violent movement to remind the world of ongoing suppression of human rights and freedom in Tibet and the continuous degradation of culture, religion, land and identity of the Tibetan people by China.

BACKGROUND

This year continues the dedication of the Tibetan community around the world to remind us about the ongoing plight of Tibet so that the just cause of Tibet is not forgotten. The recent human rights abuses in Tibet are another example of the continued violent suppression of a movement for democracy in Tibet. It is also one aspect of China's continued serious contravention of the Tibetan people's right to religious and cultural freedoms.

It is important that the City of El Cerrito oppose the Chinese government's campaign of violent suppression and stand up for human rights and democracy in Tibet. The City of El Cerrito has a long history of support for Tibet and the Tibetan people, and the Human Relations Commission has requested a resolution from the City Council that shows support for affirming the determination of the Tibetan people in Tibet and beyond, including Tibetan Americans, to retain their heritage and protect it from destruction against overwhelming odds through non-violent and peaceful means.

STRATEGIC PLAN CONSIDERATIONS

Adoption of this resolution will help fulfill the following City of El Cerrito Strategic Plan Goals:

- Goal C: "Deepen a sense of place and community identity" and the objective of "Celebrate the City's diversity by welcoming residents of all ages and cultures and encouraging their civic involvement"

FINANCIAL CONSIDERATIONS
None.

Reviewed by:

Scott Hanin
City Manager

Attachments:
1. Resolution

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO RECOGNIZING MARCH 10, 2018 AS "TIBET DAY" IN THE CITY OF EL CERRITO AND AFFIRMING SUPPORT TO THE PEOPLE OF TIBET

WHEREAS, on March 10, 2018, Californians, including Tibetan Americans residing in El Cerrito, and surrounding regions will gather to commemorate the 59th anniversary of the Tibetan National Uprising against Chinese invasion and occupation of Tibet; and

WHEREAS, the City of El Cerrito has a diverse ethnic population, including Tibetan Americans, who are concerned about human rights and freedom in the United States and throughout the world; and

WHEREAS, the 2016 Country Reports on Human Rights Practices for China published by the Department of State stated, "Under the professed objectives of controlling border areas, maintaining social stability, combating separatism, and extracting natural resources, the government engaged in the severe repression of Tibet's unique religious, cultural, and linguistic heritage by, among other means, strictly curtailing the civil rights of the Tibetan population, including the freedoms of speech, religion, association, assembly, and movement."; and

WHEREAS, Tibetan Americans, including those residing in the City of El Cerrito, have been expressing concern at the Chinese government's:

1) Travel restrictions against Tibetans and United States citizens;
2) Restrictive regulations on religious affairs in Tibet;
3) Censorship of Buddhist literature and information in Tibet;
4) Demolition of Tibetan Buddhist sites;
5) Imprisonment of Tibetan prisoners of conscience; and
6) Declarations that "decision-making power over the reincarnation of the Dalai Lama and over the end of survival of his lineage resides with the central government of China."; and

WHEREAS, the United States has a long history of support to the Tibetan people, including the passage of the Tibetan Policy Act of 2002; and

WHEREAS, the United States Congress is considering a bipartisan and bicameral bill Reciprocal Access to Tibet Act of 2017 (H.R.1872 and S.821) to promote access for American citizens, diplomats and journalists in Tibet similar to that enjoyed by Chinese citizens, diplomats and journalists in the United States; and

WHEREAS, the United States Congress is considering a bipartisan and bicameral resolution (H.Con.Res.89 and S.Con.Res.30) expressing the sense of

Congress that the treatment of the Tibetan people should be an important factor in the conduct of United States relations with the People's Republic of China; and

WHEREAS, the City of El Cerrito has a long history of support for Tibet and the Tibetan people; and

WHEREAS, the City of El Cerrito affirms the determination of the Tibetan people in Tibet and beyond, including Tibetan Americans, to retain their heritage and protect it from destruction against overwhelming odds through non-violent and peaceful means.

NOW THEREFORE, BE IT RESOLVED by the El Cerrito City Council that March 10, 2018, the 59^{th} anniversary of the Tibetan national uprising, shall be officially recognized as “Tibet Day” in the City of El Cerrito and the Tibetan flag shall be displayed at City Hall.

BE IT FURTHER RESOLVED that the El Cerrito City Council supports the above pending resolutions on Tibet in the United States Congress.

BE IT FURTHER RESOLVED that the City of El Cerrito stands in solidarity with the Tibetan people and their just, peaceful and nonviolent movement to remind the world of the ongoing suppression of human rights and freedom in Tibet and the continuous degradation of culture, religion, land and identity of the Tibetan people by China.

Dated: March 6, 2018

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Gabriel Quinto, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION

Designating the Month of March as "Women's History Month" and March 8, 2018 as "International Women's Day."

WHEREAS, Women of every race, class, and ethnic background have made historic contributions to the growth and strength of the United States, the State of California, and the City of El Cerrito in countless recorded and unrecorded ways; and

WHEREAS, Women have played and continued to play a critical economic, cultural, and social role in every sphere of the life of our nation and in the City of El Cerrito by constituting a significant portion of the labor force working inside and outside the home; and

WHEREAS, Women have played a unique role throughout our history by providing the majority of the volunteer labor force; and women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the United States and throughout the Bay Area; and

WHEREAS, Women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and the peace movement, to create a more fair and just society for all; and

WHEREAS, locally, women have played a key role in the City of El Cerrito's history as leaders in the community, in our schools and universities, and at City Hall; and the City proudly recognizes the importance of issues affecting women and girls and supports further sustainable change in their well-being and advancement; and

WHEREAS, International Women's Day is celebrated globally on March 8^{th} and addresses the social, economic, and political barriers still facing women and girls while celebrating their achievements and the progress that has been made in support of women's equality.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 2018 as Women's History Month and March 8, 2018 as International Women's Day in the City of El Cerrito, and encourages residents to reflect on, honor, and celebrate the history, courage, commitment, accomplishments, and contributions of women, not only in El Cerrito but throughout America.

Dated: March 6, 2018

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Gabriel Quinto, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Designating March 2018 as Prescription Drug Abuse Awareness Month

WHEREAS, drug overdose deaths are the leading cause of injury death in the United States and are highest among people aged 25 to 54 years. Those at highest risk of overdose are likely to get them from a doctor's prescription; and

WHEREAS, in 2016 in Contra Costa County there were 762,114 prescriptions given to patients for opioids which is an age-adjusted rate of 594.6 prescriptions per 1,000 residents which is higher than the state rate of 562.34. Among the more than 64,000 drug overdose deaths estimated nationally in 2016, the sharpest increase occurred among deaths related to fentanyl and fentanyl analogs (synthetic opioids) with over 20,000 overdose deaths; and

WHEREAS, in 2016, 42,249 Americans died from opioid overdoses, an average of 116 people every day. As many as 1 in 4 people who receive prescription opioids long term for noncancer pain in primary care settings struggles with opioid addiction. Each day, more than 1,000 people are treated in emergency departments for not using prescription opioids as directed. In 2016, it is estimated that America's opioid epidemic exacted at least $504 billion in economic costs related to health care, crime and lost work productivity; and

WHEREAS, Americans that have participated in DEA's fourteen National Prescription Drug Take-Back Days have turned in more than 4,508 tons of medication over the past eight years at take-back sites available in all 50 states and U.S. territories, and in Contra Costa County, during the October 2017 DEA sponsored Take-Back Day, 1,628.2lbs of unwanted or unused prescription medication were removed; and

WHEREAS, the El Cerrito City Council supports April 28, 2018 as "National Prescription Drug Take Back Day" as declared by the DEA and encourages residents to locate their local collection site and safely dispose of their accumulated unwanted, unused prescription drugs; and

WHEREAS, the Alcohol, Marijuana, and Prescription Drug (AMPD) Coalition engages youth and adults, schools, businesses, faith-based communities, law enforcement, medical professionals, and local and county government officials to participate in Prescription Drug Abuse Awareness Month activities to raise awareness about prescription drug dangers, promote safe medication storage and disposal and ensure Naloxone is available for those at high risk of overdose.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 2018 as Prescription Drug Abuse Awareness Month in the City of El Cerrito and encourages all community members to pledge, "Spread the Word… One Pill Can Kill."

Dated: March 6, 2018

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Gabriel Quinto, Mayor

Agenda Item No. 4(F)
Attachment

Alcohol, Marijuana and Prescription Drugs Coalition (AMPD)

Established in 2014, the West County Alcohol Marijuana and Prescription Drug Coalition is a group of West County residents and local organizations committed to reducing the impacts of alcohol and drugs on youth.

AMPD Mission

Uniting West Contra Costa County in reducing underage substance use through prevention education, awareness, training, policy, and enforcement.

We shall build a collaborative, respectful coalition to:

- Reduces alcohol, marijuana, prescription drug abuse; opiate use and abuse
- Limit sales of youth oriented alcohol and/or single serve cans
- Form youth and adult partnerships
- Use community education to further the work of environmental prevention strategies, use of social media marketing
- Builds youth leadership
- Promote culturally competent and inclusive communities

Agenda Item No. 4(G)

EL CERRITO CITY COUNCIL PROCLAMATION
Education & Sharing Day on March 27, 2018

WHEREAS, excellence in education is vital to the success of our city; and in El Cerrito we seek to instill each child and adolescent with a good education; and

WHEREAS, by preparing our students for the responsibilities and opportunities of the future, education develops the intellect through lessons on literacy, math, and science; and

WHEREAS, the Rebbe, Rabbi Menachem Schneerson dedicated his life to the betterment of mankind and tirelessly advocated for a better education for all Americans; and

WHEREAS, the Rebbe taught that education, in general, should not be limited to the acquisition of knowledge and preparation for a career, or, in common parlance, "to make a better living," and we must think in terms of a "better living" not only for the individual but also for the society as a whole, and that the educational system must, therefore, pay more attention, indeed the main attention, to the building of character; and

WHEREAS, the United State Congress has established "Education & Sharing Day, USA" as an annual national day to commemorate the Rebbe's achievement's. The lessons and the vision he set forth are relevant to us all today.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 27, 2018, as "Education & Sharing Day" in the City of El Cerrito and calls upon educators, volunteers and residents, to reach out to young people and work to create a better, brighter, and more hopeful future for all.

Dated: March 6, 2018

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Gabriel Quinto, Mayor

Agenda Item No. 4(H)

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SUPPORTING THE CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018

WHEREAS, the Legislature adopted and the governor signed Senate Bill 5 (SB 5), a $4 Billion General Obligation Bond to be placed on the June 2018 ballot entitled the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018; and

WHEREAS, SB 5 represents the first legislatively authorized debt instrument for parks, resources and environmental improvements since 2002; and

WHEREAS, investments in California's urban, suburban and rural park and resources-related landscapes promote the notion of community and provide health, environmental and aesthetic benefits; and

WHEREAS, the California outdoor economy is a $92 billion economic driver, partly responsible for the continued health and growth of many of California's local economies; and

WHEREAS, SB 5 contains funding to assist all of California's communities in underwriting priority park-related improvements; and

WHEREAS, an additional $40 million shall be available in block grant awards for communities that self-tax for park related improvements; and

WHEREAS, SB 5 invests no less than $1 billion in California's most economically challenged communities, eradicating blight and promoting greater access to the outdoors and health-related pursuits; and

WHEREAS, SB 5 expends $200 million on California's State Park system, addressing a greater than $1 billion backlog in deferred maintenance which will translate into greater tourism and visitor opportunities in adjacent communities; and

WHEREAS, SB 5 invests $30 million in trail network improvements promoting non-motorized recreational and commuter opportunities throughout the state; and

WHEREAS, SB 5 recognizing the importance of California's rural spaces and invests $25 million through a competitive grant program to prop-up and enhance rural park infrastructure; and

WHEREAS, SB 5 expends hundreds of millions on other important investments in resource-related infrastructure including California's rivers, coast, and other waterways, the state's mountainous settings such as the Sierra and wildlife and fish-dependent habitats; and

WHEREAS, SB 5 invests heavily in combatting global warming through investments in urban greening projects, promoting healthy forests and carbon farming applications; and

WHEREAS, SB 5 underwrites investments in improving local water systems, promoting access to safe drinking water in some of California's most economically challenged communities; and

WHEREAS, SB 5 commits to a robust investment in groundwater improvements and sustainability to diversify water sources and recharge groundwater tables; and

WHEREAS, SB 5 underwrites improvements in the state flood management systems, armoring against calamities that beset the state including Oroville and elsewhere.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Cerrito, that it hereby supports Proposition 68, The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

BE IT FURTHER RESOLVED that the City of El Cerrito supports and can be listed as a member of the Californians for Clean Water and Safe Parks Act Coalition.

I CERTIFY that at a regular meeting on March 6, 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 March XX, 2018.

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Cheryl Morse, City Clerk

APPROVED:

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Gabriel Quinto, Mayor

SB 5 (de Leon) California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018
Chapter 852, Statutes of 2017 (Urgency)

SB 5 (De Leon) places a $4 billion bond on the June 2018 statewide ballot for parks, water, and climate and environmental programs. If the voters approve SB 5, local governments will receive funding for local park improvements and will be eligible for numerous grants to fund water, local parks, coastal and climate resiliency projects. The following is breakdown of funding in bond:

Parks Funding (Total $1.283 billion)

- $725 million for competitive grants for safe neighborhood parks
- $200 million for per capita grants to cities, counties, and parks districts for local park improvement and rehabilitation
- $15 million for competitive grants to urbanized counties
- $30 million for competitive grants for state park facilities in regional parks districts
- $40 million for per capita grants to local agencies that obtained voter approval for revenue measures between November 1, 2012 and November 30, 2016
- $218 million for restoration of existing state park facilities, including $5 million for urgent needs of local agencies that operate a unit of the state park system
- $30 million for competitive grants for non-motorized infrastructure development
- $25 million for competitive grants through the Roberti-Z'Berg-Harris (RZH) Urban Open Space and Recreation Program

Water Funding (Total $1.19 billion)

- $250 million for competitive grants for clean drinking water programs
- $550 million for flood protection and repair, including $100 million for stormwater, mudslide and flash-flood-related protections and $100 million for multibenefit flood management projects and storm water capture in urbanized areas
- $290 million for competitive grants and loans for drought and groundwater regional sustainability
- $100 million for grants or loans for water recycling programs

Climate and Environmental Programs Funding (Total $1.547 billion)

- $443 million for competitive grants for climate adaptation and resiliency programs
- $162 million for the California River Parkways Program for grants to enhance urban creeks
- $567 million for state conservancies and the Wildlife Conservation Board
- $200 million for Salton Sea restoration activities and habitat
- $175 million for coastal and ocean protection resources, including $30 million for grants for lower cost coastal accommodations

Agenda Item No. 4(H)
Attachment 2

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
ALAMEDA County	1,645,359	
ALAMEDA	79,928	$200,000
ALBANY	18,988	$200,000
BERKELEY	121,238	$200,000
DUBLIN	59,686	$200,000
EMERYVILLE	11,854	$200,000
FREMONT	231,664	$200,000
HAYWARD (by rpd)		
LIVERMORE (by rpd)		
NEWARK	45,422	$200,000
OAKLAND	426,074	$278,808
PIEDMONT	11,283	$200,000
PLEASANTON	75,916	$200,000
SAN LEANDRO	88,274	$200,000
UNION CITY	73,452	$200,000
HAYWARD AREA R.P.D.	273,636	$200,000
LIVERMORE AREA R.P.D.	49,545	$200,000
ALPINE County	1,151	
AMADOR County	38,382	
AMADOR	193	$200,000
IONE	7,772	$200,000
JACKSON	4,838	$200,000
PLYMOUTH	1,009	$200,000
SUTTER CREEK	2,582	$200,000
BUTTE County	226,404	
BIGGS	1,905	$200,000
CHICO (split w/rpd)	55,431	$200,000
GRIDLEY	6,704	$200,000
OROVILLE (by rpd)		
PARADISE (by rpd)		
CHICO AREA R.P.D.	35,120	$200,000
DURHAM R.P.D.	6,935	$200,000
FEATHER RIVER R.P.D.	56,229	$200,000
PARADISE R.P.D.	42,922	$200,000
CALAVERAS County	45,168	
ANGELS CAMP	4,020	$200,000
SAN ANDREAS R.P.D.	2,783	$200,000
COLUSA County	22,043	
COLUSA	6,340	$200,000
WILLIAMS	5,431	$200,000
ARBUCKLE R.P.D.	2,639	$200,000
MAXWELL R.P.D.	1,015	$200,000
STONYFORD R.P.D.	134	$200,000

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city.

LEAGUE OF CALIFORNIA CITIES

5 Sept 2017

Parks Bond- Local Agency Per Capita Allocations

	estimated *Population 1-Jan-17*	Cities, Local Park Districts $120,000,000 $200,000 minimum
CONTRA COSTA County	*1,139,513*	
ANTIOCH	*114,241*	$200,000
BRENTWOOD	*61,055*	$200,000
CLAYTON	*11,284*	$200,000
CONCORD	*128,370*	$200,000
DANVILLE	*43,355*	$200,000
EL CERRITO	*24,600*	$200,000
HERCULES	*25,675*	$200,000
LAFAYETTE	*25,199*	$200,000
MARTINEZ	*37,658*	$200,000
MORAGA	*16,676*	$200,000
OAKLEY	*41,199*	$200,000
ORINDA	*18,935*	$200,000
PINOLE	*18,975*	$200,000
PITTSBURG	*69,818*	$200,000
PLEASANT HILL (by rpd)		
RICHMOND	*111,785*	$200,000
SAN PABLO	*31,053*	$200,000
SAN RAMON	*80,550*	$200,000
WALNUT CREEK	*70,974*	$200,000
AMBROSE R.P.D.	*19,011*	$200,000
PLEASANT HILL R.P.D.	*39,825*	$200,000
KENSINGTON C.S.D.	*5,940*	$200,000
DEL NORTE County	*27,124*	
CRESCENT CITY	*6,389*	$200,000
EL DORADO County	*185,062*	
PLACERVILLE	*10,743*	$200,000
SOUTH LAKE TAHOE	*21,024*	$200,000
CAMERON PARK C.S.D.	*16,331*	$200,000
EL DORADO HILLS C.S.D.	*36,910*	$200,000
GEORGETOWN DIVIDE R.D.	*13,400*	$200,000
TAHOE PARADISE R.I.D.	*2,500*	$200,000
FRESNO County	*995,975*	
CLOVIS	*110,762*	$200,000
COALINGA (by rpd)		
FIREBAUGH	*8,202*	$200,000
FOWLER	*6,091*	$200,000
FRESNO	*525,832*	$344,086
HURON (by rpd)		
KERMAN	*14,614*	$200,000
KINGSBURG	*12,338*	$200,000
MENDOTA	*11,828*	$200,000
ORANGE COVE	*9,369*	$200,000
PARLIER	*15,500*	$200,000
REEDLEY	*26,152*	$200,000
SANGER	*26,412*	$200,000

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city.

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000	
		$200,000	minimum
SAN JOAQUIN	4,070	$200,000	
SELMA	25,156	$200,000	
CALWA R.P.D.	10,005	$200,000	
MALAGA Co. WATER DISTRICT	1,446	$200,000	
COALINGA HURON R.P.D.	27,000	$200,000	
GLENN County	28,731		
ORLAND	7,812	$200,000	
WILLOWS	6,187	$200,000	
HUMBOLDT County	136,953		
ARCATA	18,374	$200,000	
BLUE LAKE	1,295	$200,000	
EUREKA	27,120	$200,000	
FERNDALE	1,445	$200,000	
FORTUNA	11,989	$200,000	
RIO DELL	3,447	$200,000	
TRINIDAD	369	$200,000	
MANILA C.S.D.	1,440	$200,000	
MCKINLEYVILLE C.S.D.	15,000	$200,000	
NORTH HUMBOLDT R.P.D.	21,523	$200,000	
RESORT IMPRV DISTRICT #1	1,458	$200,000	
ROHNER COMMUNITY P.R.D.	13,806	$200,000	
WILLOW CREEK C.S.D.	1,800	$200,000	
IMPERIAL County	188,334		
BRAWLEY	26,928	$200,000	
CALEXICO	40,921	$200,000	
CALIPATRIA	7,555	$200,000	
EL CENTRO	45,628	$200,000	
HOLTVILLE	6,255	$200,000	
IMPERIAL	18,658	$200,000	
WESTMORLAND	2,302	$200,000	
SALTON C.S.D.	3,763	$200,000	
INYO County	18,619		
BISHOP	3,954	$200,000	
KERN County	895,112		
ARVIN (by rpd)			
BAKERSFIELD	362,355	$237,113	
CALIFORNIA CITY	14,248	$200,000	
DELANO	53,152	$200,000	
MARICOPA	1,140	$200,000	
MCFARLAND (by rpd)			
RIDGECREST	28,349	$200,000	
SHAFTER (by rpd)			
TAFT (by rpd)			
TEHACHAPI (by rpd)			
WASCO (by rpd)			
BEAR MOUNTAIN R.P.D. (incl City of Ar	21,157	$200,000	

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city. 5 Sept 2017

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
BUTTONWILLOW R.P.D.	379	$200,000
MCFARLAND R.P.D. (incl City of McFarla	14,919	$200,000
NORTH BAKERSFIELD R.P.D. (incl some	83,410	$200,000
SHAFTER R.P.D. (incl City of Shafter)	18,868	$200,000
TEHACHAPI R.P.D. (incl City of Tehachap	12,280	$200,000
WASCO R.P.D. (incl City of Wasco)	26,980	$200,000
WESTSIDE R.P.D. (incl City of Taft)	9,492	$200,000
KINGS County	149,537	
AVENAL	12,491	$200,000
CORCORAN	21,786	$200,000
HANFORD	55,645	$200,000
LEMOORE	26,369	$200,000
LAKE County	64,945	
CLEARLAKE	15,531	$200,000
LAKEPORT	4,786	$200,000
LASSEN County	30,918	
SUSANVILLE	15,046	$200,000
BIG VALLEY R.D.	390	$200,000
LOS ANGELES County	10,241,278	
AGOURA HILLS	21,018	$200,000
ALHAMBRA	86,922	$200,000
ARCADIA	57,374	$200,000
ARTESIA	16,816	$200,000
AVALON	3,718	$200,000
AZUSA	49,762	$200,000
BALDWIN PARK	75,537	$200,000
BELL	36,408	$200,000
BELLFLOWER	76,657	$200,000
BELL GARDENS	42,824	$200,000
BEVERLY HILLS	34,646	$200,000
BRADBURY	1,107	$200,000
BURBANK	105,033	$200,000
CALABASAS	24,202	$200,000
CARSON	93,674	$200,000
CERRITOS	50,039	$200,000
CLAREMONT	36,225	$200,000
COMMERCE	13,064	$200,000
COMPTON	100,050	$200,000
COVINA	49,011	$200,000
CUDAHY	24,411	$200,000
CULVER CITY	40,103	$200,000
DIAMOND BAR	57,066	$200,000
DOWNEY	113,832	$200,000
DUARTE	22,033	$200,000
EL MONTE	114,268	$200,000
EL SEGUNDO	16,717	$200,000

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city.

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
GARDENA	60,721	$200,000
GLENDALE	201,748	$200,000
GLENDORA	52,608	$200,000
HAWAIIAN GARDENS	14,753	$200,000
HAWTHORNE	87,662	$200,000
HERMOSA BEACH	19,616	$200,000
HIDDEN HILLS	1,885	$200,000
HUNTINGTON PARK	59,383	$200,000
INDUSTRY	440	$200,000
INGLEWOOD	114,900	$200,000
IRWINDALE	1,423	$200,000
LA CANADA FLINTRIDGE	20,497	$200,000
LA HABRA HEIGHTS	5,463	$200,000
LAKEWOOD	79,272	$200,000
LA MIRADA	49,434	$200,000
LANCASTER	157,820	$200,000
LA PUENTE	40,455	$200,000
LA VERNE	33,174	$200,000
LAWNDALE	33,365	$200,000
LOMITA	20,403	$200,000
LONG BEACH	480,173	$314,209
LOS ANGELES	4,041,707	$2,644,754
LYNWOOD	71,997	$200,000
MALIBU	12,742	$200,000
MANHATTAN BEACH	35,488	$200,000
MAYWOOD	28,016	$200,000
MONROVIA	38,514	$200,000
MONTEBELLO	63,917	$200,000
MONTEREY PARK	61,606	$200,000
NORWALK	105,526	$200,000
PALMDALE	158,605	$200,000
PALOS VERDES ESTATES	13,663	$200,000
PARAMOUNT	55,923	$200,000
PASADENA	143,333	$200,000
PICO RIVERA	64,046	$200,000
POMONA	155,306	$200,000
RANCHO PALOS VERDES (part by rpd)	41,959	$200,000
REDONDO BEACH	68,907	$200,000
ROLLING HILLS	1,922	$200,000
ROLLING HILLS ESTATES	8,059	$200,000
ROSEMEAD	54,984	$200,000
SAN DIMAS	34,231	$200,000
SAN FERNANDO	24,486	$200,000
SAN GABRIEL	41,020	$200,000
SAN MARINO	13,467	$200,000
SANTA CLARITA	216,350	$200,000
SANTA FE SPRINGS	18,291	$200,000

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city. 5 Sept 2017

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts **$120,000,000** $200,000 minimum
SANTA MONICA	93,834	$200,000
SIERRA MADRE	11,010	$200,000
SIGNAL HILL	11,609	$200,000
SOUTH EL MONTE	20,862	$200,000
SOUTH GATE	98,633	$200,000
SOUTH PASADENA	25,992	$200,000
TEMPLE CITY	36,389	$200,000
TORRANCE	147,101	$200,000
VERNON	209	$200,000
WALNUT	30,134	$200,000
WEST COVINA	107,813	$200,000
WEST HOLLYWOOD	35,882	$200,000
WESTLAKE VILLAGE	8,370	$200,000
WHITTIER	87,708	$200,000
WESTFIELD R.P.D.	800	$200,000
MIRALESTE R.P.D	925	$200,000
MADERA County	156,492	
CHOWCHILLA	18,840	$200,000
MADERA	66,082	$200,000
MARIN County	263,604	
BELVEDERE	2,172	$200,000
CORTE MADERA	9,486	$200,000
FAIRFAX	7,571	$200,000
LARKSPUR	12,572	$200,000
MILL VALLEY	14,910	$200,000
NOVATO	54,522	$200,000
ROSS	2,543	$200,000
SAN ANSELMO	12,937	$200,000
SAN RAFAEL	60,842	$200,000
SAUSALITO	7,327	$200,000
TIBURON	9,508	$200,000
MARIN CITY C.S.D.	2,962	$200,000
MARINWOOD C.S.D.	4,800	$200,000
STRAWBERRY R.D.	5,393	$200,000
TAMALPAIS C.S.D.	7,000	$200,000
MARIPOSA County	18,148	
MENDOCINO County	89,134	
FORT BRAGG	7,772	$200,000
POINT ARENA	452	$200,000
UKIAH	16,314	$200,000
WILLITS	4,928	$200,000
BROOKTRAILS C.S.D.	3,311	$200,000
MENDOCINO COAST R.P.D.		$200,000

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
MERCED County	274,665	
ATWATER	30,406	$200,000
DOS PALOS	5,391	$200,000
GUSTINE	5,886	$200,000
LIVINGSTON	13,947	$200,000
LOS BANOS	39,993	$200,000
MERCED	84,464	$200,000
MODOC County	9,580	
ALTURAS	2,660	$200,000
MONO County	13,713	
MAMMOTH LAKES	8,002	$200,000
MONTEREY County	442,365	
CARMEL-BY-THE-SEA	3,842	$200,000
DEL REY OAKS	1,681	$200,000
GONZALES	8,549	$200,000
GREENFIELD (part by rpd)	**1,566**	$200,000
KING CITY	14,480	$200,000
MARINA	21,528	$200,000
MONTEREY	28,828	$200,000
PACIFIC GROVE	15,498	$200,000
SALINAS	162,470	$200,000
SAND CITY	384	$200,000
SEASIDE	34,165	$200,000
SOLEDAD (part by rpd)	**10,265**	$200,000
CARMEL VALLEY R.P.D.	4,500	$200,000
GREENFIELD PUBLIC R.D.	17,400	$200,000
NORTH COUNTY R.D.	13,000	$200,000
SOLEDAD MISSION R.P.D.	16,800	$200,000
NAPA County	142,408	
AMERICAN CANYON	20,570	$200,000
CALISTOGA	5,238	$200,000
NAPA	80,628	$200,000
SAINT HELENA	6,033	$200,000
YOUNTVILLE	2,935	$200,000
NEVADA County	98,828	
GRASS VALLEY	12,859	$200,000
NEVADA CITY	3,208	$200,000
TRUCKEE (by rpd)		
BEAR RIVER R.P.D.	30,176	$200,000
TRUCKEE-DONNER R.D.	19,411	$200,000
WESTERN GATEWAY R.D.	15,724	$200,000

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Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000 $200,000 minimum
ORANGE County	3,194,024	
ALISO VIEJO	50,312	$200,000
ANAHEIM	358,546	$234,620
BREA	44,214	$200,000
BUENA PARK	83,884	$200,000
COSTA MESA	114,044	$200,000
CYPRESS (by rpd)		
DANA POINT	33,699	$200,000
FOUNTAIN VALLEY	56,709	$200,000
FULLERTON	142,234	$200,000
GARDEN GROVE	176,277	$200,000
HUNTINGTON BEACH	197,574	$200,000
IRVINE	267,086	$200,000
LAGUNA BEACH	23,505	$200,000
LAGUNA HILLS	31,544	$200,000
LAGUNA NIGUEL	66,689	$200,000
LAGUNA WOODS	16,319	$200,000
LA HABRA	62,084	$200,000
LAKE FOREST	84,931	$200,000
LA PALMA	15,984	$200,000
LOS ALAMITOS	11,739	$200,000
MISSION VIEJO	96,718	$200,000
NEWPORT BEACH	84,915	$200,000
ORANGE	140,882	$200,000
PLACENTIA	52,268	$200,000
RANCHO SANTA MARGARITA	48,602	$200,000
SAN CLEMENTE	65,975	$200,000
SAN JUAN CAPISTRANO	36,262	$200,000
SANTA ANA	341,341	$223,362
SEAL BEACH	24,890	$200,000
STANTON	39,611	$200,000
TUSTIN	82,372	$200,000
VILLA PARK	5,944	$200,000
WESTMINSTER	93,533	$200,000
YORBA LINDA	67,890	$200,000
CYPRESS R.P.D.	49,655	$200,000
ROSSMOOR C.S.D.	10,560	$200,000
SILVERADO-MODJESKA R.P.D.	1,814	$200,000
PLACER County	382,837	
AUBURN	14,096	$200,000
COLFAX	2,070	$200,000
LINCOLN	48,165	$200,000
LOOMIS	6,775	$200,000
ROCKLIN	64,417	$200,000
ROSEVILLE	135,868	$200,000

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Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
AUBURN AREA R.P.D.	42,635	$200,000
NORTH TAHOE R.P.D.	1	$200,000
TAHOE CITY R.P.D.	1	$200,000
PLUMAS County	19,819	
PORTOLA	2,127	$200,000
ALMANOR R.P.D.	49,655	$200,000
CENTRAL PLUMAS R.P.D.	1,814	$200,000
EASTERN PLUMAS R.P.D.	49,655	$200,000
INDIAN VALLEY R.P.D.	49,655	$200,000
RIVERSIDE County	2,384,783	
BANNING	31,068	$200,000
BEAUMONT (part by rpd)	**46,179**	$200,000
BLYTHE	19,660	$200,000
CALIMESA	8,637	$200,000
CANYON LAKE	10,891	$200,000
CATHEDRAL CITY	54,557	$200,000
COACHELLA	45,551	$200,000
CORONA	167,759	$200,000
DESERT HOT SPRINGS	29,111	$200,000
EASTVALE	64,613	$200,000
HEMET	81,868	$200,000
INDIAN WELLS	5,450	$200,000
INDIO	88,718	$200,000
JURUPA VALLEY (split w rpd)	21,358	$200,000
LAKE ELSINORE	62,092	$200,000
LA QUINTA	40,677	$200,000
MENIFEE	90,660	$200,000
MORENO VALLEY	206,750	$200,000
MURRIETA	114,914	$200,000
NORCO	26,882	$200,000
PALM DESERT	50,740	$200,000
PALM SPRINGS	47,379	$200,000
PERRIS	75,739	$200,000
RANCHO MIRAGE	18,295	$200,000
RIVERSIDE	326,792	$213,841
SAN JACINTO	47,925	$200,000
TEMECULA	111,024	$200,000
WILDOMAR	35,782	$200,000
BEAUMONT-CHERRY VALLEY R.P.D.	25,000	$200,000
COACHELLA VALLEY R.P.D.	81,365	$200,000
JURUPA AREA R.P.D.	79,957	$200,000
VALLEY WIDE R.P.D.	91,366	$200,000

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Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000
		$200,000 minimum
SACRAMENTO County	*1,514,770*	
CITRUS HEIGHTS (by rpd)		
ELK GROVE (by rpd)		
FOLSOM	*78,525*	$200,000
GALT	*25,693*	$200,000
ISLETON	*854*	$200,000
RANCHO CORDOVA	*73,872*	$200,000
SACRAMENTO	*493,025*	$322,619
ARCADE CREEK	*91,366*	$200,000
ARDEN MANOR R.P.D.	*8,004*	$200,000
ARDEN PARK R.P.D.	*4,634*	$200,000
CARMICHAEL R.P.D.	*45,025*	$200,000
CORDOVA R.P.D.	*95,555*	$200,000
ELK GROVE C.S.D.	*96,818*	$200,000
FAIR OAKS R.P.D.	*33,019*	$200,000
FULTON-EL CAMINO R.P.D.	*27,577*	$200,000
MISSION OAKS R.P.D.	*65,588*	$200,000
NORTH HIGHLANDS R.P.D.	*39,887*	$200,000
ORANGEVALE R.P.D.	*33,237*	$200,000
RIO LINDA / ELVERTA R.P.D.	*23,013*	$200,000
SOUTHGATE R.P.D.	*90,051*	$200,000
SUNRISE R.P.D.	*153,086*	$200,000
SAN BENITO County	*56,854*	
HOLLISTER	*36,677*	$200,000
SAN JUAN BAUTISTA	*1,856*	$200,000
SAN BERNARDINO County	*2,160,256*	
ADELANTO	*34,273*	$200,000
APPLE VALLEY	*74,701*	$200,000
BARSTOW	*24,248*	$200,000
BIG BEAR LAKE	*5,047*	$200,000
CHINO	*88,026*	$200,000
CHINO HILLS	*80,676*	$200,000
COLTON	*53,879*	$200,000
FONTANA	*212,786*	$200,000
GRAND TERRACE	*12,435*	$200,000
HESPERIA (by rpd)		
HIGHLAND	*54,377*	$200,000
LOMA LINDA	*24,528*	$200,000
MONTCLAIR	*39,122*	$200,000
NEEDLES	*5,044*	$200,000
ONTARIO	*174,283*	$200,000
RANCHO CUCAMONGA	*177,324*	$200,000
REDLANDS	*69,851*	$200,000
RIALTO	*106,528*	$200,000
SAN BERNARDINO	*216,972*	$200,000
TWENTYNINE PALMS	*26,919*	$200,000
UPLAND	*76,790*	$200,000

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Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000 $200,000 minimum
VICTORVILLE	123,565	$200,000
YUCAIPA	54,324	$200,000
YUCCA VALLEY	21,519	$200,000
BARSTOW R.P.D.	15,124	$200,000
BIG BEAR VALLEY R.P.D.	63,636	$200,000
BLOOMINGTON R.P.D.	15,124	$200,000
HESPERIA R.P.D.	63,636	$200,000
MORONGO VALLEY C.S.D.	3,543	$200,000
RIM OF THE WORLD R.P.D.	26,465	$200,000
VICTORVILLE R.P.D.	76,450	$200,000
SAN DIEGO County	3,316,192	
CARLSBAD	113,725	$200,000
CHULA VISTA	267,917	$200,000
CORONADO	24,543	$200,000
DEL MAR	4,297	$200,000
EL CAJON	102,803	$200,000
ENCINITAS	62,288	$200,000
ESCONDIDO	151,492	$200,000
IMPERIAL BEACH	27,510	$200,000
LA MESA	60,286	$200,000
LEMON GROVE	26,795	$200,000
NATIONAL CITY	61,210	$200,000
OCEANSIDE	176,461	$200,000
POWAY	50,253	$200,000
SAN DIEGO	1,406,318	$920,246
SAN MARCOS	94,042	$200,000
SANTEE	57,100	$200,000
SOLANA BEACH	13,527	$200,000
VISTA	101,797	$200,000
LAKE CUYAMACA R.P.D.	265	$200,000
VALLEY CENTER C.S.D.	16,666	$200,000
SAN FRANCISCO County	874,228	
SAN FRANCISCO	874,228	$572,065
SAN JOAQUIN County	746,868	
ESCALON	7,205	$200,000
LATHROP	23,110	$200,000
LODI	64,058	$200,000
MANTECA	76,247	$200,000
RIPON	15,132	$200,000
STOCKTON	320,554	$209,759
TRACY	90,890	$200,000
SAN LUIS OBISPO County	280,101	
ARROYO GRANDE	17,736	$200,000
ATASCADERO	30,900	$200,000
EL PASO DE ROBLES	31,745	$200,000
GROVER BEACH	13,438	$200,000
MORRO BAY	10,762	$200,000

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Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000 $200,000 minimum
PISMO BEACH	8,247	$200,000
SAN LUIS OBISPO	46,724	$200,000
CAMBRIA C.S.D.	6,521	$200,000
TEMPLETON C.S.D.	7,674	$200,000
SAN MATEO County	770,203	
ATHERTON	7,148	$200,000
BELMONT	27,594	$200,000
BRISBANE	4,722	$200,000
BURLINGAME	30,148	$200,000
COLMA	1,506	$200,000
DALY CITY	109,287	$200,000
EAST PALO ALTO	30,340	$200,000
FOSTER CITY	33,225	$200,000
HALF MOON BAY	12,591	$200,000
HILLSBOROUGH	11,753	$200,000
MENLO PARK	35,670	$200,000
MILLBRAE	23,168	$200,000
PACIFICA	38,124	$200,000
PORTOLA VALLEY	4,707	$200,000
REDWOOD CITY	85,601	$200,000
SAN BRUNO	45,295	$200,000
SAN CARLOS	29,311	$200,000
SAN MATEO	103,426	$200,000
SOUTH SAN FRANCISCO	65,451	$200,000
WOODSIDE	5,666	$200,000
HIGHLANDS R.P.D.	2,193	$200,000
LADERA R.P.D.	1,601	$200,000
SANTA BARBARA County	450,663	
BUELLTON	5,129	$200,000
CARPINTERIA	13,943	$200,000
GOLETA	31,760	$200,000
GUADALUPE	7,414	$200,000
LOMPOC	44,042	$200,000
SANTA BARBARA	93,063	$200,000
SANTA MARIA	106,280	$200,000
SOLVANG	5,593	$200,000
CUYAMA VALLEY R.D.	517	$200,000
ISLA VISTA R.P.D.	20,011	$200,000
SANTA CLARA County	1,938,180	
CAMPBELL	42,726	$200,000
CUPERTINO	58,917	$200,000
GILROY	55,936	$200,000
LOS ALTOS	31,402	$200,000
LOS ALTOS HILLS	8,634	$200,000
LOS GATOS	31,314	$200,000
MILPITAS	75,410	$200,000
MONTE SERENO	3,501	$200,000

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LEAGUE OF CALIFORNIA CITIES

Parks Bond- Local Agency Per Capita Allocations

	estimated *Population 1-Jan-17*	**Cities, Local Park Districts $120,000,000** $200,000 minimum
MORGAN HILL	*44,145*	$200,000
MOUNTAIN VIEW	*79,278*	$200,000
PALO ALTO	*68,691*	$200,000
SAN JOSE	*1,046,079*	$684,518
SANTA CLARA	*123,983*	$200,000
SARATOGA	*30,569*	$200,000
SUNNYVALE	*149,831*	$200,000
RANCHO RINCONADA R.P.D.	*3,983*	$200,000
SANTA CRUZ County	*276,603*	
CAPITOLA	*10,162*	$200,000
SANTA CRUZ	*65,070*	$200,000
SCOTTS VALLEY	*12,163*	$200,000
WATSONVILLE	*53,015*	$200,000
ALBA R.P.D.	*220*	$200,000
BOULDER CREEK R.P.D.	*7,748*	$200,000
LA SELVA BEACH R.P.D.	*1,613*	$200,000
OPAL CLIFFS R.P.D.	*690*	$200,000
SHASTA County	*178,605*	
ANDERSON	*10,450*	$200,000
REDDING	*90,653*	$200,000
SHASTA LAKE	*10,386*	$200,000
SIERRA County	*3,207*	
LOYALTON	*766*	$200,000
SISKIYOU County	*44,688*	
DORRIS	*966*	$200,000
DUNSMUIR	*1,612*	$200,000
ETNA	*733*	$200,000
FORT JONES	*710*	$200,000
MONTAGUE	*1,441*	$200,000
MOUNT SHASTA	*3,355*	$200,000
TULELAKE	*1,002*	$200,000
WEED	*2,805*	$200,000
YREKA	*7,777*	$200,000
DUNSMUIR R.D.	*1,200*	$200,000
MCCLOUD C.S.D.	*800*	$200,000
MOUNT SHASTA R.P.D.	*3,000*	$200,000
GREATER VALLEJO R.P.D.	*800*	$200,000
SOLANO County	*436,023*	
BENICIA	*27,695*	$200,000
DIXON	*19,298*	$200,000
FAIRFIELD	*114,157*	$200,000
RIO VISTA	*9,019*	$200,000
SUISUN CITY	*29,295*	$200,000
VACAVILLE	*98,456*	$200,000
VALLEJO	*118,280*	$200,000
GREATER VALLEJO R.P.D.	*114,780*	$200,000

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LEAGUE OF CALIFORNIA CITIES

5 Sept 2017

Parks Bond- Local Agency Per Capita Allocations

	estimated Population 1-Jan-17	Cities, Local Park Districts $120,000,000 ($200,000 minimum)
SONOMA County	505,120	
CLOVERDALE	8,931	$200,000
COTATI	7,272	$200,000
HEALDSBURG	11,800	$200,000
PETALUMA	60,941	$200,000
ROHNERT PARK	42,067	$200,000
SANTA ROSA	176,799	$200,000
SEBASTOPOL	7,579	$200,000
SONOMA	10,989	$200,000
WINDSOR	27,371	$200,000
CAMP MEEKER R.P.D.	700	$200,000
DEL RIO WOODS R.P.D.	625	$200,000
MONTE RIO R.P.D.	1,152	$200,000
RUSSIAN RIVER R.P.D.	2,600	$200,000
STANISLAUS County	548,057	
CERES	47,754	$200,000
HUGHSON	7,331	$200,000
MODESTO	215,080	$200,000
NEWMAN	11,165	$200,000
OAKDALE	22,711	$200,000
PATTERSON	22,730	$200,000
RIVERBANK	24,610	$200,000
TURLOCK	72,879	$200,000
WATERFORD	8,906	$200,000
SUTTER County	96,956	
LIVE OAK	8,636	$200,000
YUBA CITY	67,445	$200,000
TEHAMA County	63,995	
CORNING	7,522	$200,000
RED BLUFF	14,070	$200,000
TEHAMA	427	$200,000
TRINITY County	13,628	
GREATER HAYFORK P.R.D.	6,000	$200,000
WEAVERVILLE/DOUGLAS R.D.	6,000	$200,000
TULARE County	471,842	
DINUBA	24,861	$200,000
EXETER	10,985	$200,000
FARMERSVILLE	11,248	$200,000
LINDSAY	12,984	$200,000
PORTERVILLE	59,908	$200,000
TULARE	64,661	$200,000
VISALIA	133,151	$200,000
WOODLAKE	7,768	$200,000

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5 Sept 2017

Parks Bond- Local Agency Per Capita Allocations

	estimated *Population 1-Jan-17*	**Cities, Local Park Districts $120,000,000**	
		$200,000	minimum
TUOLUMNE County	*54,707*		
SONORA	*4,871*	$200,000	
TUOLUMNE R.P.D.	*10,000*	$200,000	
TWAIN HARTE C.S.D.	*10,000*	$200,000	
VENTURA County	*857,386*		
CAMARILLO (by rpd)			
FILLMORE	*15,683*	$200,000	
MOORPARK	*36,828*	$200,000	
OJAI	*7,553*	$200,000	
OXNARD	*207,772*	$200,000	
PORT HUENEME	*22,808*	$200,000	
SAN BUENAVENTURA	*109,275*	$200,000	
SANTA PAULA	*30,654*	$200,000	
SIMI VALLEY (by rpd)			
THOUSAND OAKS (by rpd)			
CONEJO R.P.D.	*128,072*	$200,000	
PLEASANT VALLEY R.P.D.	*70,040*	$200,000	
RANCHO SIMI R.P.D.	*130,169*	$200,000	
YOLO County	*218,896*		
DAVIS	*68,740*	$200,000	
WEST SACRAMENTO	*53,163*	$200,000	
WINTERS	*7,255*	$200,000	
WOODLAND	*59,616*	$200,000	
YUBA County	*74,577*		
MARYSVILLE	*11,973*	$200,000	
WHEATLAND	*3,509*	$200,000	
OLIVEHURST P.U.D.	*9,744*	$200,000	
California Total	*39,523,613*	$120,000,000	

Note: In some instances, some or all city residents are served by a local parks district for parks services. In these cases, funding would be directed to those districts rather than the city. 5 Sept 2017

Agenda Item No. 4(H)
Attachment 3

THE CALIFORNIA CLEAN WATER & SAFE PARKS ACT

PROTECTING WHAT MATTERS.
PREPARING FOR THE FUTURE.

Ensuring Clean Drinking Water

+ Cleans up and protects our drinking water supplies
+ Protects streams and rivers that provide drinking water from pollution

Safe Parks for Every Child

+ Improves the safety of neighborhood parks throughout California
+ Helps ensure every California community has access to quality parks

Preparing for the Next Drought

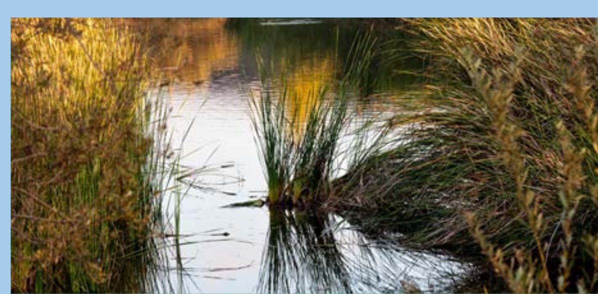
+ Smart, proven, efficient solutions to secure future water supplies
+ Restores groundwater, which was severely drained in the last drought

Protecting Our Coastline and Natural Areas

+ Increases access to our coast and beaches
+ Restores and protects our natural areas and implements wildfire protection measures

Helping Communities That Lack Clean Water

+ Keeps toxic pollution out of our drinking water
+ Provides safe drinking water to communities with contaminated water



Increasing Local Water Supplies

+ Cleans up groundwater and funds water recycling projects
+ Captures more stormwater and prevents flooding

THE CALIFORNIA CLEAN WATER & SAFE PARKS ACT Investment Priorities

ENSURING CLEAN DRINKING WATER

+ $250 million for clean drinking water and drought preparedness
+ $80 million for groundwater cleanup
+ $290 million for regional water sustainability, including $50 million for groundwater sustainability planning
+ $100 million to enhance water supplies by recycling water and helping farms conserve water

PROTECTING LOCAL COMMUNITIES FROM FLOOD

+ $550 million for flood protection and repair, including $350 million for flood protection, $100 million for stormwater, mudslide, and other flood-related protections, and $100 million for urban multibenefit flood projects

PROTECTING CALIFORNIA'S RIVERS, LAKES AND STREAMS

+ $162 million for river parkways and urban streams restoration
+ $30 million to connect habitat areas, including $10 million for the California Waterfowl Habitat Program
+ $25 million to restore rivers and streams in support of fisheries and wildlife, including $5 million for salmon and steelhead projects in Klamath-Trinity watershed
+ $60 million to improve wildlife and fish passage, including $30 million for Southern California steelhead habitat
+ $60 million for upper watersheds protection in the Sierra Nevada and Cascades
+ $30 million to improve conditions for fish and wildlife in streams

PROTECTING COAST, BEACHES, BAYS, AND OCEANS

+ $175 million for coastal and ocean resource protection of beaches, bays, wetlands, lagoons, and coastal watersheds and wildlife areas
+ $40 million to assist coastal communities in adapting to climate change
+ $20 million for San Francisco Bay restoration

SAFE PARKS FOR EVERY CHILD

+ $725 million for parks in neighborhoods with the greatest need
+ $285 million to cities, counties, and local park and open space districts to make local parks safer and improve facilities
+ $218 million to repair and improve state parks

IMPROVING RESILIENCE TO CLIMATE CHANGE

+ $30 million for innovative farm practices that improve climate resilience
+ $50 million for forest restoration, fire protection and management for wildfire and climate change
+ $40 million to restore natural and community resources, including conversion of fossil fuel power plants to green space
+ $20 million for green infrastructure projects that benefit disadvantaged communities

CONSERVING AND PROTECTING NATURAL AREAS

+ $160 million to state conservancies, including $87 million for rivers, lakes and streams, and $73 million for open green space
+ $200 million to restore the Salton Sea and prevent toxic air pollution
+ $137 million to the Wildlife Conservation Board, including $5 million for regional conservation investment strategies, $52 million for Natural Community Conservation Plan projects, and up to $10 million to the UC Natural Reserve System
+ $200 million to implement habitat restoration
+ $50 million to repair and improve state fish and wildlife areas

PROMOTING RECREATION AND TOURISM AND SUPPORTING CONSERVATION JOBS

+ $25 million in grants for rural recreation, tourism and economic enrichment programs
+ $30 million to improve access to parks, waterways, natural areas, and outdoor recreation areas, including expanding outdoor experiences for disadvantaged youth
+ $40 million for state and local conservation corps for restoration projects and equipment
+ $18 million for wildlife and land conservation

AGENDA BILL

THE CITY OF
EL CERRITO

Agenda Item No. 4(I)

Date: March 6, 2018

To: El Cerrito City Council

From: Michael Fischer, El Cerrito Representative,
Contra Costa Library Commission
Karen Pinkos, Assistant City Manager

Subject: Support for the Reauthorization of the Library Services and Technology Act and Funding for the Institute of Museum and Library Services

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ACTION REQUESTED

Approve a recommendation authorizing the Mayor to sign and send a letter to Senator Dianne Feinstein, Senator Kamala Harris, and Congressman Mark DeSaulnier supporting the reauthorization of the Library Services and Technology Act (LSTA) and urging them to support the maintenance of funding for the for the Institute of Museum and Library Services (IMLS) in the Fiscal Year 2019 budget.

BACKGROUND/ANALYSIS

In February, President Trump submitted a budget request to Congress that proposed funding for the orderly closure of the Institute of Museum and Library Services (IMLS) in Fiscal Year 2019. For the second year in a row, the administration has once again proposed elimination of federal funding for libraries. The majority of this funding is provided through the IMLS, an independent grantmaking agency. IMLS provides more than $183.6 million for libraries through the Library Services and Technology Act (LSTA) and its grants promote innovation, lifelong learning, research and access to information for every single person in the United States. The proposal also cuts funding for the Innovative Approaches to Literacy (IAL) program, which helps school libraries buy books, materials, and training focused on serving students in the most vulnerable communities across America.

The libraries and museums across our nation provide essential programs, services, and resources to the public. As the primary source of federal funding for museums and libraries, IMLS grants make a difference in communities of all sizes, from rural to urban, in every U.S. state and territory. The Contra Costa County Library system, which includes the El Cerrito Library, receives approximately $100,000 annually from IMLS primarily through State Library competitive grants.

The American Library Association (ALA) is requesting advocates to contact their Members of Congress to ask them to oppose cuts to federal library funding, and ask them to commit to fighting for libraries throughout the appropriations cycle. The Contra Costa County Library Commission has recommended that the Contra Costa Board of Supervisors send a letter, and Library Commissioners were encouraged by the Commission's Legislative Chair to seek support from their City Councils.

STRATEGIC PLAN CONSIDERATIONS

Supporting federal library funding fulfills the following Strategic Plan goals:

- Deepen a sense of place and community identity
- Develop and rehabilitate public facilities as community focal points

Reviewed by:

Scott Hanin
City Manager

Attachments:

1. Letter

THE CITY OF
EL CERRITO

OFFICE OF THE MAYOR
Gabriel Quinto

DRAFT

The Honorable Dianne Feinstein
United States Senate
331 Hart Senate Office Building
Washington, D.C. 20510

The Honorable Kamala Harris
United States Senate
40B Dirksen Senate Office Building
Washington, D.C. 20510

The Honorable Mark DeSaulnier
115 Cannon House Office Building
Washington, D.C. 20515

RE: Library Services and Technology Act (LSTA) Reauthorization, Preserve Institute of Museum and Library Services (IMLS) Funding

Dear Senators Feinstein and Harris, and Congressman DeSaulnier:

On behalf of the El Cerrito City Council, I write to request your support in reauthorizing the Library Technology and Services Act (LSTA) and preserving funding for the Institute of Museum and Library Services (IMLS) in the FY 2019 budget. IMLS funding includes the only federal grant program that is exclusively for libraries, supporting lifelong learning and innovative library programs throughout the nation. The El Cerrito Library is a part of the Contra Costa County Library system, which has been able to fund several innovative programs through such grants. Patronage of the Contra Costa County Library remains strong (over 3.5 million visits last year); services include homework assistance to students, helping with job searches and resume writing, and offering computer access for those who might otherwise lack what has become a basic need in today's society.

Your support is also requested to continue the Department of Education's Innovative Approaches to Literacy grants program. To be eligible for 21st century jobs, literacy skills are imperative. Thus, supporting programs that assist Americans who want to learn to read is vitally important for our country's future.

With over 1.5 billion library visits a year nationally, it is essential that IMLS and its grant making capabilities be preserved in this year's budget and appropriations process so that public libraries can continue to serve the public and innovate. We ask that you oppose cuts to federal library funding, and to commit to fighting for libraries throughout the appropriations cycle.

Your consideration of this request and your service to our country are greatly appreciated.

Sincerely,

Gabriel Quinto, Mayor
City of El Cerrito

CITY HALL 10890 San Pablo Avenue, El Cerrito, CA 94530
Telephone (510) 215-4305 Fax (510) 215-4319 http://www.el-cerrito.org

AGENDA BILL

Agenda Item No. 4(J)

Date: March 6, 2018

To: El Cerrito City Council

From: Mark R. Rasiah, Finance Director/City Treasurer

Subject: Cash & Investments Report for Quarter Ending December 31, 2017

ACTION REQUESTED

Receive and file the City's Quarterly Investment Report for the Quarter ending December 31, 2017.

BACKGROUND

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

ANALYSIS

The Quarterly Investment Report for October 1, 2017 to December 31, 2017 shows that the City's investments had a par value of $3,234,468 as of December 31, 2017. The City continues to have minimal investments that are not required for debt service reserves and to have limited, if any, interest earnings on restricted funds. Of the total amount invested, $3,038,132 is invested in the pooled funds with the State Treasurer's Local Agency Investment Funds (LAIF) and $196,518 is held in money market funds. Cash with Mechanics Bank was $1,112,340. Total cash and investments were $4,346,808. Of this amount, $4,150,472 was available to meet operating expenses for the next six months.

STRATEGIC PLAN CONSIDERATIONS

The purpose of the City's Investment Policy is to provide guidelines for prudent investment of the City's idle funds and ensure policies, procedures and systems represent best practices in financial management (Goal B).

FINANCIAL CONSIDERATIONS

During the quarter interest of approximately $8,830 was earned and debt service payments for the Recycle Center, City Hall, Master Lease and Swim Center Payment were made totaling $694,350.

LEGAL CONSIDERATIONS

The City's investments comply with the "Authorized Investments" section of the Investment Policy.

Reviewed by:

Scott Hanin
City Manager

Attachment:

1. Cash & Investment Report for the Quarter ending December 31, 2017.

City of El Cerrito
Quarterly Cash & Investment Report
For the Period Ending Dec 31, 2017

Agenda Item No. 4(J)
Attachment 1

FUND	INVESTMENT TYPE	INVESTMENT	TRUSTEE/ BROKER	PAR VALUE	COST	INTEREST OR YIELD	MATURITY DATE	COST/ 100	*MARKET VALUE
Pooled Investments	Pooled Fund	Local Agency Investment Fund(LAIF)	CA State Treasurer	$3,038,132	$3,038,132	1.18%	N/A	100.00	$3,038,132
Solar Project Financing	Fidelity Institutional Fund	Prime Money Market	Deutsche Bank	$10,205	$10,205	0.01%	N/A	100.00	$10,205
Swim Center Fund	Blackrock Institutional Money Market	Union Bank/Blackrock Liquidity	Union Bank of CA	$186,131	$186,131	0.01%	N/A	100.00	$186,131
				$3,234,468	**$3,234,468**				**$3,234,468**
Cash with Bank (General Checking)	Mechanics Bank	N/A	N/A	$1,112,340	$1,112,340	N/A	N/A	N/A	$1,112,340
Total Cash and Investments				**$4,346,808**	**$4,346,808**				**$4,346,808**

I certify that this report is in compliance with the City of El Cerrito Investment Policy and the California Government Code Section 53646. The City has sufficent cash flow to meet the next six months of estimated expenditures as required by the Code. The balance of the pool's unrestricted investments in combination with anticipated operating cash inflows and the balance in the general checking account, will be used to meet the expenditure requirements for the next six months.

Mark Rasiah, Finance Director/City Treasurer

Agenda Item No. 5(A)

THE CITY OF EL CERRITO ENVIRONMENTAL QUALITY COMMITTEE

Environmental Quality Committee

2018 WORK PLAN

AND

2017 ACCOMPLISHMENTS

Members: Chair Mark Miner, Vice-Chair Rebecca Milliken, Sean O'Connor, Howdy Goudey, Charles Hargrove, Becky Miller, Paloma Pavel, Robert Schaadt, Renée Solari, Jeff Sobul, Ellen Spitalnik, Neil Tsutsui, David Weinstein

MISSION STATEMENT:

The Environmental Quality Committee's **mission** is to educate, inspire, and activate our community to sustainably thrive.

Because the City of El Cerrito recognizes that environmental quality is an important issue that demands immediate and ongoing attention, the Environmental Quality Committee (EQC) was established in 2008 by Resolution 2008-13, as a Council-appointed body of up to 15 El Cerrito residents and business owners. It meets every 2nd Tuesday of the month at 7 PM in City Council Chambers. The enabling resolution identifies the whole City's role and responsibility in reducing environmental impact, as well as demonstrating environmental leadership and affecting cultural change in the way that the City and its citizens relate to the environment.

The EQC **duties and responsibilities**, as stated in its enabling resolution, are:

1. To serve in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the citizens of the City with regard to environmental quality issues within the City of El Cerrito
2. To recommend programs, policies, and ordinances to the City Council and promote the City's environmental quality efforts
3. Promote and foster public awareness, education, interest and support for environmental quality efforts, foster volunteer opportunities, and educate El Cerrito citizens regarding environmental quality and issues relating to environmental impacts

The EQC **goals** are:

1. Promote community and individual environmental education, action and engagement, including environmental equity/justice
2. Involve learners of all ages
3. Help businesses and residents live in a more sustainable and environmentally friendly fashion
4. Inform and champion the City's environmental policies and ordinances
5. Reduce greenhouse gas emissions to meet and exceed targets of the El Cerrito Climate Action Plan (and propose revised goals, as appropriate)
6. Change material use patterns by encouraging Reduction, Reuse, Recycling and Composting
7. Champion energy/water efficiency, renewable energy generation, and efficient transportation
8. Minimize hazardous chemical use and human/environmental exposures to toxics
9. Protect, expand and steward green spaces with public path/trail connectivity, maintain and restore natural areas with an emphasis on native ecosystems, and encourage a network of human/wildlife friendly green habitat throughout the city
10. Support sustainable water use, healthy creeks, and green infrastructure

The EQC's work is guided by the 2015-2020 El Cerrito Strategic Plan (excerpt below):

Goal F: Foster environmental sustainability citywide

- Be a leader in setting policies and providing innovative programs that promote environmental sustainability.
- Promote environmental education to facilitate behavioral changes by working with the school district and other community groups.
- Implement polices to promote waste diversion (i.e., mandatory commercial recycling and green waste).
- Encourage alternative modes of transportation to the single occupancy vehicle.
- Implement and monitor the City's Climate Action Plan to:
    - Reduce vehicle miles traveled (by creating a well-connected, pedestrian, bicycle and transit-oriented urban forms that will make it easier for residents and visitors to leave their car behind.)
    - Facilitate energy and water efficiency and greater use and generation of clean energy
    - Reduce the amount of waste generated in El Cerrito
    - Make municipal operations more resource efficient and environmentally friendly

HISTORICAL BACKGROUND:

The EQC was established in 2008. Over the nine year history of the EQC, the committee emphasis has occasionally cycled between public education, organizing community volunteer work, and environmental policy, but there has generally been a consistent commitment to all forms of action envisioned for the EQC over time. The committee has also remained a fairly consistent size, with a number of long-serving members. Over 30 community members have served, and the committee usually maintains between 10-15 members.

2018-19 WORK PLAN

OBJECTIVE	PROPOSED ACTIVITIES	PRIORITY RANKING	TIMELINE FOR COMPLETION
1. Public Education and Outreach	a) Declare 2018 Year of the Monarch and create programs to help preserve pollinators (workshop). b) Hold at least two film and/or lecture/workshop events (e.g. pollinators and healthy landscaping; household toxics reduction; decarbonization/electrification (heat pumps) of homes, buildings and transportation; water conservation/grey water use; and energy efficiency programs and/or financing). c) Continue 100% renewable Deep Green power enrollment outreach, particularly to businesses. d) Participate in Bay Area SunShares program to increase rooftop solar and EV adoption; collaborate in regional workshop. e) Co-sponsor the Hillside Festival and other related hikes and educational events (outreach). f) Host (or co-sponsor) an EV awareness and education event (likely part of National Drive Electric week in Sept.). g) Tabling at major city events, and other outreach activities to spread awareness of EQC. Consider strategies for outreach to new residents, to increase attendance at events, and/or to improve the web presence of environmental issues and efforts in El Cerrito.	1 1 1 1 1 **1** **1**	• 1 year • 1 year (ongoing) • 1 year (ongoing) • 1 year • 1 year (ongoing) • 1 year • 1 year (ongoing)
2. Volunteer work parties	a) Hold a Green Team work party every other month (~6/year); diversify work party activities. b) Continue partnership with PGE to restore and monitor habitat on the Moeser power line corridor.	1 1	• 1 year (ongoing) • 1 year (ongoing)
3. Policy development and advice	a) Develop policy/programs to support three-stream (recycling/compost/garbage) waste facilities for all new and existing multi-family development and restaurants. b) Revision of the environmentally preferred purchase policy; procurement/use of EVs and infrastructure, city operations, charging	1 2/3	• 1-2years • 2-3 years

	infrastructure c) Require unit level metering of water/gas/electricity for all new multi-unit dwellings (rental and condo), incentives for retrofitting of existing multi-family dwellings	1	• 1-2 years
4. Support of environmental related city programs	a) Review/evaluate Climate Action Plan (CAP) goals and accomplishments (update on municipal emissions; ideas to incorporate from new Carbon Neutral Cities plan); explore electrification as part of implementation of CAP to reduce residential and commercial natural gas usage; potentially update CAP goals; engage budget process to be inclusive of CAP goals b) Support City staff in data collection and analysis of CAP metrics (particularly review of municipal solar production and impacts of 2-year-old tree damage to Community Center panels) c) Support acquisition of public open space or public access easements and monitor Urban Greening Plan d) Review how city cares for its creeks and riparian habitat and recommend changes if needed e) Contribute to trash mitigation strategies and bin deployment (recommend including three-stream facilities as part of Park & Rec Facilities Master Plan) f) Develop pollinator habitat/connectivity programs (see 1a & b), policies, work parties and ongoing commitments to stewardship, including possible siting and installation of new rain garden(s). (Recommend including as part of Park & Rec Facilities Master Plan review.) g) Expand stewardship of Hillside Natural Area (invasive plants and fire safety; address deferred maintenance), using available city resources; engage budget process as part of Park & Rec Facilities Master Plan review.	1 1 2/3 1 1 1 1	• 1 year (ongoing) • 1 year (ongoing) • As opportunities arise • 1 year (ongoing) • 1 year (ongoing) • 1 year (ongoing) • 1 year (ongoing)

PRIOR YEAR ACCOMPLISHMENTS

OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
1. Public Education and Outreach	a) 4th annual Hillside Festival, co-sponsored with Trail Trekkers b) Co-sponsored StopWaste Energy Upgrade Workshop in Albany c) Co-sponsored National Drive Electric Week event in Berkeley d) Tabled at 4th of July, Earth Day and Centennial Festival e) 100 for 100 Deep Green outreach at many events throughout the year, including coordination with Centennial Committee and Economic Development Committee. 100+ new Deep Green accounts enrolled. Municipal accounts also opted up to 100% renewable electricity.	**Completed**
2. Volunteer work parties	a) Regular Green Team work parties (~6/ year), including trash removal from streets, parks and creeks (participated in Coastal Clean-up day), and weed removal and stewardship of Fairmount rain garden b) Coordinated with PGE to host an Earth day volunteer work party focused on native plant restoration and fire protection maintenance of the power line right of way along Moeser Ave	**Completed**
3. Policy development and advice	a) Considered opportunities to restructure User Utility Taxes (UUT) to reflect carbon emissions (different rates for gas and electricity) b) Followed CCA PCIA exit fee issue and proceedings before the CPUC	**Completed**
4. Support of environmental related city programs	a) Climate Action Plan review and implementation (100% renewable deep green enrollments) b) Reviewed Cape Ivy biological control proposal by USDA	**Completed**

ONGOING PROJECTS

PROJECT	ACTIVITIES
Green Team Work Parties	Coordinate roughly six trash clean-up events each year in various city parks, the Ohlone Greenway and city streets. Organize other volunteer work parties focused on weed/invasive plant removal, pollinator habitat restoration/stewardship, tree planting (in collaboration with the Urban Forest Committee and City arborist) and maintenance/stewardship of the Hillside Natural Area.
Hillside Festival	Assist Trail Trekkers in the production of the annual event celebrating the Hillside Natural Area with many hikes, talks and activities.
Climate Action Plan Implementation and progress metrics	Work with city staff to evaluate successes and opportunities as we further implement the Climate Action Plan. Explore opportunities to reduce residential natural gas use, and promote electrification of home appliances and automobiles as a complement to 100% renewable electrical power. Outreach to businesses to opt up to 100% renewable power. Improve municipal EV infrastructure/readiness and fleet management.
Water efficiency/resiliency	Education and incentives to use greywater and rainwater collection. Potential to outreach to new multifamily developments on water efficiency.
Urban Greening implementation	Volunteer work parties and policy/program development to strengthen pollinator habitat and connectivity. Continue the partnership with PGE on the Moeser transmission corridor to provide stewardship and monitoring of plant species being managed.
Future Projects Ideas/Areas to Explore (2019/2020)	Liaise with other city commissions/committees to ensure sustainability considerations. Increase EQC participation regarding environmental related topics in the City budget process. Explore environmental benefits/impacts of new development. Ready for 100 Sierra Club city and mayoral initiative. Tool Lending Library. Volunteer Party. Explore a solar access ordinance and net hardscape policy. Welcome Package/Information for new residents and businesses. EQC awards for sustainable/green businesses.

Environmental Quality Committee

Annual Work Plan – 2018

Presentation to City Council

March 6, 2018

EQC 101

- Committee of up to 15 citizens
  - Chair Mark Miner, Vice-Chair Rebecca Milliken, Sean O’Connor, Howdy Goudey, Allison Kittleson, Becky Miller, Paloma Pavel, Robert Schaadt, Renée Solari, Jeff Sobul, Ellen Spitalnik, Neil Tsutsui, David Weinstein
- Meet 2nd Tuesday, 7 PM, City Hall
- Mission:
  - To educate, inspire, and activate ourselves and our community to sustainably thrive

Role of the EQC

- To serve in an advisory capacity to City Council, staff and other committees with regard to environmental quality issues in El Cerrito
- To recommend programs and policies to the City Council
- Foster public awareness, education and interest in the City's environmental quality efforts

EQC Goals

1. Promote environmental education, action and justice
2. Involve learners of all ages
3. Help residents and businesses live more sustainably
4. Inform and champion City's environmental efforts
5. Support GHG emissions reductions (CAP)
6. Reduce waste by encouraging Reduction, Reuse, Recycling and Composting
7. Champion energy/water efficiency, renewable energy generation, and efficient transportation
8. Minimize hazardous chemical use
9. Protect, expand and steward open green space
10. Support healthy creeks, and green infrastructure

EQC & City's Strategic Plan

Goal F: Foster environmental sustainability citywide

- Be a leader in setting policies and providing innovative programs that promote environmental sustainability.
- Promote environmental education to facilitate behavioral changes by working with the school district and other community groups.
- Implement polices to promote waste diversion (i.e., mandatory commercial recycling and green waste).
- Encourage alternative modes of transportation to the single occupancy vehicle.
- Implement and monitor the City's CAP to:
  - Reduce vehicle miles traveled
  - Facilitate energy and water efficiency and greater use of clean energy
  - Reduce the amount of waste generated in El Cerrito
  - Make municipal operations more resource efficient and environmentally friendly

Past EQC Accomplishments

- Policies
  - Supported policy development and hosted public forums:
    - Climate Action Plan – 2013
    - Single-Use Plastic Bag and EPS Foam Take Out Container Bans – 2013
    - Community Choice Aggregation – 2014
    - Priority Conservation Areas – 2015
    - Pollinator Safe Community Resolution – 2015
    - Urban Greening Plan – 2015
    - Cool CA, earned $2700- 2016
- Programs
  - Green Team volunteer events
  - Eco-film series, lectures and workshops
  - 100% renewable Deep Green electricity
  - Participation in City events
    - Earth Day
    - 4th of July
  - Supported new events
    - Hillside Festival
    - Music for Madera

2017 EQC Accomplishments

- Policies
  - Considered opportunities to restructure User Utility Taxes (UUT) to reflect carbon emissions
  - Followed Community Choice Aggregation (CCA) Power Charge Indifference Adjustment (PCIA) “exit fee” issue and CPUC proceedings
- Support City Programs
  - Reviewed USDA Cape Ivy biological control proposal
  - Climate Action Plan review and implementation

2017 Accomplishments

- Climate Action Implementation
  - Year-long 100x100 outreach
  - Municipal opt-up
  - 213 new enrollments (50% Growth)
  - Charles McGlashan Award

2017 EQC Accomplishments

Programs

- Lectures/Workshops
  - *Where Recycling is a Pleasure*: A History & Tour of the El Cerrito Recycling Center
  - *It's Our Fault* Hike & Lecture
  - Local watershed presentation for Coastal Cleanup Week
  - East Bay Green Homes Workshop
  - Co-sponsored National Drive Electric Week event
- 4th Annual Hillside Festival with Trail Trekkers
- Semi-Monthly Green Team Events

2018 Work Plan

- **Green Team Volunteer Events**
  - Earth Day – 3rd Annual PG&E ROW Work Party on Moeser
  - Madera Property Broom Pull
  - Bi-monthly events

- **Public Education and Outreach**
  - Eco-Film Series *Tomorrow*
  - Butterfly Pollinator Workshop
  - Drive Electric Week
  - Bay Area SunShares
  - East Bay Electrification Expo

SunShares
Simple. Affordable. Together.

2018 Work Plan

- Climate Action Implementation

  - MCE's #LivingLightly Initiative
  - Review/evaluate CAP goals and accomplishments
  - Explore electrification to reduce residential and commercial natural gas usage
  - Engage budget process to be inclusive of CAP goals
  - Support City staff in data collection and analysis of CAP metrics

2018 Work Plan

- Potential Multi-Family Policies
  - Explore policy/programs to support three-stream waste facilities for new and existing multi-family development and restaurants
  - Explore unit level metering of water/gas/electricity for new multi-unit dwellings (rental and condo); incentives for retrofitting of existing multi-family dwellings
- Hillside Natural Area
  - 5th Annual Hillside Festival – May 4-6
  - Expand stewardship of HNA using available city resources
  - Engage budget process as part of Park & Rec Facilities Master Plan
- Trash Mitigation Strategies
  - Contribute to strategies and bin deployment
  - Recommend three-stream facilities in Park & Rec Facilities Master Plan

2018 Workplan

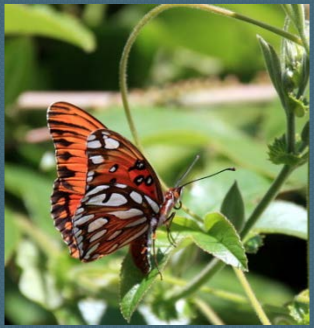
- Support acquisition of public open space or public access easements and monitor Urban Greening Plan
- Review how city cares for its creeks and riparian habitat
- Develop pollinator habitat/connectivity programs policies, work parties and ongoing commitments to stewardship, including possible siting and installation of new rain gardens

EQC Upcoming Events

- *Tomorrow* Film Showing and Discussion – March 10th, 10 am
- Butterfly Pollinator Workshop – March 27th, 7 pm
- Earth Day Work Party on PGE ROW (Moeser) – April 21st
- 5th Annual Hillside Festival – May 4–6
- Northern Entryways Cleanup – May 26th, 10 am

EQC Calendar of Events

	2018 EQC Calendar	
January Cerrito Creek Hike (1/21) Green Team Clean Up (1/28)	**February** Presentation on Electrification (2/13) Madera Property Broom Pull (02/17)	**March** Green Team Clean Up (3/4) Film Showing (3/10) Pollinator Workshop (3/27)
April Earth Day Celebration (4/21)	**May** Hillside Natural Area Festival (5/4-5/6) Bike to Work Day (5/10 Green Team Clean Up (5/26)	**June**
July El Cerrito 4th of July Festival Green Team Clean Up (7/8)	**August** SunShares Launch (TBD)	**September** Green Team Clean Up (9/15) National Drive Electric Week
October	**November** Green Team Clean Up (11/18) East Bay Electrification Expo (TBD)	**December**



Agenda Item No. 5(B)

Michael A. Fischer
El Cerrito City Nominated Commissioner
Contra Costa County Library Commission
Email: eclibrarycommissioner@gmail.com

To: Members of the El Cerrito City Council

Date: February 26, 2018

Subject: Report on Activities and Requests for Council Action

This is a periodic report to the City Council on my recent activities as your nominated commissioner to the Contra Costa County Library Commission. I promised to make such reports when I interviewed for the position.

Opposing Defunding of the Federal Institute for Museum and Library Services

As noted in the consent agenda, the City Council is being asked to authorize the Mayor to sign and send a letter to Senator Diane Feinstein, Senator Kamala Harris and Congressman Mark DeSaulnier opposing the proposed defunding of the Institute for Museum and Library Services (IMLS) as provided in the administration's proposed 2019 budget. The background and reasons are part of the report on that item to the council. I am concerned that for the second year in a row the administration has proposed elimination of this funding.

Library Hours

Last year this council voted to expend money to increase the hours our branch library from the county-provided 35 hours to 50 hours a week. This will result in our library being open every day as follows:

Monday and Tuesday: Noon to 8 pm
Wednesday and Thursday: 10 am – 6 pm
Friday and Saturday: 10 am – 5 pm
Sunday: 1 pm – 5 pm

As you are well aware, the library was previously closed on Wednesday and Sunday. The council took its action to increase hours last year and the county has been able to hire the personnel to permit these extended hours which will begin on April 2. In regard to our library personnel, we now have a full-time library manager and a full-time adult/teen librarian. Recruiting is ongoing for a full-time children's librarian.

The city is sponsoring, in conjunction with the Foundation, the Friends, and the County Library Administration a "First Wednesday" event to commemorate the first Wednesday in we don't know how many years that our library will be open. The event will be held at the library on Wednesday, April 2, from 4 pm – 6 pm. All members of the council have been invited. I would like to acknowledge the important work and support of city staff for the additional hours and the "First Wednesday" event work as well as their support generally for our library.

SCA 3 – Voting on Library Bonds

Last year this council voted to support SCA 3 which would reduce the approval requirement for library bonds from 66-2/3% to 55%, the same amount as required for school bond approval. This measure was unable to get out of the State Senate last year and it appears it will not be enacted this year. There does not appear to be anything further that the council can do in this regard although I will continue to monitor it on the city's behalf.

Interface with the "Library Community"

I have continued to work with the El Cerrito Library Foundation and the Friends of the El Cerrito Library, two organizations that do so much to improve what our branch library can offer the members of our community. As Library Commissioner I've attended nearly all board meetings of those organization.

I was also able to participate in two Countywide Friends and Foundations meetings (one sponsored by the County Library Administration and one sponsored by the Friends and Foundations themselves) in September and February. These meetings have resulted in the helpful exchange of information among the various Friends and Foundations groups and have revitalized the groups as an important part of our countywide library community. I have been joined at these meetings by other members of our city's library community. One of the things I learned at these meeting is how well our Foundation and our Friends work together for the El Cerrito library community.

I want to personally add that the opportunity to work on library issues with our Friends and Foundation groups as well as with the engaged city staff is one of the true rewards of the commissioner position.

County Library Commission meetings

When I first applied for Library Commissioner, I thought that the principle part of my job would be attending Library Commission meetings. While these are definitely important, they are by no means the major part of the work the position entails. Nonetheless there is important work that is done at these meetings as well as an important sharing of ideas and information. I've attached the minutes of the commission meetings for August 24, 2017 (Exhibit B), September 16, 2017 (Exhibit C), and November 16, 2017 (Exhibit D), the meetings for which minutes have been held since my last report to the council.

Communication with the Community

It is important that our city not only have a library commissioner and alternate, but also that the residents have a source for informational give-and-take concerning library issues at the governmental level. I continue to work with city and county staff on these important issues and will report on them in the future.

Term of Library Commissioners:

The Contra Costa County Board of Supervisors has provided that Library Commissioners serve terms of four years and these terms of office be staggered so that approximately one-fourth of the terms of commissioners in each supervisorial district expire on June 30 of any year. The Board of Supervisors also provides that a commissioner or alternate may be reappointed. The Library Administration has implemented this proposal by providing a transition term of less than four years following the expiration of the current term for each commissioner, followed by full four-year terms thereafter. My current term will thus expire on March 31, 2019 and there will be a transition term form April 1, 2019 through June 30, 2021. Regular four-year terms will commence July 1, 2021. For the alternate the initial term will expire on June 30, 2021 with regular four-year terms thereafter congruent with the term of the regular commissioner. This information has been given to city staff. I will be alerting city staff and the council of the need for a new commissioner early next year. My current plans are to seek reappointment should the council be willing.

El Cerrito Branch Library Facilities

I continue to work with city and county staff and members of our library community to ensure that we can have an appropriate and affordable 21st century library for our community. And since we will be in the current building until such time as it can be replaced, we are all working for what can be done to make that location a better place for our library commensurate with the desire to have the building replaced.

Attachments:
Exhibit A – August 24, 2017 Library Commission Meeting Minutes
Exhibit B – September 16, 2017 Library Commission Meeting Minutes
Exhibit C – November 16, 2017 Library Commission Meeting Minutes

CONTRA COSTA COUNTY LIBRARY
Bringing People and Ideas Together
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Agenda Item No. 5(B)
Attachment 1

Draft

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, August 24, 2017

1. **Orientation of New Commissioners**

2. **CALL THE MEETING TO ORDER**
Chair, Alan B. Smith, called the meeting to order at 7:00 p.m.

3.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
Atkinson	Joyce	Library Commissioner	City of Clayton	*		
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)		*	
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	*		
Canciamilla	Laura	Library Commissioner	City of Pittsburg			*
Conescu	Jeremy	Library Commissioner	City of Orinda (Alternate)		*	
Crowder	John	Library Commissioner	District 3 (Alternate)			
Faye	Vivian	Library Commissioner	City of Brentwood		*	
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	*		
Fischer	Michael	Library Commissioner	City of El Cerrito	*		
Gabriel	Andrew	Library Commissioner	City of Hercules (Alternate)		*	
Gilcrest	Kathy	Library Commissioner	City of San Ramon			*
Herrick	Leanne	Library Commissioner	City of Pittsburg (Alternate)		*	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	*		
Huh	Dr. John M.	Library Commissioner	City of Antioch	*		
Kelly	Juan	Library Commissioner	City of Orinda	*		
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek (Alternate)	*		
McCormick	Don	Library Commissioner	CCC District 3	*		
Meisch	Lynn A.	Library Commissioner	City of Walnut Creek			*
Menichelli	Sandra	Library Commissioner	Town of Danville			*
Miller	Brian	Library Commissioner	City of Hercules	*		
Phillips	Laurie	Library Commissioner	City of Lafayette (Alternate)		*	
Pursley	George	Library Commissioner	City of Pinole	*		
Rennie	Donna	Library Commissioner	City of Martinez	*		
Riise	Diane	Library Commissioner	CCC District 2	*		
Smith	Alan B.	Library Commissioner	CCC District 4	*		
Smith	Tommy	Library Commissioner	City of Concord	*		
Valdez	Margie	Library Commissioner	Central Labor Council	*		
Wernet	Patty	Library Commissioner	Town of Moraga		*	
Wilson	Peter	Library Commissioner	CCC District 5	*		
Woodrow	Don	Library Commissioner	CCC District 1			*
Wright	Cindy	Library Commissioner	CCC District 2 (Alternate)		*	
Pena-Mendrek	Yolanda	Library Commissioner	City or Oakley	*		

Total Commission positions:	24
Commission positions filled:	23
Commission positions vacant:	1
Commission quorum:	13

With sixteen commissioners present, a quorum was established.

4. INTRODUCTIONS

The Chair requested everyone introduce themselves, and asked if new commissioners would identify themselves as such for the benefit of all present. Guest was Justin Decker, Representative of Local 21.

5. ITEMS FROM THE PUBLIC

There were no speakers from the public.

6. ACCEPTANCE OF MINUTES

The minutes from the May 25, 2017 meeting will be presented for approval at the September meeting.

7. APPROVAL OF THE AGENDA

The agenda was approved by consensus as submitted.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

- Commissioner Miller / Hercules: The Hercules library just celebrated their first Friday being open. The library had always been closed on Fridays. This came about as the result of negotiations between the City, the Library Foundation and the County Library. Some additional funds were approved and some hours were moved around to accommodate being open on Fridays now. The celebration of the first Friday included a wheel that kids could spin to win free books and a selfie booth. It was a fun event.
- Commissioner Fischer / El Cerrito: The El Cerrito City Council recently approved an annual expenditure of $129,000 to extend the weekly open hours of their library from 35 to 50. The library will now be open every day, including four hours on Sundays. This was a joint effort of the City, the Foundation, Friends and community. The vote before the City passed unanimously.
- Commissioner Hoisington / Lafayette: A flyer was passed around with details about four Fall programs being presented at the Lafayette Library. There is an information session to get more details at the library on September 7 from 1:30 to 3:30 in the afternoon. Also, Noelle Burch, who is the branch Librarian at Juvenile Hall, received a $350 donation from the Moraga Rotary Club to be used to purchase books for the library there. She brought the funds to the bookstore at Lafayette, and because she could purchase the books at half price she added quite a few volumes to the Juvenile Hall Library. Thank you to the Moraga Rotarians!
- Commissioner Kelly / Orinda: The Orinda Library, in conjunction with City Hall, is sponsoring a new program on Thursdays from 5 to 9 p.m. There will be taco trucks parked out front so folks can grab a bite and something to drink. The trucks will also call attention to the program. There will be music as well. Mr. Kelly stopped by before this meeting to have a bite and check out the festivities and it looked like a lot of fun.
- Chair Smith / District IV: Chair Smith will be heading south this weekend to do a workshop for the San Benito County Friends. This is a fascinating Library: They have no commission, so the Friends fill both rolls. The County was the first to apply for CENIC funds from the State and were the first to receive them. They now have the fastest connectivity in the county. Also, San Benito County and the local post office there said they could no longer process passport applications, so the Library has taken over that function. They've processed 576 applications operating two days per week and have netted a $15,000 profit. For a library with a $700,000 annual budget,

this is a nice infusion of cash, but over and above the cash, they are able to issue new library cards to these people and as a result library usage has increased. It's interesting to see what a small library can do. They still have a bookmobile that travels around the southern part of the county also.

- Commissioner Fitzpatrick / Oakley: Learned something recently about BART and the Library. The Library is offering free BART tickets during the month of October to anyone who is granted entrance passes through the Discover & Go program. This will be advertised on the Library's website, on social media and on screen savers on the Library's computers.

9. CORRESPONDENCE

The Library received a letter addressed to the Commission as well regarding offering some coding/programming classes through the library. This is being looked into and Amy Mockoski, the Children's Services Librarian, will reach out to them to respond.

10. COUNTY LIBRARIAN REPORT

County Librarian Cervantes reported on library activities.

San Pablo Opening: The San Pablo Library reopened last Saturday after quite an effort. This really was an "all hands on deck" undertaking, involving all staff, coordination with architects and general contractors, the City, plus working with AT&T and PG&E to make sure things would all work. The opening was attended by 3300 people and there was music, things for the kids, storm troopers, balloon tying and so forth. People were able to return books, after the library being closed for a couple of weeks. For the first time ever there was a grand opening and now the library is closed for a couple of weeks while the city and the contractors finish up a few loose ends. County Librarian Cervantes mentioned that any time there are events like this opening, or an anniversary, that the Commission members should consider attending. They are an excellent opportunity to see what is happening at other libraries.

Hiring: El Cerrito has a new SCLM. Heidi Goldstein, who was the acting manager, has been selected for the permanent position. A new manager has been hired for the El Sobrante/Pinole Libraries as well. He will start on September 18.

Special thanks: To Shannon Ladage for stepping back into the role of supporting the Commission during Walter's medical leave of absence. Walter returns on Monday.

11. OLD BUSINESS

STATE LIBRARY FUNDING ISSUES AND LEGISLATION

11.A. Chair Smith updated the Commission on the status of the state budget process.

State Budget: The State budget was passed on time. Literacy did not receive any new funding, but there will be a new governor in a year and a half so we'll see what happens. CENIC funds did not get any new money either. We will try again next year for increased funds for literacy projects.

11.B. Senate Constitutional Amendment No. 3 (SCA 3 – Dodd)

Due to political maneuvering at the state level, SCA-3 appears stalled for the foreseeable future. For those new to the Commission, SCA-3 is the proposed State Constitutional Amendment that would lower the passage threshold to 55% (down from two-thirds) for passage of library construction and renovation bonds. Commissioner Smith asked whether or not bi-partisan support for SCA-3 was a possibility. Chair Smith answered that so far no Republican legislators have been willing to raise their hands in favor of it. Commissioner Hoisington mentioned that you never know which way Glazer might vote. Chair Smith stated that Glazer was in favor of it. Commissioner Fischer then mentioned that at the recent meeting with Catharine Baker, she mentioned that she might be moveable on this issue. County Librarian Cervantes then stated that,

for the benefit of the new commissioners, writing letters to legislators is fine however you may not do so in your capacity as Library Commission members, only as private citizens. She also mentioned that the Board of Supervisors is in favor of SCA-3 and has written letters of support.
Commissioner Pena-Mendrek inquired if it were possible to send letters from the entire commission as one body. Chair Smith answered that five years ago or so that would have been possible, but other advisory bodies were writing letters taking positions contrary to those of the BOS and so the rules changed so that no advisory body could send out those types of letters. Everything must now be done through the BOS. Commissioner Fischer stated that it is possible to work with the various friends and foundations in this regard.

11.C. Federal Budget / Institute of Museum and Library Services (IMLS)

The IMLS is an organization through which we receive grant money, sometimes very substantial depending upon when and what was applied for. They have been spared for the time being. Their funding is in place for FY2017/18 so now we must concern ourselves with their continued survival.
County Librarian Cervantes stated that the IMLS has allocations for every state. The allocation for California is approximately $16 million each year. The State Library makes some of those funds available through a competitive grant process but they truly are federal dollars funneled through the state. Then there are other grants that you can apply directly to the IMLS for. These tend to be larger, $50,000 - $100,000, multi-year, planning grants that are very well defined online if you'd like to read about them. It is the only office at the federal level that represents libraries and museums, and it's a way of coordinating some activities. There is a very concerted effort by libraries and museums to provide services to veterans and veteran's families. To do this on a national scale you need a federal office. They also do a lot of work with Native Americans, Barbara Bush Literacy grants come through the agency. It's really very substantial.
Commissioner Smith/Concord asked if it were possible to apply for workforce development grants. County Librarian Cervantes stated that the County has both a workforce development office and an economic development office, which, until recently, did not have directors. We are reaching out to try to leverage the strengths of all parties to provide the types of workforce services that are needed. Don McCormick/Dist. III mentioned that EDD in Concord and Contra Costa County have had a program for a number of years called Experience Unlimited where classes are offered in resume writing, interviewing and such and people on unemployment can be referred there. It's the only place in Northern California where the State and County work directly with a non-profit. They're separate entities but they work together.

12. NEW BUSINESS

Safety and Security Update

12.A Gail McPartland, Deputy County Librarian presented the update originally scheduled for the May 2017 meeting. Ms. McPartland began by stating that the presentation at this meeting is the same, unchanged presentation that was to have been presented at the previous meeting and that it should serve to inform both the current and new commissioners about how the library views safety and security. There are four main elements that will be reviewed this evening.
First is the Patron Conduct Policy, which is really the bedrock of everything the library does regarding safety and security. The reason is because it is our official policy, which has been approved by the Board of Supervisors back in 2015. The salient information is located right at the top of the document where it mentions an environment that is "safe, pleasant and conducive to comfortable library use." Every patron has the right to use and benefit from library facilities. This is what we are striving for. The policy is available on the library's website (ccclib.org). It is a multi-page document, which we will not go over line by line, however we will look at several sections to give you an idea of what is in the policy. The policy goes into pretty good detail regarding Unacceptable Behaviors. Things like no fights, no contraband, etc. The one thing that comes up more than any other is refusal to follow the reasonable direction of staff. We hire reasonable staff with reasonable expectations of patron behavior and we believe those expectations are what keep people safe and secure. When that doesn't happen, however, then other things happen, which is why there is a bullet regarding harassing,

threatening, fighting and so forth. While we don't want to have these things happening, keep in mind we are a public place. We had seven million visits last year, but what we are talking about is a very small handful of people who misbehave. This is not to minimize what they do, only to say that by and large our patrons are very well behaved and most come and go with no problems. There are some things that do happen, though. People do block entrances, or bring large amounts of possessions into the library, which can be fine, but everything we try to do is with a view toward making the library safe for them, for the other patrons and for staff. There is also a specific policy for unattended children and a suspension policy. These were added to the original policy, which was a one page document that amounted to "be nice to people." Back in the economic downturn in 2008 this policy no longer worked for the library or the patrons, so these more specific policies came to be. The suspension policy is a relatively new tool for the library. The philosophy with administering these policies is to nip problems in the bud. If staff notices something amiss, they approach the patron, kindly ask them to refrain and let them know if they are unable to comply they will be asked to leave the library. This works probably 90% of the time. There are a number of folks who are either unwilling or unable to take direction from staff, due to mental illness, lack of a job or a home, or other difficult circumstances. We are proud to be a place where everyone is welcome, but sometimes these behaviors require us to ask patrons to leave for longer than just the day. Usually things escalate to this point. For example, we might ask someone to turn down their music, at which point they want to argue about it. Fine, as long as they comply. If not, they might be asked to leave for the day. All of our library staff is empowered to ask a patron to leave. Managers, in the event of repeated or escalated negative behavior, are permitted to suspend someone for up to six days. Longer suspensions are issued through administration. The policy currently allows us to suspend someone for up to one year. Over the life of the current policy, this has only happened three or four times.

Commissioner Kelly inquired if being suspended denied them the use of the website. Ms. McPartland answered that what a suspension covers is the physical buildings, using the computers, or anything where a library card is required. Additionally, the suspension covers not just the branch where the behavior occurred but all libraries in the county.

Mr. Kelly then asked if, in light of a recent event at the Chabot observatory (where an autistic child came in as part of a larger group, had an episode and started attacking people then died) the library was reviewing their policies. Ms. McPartland answered that there had been no review yet but it certainly made sense to do so. The library continually reviews policies when these sorts of incidents occur.

Peter Wilson/Dist. V asked what was the age range for unattended children and was told eight and younger. That being said, unless a child was misbehaving, they probably would be fine to stay. The library staff won't go around kicking kids out who are eight or less. They would take action if they noticed bad behavior, or if there were a complaint from another patron.

Back when the PCP was being created, we realized we also needed a way to communicate internally about things happening in the branches. When something would happen a form would be filled out, then it would be filed away and not much else happened. At the time, the Berkeley Library was working with a developer to create a communication system. We saw it, we loved it, so we approached the company and asked them to customize a version for Contra Costa County Library. The result is PITS, our Patron Incident Tracking System. It's not just for patron incidents, however. Anytime something happens in a branch, such as someone falls in the parking lot, or a roof leaks and 200 books get ruined, it all gets entered into PITS. It's our means of communicating with each other what is happening across the library. In the software we are able to track the dates and types of incidents, whether police or an ambulance was called, it tracks patrons (if we know them) and their physical descriptions. If a patron is suspended all the corresponding paperwork is uploaded into the system and every library employee with access to a computer can review the information. The dashboard that pops up when you first sign on will show you all the patrons currently suspended and for how long. It has greatly improved communication throughout the library.

Commissioner Smith asked if the data was exportable so that reports could be printed and given to the police. Ms. McPartland answered that the system does have some limited reporting capabilities and that we are working with the local police in all of our cities. However, reports do not take the place of good relationships. We try to foster good relationships with city staff and law enforcement. That is the best way to get a quick response when asking for help.

We do work with library staff. One thing we ask is that they be aware. We are a public place and you never know who will walk up to the desk on a given day. We address behavior, we do not address personalities (there is a difference). We ask them to be aware of surroundings and to keep doors locked that need to be. When approaching patrons, we encourage them to keep a barrier between them and the patron, to approach the patron in a public place, and when possible to approach in pairs. One thing unique to our library staff is that they are empowered to call 911 if they feel threatened or unsafe. A number of institutions either don't allow this or require permission to be granted first. Our primary concern is staff safety. PITS reports are also sent to risk management. They don't just circulate around the building here.

Every employee hired by the library goes through new employee training, where they learn the various rules and policies. They also learn how and when to use the PITS system. We constantly reevaluate our training and supplement it when necessary. About eighteen months ago we had an active shooter training. We have also had training regarding working with the mentally ill and continue to seek training on how to work with this troubled segment of the community. We will occasionally contract outside sources to come sponsor training, such as the black belt librarian, who came in and audited each of our buildings then did several days of in-house training. We also have some training on homelessness in the library coming up.

Often when we're on this topic the question of security guards comes up; where do we have them, why do we have them? They are currently in place at Antioch, Prewett, Brentwood and Walnut Creek. The old San Pablo building had them but this may not be an issue in the new building. Alison McKee mentioned that contracts with Antioch and Walnut Creek were going well. The Walnut Creek guard is there all the time, patrolling the building inside and out as well as the parking garage. The contract with Antioch allows for random visits twice a day plus availability on call. Incidents in both locations have been reduced significantly with the presence of security guards.

Commissioner Smith asked if there had been a noticeable decline in PITS reporting due to the presence of guards. Ms. McPartland's answer was "yes, but." The "but" comes from the fact that while the guards were being added, all employees were being trained to use PITS and in fact being encouraged to use it more, so it is difficult to tell, although it seems to have helped somewhat.

Commissioner Kelly asked for some stats on 911 calls, like how often were we calling? County Librarian Cervantes said she thought the frequency was about two calls per week across the entire library and some of those calls were for medical help.

County Librarian Cervantes then spoke about the trespass letters. We have them on file with the various agencies shown on the forms in the packet. These include Walnut Creek and the unincorporated areas of the county. Walnut Creek used to call theirs a Citizen's Arrest form. A poor choice for a form designed to allow police to enter a building and actually arrest someone. We are trying to have these forms on file with all of our cities. Some do not have such a form, and in those cases we are using the Pleasant Hill form as a model to have them adopt.

To wrap up, Ms. McPartland stated that the library does not work in isolation. We work with risk management, the County Administrator's Office, County Counsel, as well as local law enforcement and our employee assistance program for employee well-being. We make every effort to get this right and keep our patrons and employees safe.

Mr. Decker from Local 21 had two questions. First, who was involved in the formulation of the PCP? The answer was a team of library staff came up with the policy. Second (this question will be answered after some research), how was the need for security determined? Was it only the number of incidents or were financial resources part of the equation?

12.B Fiscal Year 2018/2019 Library Budget (Linda Martinez, Administrative Services Officer, Finance)

County Librarian Cervantes began by stating that some of the new commissioners in the room had gotten a taste of what the budget is about due to the new commissioner orientation prior to this meeting. If it seems like we talk about the budget all the time, it's because we do. The budget is now an active year-round process. The opportunity for the Commission is to think about the things that rise to the top as far as your community goes and be thinking about things you'd like to see programmatically, something with our facilities. Our biggest expense is employee salaries and benefits and so what we have to work with does not go too far; salaries, benefits and collections. After that there's maybe $200,000. We do want your ideas, we want to work with you and we will engage with you throughout the year. Linda Martinez will walk you through the budget process then we'll circle back for the discussion.

Ms. Martinez began by saying that we are wrapping up the 2016/17 budget year. We've started the FY2017/18 budget on July 1, and now it's time to look toward the FY2018/19 budget. The actual new budget process begins in January and it's a time to start thinking about what we want and need here at the library. The packet information describes the County's budget process. We have to follow their deadlines and submit our budget in a timely manner. The other materials provided are what we placed in our FY2017/18 budget, our expenditures and our revenues. As Melinda said, employee salaries and benefits are roughly 74% of the budget. The rest of the budget is outlined here as well. On the revenue side, 87% of our revenue comes from property taxes. 10.4% comes from intergovernmental. These are the payments for extra hours that we get from the cities. $70,000 comes from the State and that is for Project Second Chance, then there are fines and fees and other, which is small grants, bequests, gifts, etc. Commissioner Wilson asked for a breakdown of the Intergovernmental. (This will be provided separately). Commissioner Miller asked where the checks they write for collections would go. The answer is Other, as intergovernmental is used exclusively to keep track of the payments from the cities. Commissioner Wilson said his reason for wanting the breakdown is to verify his supposition that because some cities are financially able to afford more, their libraries are in a position to do/provide more. He's looking for an equitable distribution. During his two years as an alternate, it's been the only time where access to the distribution as a whole has been visible to him as opposed to just being able to see one small slice of the budget. The Commission is the body that would be able to view the entire budget and be able to possibly come up with ways to help the communities that have less available to them. Commissioner Kelly then stated that the upcoming Forum might be a place to talk about this if we were given a breakdown to drive the conversation. County Librarian Cervantes mentioned that at the Forum there will be a brief business meeting first and the friends and foundations have a broader mission. Time is also set aside in the November meeting to talk about the budget, so perhaps between the two we could find time to pull together that information so everyone would have a chance to look at it. Commissioner Wilson then said that one of the conclusions reached in the NPR report was that there were differential levels of resources in the county due to geographic and jurisdictional issues, and that we might consider ways to develop a funding mechanism to augment certain areas for certain programs. We need the data to be able to do that.

Chair Smith then asked the Commission since they've now seen the budget, what would they like to add and what would they like to change. This is the time to have input. Commissioner Kelly mentioned that he volunteers for sorting duty in Orinda. This is a process where books are weeded out and determination is made whether to donate them or sell them. He wondered if there was a way across the various friends organizations to do this more efficiently. County Librarian Cervantes stated that that could be a potential topic for the upcoming forum. Commissioner Wilson inquired if the Strategic Plan was related to the budget. County Librarian Cervantes stated that it is, inasmuch as the spending relates to the achievement of the four goals in the plan. Commissioner Wilson then asked if it were possible to devote more than the current 0.8% to communications, given the goal in the plan of informing people about the library and educating them about what the library has to offer. His next question was about Goal 1, Objective A in the plan: *"The Library will expand its services to additional identified* *underserved populations in each community...*" As he reviewed the responses about what had been done, he felt a lot had been devoted to expanding services for everyone, but not so much was targeted to the underserved specifically. He questioned what more could be done in this regard. Chair Smith floated out the idea of an outreach librarian for the purpose of identifying the underserved. County Librarian Cervantes stated that that could be one way to accomplish the goal but for the purposes of this discussion it would be better to keep the ideas at a higher level and let her and the other admin staff come up with the "how." Commissioner McCormick mentioned that in Alameda County they use corporate outreach to fund various programs and have brought many millions of dollars to the library through that effort. They target specific corporations with specific needs and secure sponsorship of those projects, but they are always able to get the funding. Commissioner Valdez stated that she would be remiss if she didn't remind everyone that Ms. Martinez' presentation stated that the library employees were the library's biggest asset. As such, more should be done to understand the high turnover and to get a sense of where people are going when they leave. Perhaps salary surveys could be used for this effort. Commissioner Hoisington then mentioned that she has lived in Lafayette since 1957 and through all the ups and down at the library there, the most important thing is always the people running it. When she reported back to the friends group there that staff was being lost to other counties because they could make more money, the friends were not terribly happy about that. Commissioner Miller noticed that not much had been done to reach out to the LGBT community. Any effort made along those lines had been done locally by him and Alison and he was wondering about making a countywide effort to bolster the LGBT outreach, Collections and so forth. Commissioner Smith mentioned the idea of the Library Commission becoming, in effect, a foundation itself with a fiduciary relationship and responsibility for raising funds and helping to level the playing field for those communities with less resources. Chair Smith allowed that that was a good idea, but as a separate entity from the Commission, since the Commission is answerable to the BOS and is primarily there to advise the Board. Commissioner Fischer asked if there was any way the Commission, in their capacity as advisors to the Board, could engage them in a dialogue, perhaps over a period of time, to consider increasing the 1.49% of property taxes that the library now receives. Even if it were done in incremental steps it could be a significant increase. Chair Smith stated that that had been something done as part of the NPR report. Looking at the source of funding becomes a delicate issue because someone loses when someone else gains. County Librarian Cervantes suggested that if there were any more suggestions that the Commission email them to Shannon and Walter and perhaps a survey could be sent out in order to prioritize the Commission's ideas and get the focus on the most important ideas.

12.C **Library Marketing and Communications** – (Brooke Converse) Postponed to future meeting due to time constraints.

12.D **FORMATION OF A NOMINATING COMMITTEE**

CHAIR SMITH informed the Commission that traditionally there would be nominations for the next Chair and Vice-Chair at the September and November meetings. This year however, County Librarian Cervantes had come up with a different way to proceed so he turned the floor over to her. County Librarian Cervantes stated that when any ad-hoc committee is formed and meets, it needs to be supported just as a regular Commission meeting would be, so being mindful of everyone's time, she suggested the formation of an ad-hoc Nominating Committee that would meet once with perhaps three people, and that body would be tasked with identifying and contacting any Commissioners to determine their interest in these roles. Then a slate of candidates could be presented in November, as well as taking nominations from the floor. This has worked well in the past. The Commission would need to form an ad-hoc committee to proceed this way. Chair Smith said that a motion would be required.

Motion to form an ad hoc Nomination Committee, by Commissioner Miller. Second by Commissioner Fischer.

The motion passed with 15 AYES, No NAYS and 1 abstention.

*Recorded votes –

AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

Abstain: Tommy Smith

As a point of order, County Librarian Cervantes stated that anyone serving on the Committee should not be one of the nominees. With this in mind, Chair Smith called for volunteers for the Committee. The three volunteers, in order, are Katherine Bracken, Juan Kelly and Margie Valdez.

12.E. CHANGE THE DATE FOR THE SEPTEMBER 2017 MEETING

Chair Smith next stated that the meeting in September needed to have the date changed and suggested a two-step process. First, the meeting on September 28 needs to be cancelled.

Motion to cancel the September 28, 2017 Commission Meeting, by Commissioner Tommy Smith. Second by Commissioner Atkinson.

The motion passed with 16 AYES, 0 NAYS.

*Recorded votes –

AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson, Tommy Smith

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

Second, a replacement date needs to be considered.

Motion to hold a short business meeting on September 16, 2017 prior to the Forum event, by Commissioner Wilson. Second by Commissioner Pena-Mendrek.

The motion passed with 15 AYES, 1 NO.

*Recorded votes –

AYES: Joyce Atkinson; Katherine Bracken; Michael Fischer; Mary Ann Hoisington; John M. Huh, Ph.D.; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson

VACANT: City of San Pablo;

NOT PRESENT: Patty Wernet; Don Woodrow. Sandra Menichelli, Lynne Meisch, Kathy Gilcrest, Vivian Faye, Laura Canciamilla, Donna Rennie

NO: Mary-Ann Hoisington

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Chair Smith called for agenda items for the September 16, 2017 meeting:

. Work plan and annual report.

. Marketing and Communications

ADJOURNMENT TO THE SEPTEMBER 16, 2017 LIBRARY COMMISSION MEETING, FRIENDS AND FOUNDATIONS FORUM.

Walter B

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

COUNTY LIBRARY
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Agenda Item No. 5(B)
Attachment 2

DRAFT

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Saturday, September 16, 2017

1. **CALL THE MEETING TO ORDER**
Chair, Alan B. Smith, called the meeting to order at 8:35 a.m.

2.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
Atkinson	Joyce	Library Commissioner	City of Clayton			X
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)		X	
Bracken	Katherine	Library Commissioner	City of Pleasant Hill			X
Canciamilla	Laura	Library Commissioner	City of Pittsburg		X	
Conescu	Jeremy	Library Commissioner	City of Orinda (Alternate)		X	
Crowder	John	Library Commissioner	District 3 (Alternate)		X	
Faye	Vivian	Library Commissioner	City of Brentwood			X
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	X		
Fischer	Michael	Library Commissioner	City of El Cerrito	X		
Gabriel	Andrew	Library Commissioner	City of Hercules (Alternate)		X	
Gilcrest	Kathy	Library Commissioner	City of San Ramon	X		
Herrick	Leanne	Library Commissioner	City of Pittsburg (Alternate)		X	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Huh	Dr. John M.	Library Commissioner	City of Antioch	X		
Kelly	Juan	Library Commissioner	City of Orinda			X
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek (Alternate)	X		
McCormick	Don	Library Commissioner	CCC District 3	X		
Meisch	Lynn A.	Library Commissioner	City of Walnut Creek	X		
Menichelli	Sandra	Library Commissioner	Town of Danville			X
Miller	Brian	Library Commissioner	City of Hercules	X		
Phillips	Laurie	Library Commissioner	City of Lafayette (Alternate)		X	
Pursley	George	Library Commissioner	City of Pinole	X		
Rennie	Donna	Library Commissioner	City of Martinez	X		
Riise	Diane	Library Commissioner	CCC District 2		X	
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Smith	Tommy	Library Commissioner	City of Concord	X		
Valdez	Margie	Library Commissioner	Central Labor Council	X		
Wernet	Patty	Library Commissioner	Town of Moraga		X	
Wilson	Peter	Library Commissioner	CCC District 5	X		
Woodrow	Don	Library Commissioner	CCC District 1		X	
Wright	Cindy	Library Commissioner	CCC District 2 (Alternate)			X
Pena-Mendrek	Yolanda	Library Commissioner	City or Oakley	X		

Total Commission positions:	24
Commission positions filled:	23
Commission positions vacant:	1
Commission quorum:	13

With fourteen commissioners present, a quorum was established.

3. **INTRODUCTIONS**
The Chair requested everyone introduce themselves. No members of the public were present.

4. **ITEMS FROM THE PUBLIC**
There were no speakers from the public.

5. **ACCEPTANCE OF MINUTES**
This item was deferred until the November meeting due to printing anomalies.

6. **APPROVAL OF THE AGENDA**
The agenda was approved by consensus as submitted.

7. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
No items were presented.

8. **CORRESPONDENCE**
No new correspondence at this time.

9. **COUNTY LIBRARIAN REPORT**
County Librarian Cervantes deferred her comments until the Forum that follows.

10. **OLD BUSINESS**
No Old Business to take up at this meeting.

11. **NEW BUSINESS**
Library Marketing and Communications – Brooke Converse
Ms. Converse began by introducing herself and explaining her dual role within the Library. She is the library's marketing person, charged with bringing the library to the public's attention by explaining what we do and what we have to offer. She is also the Public Information Officer for the library, however in the event of a major emergency (such as a fire or an earthquake) she would then report to Betsy Burkhart, the County Communication Officer, and work in an expanded capacity directly for the county as a whole.
Ms. Converse' role was created out of a need for that position identified in the Strategic Plan currently in place. She was hired in 2015 and since this position was newly created, she has been working to define her role and the responsibilities that accompany it. One of the bigger challenges is bringing the various libraries together. This is made difficult by the fact that some facilities are city owned, while others are owned by the county, so trying to get everyone acting in tandem can be quite demanding. Another area of focus is the library's collaboration with outside groups such as county departments, community organizations and schools. The library has hosted events involving the county animal services (adoptions outside various libraries) and elections departments and a number of community groups. Ms. Converse also works to improve the library's printed and electronic marketing materials. The library is a professional organization with very high standards and our graphics materials need to display that professionalism. Unfortunately the library has just lost its graphics designer and is in the process of hiring another. This will take several months, so Ms. Converse will be stepping in as needed to fill some of the demand.
Another focus of Ms. Converse's efforts is in various forms of media. She is working to grow the library's social media presence using several social media platforms (more on this later) and to grow the library's photo library for marketing purposes. The library has many, many photos from various

library sponsored events, but not many of them are marketing quality. Photos to be used for marketing need to have proper lighting and background, you need to be concerned with people in the photos and where they are looking. Some people don't want their picture taken at all. If there are children in the photos it's necessary to have permission to use their images. Quite a bit of effort goes into creating a marketing quality library of photos.

One large marketing project currently being worked on is to wrap the library's delivery trucks. The library uses three 26 foot delivery trucks to deliver books and materials throughout the county. They deliver to most, if not all, of the libraries on a daily basis, driving on routes through east, west and central/south county. Right now each truck has a back and two sides that are essentially a blank billboard. These trucks will soon be wrapped with images such as the library's logo and photos of happy children at the library. Ms. Converse has already had several photoshoots at the Walnut Creek and Hercules libraries to obtain the images that will be used. These wrapped trucks will soon be seen driving around the county.

Digital advertising is another area of focus. There are 10 libraries (plus the library administration waiting room) that have large digital billboards. These are basically giant television screens where we control the content. They are used to promote library services and events, and those of our library partners, like Contra Costa County. Several more libraries will be adding these soon. Another digital method of advertising is to use the 500+ computer screens throughout the library network. Each computer in the branches has a screensaver and we control the content of those also.

The effort to grow the library's presence on various social media platforms is important because so many patrons of all ages are on those sites on a fairly regular basis. The library has a systemwide Facebook account and twenty separate branch accounts. There is also a systemwide Twitter account, plus San Pablo. Several branches (Martinez, Concord, Lafayette and Walnut Creek) have Instagram accounts, and others (Brentwood, Antioch, Concord and Walnut Creek) have Next Door accounts. The library will soon have a systemwide Next Door account as well. Coming up with content for these sites is a very time consuming effort. That being said, you never know what will resonate with people. A recent photo of a random pile of books with a clever caption garnered 200 likes on Facebook. Some content with a lot more thought behind it will be lucky to get a dozen likes, so you just never know what will reach people. This is why a steady stream of content is necessary. If the postings are limited to just library events then soon people just won't notice them. The postings have to have variety, so we post jokes, cartoons, polls and so forth to keep things from getting stale. Ms. Converse schedules blocks of time in her week to spend thinking about what to post on the various social media platforms. Some corporations have people on staff whose entire job is devoted to the company's social media presence, that's how important it is.

Other projects that take up Ms. Converse's time are things like writing up press releases for various library events, such as our recent Summer Reading campaign, and this month is Library Card Sign-Up Month. She also works on our various county partnerships. Time is spent coming up with ideas for promotional items, such as the post-its and the colored pencils that were available at the registration table. These have to be thought up, designed then manufactured so that they can be given away at various events. Several more are in the works. Internal marketing is another use of time. We reach out to our employees for things like getting additional help in some of the smaller branches. New staff badges is another project. The current badges just have the employee's name. New badges are being designed that will have a space for a photo, but then we will need 400+ photos for the badges. Working on the marketing and promotion of various branch specific projects is another area of focus, as is the endless need for photos of all sorts. Ms. Converse ended her presentation by saying that she never knows what she'll be called upon to do on any given day, but the variety is one of the nicest parts of the job.

Commissioner Smith asked what metrics were used to measure the success of the various marketing campaigns. Ms. Converse stated that the Tech services group was able to capture some data, such as the number of library cards issued in conjunction with a campaign, or the number of likes on various social media posts. Library administration is attempting to sort out what the most effective form of measurement is for different things.

A second question was asked about efforts regarding the underserved parts of the county. Ms. Converse responded that the Next Door social media platform, which is sort of a neighborhood specific platform, is actually capable of reaching the entire county. This is why there will soon be a countywide library account on Next Door, With it, it will be possible to target areas where there are less holders of library cards, or those areas with a smaller (or no) branch. Another effort is being made to translate the various marketing materials for specific areas where the population is largely Spanish speaking, or Chinese or Russian. The library uses a translation service for this. Another attendee mentioned that Rossmoor might be an underserved segment of the population as many people who live there are unable to travel to the libraries. Promoting the use of e-books might be an area to focus on for these folks. Another person inquired why the library didn't put out a call for translation services to the group in attendance at the forum, as she spoke Spanish and would be willing to offer her help. Ms. Converse explained that being able to speak a language didn't always mean the ability to write in that language. Copy editing for marketing materials is learned skill. Help would always be welcome for simple translation, however.

12. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Chair Smith called for agenda items for the November 16, 2017 meeting. No new items were offered.

13. ADJOURNMENT TO THE SEPTEMBER 16, 2017 LIBRARY COMMISSION MEETING, FRIENDS AND FOUNDATIONS FORUM.

Walter B

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

COUNTY LIBRARY
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Agenda Item No. 5(B)
Attachment 3

Draft

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 16, 2017

1. **CALL THE MEETING TO ORDER**
Chair, Alan B. Smith, called the meeting to order at 7:00 p.m.

2.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
		VACANT	City of Walnut Creek			
Atkinson	Joyce	Library Commissioner	City of Clayton			x
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)		x	
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	x		
Canciamilla	Laura	Library Commissioner	City of Pittsburg	x		
Conescu	Jeremy	Library Commissioner	City of Orinda (Alternate)		x	
Crowder	John	Library Commissioner	District 3 (Alternate)	x		
Faye	Vivian	Library Commissioner	City of Brentwood	x		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	x		
Fischer	Michael	Library Commissioner	City of El Cerrito	x		
Gabriel	Andrew	Library Commissioner	City of Hercules (Alternate)		x	
Gilcrest	Kathy	Library Commissioner	City of San Ramon			x
Herrick	Leanne	Library Commissioner	City of Pittsburg (Alternate)		x	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	x		
Huh	Dr. John M.	Library Commissioner	City of Antioch		x	
Kelly	Juan	Library Commissioner	City of Orinda	x		
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek (Alternate)	x		
McCormick	Don	Library Commissioner	CCC District 3	x		
Menichelli	Sandra	Library Commissioner	Town of Danville	x		
Miller	Brian	Library Commissioner	City of Hercules	x		
Phillips	Laurie	Library Commissioner	City of Lafayette (Alternate)		x	
Pursley	George	Library Commissioner	City of Pinole	x		
Rennie	Donna	Library Commissioner	City of Martinez	x		
Riise	Diane	Library Commissioner	CCC District 2	x		
Smith	Alan B.	Library Commissioner	CCC District 4	x		
Smith	Tommy	Library Commissioner	City of Concord	x		
Valdez	Margie	Library Commissioner	Central Labor Council	x		
Wernet	Patty	Library Commissioner	Town of Moraga			x
Wilson	Peter	Library Commissioner	CCC District 5	x		
Woodrow	Don	Library Commissioner	CCC District 1	x		
Wright	Cindy	Library Commissioner	CCC District 2 (Alternate)		x	
Pena-Mendrek	Yolanda	Library Commissioner	City or Oakley	x		

Total Commission positions: 24
Commission positions filled: 22
Commission positions vacant: 2
Commission quorum: 13

With nineteen commissioners present, a quorum was established.

3. INTRODUCTIONS

The Chair requested everyone introduce themselves and explained to any members of the public that this was not required.

4. ITEMS FROM THE PUBLIC

There were no speakers from the public.

5. ACCEPTANCE OF MINUTES

The minutes from the meetings of May 25th, August 24th and September 16th, 2017 were all submitted to the Commission for approval.

Commissioner Kelly (Orinda) pointed out that in the minutes from May 25th the Roll Call section shows that 14 commissioners were present at the meeting, but on page 2, under **ACCEPTANCE OF MINUTES**, the vote tally shows 14 Aye votes and 1 Abstention, totaling 15 votes. (Sandra Menichelli is listed as voting but was not present at the meeting). Commissioner Kelly also asked if the bequests made by patrons of the El Cerrito Library (under **County Librarian Report**) were to be used only for that branch or the library as a whole. He suggested if they are only for the ECL that should be made clear.

Commissioner Hoisington made a motion to accept the minutes for May 25th, with the suggested changes. Commissioner Canciamilla seconded the motion.

*Recorded votes –

AYES: Katherine Bracken; Laura Canciamilla; Vivian Faye; Michael Fischer; Mary Ann Hoisington; Juan Kelly; Yvonne LaLanne; Brian Miller; Sandra Menichelli; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

VACANT: City of San Pablo; City of Walnut Creek

NOT PRESENT: Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

With 19 AYES and Zero NAYS, the minutes from May 25th were accepted with changes.

The minutes for the August 24th meeting required no changes. Commissioner Miller made a motion to accept the minutes as presented. Commissioner Canciamilla seconded the motion.

*Recorded votes –

AYES: Katherine Bracken; Laura Canciamilla; Vivian Faye; Michael Fischer; Mary Ann Hoisington; Juan Kelly; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

VACANT: City of San Pablo; City of Walnut Creek

NOT PRESENT: Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

Abstain: Sandra Menichelli

With 18 AYES, Zero NAYS and 1 Abstention, the minutes from August 25th were accepted as submitted.

The minutes for the September 16th meeting also required no changes. Commissioner Fischer made a motion to accept the minutes as presented. Commissioner Smith (Concord) seconded the motion.

*Recorded votes –

AYES: Vivian Faye; Michael Fischer; Mary Ann Hoisington; Yvonne LaLanne; Brian Miller; Yolanda Pena-Mendrek; Diane Riise; Alan B. Smith; Tommy Smith; Margie Valdez, Don McCormick, George Pursley, Peter Wilson; Donna Rennie; Don Woodrow

VACANT: City of San Pablo; City of Walnut Creek

NOT PRESENT: Patty Wernet; Kathy Gilcrest, Joyce Atkinson; John Huh, Ph.D.

Abstain: Sandra Menichelli, Katherine Bracken; Laura Canciamilla; Juan Kelly.

With 15 AYES, Zero NAYS and 4 Abstentions, the minutes from September 16th were accepted as submitted.

6. APPROVAL OF THE AGENDA

- The agenda was approved by consensus as submitted.

7. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

- **Commissioner Bracken/Pleasant Hill**: The new Pleasant Hill Library project is moving forward. The architect is sponsoring the first of a series of workshops to reach out to the community. The first of these will be November 27th at the Pleasant Hill Community Center on Taylor Blvd. This will be a chance to have input into what the community wants in a new library.
- **Commissioner Fischer/El Cerrito:** El Cerrito is still interested in a new library. One new development that surfaced after a recent city council meeting is that BART is planning a possible retail/housing development project adjacent to the BART station there which may include space for a library. The city has requested comment from BART and an ad hoc committee is being established to determine what will be included in the project.
- **Commissioner Hoisington/Lafayette**: In a recent issue of AARP there was an article that was worth sharing with the group. The title is *Fifty Great Ways to Live Longer* and #37 is "You need to read." Science supports the longevity benefits of reading. Magazines and newspapers are okay, but picking up a book is the best. Thirty minutes spent with a book every day can add years to your life.
- **Commissioner Menichelli/Danville**: On December 12th the Danville Library will be dedicating its newly renovated teen space. After a lot of input from the teens who use the space, it is now ready to be opened for business.
- **Commissioner Kelly/Orinda**: Over the summer the city of Orinda tried a pilot program on Thursday evenings with taco trucks and live music. This was so successful at drawing large crowds that the city has extended the program indefinitely. Some of the local fast food restaurants have complained, but the weekly event is getting people into the library. You've got food, music and books...what more could you ask for? Commissioner Kelly encouraged the other commissioners to come down some Thursday and check it out.
- **Commissioner Pursley/Pinole**: The Pinole Library just held its semi-annual cd and book sale which went very well. As a new commissioner, Mr. Pursley expressed concern that the Pinole Library has the fewest open hours of all libraries in the County. Working with some of the library's friends group, they are attempting to aggressively push the city towards, at a minimum, paying the maintenance costs which would increase their open hours to the base 35 hours that most other cities receive. Chair Smith suggested meeting with Pinole's Mayor. County Librarian Cervantes mentioned that the list should be sent to Walter who would share it with the other commissioners.
- **Commissioner Wilson/District V**: Since he represents a district and not a specific library, Commissioner Wilson has begun making the rounds of the libraries in his district. He began by checking out the Bay Point Library near Pittsburg. He was impressed by the staff at the branch, who he said were extremely helpful and efficient. He was most complimentary about the manager there who he said was very effective in her role. He congratulated County Librarian Cervantes on such a wonderful addition to the staff there.
- **Commissioner Pena-Mendrek/Oakley**: The Oakley Library is undergoing a refresh in December. The flooring in the library is being replaced. Due to its small size and location in a school modifications must be coordinated with the High School. **Commissioner Miller/Hercules**: The Hercules Library Foundation recently helped purchase new furniture for the children's section of the library. The new items are all brightly colored and really make the space look nice.

- **Chair Smith/District IV:** Chair Smith began by noting the absence of an appointment of a representative from San Pablo. In a recent conversation with San Pablo City Council member Paul Morris, it was mentioned that prior to the recent reopening of the new library there, daily attendance was averaging 200 patrons per day. Since the reopening, library attendance has shot up to 700 patrons per day. Bear in mind this a community with a total population of around 30,000. Next Chair Smith mentioned that Catherine Stenbeck was elected last month as president of the Friends of the Oakland Public Library. Smith and Stenbeck recently spoke to a friend's board in San Benito County Library, Hollister and learned of their plans to build a new library. Finally, Chair Smith announced that he was re-elected Vice Chair of the Braille and Talking Book User Advisory Council and was looking forward to continuing his work there.
- **Commissioner Faye/Brentwood**: The November 8th Author's luncheon at the Brentwood Library was a very successful event. Part of the festivities included a silent auction that resulted in a check for $4,655 being presented to the Library Foundation. Several of the artists whose work was included in the auction saw fit to donate as well, resulting in an additional $2000.

8. CORRESPONDENCE

No correspondence was received.

9. COUNTY LIBRARIAN REPORT

MAJOR ACCOMPLISHMENTS:

1. LIBRARY COMMISSION
   - The Annual Library Friends, Foundation and Commission Forum was held on Saturday, September 23, 2017 at the Walnut Creek Library/Oak Room with over 65 in attendance
   - Draft Triennial Review of the Library Commission presented to the Commission on Nov. 16, 2017
   - Draft Restated and Amended Library Commission Composition and Powers presented on Nov. 16, 2017
   - 2017 Annual Report and 2018 Work Plan presented for discussion on Nov. 16, 2017
   - Nominations and Election of Officers on Nov. 16, 2017

2. PERSONNEL
   - Actively hiring qualified candidates to stabilize branch staffing:
     - Ruth Boyer was promoted to Senior Community Library Manager, Antioch/Prewett libraries
     - Chad Helton, Deputy County Librarian resigned to accept a position with Los Angeles Public Library
     - Internal opportunity for Deputy County Librarian (Temporary Upgrade) in process
     - Internal opportunity for Community Library Manager (TU) at Martinez Library in process
   - Held the Annual All Staff Training Day on October 9, 2017 at the Pleasant Hill Community Center

3. FACILITIES
   - Brentwood Library construction began the week of May 22, 2017 and is well underway. Tentative reopening projected for summer 2018
   - Bohlin Cywinski Jackson (BCJ) Architects and Margaret Sullivan Studio contracted by the City of Pleasant Hill to design the new Pleasant Hill Library. Community engagement process begins at 6:30pm-8:30pm, Nov. 27 with a Town Hall workshop for residents
   - In partnership with Supervisor Gioia, County Public Works Department and SPAWNERS celebrated the opening of the El Sobrante Library/Mini Park Improvements on September 9, 2017. The exterior areas now include walking paths, sustainable plantings, porous

- asphalt and concrete surfaced parking lot, outdoor amphitheater and new wrought iron fence near the creek

4. BUDGET/GRANTS/LEGISLATION
   - Numerous grants have been awarded during the last few months:
     - Grant awarded for equipment in the form of two 3-D printers from the California State Library as administered by the Southern California Library Cooperative Technology TNT for Libraries project, for the period September 1, 2017 through December 31, 2019
     - Grant awarded in the amount of $30,000 from the California State Library to provide twelve laptops and one Laptops Anytime Kiosk to the Oakley Library for the period November 1, 2017 through January 31, 2019
     - Grant awarded in the amount of $15,000 from the Pacific Library Partnership to create *STEAM Career Success: A STEAM Awareness Outreach Program*. *STEAM Career Success* will consist of fifteen speaker sessions that will convey the important message of STEAM (Science, Technology, Engineering, Art, & Math) careers to underserved high school students in Contra Costa County for the period of January 1, 2018 to December 31, 2018.
     - Grant awarded in the form of ten Starling wearable word counting devices from the California State Library for the San Pablo Library for the period October 1, 2017 through September 31, 2018.
     - Applied for a grant in the amount of $8,020 from the Pacific Library Partnership to provide materials and equipment to the Antioch Library for the period of November 1, 2017 through July 1, 2018

5. COMMUNITY OUTREACH / TRAINING
   - New Pleasant Hill Library planning, community engagement and design meetings/workshops: Pleasant Hill City Council, Pleasant Hill Library Steering Committee, Pleasant Hill Library Task Force Meetings, September 2017 through 2020
   - CCC Health, Housing and Homeless (H3) meetings with Friends of the Library and the community regarding the pilot Family Care Center to be located during closed hours at the Antioch Library facility, 501 W. 18th St. The Family Care Center will operate from 8:00pm – 7:00am, Monday – Thursday from December 2017 through April 2018 to connect homeless families with resources and services.
   - San Ramon Valley State of the District Meeting held at the DVC/SRV Campus on September 28, 2017. Encouraged the new Chancellor to consider making an appointment to the CCC Library Commission
   - BALIS Administrative Council Meeting, in Berkeley on October 6, 2017
   - California State Library Directors Forum, Riverside, November 1, 2017
   - California County Librarians Association Business Meeting, November 2, 2017
   - California Library Association Annual Conference, Riverside, November 2-4, 2017. Presented as part of a panel on topic of leadership development, *Creativity Does Not Equal Innovations! Don't Wait for new Worlds to Emerge – Create Your Own*
   - North Richmond MAC presentation on $60,000 grant awarded to establish a reading room at the Shields-Reid Community Center in partnership with the Richmond Public Library
   - Attended the 2017 ULC Annual Forum: Leading in a Democracy, St. Paul, MN Oct. 10-13
   - Attended the East County Reads Authors Lunch, in Brentwood on November 8, 2017

Responses to questions raised during the meeting:

- **Forum Feedback:** County Librarian Cervantes informed the commission that thanks to Walter, summaries of the input from the breakout session at the Library Friends, Foundation and Commission Forum event were available and would be sent out to them via email. Alan asked the group if they thought another event was warranted and the response was quick and unanimous that at a minimum it should be an annual event. County Librarian Cervantes floated out the date of May 5th, 2018 as a possibility for the next event, which she had always intended to be held in the spring. If not the first Saturday in May then possibly the last Saturday in April. A poll to gauge the desires of the group would be sent out sometime in the future so that folks could start planning for it.
- **LINK+:** County Librarian Cervantes responded to a question from Commissioner Faye having to do with joint use library cards (cards that can be used both at the public library but also at college and university libraries as in San Mateo County). County Librarian Cervantes explained the library's participation in a service called LINK+ that provides access to materials from other sources. The service takes a couple of additional days, but you can request items from public libraries in the Bay Area as well as a large number of college libraries. The books delivered to library administration then forwarded to the branch designated by the patron.
- **Dougherty Valley and Concord Naval Weapons Station:** Commissioner Wilson brought up the library's relationship with Diablo Valley College and the Dougherty Valley library while still on the topic of college libraries. He had recently attended a Contra Costa College District board meeting in Dougherty Valley. County Librarian Cervantes explained that the CCCL does have a relationship with DVC and their San Ramon Valley campus/library. Per agreement, DVC funds $100,000 of the costs of staffing the library. A plan to develop some of the land adjacent to the library building is in the works, part of which would include an independent structure which would house a new library, albeit one without books, since that is what college libraries do now. At a recent state of the CCCD event it was discussed whether it would be possible to have the new building immediately adjacent to the existing one. No decisions were made but the topic is under discussion. Commissioner Wilson stated that he's interested in how things turn out there as it relates to the development of the Concord Naval Weapons Station and the potential for not only a new library but also for including higher education facilities.
- **California Library Association:** County Librarian Cervantes shared that the CLA has just adopted a policy on outsourcing/subcontracting library services. There is some concern about the movement toward privatization of library operations. The CLA is very active and particularly concerned about communities that are struggling to keep their libraries open and staffed.
- **New Library Website:** A question was raised about progress on a new website for the library. County Librarian Cervantes gave the floor to Deputy County Librarian Alison McKee to answer. An RFP is in process and when ready will be released to solicit bids. The expectation is to have a contract in place by July of 2018. At that point the work would begin, input will be gathered and the site's construction can begin. A new website is projected to be up and running in early 2019.

10. OLD BUSINESS

RESTATED/AMENDED COMMISSION FORMATION DOCUMENT (DRAFT)

10.A. County Librarian Cervantes began by reminding the commissioners that they had done some work on the bylaws a year ago, going so far as to rewrite the commission's bylaws and preparing them to be approved by the Board of Supervisors (BOS). County Librarian Cervantes was advised that changes cannot be made to the bylaws without first making changes to the Commission's formation document. Following approval of the amended/restated composition and powers document by the Board of Supervisors, the Commission can move forward with recommended changes to the bylaws.

County Librarian Cervantes noted that there are a number of critical changes to make. First is the composition of the Commission. In the revision, the Commission will consist of twenty four voting members, not twenty-nine. There will be four special district representatives that will be ex-officio, non-voting positions (and the names of those will reflect the name changes that have happened since the Commission was formed) and the City of Richmond will be dropped, reflecting their desire to no longer participate in the Commission. Next, changes will be made to simplify voting procedures. Voting will be done by consensus unless a vote by members is called. A simple majority will be required except when voting on changes to the bylaws, which would require 60% for passage. The purpose and duties shown originate from the 1991 Commission formation document.

The next area of significance are the commissioners' terms of appointment. Currently terms are not standardized. Some cities elect commissioners for 2 year terms, some for 3, 4 or 5 years. Per the Clerk of the Board of Supervisors, the standard term of office for a member of a BOS advisory body will be four years. This should make it easier to establish a quorum at Commission meetings.
Commissioner Canciamilla inquired at this point about staggering the terms of the commissioners. In a number of groups in which she participates, the terms of office are usually staggered in such a way that all the experienced members terms do not end at the same time. County Librarian Cervantes informed the commission that a plan for achieving staggered terms is included in the recommendation.
Commissioner Kelly at this point mentioned that an issue that the Commission had discussed at length was that, if and when a Friends Council was created, the chair would be a voting member. This would bring the number of votes to twenty five which would eliminate the possibility of a tie vote. Chair Smith at this point reminded the group that this had been their goal during the previous revision but in discussing it with the Board they were told that since there was currently no Friend's Council they could not include that in the revision, but that, yes, the intention was always that they would be a voting member.

Next, Commissioner Fischer expressed some concern with the seemingly harsh language on page three, right above Governance, which begins: "The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the..." While he thought he understood the intent of the statement, he also thought its wording was almost like a slap on the wrist, especially since he could imagine, in an extreme situation, where it might actually be necessary to have such an investigation. He thought that some broader language might be appropriate, language that expresses what the Commission is instead of what it's not.
Commissioner Canciamilla then told the group that her role on the ad hoc committee and the NPR working group had been to clean up the language used and had she been asked to rewrite this paragraph, it would read something like this: "As the Library Commission is an advisory body, it is normally beyond the scope of their role to undertake any inquiry..."

Chair Smith then brought up the fact that in the previous revision of the bylaws, the ad hoc committee had crafted some language around the idea of advocacy that he thought got right to the heart of what the Commission spends most of their effort on and asked why nothing along those lines was included in this document. County Librarian Cervantes stated that as long as the Commission was advocating for a position with which the BOS was in agreement, there would be no problem. Historically with this body that is how things have worked and language exists in the formation document allowing for this. Understanding that the Commission would like the word advocacy included, however, she agreed to look again at the language used in the previous revision and see if there was a way to work that into the current document.

Commissioner Wilson next mentioned that when working on the previous bylaws revision, the Purpose and Duties remained as separate sections, with the Duties broken down into five categories to be more easily identified. County Librarian Cervantes explained that the purpose of the composition and powers document is to identify what the Commission is authorized to do; the bylaws describe how the work gets done. A revision of the bylaws will follow once the composition and powers document is approved by the BOS. The intent is to restate and amend the formation document to reflect the major changes that are necessary such as the reduced membership, terms of appointment and voting procedures.

Chair Smith then asked what would happen from this point. County Librarian Cervantes stated that next a draft including the Commission's suggestions will be reviewed by the CAO's office, then submitted to the BOS for approval. If at any point particular concerns were raised, then the Internal Operations Committee (IOC) would be asked to review and comment.

Commissioner Fischer at this point suggested that as far as the voting, passage should require a majority of those present and voting, not a majority of the number of members with a vote. Some discussion around this point was held and it was decided that this was fine for most votes taken but a vote to change the bylaws should still require 60% of the full voting membership for passage.

County Librarian Cervantes thanked the Commission for their input and agreed to provide updates to the Commission until finalized.

10.B. LIBRARY FUNDING

State Budget: Chair Smith began by saying he was changing the order around slightly and would begin with the state budget. As of now there is nothing on what the 2018/19 fiscal year state budget might include but the Governor's first draft of a budget is due in January so by the meeting in January the Commission should have an idea of what's in there. SCA-3, the constitutional amendment that lowers the passage threshold to 55% for library construction bond measures will be a second year bill so that will be an issue the Commission can spend some effort on.

Federal Budget: As for federal funding, Chair Smith mentioned that the Institute of Museum and Library Services (IMLS) was approved by both the House and the Senate with a $4.1 million budget increase. The American Library Association (ALA) has had great success getting stakeholders to contact congressional representatives with requests to keep the IMLS in place. Commissioner Miller asked if the new Bible museum was eligible for funding by the IMLS. County Librarian Cervantes stated that if it were a public museum then the chances were good that they would qualify for funding from the IMLS.

Library Budget: Chair Smith reminded everyone that at the meeting in August he had asked the commissioners to think about any changes, additions or modifications they might want to see included in the FY2018/19 budget since now was the time to provide input. Commissioner Wilson asked what the budget projections looked like for the next fiscal year. County Librarian Cervantes stated that an increase of 5% for property tax revenue is projected but that number doesn't take into account the increased cost of operations.

- **Commissioner Wilson** then stated that instead of the Commission getting bogged down in the minutiae of the numbers that perhaps a better use of the time available would be to offer suggestions about where any increase in the budget could be directed. Going around the room, the responses were as follows:
- **Commissioner Wilson**: Realizing that the library was doing a fine job of upgrading facilities, he'd like to see that continue, as well as an emphasis on marketing the library and all it has to offer to the public, especially to the schools;
- **Commissioner Fischer**: One of the problems alluded to in the Annual Report was the library's fixed percentage of annual property tax revenue. He wonders if lobbying for an increase was appropriate or simply a fool's errand;
- **Commissioner Menichelli**: Piggybacking on Peter's response, she would like to see more on how the library is becoming more relevant. Technology is changing things so rapidly that people might not realize that the library is capable of delivering things to them in a number of ways and they might not be aware;
- **Commissioner Smith** (Concord): Hours. Always hours. The more hours the library is open and accessible, the better. More people will be able to enjoy it the more it's open;

- **Commissioner Kelly:** Accelerate the development of the library's new website;
- **Commissioner Rennie:** She would like to see more community outreach for funding. She has a background in corporate marketing and said it's all yours to use;
- **Commissioner Faye:** Thumb drives available for use by patrons;
- **Commissioner LaLanne**: Salaries. With the turnover the library is experiencing (such as Chad's recent departure) she wonders if the people leaving are telling the truth about why. One way to stop the drainage might be to pay people better;
- **Commissioner Hoisington**: Staffing Sunday hours. In Lafayette the manager there works many Sunday shifts because the library has a hard time staffing them. Some branches aren't even open on Sundays;
- **Commissioner Valdez**: People. The library claims the employees are their biggest asset, and once again Commissioner Valdez wants to go on the record as saying they should be treated that way;
- **Commissioner Canciamilla**: Access to the electronic technology at the library is important, so increasing that technological effort by teaching folks how to access it is critical. As the library moves towards more technology, the library's collections will become centralized via the cloud;
- **Commissioner McCormick**: Increased technology- if increased funding is not available through the budget then it could come from corporate outreach and sponsorship;
- **Commissioner Wilson**: Having access to the cloud is great, but making sure people have the knowledge and ability to access it is the critical component; Just having it there isn't enough;
- **Commissioner Miller**: More LGBTQ outreach (Collection, materials) available. The library should be a place where folks can go to get their questions answered, including those questions they might have about themselves that are too difficult to ask at home;
- **Commissioner Pursley**: If a funding increase is not possible through negotiating an increase then perhaps initiate a series of meetings with the librarians, school and city officials and see if increased funding for more hours is possible that way;
- **Commissioner Fitzpatrick**: More hours, especially on Sundays and Mondays. The library in Oakley also serves the areas of Bethel island, Knightsen and Byron and with no hours on those days someone who needs access to a library is forced to drive all over the county to find one;
- **Commissioner Pena-Mendrek**: She asked if the library had applied for a grant through CENIC. County Librarian Cervantes informed her that we currently have a contract in place with AT&T that still has a few years before it expires. CENIC is working to put a gigabyte into many public libraries (we have about 250MB) in California. CCCL is completing an evaluative process to determine current and future needs for broadband expansion.

11. **NEW BUSINESS**
2017 ANNUAL REPORT AND WORK PLAN FOR 2018

11.A Chair Smith introduced this topic by saying what a fine job Kathy Gilcrest had done putting the reports together. As she was unable to attend the meeting, Commissioner Wilson shared her thoughts in order to keep the discussion moving forward. He began by stating that Vice Chair Gilcrest was grateful for the input she'd received from the commissioners who contributed and she tried, as much as possible, to use all of that input. Rather than read the entire report, Commissioner Wilson asked if there were any suggestions or comments from the group. Commissioner Kelly thought the content of the report was appropriate and accurate but for the sake of readability suggested breaking the report into more paragraphs as opposed to a single large block of text. Several others agreed, suggesting that breaking it out by the individual goals would make it a little easier on the eyes. Commissioner Wilson asked if there were other suggestions, commenting that he thought overall the annual report read very well and that the combination of having a nice working relationship with the new County Librarian plus the addition of quite a few new members had added a measure of vitality to the group that they hadn't enjoyed for some time. Commissioner Bracken suggested that the phrases Friends and Friends

Council did not need the quotation marks around them. She also noted that her first name was misspelled (should be "Katherine").

Next Commissioner Wilson moved to the 2018 Work Plan. One new item under individual objectives is a completion date. This had been discussed between the Chair and Vice-Chair with a decision to include it here. Commissioner Wilson walked the group through each portion of the work plan and specific comments were addressed as they were mentioned, as follows:

- **Goal 2: Advocate for public library funding required to meet assessed county needs.** Commissioner Kelly asked who had done the assessment. Assessments can come from a variety of avenues; the strategic plan, feedback from the public plus any number of other sources.
- **Goal 2, Objective 2**: "Continue to advocate for reduction in majority requirement for library-only bond measures, from two-thirds to 55% at the state level (Mar—May)." It was mentioned that this should begin even earlier, perhaps in January. Chair Smith informed the group that until SCA-3 comes out of suspense, there is nothing to be done. It isn't currently known when the bill will come out of suspense.

There being no other items for discussion, Commissioner Wilson called for a round of applause for Vice Chair Gilcrest's effort in putting the report together. The final version of the report will be brought back to the Commission in January.

11.B TRIENNIAL REVIEW

County Librarian Cervantes introduced this item and stated that most of the report is the work of staff, answering questions about the behind the scenes work that goes on to support the Commission. The section labeled "Challenges" on page 8 is where the Commission's input is needed. County Librarian Cervantes had discussed this area with Chair Smith, whose effort is shown here. She then asked the commissioners for their comments and suggestions.

Commissioner Canciamilla commented that under **Community Outreach, Meetings and Notifications**, she thought that moving the commission meetings around the county might bring more public participation to the meetings, especially if it was promoted to the public that the meetings would be coming to them. She thought the public might be having a hard time finding the current administration office, and indeed had had a difficult time finding the previous one that was part of the Pleasant Hill Library when it was the central library of the County. Commissioner Miller opined that, rather than move the meetings around which would cause a huge disruption for staff, why not stream the meetings to meeting rooms in the individual branches and invite the public to participate live using technology. Commissioner Wilson thought that might be a workable idea and that the new chair and vice-chair of the commission could work out the details of how to accomplish this.

There being no other comments at this time, County Librarian Cervantes suggested that if anyone had additional suggestions that they email them directly to Chair Smith or Administrative Aide Beveridge for inclusion in the December 1st submission of the review.

11.C SET COMMISSION MEETING DATES FOR 2018

Included in the packet for this meeting is a list of dates for Library Commission meetings in 2018. The list uses the usual convention for dates (every other month on the 4th Thursday except for November when the meeting is on the third Thursday to avoid Thanksgiving). There was no discussion of this item, which was then approved by the Commission by consensus. Therefore, in 2018 the schedule of meetings will be:

- Thursday, January 25;
- Thursday, March 22;
- Thursday, May 24;
- Thursday, July 26;
- Thursday, September 27;

- Thursday, November 15.

11.D NOMINATION AND ELECTION OF 2018 LIBRARY COMMISSION OFFICERS

County Librarian Cervantes began by reminding the commissioners that at the August meeting an ad hoc nominating committee had been formed that included Katherine Bracken, Juan Kelly and Margie Valdez. Their purpose was to present a slate of candidates at the meeting tonight nominated for the positions of Chair and Vice-Chair of the Commission for 2018. She then turned the floor over to Commissioner Bracken, Chair of the ad hoc nominating committee. Chair Bracken mentioned briefly when the committee had met, then announced that the slate the group came up with was as follows:

Commissioner Miller (Hercules) was the nominee for Chair of the Commission, and
Commissioner Wilson (District V) was the nominee for Vice-Chair of the Commission.

County Librarian Cervantes asked if there were any nominations from the floor for Chair. Current Chair Alan Smith was nominated. He then graciously declined the nomination, citing that he had served in that capacity for six of his twenty years on the Commission and thought it a good idea to get a new person into the position that had some different ideas about how to move forward. There being no other nominations, County Librarian Cervantes asked Commissioner Miller if he would accept the nomination (he would), then called for a vote for Brian Miller for Chair of the Commission. Commissioner Miller was elected chair of the Commission by unanimous vote.

Next County Librarian Cervantes asked if there were any nominations from the floor for Vice-Chair. There being none, she asked Commissioner Wilson if he would accept the nomination for Vice –Chair (he would), then called for a vote for Peter Wilson for Vice-Chair. Commissioner Wilson was elected Vice-Chair of the Commission by unanimous vote.

12. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Chair Smith called for agenda items for the January 25, 2018 meeting:

- Move Commission meetings around the system to different libraries

13. ADJOURNMENT TO THE JANUARY 25, 2018 LIBRARY COMMISSION MEETING.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

AGENDA BILL

Agenda Item No. 6

Date: March 6, 2018

To: El Cerrito City Council

From: Margaret Kavanaugh-Lynch, Development Services Manager
Mark Soltes, Building Official
Chris Jones, Parks and Recreation Director
Melanie Mintz, Community Development Director

Subject: Proposed New User Fees for the Community Development Department and the Recreation Department

ACTION REQUESTED

Conduct a public hearing and adopt a resolution approving fees for the Community Development Department and the Recreation Department services.

BACKGROUND

As the City of El Cerrito seeks to efficiently manage limited resources and respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of its constituency.

California local governments may charge fees for a number of services that they provide. Fees in California are required to conform to the statutory requirements of the California Constitution, particularly provisions added by Proposition 218 and 26, and the California Code. The proposed fee amounts may not exceed a reasonable estimate of the cost of providing the services.

The City recognizes a Cost Allocation and User Fee Study is a cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group. The Community Development Department last completed a Cost Allocation Plan and User Fee Study in 2005. Since then, the fee schedule has only seen minor modifications mostly due to inflation and the addition of a few new user fees. Recently, staff has observed that the current user fee schedule is sometimes cumbersome to use and, in some cases, might underestimate the costs of the services provided. Attachment 2 is the complete Community Development Department Fee Study Report. The purpose of the Agenda Bill is to provide an overview of the concepts and process used to by staff to complete this task and to request adoption of the new fees.

In addition to the Community Development Fee discussion, the Recreation Department is bringing Childcare and Preschool Fee changes to City Council so that next school year's fees are approved in time to advertise for the 2018-19 school year registration period. Staff is proposing to switch from an hourly fee model to a monthly fee model. The monthly model is based on the annual cost of childcare divided into nine equal payments for before and after school care and twelve months for preschool. This model is used by virtually all preschool and childcare organizations in the Bay Area and decreases the amount of work staff must perform when WCCUSD makes minor adjustments to school schedules.

ANALYSIS

Cost Allocation Study

To begin the process of updating Community Development services fees, the City engaged Willdan Financial Services (Willdan) (Resolution 2017-19). Willdan was tasked with determining the full costs incurred by the Community Development Department to support the various activities for which the City charges user fees and to calculate and recommend Department fees that represent a reasonable estimate of the cost of providing services. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities and to calculate fees accordingly.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's "central service departments" that support the staff providing direct services, such as human resources, maintenance and finance. A portion of the cost of those services is allocable to the local government's operating departments, such as Community Development. Willdan separately prepared for the City a Cost Allocation Plan to determine the burden placed upon central services by the operating departments and the percentage allocation of central services costs to the other departments. The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support.

Once the Cost Allocation Study was completed, Community Development staff reviewed and updated all their User Fees. This task is broken down by program and described below.

Planning User Fees

The proposed Planning fees were developed using a standard unit cost build-up approach, whereby the reasonable estimated cost of each service is based on the direct cost of staff to perform the service (using time estimates and the direct cost of labor and materials) and a pro-rata share of departmental costs, including indirect costs for City central services. New Planning fees were also added to offer businesses categories that better reflected the cost of processing permits for smaller incremental improvements. For example, permits for Minor Tier I applications were added in this version to ensure that a new, low cost fee that reflected the smaller commitment of staff time needed, instead of a larger, more expensive Tier I façade improvement fee, in the current Fee Schedule.

Almost all of the Planning fees are recommended to be set at 100% cost recovery; with a few important exceptions.

- Appeals: This is the cost an interested party must pay to appeal the decision of an acting body, (Design Review Board or Planning Commission). While staff is recommending some increase as the time needed to conduct a de novo hearing is extensive, the full cost could cause a cooling effect in terms of interested parties being able to afford to appeal. The fee proposed is intended to balance these two issues.
- Pre-Applications: Sometimes project proponents ask for early input from city staff for a development they are considering to submit. From experience, staff has found that this initial feedback saves a lot of staff time and resources if/when the formal project is submitted. Staff used to provide verbal comments for free and charge $197.00 to respond in a formal letter. Staff suggests that this service should be completed free of charge, in part to encourage this early review. Pre-applications brought before the Planning Commission or Design Review Board will continue to have a fee to cover the time to review documents and set up a special meeting.

All of the Planning User Fees start on page 19 of Attachment 2, Appendix C of the Fee Study Report. This table shows the current fee, the proposed fee that reflects that cost of providing the service, the percent of change in each fee and the level of proposed subsidy, if any.

Building User Fees

The Building fees are broken into two categories. For the core work staff provides to the community, including residential remodels and small commercial tenant improvements, staff is also recommending the standard unit cost build-up approach, in which the reasonable estimated cost of each fee service is based on staff time to perform the service (using time estimates and the direct cost of labor and materials) and a pro-rata share of departmental costs, including indirect costs for City Central Services.. As with the Planning User Fees, several new fees were added to further reflect actual consumer requests to complete smaller home improvements and reflect lower levels of cost associated with those requests.

For building permit fees for new structures, staff and Willdan recommend the use of a valuation-based approach to calculating fees. This method is widely used by other jurisdictions to calculate building permit fees. Under the approach outlined in the Fee Study Report, the fees charged for the different tiers of building valuation are a reasonable estimate of the cost of providing Building program services for projects in each tier. Conceptually, the valuation approach is based upon the understanding that, the larger and more complex a project is, the more time and effort that is required to provide building-related service, and that there are greater efficiencies in inspection of the construction of larger projects. The International Code Council has prepared a table on the average value of new building construction on a per-square-foot basis by type of construction and occupancy. This table was adjusted for regional variations in construction costs and is again adjusted yearly based on the percentage increase of the 20 city average construction cost index as published by Engineering News Record in their January edition. Working with staff and using the Cost Allocation Plan, Willdan calculated the cost of providing Building Program services to projects with valuations within the tiers established in the ICC table. The Building Official added an additional tier to reflect historical and anticipated building valuations in El Cerrito. Staff tested the proposed valuation-based fees on several recent projects and found that the fees were a reasonable estimate of providing services to those projects, based cost of labor, time, and indirect costs.

Implementation of the Valuation-Based Fees

For the valuation-based component of the building fees, the Appendix shows tables that reflect a 64% cost recovery (El Cerrito’s current level), and 85% cost recovery and a 100% cost recovery scenario broken into three types of work: Plan Check only, Inspection Only and Combination building permits (which includes plan check and inspection tasks.) Staff is recommending the use of the 85% cost recovery level as a preliminary step until July of 2019, and then rolling these fees up to the 100% cost recovery level. (Both of these steps are illustrated in the proposed fee table.) The reasons for this stepped approach are two-fold. It is intended as a market friendly mid-step increase--while 33% higher than current fees, fees at the 85% cost recovery level will be still be similar to what the projects already submitted to the City were anticipating in terms of permit costs. More importantly, it will incentivize entitled projects to move forward in their development process to the building permit submittal phase in the next sixteen months. Staff notes at either level, El Cerrito building permit fees remain highly competitive with our neighboring cities. A comparison table of sample development projects along with neighboring cities' estimated fees is provided as Attachment 3.

All of the Building User Fees start on page 23 of Attachment 2, Appendix C, of the Fee Study Report. The valuation-based tables begin on page 29. As with the Planning User Fees, this table shows the current fee, the proposed fee that reflects that cost of providing the service, the percent of change in each fee and the level of proposed subsidy, if any.

All of the new User Fees will be reviewed and updated annually along with all other fees included on the Master Fee Schedule in July of 2020. In addition, the City will continue to update the fees by implementing the most up-to-date valuation tables and annually adjusting the tables accordingly, including ongoing testing to ensure that the fees charged to representative projects represent a reasonable estimate of the cost of providing services to those projects.

Recreation Department Fees

Staff is proposing alternatives to increasing the current base fee that are also in line with what seems to be the standard of Bay Area childcare providers. Staff analyzes childcare and preschool fees in accordance with market and cost changes as well as the needs of the community. Expenses in these programs are going up mostly due to El Cerrito's Minimum Wage Ordinance. For example, Childcare Aides now start at Step 3 of their classification pay scale rather than Step 1 which increases the cost of a new employee by about 10%. There are also fixed costs in providing child care services that do not change with the amount of time a child is in a program. For example, in the new proposal, fees for programs that are less than 3 hours per day are based on $8.25 per hour. Also, the base fees are increased for children who attend less than 5 days per week because typically revenue is not collected on days the child does not attend and that spot is not always filled by another child, but staffing and other costs remain generally the same. Additionally, families who need 5 days of care per week will have priority when registering. This ensures that those with the greatest need for childcare are served and provides the best cost recovery possible. The new fees will also apply a percentage discount of 60% for families who qualify for free lunch and 40% for families who qualify for reduced lunch rather than be based off of a reduced hourly fee.

STRATEGIC PLAN CONSIDERATIONS

The completion of a Cost Allocation Plan and User Fee Study and adjustment of Childcare/Preschool fees due to increased costs is consistent with the Strategic Plan Goals to deliver exemplary government services and achieve long-term financial sustainability by ensuring the fees collected are sufficient to support the level of service that the Community Development and Recreation Departments provides the community in a sustainable manner.

ENVIRONMENTAL CONSIDERATIONS

The California Environmental Quality Act (CEQA) does not apply to the amendment of these fees, pursuant to Sections 15061 and 15273 of the State CEQA Guidelines because:

A. The fees will be collected for the purposes of meeting operational expenses and maintaining service to those that request it; and

B. As the fees will be collected at the application stage of the project, CEQA review will take place during the processing of the project. Therefore, it can be seen with certainty that the adoption of this Resolution establishing processing fees will not have a significant effect on the environment.

FINANCIAL CONSIDERATIONS

The Community Development Department is currently under recovering costs for some services, most notably in the areas of building permits. Revenues associated with Planning and Building services fluctuate dependent upon activity in any given year. The FY2018-19 operating budget will reflect the new fees and anticipated departmental revenues and expenses. For FY2017-18, it is anticipated that the fee based revenues may increase slightly in the remaining months. Due to the nature of the projects, many of the costs of providing services, however, may not be incurred until the next year (i.e. inspections for projects for which building permits are procured this year may not occur until next year) and this lag between when revenues are collected and expenses are incurred is typical.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and the Fee Study Report and found that legal considerations have been addressed. In particular, the City Attorney reviewed the shift to valuation-based fees for new building construction. Although the manner of calculating the fees for each building project is based on the value of the completed project, the fee amounts for each tier of valuation are based on the direct and indirect costs of the services provided and the amount of time necessary to provide the services, examining actual historical projects and anticipated projects in the approval pipeline. Staff and consultants tested the valuation-based fees against actual historical and anticipated projects. They concluded that the fee amounts being proposed at the 100% cost recover level reflect the costs of providing Building Division services, based upon the costs of labor and materials, indirect costs, and time. The specific valuation-based fees being proposed therefore are a reasonable estimate of the cost of providing the services for which those fees will be charged.

Reviewed by:

Scott Hanin/CSN

Scott Hanin
City Manager

Attachments:

1. Draft Resolution
2. Community Development Department Fee Study Report
3. Fee Comparison Table showing 85% and 100% cost recovery for new construction and Neighboring Cities.
4. Recreation Department Proposed Fee Amendments

Agenda Item No. 6
Attachment 1

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING FEES FOR COMMUNITY DEVELOPMENT DEPARTMENT AND RECREATION DEPARTMENT SERVICES AND AMENDING THE MASTER FEE SCHEDULE

WHEREAS the City of El Cerrito seeks to efficiently manage limited resources and respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of its constituency; and

WHEREAS California local governments may charge fees for a number of services that they provide, including for processing applications for development of real property. These fee amounts may not exceed a reasonable estimate of the cost of providing the services. Fees in California are required to conform to the statutory requirements of the California Constitution, particularly provisions added by Proposition 218 and 26, and the California Code; and

WHEREAS, since 2005, the City has only updated its fees for services provided by the Community Development Department, particularly the Planning and Building Divisions, for inflation and for new services. In 2017, the City retained the services of Willdan Financial Services ("Willdan") to assist with a comprehensive update of the fees for those divisions' services. Working with City staff, Willdan estimated the direct costs of labor and materials associated with providing those services. They also prepared a Cost Allocation Study to estimate the indirect costs of support provided to all City departments by its "central service departments," such as Finance and Human Resources, which support the operating departments. The total cost of all Community Development Department services was then calculated using the total costs of labor, direct departmental costs, and the portion of indirect central service support costs allocable to Community Development; and

WHEREAS, once the costs of providing services had been determined, City staff and Willdan were able to update all Community Development Department fees to reflect the total recoverable amount that reflects the estimated reasonable cost of providing each service. The services studied include, but are not limited to, processing applications for development and multiple land uses and building permit applications, plan checks, and inspections. In the course of the review, they also identified some services for which separate, new fees should be developed. They then developed a reasonable estimate of the costs of providing those services and the resulting fee. The methodology for developing all fees is provided in the City of El Cerrito Community Development Department Fee Study Report, dated February 20, 2018 (the "Report"). The maximum recoverable fee amounts are provided in the appendices to the report. The Report is on file with the Community Development Department. The proposed fees are set forth in Exhibit A to this Resolution; and

WHEREAS, the Recreation Department also reviewed its current fees for services and found that fees for childcare and preschool services did not reflect a reasonable estimate of the costs of providing the services. Based on a current reasonable estimate of costs, Recreation Department staff calculated updated fees, which are set forth in Exhibit B to this Resolution; and

WHEREAS, a public hearing has been noticed and held in accordance with Government Code Sections 6062a, 66016, 66017 and 66018. At least 10 days prior to the public hearing, the City made available to the public data indicating the estimated cost required to provide Community Development Department services for which the fees are charged and the revenue sources anticipated to provide the service; and

WHEREAS, the California Environmental Quality Act (CEQA) does not apply to the amendment of these fees, pursuant to Sections 15061 and 15273 of the State CEQA Guidelines because the fees will be collected for the purposes of meeting operational expenses and maintaining service to those that request it; and while the fees will be collected at the application stage of the project, CEQA review will take place during the processing of the project. Therefore, it can be seen with certainty that the adoption of this Resolution establishing processing fees will not have a significant effect on the environment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it finds that the Community Development Department services fees and the Recreation Department childcare and preschool fees set forth in Exhibits A and B do not exceed reasonable estimates of the cost of providing the services for which each fee will be charged.

BE IT FURTHER RESOLVED that the City Council hereby approves the fees set forth in Exhibits A and B, and their addition to the City's Master Fee Schedule, which was last amended by Resolution No. 2017-30. The fees listed in Exhibit A and B shall be charged for the listed services at the times and in the amounts set forth therein.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately. Fees for Community Development Department services set forth in Exhibit A shall go into effect sixty days after passage and adoption. The valuation-based fees for Building Division services shall then increase automatically on July 1, 2019, as set forth in Exhibit A. Recreation Department fees set forth in Exhibit B shall go into effect immediately.

I CERTIFY that at a regular meeting on March 6, 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 March X, 2018.

Cheryl Morse, City Clerk

APPROVED:

Gabriel Quinto, Mayor

I. Community Development Department

Miscellaneous Fees

#	Description	Fee/Charge	Proposed Fee
1	Standard Hourly Rate	~~175.00~~	$152.00
2	Antenna(ie res HAM or CB)	~~1,225.00~~	$600.00
3	Equipment Container/Building (PreFab)	~~1,633.00~~	$869.00
4	Cellular/Mobile Phone, free-standing	~~2,034.00~~	$1,217.00
5	Cellular/Mobile Phone, co-location	~~1,633.00~~	$567.00
6	Awning or Canopy	~~434.00~~	$443.00
7	Balcony addition	~~521.00~~	$692.00
8	Carport	~~655.00~~	$631.00
9	Change or Assigned Address Request	~~347.00~~	$380.00
10	Change of Occupancy/Use	~~743.00~~	$322.00
11	Close Existing Openings	~~478.00~~	$368.00
12	Commercial Coach (per unit)	~~1,354.00~~	$579.00
13	Commercial Vapor Recovery Systems	~~1,131.00~~	$564.00
14	Covered Porch	~~567.00~~	$436.00
15	Deck - New <100 sq ft	~~480.00~~	$530.00
16	Deck - New 101-500 sq ft	~~656.00~~	$745.00
17	Deck - New 501 + sq ft	~~177.00~~	$230.00
18	Deck - Repair (up to 25% of orig sq ft) <100 sq ft	~~391.00~~	$375.00
19	Deck - Repair (up to 25% of orig sq ft) 101 < 500 sq ft	~~567.00~~	$590.00
20	Deck - Repair (up to 25% of orig sq ft) 501 + sq ft	~~177.00~~	$94.00
21	Pre-Demolition Inspection	~~300.00~~	$223.00
22	Demolition Inspection	~~220.00~~	$260.00
23	New door (nonstructural-replacement)	~~87.00~~	$130.00
24	New door (structural shear wall/masonry)	~~177.00~~	$265.00
25	Residential Drainage - French Drain/Sump Pump	~~481.00~~	$351.00
26	Dry Rot/Termite Repair (Minor) VALUATION	~~655.00~~	$655.00
27	Electric Vehicle Charging Stations: Residential	~~219.00~~	$257.00
28	Electric Vehicle Charging Stations: Commercial	~~477.00~~	$539.00
29	Fence or Freestanding Wall (6-10' high non-masonry) <100 lf	~~393.00~~	$385.00
30	Fence or Freestanding Wall (6-10' high non-masonry) each additional 100 lf	~~87.00~~	$82.00
31	Fence or Freestanding Wall (<10' high masonry) <100 lf	~~655.00~~	$781.00
32	Fence or Freestanding Wall (<10' high masonry) each additional 100 lf	~~132.00~~	$120.00
33	Fireplace: Masonry	~~655.00~~	$687.00
34	Fireplace: Pre-Fabricated/Metal	~~567.00~~	$566.00
35	Fireplace: Demo	~~351.00~~	$411.00

36	Flag pole	~~478.00~~	$351.00
37	Foundation Repair - Non-Engineered	~~652.00~~	$539.00
38	Foundation Repair - Non-Engineered	~~135.00~~	$154.00
39	Foundation Repair - Engineered	~~743.00~~	$728.00
40	Foundation Repair - Engineered	~~177.00~~	$154.00
41	Garage (detached) < 500 sq ft	~~918.00~~	$781.00
42	Garage (detached) > 501 sq ft	~~132.00~~	$154.00
43	Partition - Commercial, Interior	~~521.00~~	$411.00
44	Additional partition	~~132.00~~	$94.00
45	Partition - Residential, Interior	~~521.00~~	$411.00
46	Additional partition	~~132.00~~	$94.00
47	Patio Cover: Wood frame	~~435.00~~	$441.00
48	Patio Cover: Metal frame	~~656.00~~	$441.00
49	Patio Cover: Additional patio	~~177.00~~	$124.00
50	Patio Room: Enclosed, wood frame	~~651.00~~	$660.00
51	Patio Room: Enclosed, metal frame	~~651.00~~	$660.00
52	Additional enclosed patio	~~437.00~~	$309.00
53	Stucco Applications	~~391.00~~	$314.00
54	Additional Stucco Application	~~87.00~~	$60.00
55	Retaining Wall: Standard Design Non Engineered	~~655.00~~	$506.00
56	Additional retaining wall	~~175.00~~	$124.00
57	Retaining Wall: Special Design, 3-10' High Engineered	~~1,356.00~~	$856.00
58	Additional retaining wall	~~175.00~~	$154.00
59	Retaining Wall: Special Design, Over 10' High Engineered	~~1,707.00~~	$1,097.00
60	Additional retaining wall	~~351.00~~	$248.00
61	Remodel - Residential: <300 sq ft w/o kit. Or bath	~~1,094.00~~	$826.00
62	Remodel - Residential: 300 + sq ft	~~263.00~~	$154.00
63	Remodel - Residential: Kitchen/Bathroom	~~831.00~~	$653.00
64	Remodel - Residential: Additional Kitchen/Bathroom Remodel	~~no current fee~~	$265.00
65	Re-Roof Residential: <1,500 sq ft	~~567.00~~	$344.00
66	Re-Roof Residential: Each additional 100 sf	~~20.00~~	$9.00
67	Re-Roof Commercial: <5,000 sq ft	~~567.00~~	$434.00
68	Re-Roof Commercial: 5,001 - 10,000 sq ft	~~830.00~~	$615.00
69	Re-Roof Commercial: 10,001 - 20,000 sq ft	~~1,007.00~~	$796.00
70	Re-Roof Commercial: 20,001 - 50,000 sq ft	~~1,181.00~~	$1,038.00
71	Re-Roof Commercial: 50,001 - 100,000 sq ft	~~1,269.00~~	$1,279.00
72	Re-Roof Commercial: >100,001 (each add't 10,000 sq ft)	~~177.00~~	$193.00
73	Roof Structure Replacement	~~655.00~~	$411.00
74	Additional roof structure replacement	~~177.00~~	$94.00
75	Room Addition - First Story: <300 sq ft	~~2,409.00~~	$1,030.00
76	Room Addition - First Story: <300 sq ft (with calcs)	~~2,673.00~~	$1,097.00

77	Room Addition - First Story: 300 + sq ft (with or without calcs)	~~177.00~~	$265.00
78	Sauna - steam	~~655.00~~	$472.00
79	Seismic Retrofit/Structural Strengthening Engineered	~~743.00~~	$532.00
80	Seismic Retrofit/Structural Strengthening Non-Engineered	~~743.00~~	$532.00
80	Seismic Retrofit/Structural Strengthening Plan Set A	~~743.00~~	$266.00
81	Siding	~~391.00~~	$253.00
82	Additional siding	~~87.00~~	$90.00
83	Sign: Structural	~~830.00~~	$532.00
84	Signs: Non-Structural	~~478.00~~	$351.00
85	Skylight: <10 sf	~~391.00~~	$321.00
86	Skylight: >10 sf or structural	~~567.00~~	$385.00
87	Solar Photovoltaic up to 10KW	~~351.00~~	$351.00
88	Solar PV each10KW or fraction thereof over 10KW	~~177.00~~	$177.00
89	Spa or Hot Tub (Pre-fabricated)	~~391.00~~	$351.00
90	Storage Racks: 0-5' high (<100 lf)	~~478.00~~	$351.00
91	Storage Racks: 5-8' high (<100 lf)	~~742.00~~	$411.00
92	Storage Racks: over 8' high (<100 lf)	~~1,007.00~~	$506.00
93	Storage Racks: each additional 100 lf	~~132.00~~	$124.00
94	Swimming Pool: Residential	~~830.00~~	$626.00
95	Swimming Pool: Commercial pool (<800 sf)	~~1,708.00~~	$1,339.00
96	Swimming Pool: Commercial pool (over 800 sf)	~~626.00~~	$154.00
97	Structural or with stucco break-out	~~656.00~~	$532.00
98	Structural (Additional) when done at the same time as the first opening	~~132.00~~	$90.00
99	Non-Structural/Replacement or solar tubes	~~215.00~~	$193.00
100	Non-Structural/Replacement or solar tubes	~~303.00~~	$314.00
101	Non-Structural Additional Windows or solar tubes	~~44.00~~	$60.00
102	Earthquake Mitigation Inspection - first hour	~~220.00~~	$253.00
103	Earthquake Mitigation Inspection - add't hour	~~175.00~~	$120.00
104	Permit Renewal (within one year of expiration)	~~50% of original permit~~	50% of original permit
105	Permit Renewal (after one year of expiration)	~~100% of original permit~~	100% of original permit
106	Permit Re-Inspection Fee	~~175.00~~	$144.00
107	Revisions to Existing Permits - Minor	~~259.00~~	$208.00
108	Revisions to Existing Permits - Major	~~175.00~~	$208.00
109	Misc Minor Repairs	~~393.00~~	$253.00
110	Misc Bathroom Repair (1 fixture maximum)	~~303.00~~	$253.00
111	Misc Roof Repair < 500 sq ft	~~303.00~~	$253.00
112	Fire Permit Handling Fee	~~127.00~~	$97.00

113	Research (first 1/2 hour)	~~215.00~~	$105.00
114	Each additional 1/2 hour (or portion thereof)	~~88.00~~	$52.00
115	Supplemental Plan Check Fee	~~175.00~~	$184.00
116	Supplemental Inspection Fee	~~175.00~~	$144.00
117	Emergency (Non-Scheduled) Call-Out Fee	~~702.00~~	$120.00
118	After Hours (Scheduled) Call-Out Fee	~~395.00~~	$144.00
119	Each additional hour	~~175.00~~	$120.00
120	FEMA Flood Zone Review	~~655.00~~	$479.00
121	Soils Review (City staff processing only)	~~101.00~~	$97.00
122	Soils Report Review Fee (consultant review)	~~2,000.00~~	$2,000.00
123	Document Imaging	~~3.00~~	$3.00
124	Planning Plan Review (if needed)	~~20% of bldg permit fee~~	20% of bldg permit fee
125	Public Works Plan Review (if needed)	~~20% of bldg permit fee~~	20% of bldg permit fee
126	Public Works Engineering Site Inspection (if needed)	~~20% of bldg permit fee~~	20% of bldg permit fee
127	Fire Department Plan Review (if needed)	~~20% of bldg permit fee~~	20% of bldg permit fee
128	Rental Housing Inspection: Single Family	~~249.00~~	$241.00
129	Rental Housing Inspection: Multi-Family	~~208.00~~	$211.00
130	Rental Housing Inspection: Multi-Family	~~125.00~~	$120.00
131	Rental Housing Inspection: Re-Inspection Fee	~~38.00~~	$57.00
132	Real Estate Transfer Inspection and Certificate: Residential/Commercial	~~208.00~~	$208.00
133	Real Estate Transfer Inspection and Certificate: Residential/Commercial	~~167.00~~	$167.00
134	SPA Specific Plan Maintenance Fee - Construction of new	~~200.00~~	$200.00
135	SPA Specific Plan Maintenance Fee - Additions to existing	~~0.18~~	$0.18
136	Continuing Education Fee	New	$5.00
137	Office Tenant Improvement - Minimum	New	$1,710.00
138	Office Tenant Improvement - Above 500 sq. ft.	New	$150.00
139	Retail Tenant Improvement - Minimum	New	$1,850.00
140	Retail Tenant Improvement - 501 sq.ft. to 25,000 sq.ft.	New	$109.00
	Retail Tenant Improvement > 25,000 sq.ft.	New	$52.00
141	Restaurant Tenant Improvement - Minimum	New	$2,350.00
142	Restaurant Tenant Improvement - Above 750 sq. ft.	New	$190.00
143	Accessory Dwelling Unit - Addition per 300 square feet	New	$1,358.00
144	Accessory Dwelling Unit - conversion per 300 sq. ft.	New	$1,024.00
145	Issue new certificate of occupancy	New	$250.00

146	Accessory Structure/Storage shed - no MEP	New	$550.00
147	Accessory Structure/Storage shed - no MEP >200 sq ft	New	$50.00
148	New or remodel commercial bathroom	New	$900.00
149	New Residential or accessory building bathroom or kitchen	New	$673.00

MECHANICAL PERMIT FEES

#	Description	Fee/Charge	Proposed Fee
1	Permit Issuance Fee (applies to all MP&E permits)	~~132.00~~	$97.00
2	Stand Alone Mechanical Plan Check	~~177.00~~	$184.00
3	Minimum Mechanical Permit for Miscellaneous Work	~~42.00~~	$60.00
4	A/C (residential)	~~58.00~~	$90.00
5	Furnaces (FAU, floor)	~~45.00~~	$124.00
6	Heater (wall)	~~45.00~~	$154.00
7	Appliance Vent/Chimney (only)	~~88.00~~	$60.00
8	Refrigeration Compressor	~~45.00~~	$90.00
9	Boiler - < 2,000k BTU	~~30.00~~	$124.00
10	Boiler - greater than 2,000k BTU	~~45.00~~	$214.00
11	Chiller	~~45.00~~	$90.00
12	Central Heating System - New	~~132.00~~	$214.00
13	Fan Coil Unit	~~45.00~~	$60.00
14	Heat Pump (package unit)	~~45.00~~	$90.00
15	Heater (unit, radiant, etc)	~~58.00~~	$154.00
16	Air Handler w/ducts to 10k CFM	~~45.00~~	$60.00
17	Air Handler w/ducts more than 10k CFM	~~45.00~~	$60.00
18	Duct Work only each outlet/register	~~45.00~~	$30.00
19	Evaporative Cooler	~~45.00~~	$60.00
20	Make-up Air System	~~30.00~~	$90.00
21	Moisture Exhaust Duct (clothes dryer)	~~30.00~~	$60.00
22	Variable Air Volume Box (including duct work)	~~88.00~~	$90.00
23	Vent Fan (single duct)	~~45.00~~	$60.00
24	Vent System	~~58.00~~	$90.00
25	Exhaust Hood and Duct (residential)	~~45.00~~	$60.00
26	Exhaust Hood - Type I (commercial grease hood)	~~58.00~~	$120.00
27	Exhaust Hood - Type II (commercial steam hood)	~~58.00~~	$90.00
28	Non-Residential Incinerator	~~264.00~~	$301.00
29	Refrigerator Condenser Remote	~~177.00~~	$180.00
30	Walk-in Box/Refrigerator Coil	~~88.00~~	$90.00
31	Other Mechanical Inspections	~~177.00~~	$120.00

PLUMBING / GAS PERMIT FEES			
#	**Description**	**Fee/Charge**	**Proposed Fee**
1	Stand Alone Plumbing Plan Check	~~177.00~~	$135.00
2	Minimum Plumbing Permit for Miscellaneous Work	~~37.00~~	$60.00
3	Fixtures (each three)	~~58.00~~	$90.00
4	Gas System (one outlet)	~~81.00~~	$90.00
5	Gas System (first five outlets)	~~118.00~~	$120.00
6	Gas Outlets (each additional)	~~14.00~~	$19.00
7	Building Sewer	~~45.00~~	$60.00
8	Grease Trap	~~58.00~~	$90.00
9	Ejector Pump	~~58.00~~	$90.00
10	Backflow Preventer (first five)	~~74.00~~	$90.00
11	Backflow Preventer (>5)	~~14.00~~	$19.00
12	Roof Drain - Rainwater System	~~45.00~~	$60.00
13	Water Heater (first)	~~45.00~~	$60.00
14	Water Pipe Repair/Replacement per dwelling unit	~~88.00~~	$120.00
15	Water Service	~~58.00~~	$60.00
16	Drain-Vent Repair/Alterations	~~45.00~~	$60.00
17	Drinking Fountain	~~45.00~~	$60.00
18	Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	~~213.00~~	$213.00
19	Graywater Systems	~~177.00~~	$222.00
20	Swimming Pool Piping and Gas	~~132.00~~	$180.00
21	Medical Gas System (each outlet)	~~132.00~~	$180.00
22	Sump Pump	~~45.00~~	$90.00
23	Private Storm Drainage System (each Inlet)	~~37.00~~	$60.00
24	Other Plumbing and Gas Inspections	~~177.00~~	$120.00

ELECTRICAL PERMIT FEES			
#	Description	Fee/Charge	Proposed Fee
1	Stand Alone Electrical Plan Check	~~177.00~~	$135.00
2	Minimum Electrical Permit for Miscellaneous Work	~~37.00~~	$60.00
3	Single Phase Service (per 100 amps)	~~45.00~~	$30.00
4	Three Phase Service (per 100 amps)	~~58.00~~	$60.00
5	15 or 20 amp circuits - first ten	~~88.00~~	$90.00
6	15 or 20 amp circuits - each additional	~~14.00~~	$9.00
7	25 to 40 amp circuits	~~58.00~~	$60.00
8	50 to 175 amp circuits	~~58.00~~	$60.00
9	200 amp and larger circuits	~~88.00~~	$60.00
10	Temporary Service	~~45.00~~	$60.00
11	Temporary Pole	~~45.00~~	$60.00
12	Light Poles Commercial - first	~~352.00~~	$309.00
13	Light Poles Commercial - additional	~~88.00~~	$60.00
14	Pre-Inspection/consultation	~~88.00~~	$90.00
15	Swimming Pool/Spa	~~88.00~~	$120.00
16	Solar Photovoltaic Repairs	~~85.00~~	$90.00
17	Generator Installation - Residential	~~352.00~~	$343.00
18	Generator Installation - Commercial	~~528.00~~	$497.00
19	Electrical Outlets (receptacle & light fixture)	~~88.00~~	$90.00
20	Electrical Outlets (each additional)	~~14.00~~	$9.00
21	Other Electrical Inspections (per hour)	~~177.00~~	$120.00
22	Electrical Subpanel with subfeed	New	$60.00

Building Permit Fees- Plan Check Only

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery								
Valuation	**Fee**							
$1 - $800	$42.36							
$501 - $3,000	$42.36	for first $800	plus	$3.75	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$124.83	for first $3,000	plus	$16.61	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$706.15	for first $38,000	plus	$12.28	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,160.39	for first $75,000	plus	$8.41	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$1,791.28	for first $150,000	plus	$6.73	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$5,828.98	for first $750,000	plus	$5.71	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$10,110.03	for first $1,500,000	plus	$4.89	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$51,658.32	for first $10,000,000	plus	$2.46	for each additional	$1,000	or fraction thereof	

Building Permit Fees- Inspection Only

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery								
Valuation	**Fee**							
$1 - $800	$65.17							
$501 - $3,000	$65.17	for first $800	plus	$5.77	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$192.04	for first $3,000	plus	$25.55	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,086.38	for first $38,000	plus	$18.89	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,785.21	for first $75,000	plus	$12.94	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$2,755.81	for first $150,000	plus	$10.35	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$8,967.66	for first $750,000	plus	$8.78	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$15,553.89	for first $1,500,000	plus	$7.52	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$79,474.34	for first $10,000,000	plus	$3.79	for each additional	$1,000	or fraction thereof	

Building Permit Fees – Combination Permit Fee

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery								
Valuation	**Fee**							
$1 - $800	$107.53							
$501 - $3,000	$107.53	for first $800	plus	$9.52	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$316.87	for first $3,000	plus	$42.16	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,792.53	for first $38,000	plus	$31.16	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$2,945.60	for first $75,000	plus	$21.35	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$4,547.09	for first $150,000	plus	$17.08	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$14,796.64	for first $750,000	plus	$14.49	for each additional	$1,000	or fraction thereof, to and including	$1,500,000

Building Fees – Plan Check only

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$49.84								
$501 - $3,000	$49.84	for first	$800	plus	$4.41	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$146.85	for first	$3,000	plus	$19.54	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$830.76	for first	$38,000	plus	$14.44	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,365.16	for first	$75,000	plus	$9.90	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$2,107.39	for first	$150,000	plus	$7.92	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$6,857.63	for first	$750,000	plus	$6.72	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$11,894.15	for first	$1,500,000	plus	$5.75	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$60,774.49	for first	$10,000,000	plus	$3.85	for each additional	$1,000	or fraction thereof	

Building Fees – Inspection only

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$76.67								
$501 - $3,000	$76.67	for first	$800	plus	$6.78	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$225.93	for first	$3,000	plus	$30.06	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,278.09	for first	$38,000	plus	$22.22	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$2,100.25	for first	$75,000	plus	$15.23	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$3,242.13	for first	$150,000	plus	$12.18	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$10,550.19	for first	$750,000	plus	$10.33	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$18,298.69	for first	$1,500,000	plus	$8.85	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$93,499.22	for first	$10,000,000	plus	$5.93	for each additional	$1,000	or fraction thereof	

Building Fees – Combination Permit Fee

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$126.50								
$501 - $3,000	$126.50	for first	$800	plus	$11.19	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$372.78	for first	$3,000	plus	$49.60	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$2,108.86	for first	$38,000	plus	$36.66	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$3,465.41	for first	$75,000	plus	$25.12	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$5,349.52	for first	$150,000	plus	$20.10	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$17,407.82	for first	$750,000	plus	$17.05	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$30,192.84	for first	$1,500,000	plus	$14.60	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$154,273.72	for first	$10,000,000	plus	$9.78	for each additional	$1,000	or fraction thereof	

I. Community Development Department

San Pablo Avenue Specific Plan Design Review

#	Description	Fee/Charge	Notes	Proposed Fee
1	Tier 1 Residential and Non-Residential Projects (includes signs)	~~1,274.00~~	Cat Ex and mailing cost included	$1,931.00
2	Tier 1 Permanent Signs	~~603.00~~	Cat Ex and mailing cost included	$549.00
3	Tier 1 Sidewalk Sign Permit (only)	~~46.00~~	Cat Ex and mailing cost included	$103.00
4	Tier 1 Temporary Signs and/or Banners	~~46.00~~	Cat Ex and mailing cost included	$51.00
5	Tier 1/AUP Sidewalk Seating (off ROW)	New	Cat Ex and mailing cost included	$560.00
6	AUP Sidewalk Seating (in ROW)	New	Cat Ex and mailing cost included	$604.00
7	Tier 1 - Minor	New	Cat Ex and mailing cost included	$778.00
8	Tier 2 Residential and Non Res Projects - Up to 2,500 sqft	~~2,995.00~~	Mailing costs included	$2,854.00
9	Tier 3 Residential and Non Res Projects - Up to 2,500 sqft	~~2,995.00~~	Mailing costs included	$3,678.00
10	Tier 2 Residential and Non Res Projects - 2,501 - 10,000 sqft	~~4,076.00~~	Mailing costs included	$4,735.00
11	Tier 3 Residential and Non Res Projects - 2,501 - 10,000 sqft	~~4,076.00~~	Mailing costs included	$6,155.00
12	Tier 2 Residential and Non Res Projects - 10,001 – 40,000 sqft	~~5,196.00~~	Mailing costs included	$8,711.00
13	Tier 3 Residential and Non Res Projects - 10,001 – 40,000 sqft	~~5,196.00~~	Mailing costs included	$9,535.00
14	Tier 2 Residential and Non Res Projects - 40,001 – 100,000 sqft	~~6,547.00~~	Mailing costs included	$12,612.00
15	Tier 3 Residential and Non Res Projects - 40,001 – 100,000 sqft	~~6,547.00~~	Mailing costs included	$13,437.00
16	Tier 2 Residential and Non Res Projects - 100,001+ sqft base fee	~~6,547.00~~	Mailing costs included	$12,612.00
17	Tier 3 Residential and Non Res Projects - 100,001+ sqft base fee	~~6,547.00~~	Mailing costs included	$13,437.00
18	Tier 4 Residential and Non Res Projects - Up to 10,000 sqft	~~8,039.50~~	Mailing costs included	$6,476.00
19	Tier 4 Residential and Non Res Projects - 10,001 – 40,000 sqft	~~10,247.23~~	Mailing costs included	$9,773.00

20	Tier 4 Residential and Non Res Projects - 40,001 – 100,000 sqft	~~12,514.38~~	Mailing costs included	$14,309.00
21	Tier 4 Residential and Non Res Projects - 100,001 + sqft base fee plus	~~15,588.86~~	Mailing costs included	$14,309.00
22	Administrative Use Permit - Residential	~~960.11~~	Cat Ex and mailing cost included	$924.00
23	Conditional Use Permit - Residential	~~3,203.92~~	Cat Ex and mailing cost included	$2,663.00
CEQA and Environmental Review				
#	**Description**	**Fee/Charge**	**Notes**	**Proposed Fee**
1	Environmental Review - Specific Plan Environmental Check List and Initial Study	30%	Consultant costs, plus City administrative fee (30% of consultant cost)	Cost of study plus 30% administrative overhead
2	Environmental Review - Categorical Exemption	~~216.00~~	If not already included in fee	$164.00
3	Notice of Exemption	Cost of filing with agency plus one hour of senior planner time	County Clerk Filing Fees	Cost of filing with agency plus one hour of senior planner time

	General Plan and Zoning Code Amendments			
#	**Description**	**Fee/Charge**	**Notes**	**Proposed Fee**
1	General/Specific Plan and/or Amendment	~~26,905.00~~		$18,182.00
2	Zoning Amendment	~~25,538.00~~		$18,182.00

Subdivisions and Lot Adjustments				
#	**Description**	**Fee/Charge**	**Notes**	**Proposed Fee**
1	Tentative Parcel Map 1-4 lots	~~6,778.15~~		$6,782.00
2	Tentative Tract Map 5-10 lots	~~9,112.40~~		$10,217.00
3	Tentative Tract Map 11-25 lots	~~10,370.30~~		$13,667.00
4	Tentative Tract Map 26+ lots (per lot)	~~1,129.89~~		$2,086.00
5	Final Map 1-4 lots	~~5,411.89~~		$6,042.00
6	Final Map 5+ lots	~~6,564.23~~		$7,984.00
7	Exception to Subdivision Ordinance	~~5,931.91~~		$8,467.00
8	Lot Line Adjustment or Lot Merger	~~1,820.12~~		$6,042.00
9	Certificate of Compliance	~~2,629.71~~		$5,861.00

Planned Development				
#	**Description**	**Fee/Charge**	**Notes**	**Proposed Fee**
1	Planned Development	~~17,575.00~~		$37,263.00
2	Development Agreement	~~24,729.94~~		$40,934.00

Development Fees				
#	**Description**	**Fee/Charge**	**Notes**	**Proposed Fee**
1	Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	~~4,950.00~~		$10,836.00
2	Large Family Day Care	~~235.20~~		$510.00
3	Accessory Living Unit	~~568.50~~		$603.00
4	Home Occupation	~~109.91~~		$82.00
5	Zoning Clearance (Commercial)	~~284.84~~		$292.00
6	Individual Business Sign Permit (as part of Master Sign Program)	~~238.74~~		$82.00
7	Preliminary Review of Multi-Story Single Family Construction (RAD)	~~481.03~~		$1,419.00

8	Unspecified or Research - hourly	~~210.38~~		$210.00
9	Rebuild or Interpretation Letter	~~572.86~~		$833.00
10	Fence Clearance	~~74.47~~		$82.00
11	Residential Chicken Clearance	~~88.64~~		$82.00
12	Honeybee Keeping Clearance	~~106.38~~		$82.00
13	Goat Weed Abatement Permit	~~88.64~~		$82.00
14	Unanimous Neighbor Consent Exception for Chickens and Bees	~~29.55~~		$41.00
15	Permit Amendment/Time Extension	1/2 Permit Fee		1/2 Permit Fee
16	Appeals - by non-applicant	~~373.00~~		$1,000.00
17	Appeals - by applicant	1/2 Current Fee		1/2 Current Fee
18	Community Development Director	~~283.00~~		$236.00
19	Development Services Manager	~~259.00~~		$181.00
20	Senior Planner	~~199.00~~		$164.00
21	Massage	New		$502.00
22	Cannabis Permit - Operator	New	Deposit account	TBD

Design Review and Signs

#	Description	Fee/Charge	Notes	Proposed Fee
1	Residential - 1 unit and projects deemed minor by Planning Manager	~~3,114.29~~		$778.00
2	Residential - 2 - 4 units	~~4,239.45~~		$2,854.00
3	Residential - 5 - 10 units	~~5,346.88~~		$4,735.00
4	Residential - 11 + units	~~5,403.62~~		$7,063.00
5	Nonresidential - 1 - 2,500 s.f.	~~3,114.29~~		$1,748.00
6	Nonresidential - 2,501 - 10,000 s.f.	~~4,239.45~~		$3,487.00
7	Nonresidential - 10,000 s.f.	~~5,403.62~~		$6,097.00

8	Administrative Design Review	~~1,324.91~~		$1,748.00
9	Permanent signs conforming to sign regulations	~~321.47~~		$549.00
10	Temporary signs	~~46.00~~		$51.00
11	Sidewalk Sign Permit (only)	~~1,016.00~~		$51.00

Variances

#	Description	Fee/Charge	Notes	Proposed Fee
1	Variance - Residential	~~1,241.00~~		$4,492.00
2	Variance - Nonresidential	~~3,332.00~~		$6,775.00

Miscellaneous

#	Description	Fee/Charge	Notes	Proposed Fee
1	Pre-Application Review Meeting with Staff	~~0.00~~	staff review and comments provided to applicant	$0.00
2	Pre-Application Study Session with Planning Commission or Design Review Board	~~2,044.55~~	staff review and up to two public meetings	$3,763.00
3	Landscape Consultant or Design Consultant	New	Consultant costs, plus City administrative fee (30% of consultant cost)	Cost of consultant's time plus 30% administrative overhead

Document Library and Associated Fees

#	Description	Fee/Charge	Notes	Proposed Fee
1	Electronic Media - CD (of Plans etc)	~~9.00~~		$19.00
2	Laserfiche/ Archiving	3.00	Incorporate into application fees.	$3.00
3	Zoning Map	New		$14.00
4	General Plan Map	New		$14.00
5	Specific Plan	New		$202.00
6	Urban Greening Plan	~~132.00~~		$132.00

7	Active Transportation Plan	New		$132.00
8	General Plan	~~46.00~~		$46.00
9	Zoning Questionnaire	New		$41.00

Use Permits

#	Description	Fee/Charge	Notes	Proposed Fee
1	Use Permit Residential - 1 unit	~~1,254.00~~	Projects deemed minor by Development Service Manager	$1,839.00
2	Use Permit Residential - 2-4 unit	~~3,633.14~~		$3,081.00
3	Use Permit Residential - 5-10 unit	~~4,122.44~~		$3,905.00
4	Use Permit Residential - 11 + unit	~~5,253.52~~		$4,729.00
5	Administrative Use Permit	~~998.70~~		$1,015.00
6	Administrative Use Permit - Keeping Animals (Title 7)	~~690.22~~		$924.00
7	Temporary Use Permit	~~793.06~~		$924.00

Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Development Services Manager may determine a project to be unusually complex or time consuming, and require a deposit at the time of application for estimated staff and consultant costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City’s Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge.

Agenda Item No. 6
Attachment 2

City of El Cerrito

Community Development Department Fee Study Report

February 20, 2018

EL CERRITO

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EXECUTIVE SUMMARY

The City of El Cerrito (the City) engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the Community Development Department to support the various activities for which the City charges user fees, including the Building Division's building permit issuance and inspection service, and to calculate Department fees that represent a reasonable estimate of the cost of providing services. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities and to calculate fees accordingly. This report and the appendices herein identifies fees that would result in 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with staff.

Ultimately, whether to charge fees that represent 100% cost recovery is a policy decision for the City Council, informed by the experience and expertise of the staff, working with Willdan. The recommended fees identified herein are either at or less than full cost recovery.

USER FEE BACKGROUND

BACKGROUND

California local governments may charge fees for a number of services that they provide, including for processing development and building permit applications and related services such as plan check and inspections. Fee amounts may not exceed a reasonable estimate of the cost of providing the services. Local governments are not required, however, to charge the maximum permissible amount. If fees are set at levels less than amounts that will result in full cost recovery, then local governments must fund the difference from other sources, resulting in a form of subsidy to service recipients. As cities' ability to raise revenue through general taxation has been restricted over time, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets when establishing fees for services. To the extent that governments use general tax monies to subsidize services for which they may charge a fee, they limit funds that may be available to provide other community-wide benefits.

Fees in California are required to conform to the statutory requirements of the California Constitution, particularly provisions added by Proposition 218 and 26, and the California Code. Fees must be adopted by either ordinance or resolution. Fees amounts that exceed a reasonable estimate of the cost of providing services are treated by the California Constitution as taxes that must be approved by voters.

CALIFORNIA USER FEE HISTORY

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Considering these regulatory changes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative," which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.

ADDITIONAL POLICY CONSIDERATIONS

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's "central service departments." The central service departments are the departments of a local government that provide some services internally, such as human resources and finance. A portion of the cost of those services are properly allocable to the local government's operating departments. Willdan separately prepared for the City a Cost Allocation Plan to determine the burden placed upon central services by the operating departments and the percentage allocation of central services costs to the other departments. Central services' support cost allocations were incorporated into the calculation of Community Development Department costs using the indirect overhead percentages determined through the Cost Allocation Plan.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may choose to employ one of many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, using an inflationary factor that ties more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.

STUDY OBJECTIVE

As the City of El Cerrito seeks to efficiently manage limited resources and respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, the amount of each fee is ultimately set at the City Council's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the City determine the reasonable full cost of the services the City provides and Community Development Department fee amounts that represent a reasonable estimate of the costs of providing services. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

SCOPE OF THE STUDY

The scope of this study encompasses a review and calculation of the user fees charged by the following fee groups within the Community Development Department:

- Building
- Planning

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

AIM OF THE REPORT

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule.

PROJECT APPROACH AND METHODOLOGY

CONCEPTUAL APPROACH

The basic concept of a User Fee Study is to determine the "reasonable cost" of each service provided by the Community Development Department for which it charges a user fee. The full cost of providing a service may not necessarily become the City's fee, but it serves as the objective and legal basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for service fees is the "estimated, reasonable cost" principle. To maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

FULLY BURDENED HOURLY RATES

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs applied through the Cost Allocation Plan

An important part of determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 1,950 and adjusts this figure to account for calculated or anticipated hours' employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fee's cost based on the personnel and the amount of their time that is involved in providing each service.

SUMMARY STEPS OF THE STUDY

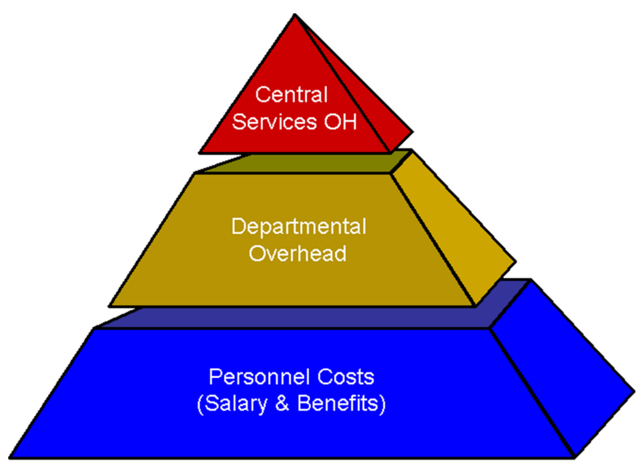
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following provides a summary of the study process steps:

Data Analysis	Building Cost Layers	Set Fees
Department Interviews	Direct Services	Define the Full Cost of Services
Time Estimates	Indirect Services	Set Cost Recovery Policy
Labor Costs	Department Overhead	
Cost Allocation Plan	City-Wide Overhead	

ALLOWABLE COSTS

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (Appendix A). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operational costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs represent services provided by those Central Services Departments whose primary function is to support other City departments.



METHODOLOGY

The two methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in Building permits.

QUALITY CONTROL / QUALITY ASSURANCE

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking

REASONS FOR COST INCREASES / DECREASES OVER CURRENT FEES

Within the fee tables in Appendix C, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from many possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
  - Departmental overhead and administration costs
  - Indirect overhead from Central Service allocations
- Changes in processes and procedures within a department, or the city as a whole

CITY STAFF CONTRIBUTIONS

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

EL CERRITO COMMUNITY DEVELOPMENT USER FEES

COST RECOVERY

The fee amounts that would result in full cost recovery, and the recommended fees, by department/division fee type, are presented in detail in Appendix C. Determining the full cost of providing a service included summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The fully burdened hourly rates of the City staff providing the services and any other applicable costs were applied to the time estimates for the services studied. Other approaches were used to calculate costs and full cost recovery fee amounts, as discussed in the following sections. The results were tested against actual historical and likely applications to ensure that the full cost recovery fee amounts represented a reasonable estimate of the cost of providing services for each service and for projects where the fee amounts can vary. In Appendix C, the cost recovery amount represents a fee amount that would recover the total cost of providing each service, as calculated through this study. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

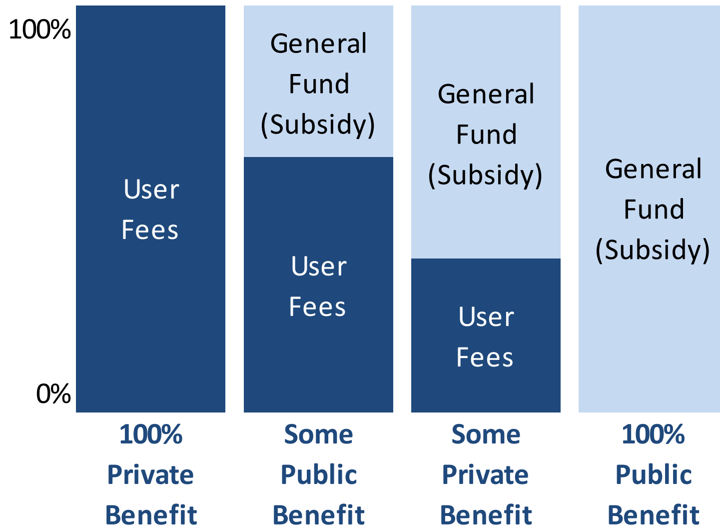
It is important to note the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, numerous employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principal goals of this study were to identify the cost of City' Planning and Building services to calculate fees that would result in full recovery of the costs of providing those services to users of those services who can be charged a fee, and to provide information to help the City make informed decisions regarding the desired fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

SUBSIDIZATION

As noted early in this report, the total cost recovery fee amounts are not always the fees that the City Council is required to approve. Those amounts represent only the maximums that may be charged. The City Council may approve lower rates. Charging less that the full cost recovery amounts is a policy decision, which legislative bodies regularly make to achieve a variety of goals. The difference between the total cost recovery amount and a lower rate represents a subsidy to the recipient of the services, which has to be funded from a source other than the fees themselves, such as the City's general fund or additional economic development activity. The graphic on the following page illustrates the potential decision basis.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.



Despite the intent, it is important for the City and public to understand subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

IMPACT ON DEMAND (ELASTICITY)

Economic principles of elasticity suggest increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

SUMMARY

If the City's overriding goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand revenue recovery is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide general background for the approach to calculating full cost recovery fee amounts and the proposed fees. The following sections provide a summary of the approach for each department or division and the results of this study's analysis of their fees. For the full list of each fee, refer to Appendix C of this report.

PLANNING

The Planning division develops and implements policy documents that guide land use in El Cerrito. The documents include but are not limited to the General Plan, the San Pablo Avenue Specific Plan, the Climate Action Plan and the Strategic Plan, as well as applicable sections of the municipal code. The staff also reviews development project applications submitted to the city to ensure compliance with these policy documents.

ANALYSIS

Willdan individually reviewed the services provided by the Planning Division, including those associated with the processing of development applications and other services for which a fee may be charged. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Planning fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. It is recommended the City set fees at or near 100% cost recovery for most fees which would result in an average fee increase of 27%. The result would be an increase to 46 fees, decrease for 28 fees, 8 fees would remain as currently set, and 12 new fees would be added as detailed in Appendix C.

Due to the number and variety of fees charged by the Planning Division for its services, showing the calculation of all of them in this report is not practical. For the benefit of the reader, an example calculation is provided below to illustrate the method of calculating the full cost recovery fee amount for the Planning Division's services.

E.G: Tier II project for a new building 10,000 to 40,000 square feet in size: The break down is as follows in hours:

Senior Planner: 40
Admin Clerk: 0.25
Development Services Manager: 1
Community Development Director: 0.05
Building Official: 2
Public Works Engineer: 2
Fire Battalion Chief: 1
Police Corporal: 1
Environmental Services Manager: 2
City Attorney: 0.5

BUILDING

The Building Division ensures new construction is built in a manner that satisfies the health and safety regulations set forth by the California Building Code and the El Cerrito Municipal Code.

The Building Division staff assists residents, business owners, residential contractors, and commercial developers with construction related issues through face to face meetings at the counter and field, Building Code interpretations, plan review, issuance of building permits upon approval of plans, inspection of construction, as well as code enforcement actions. In addition, the staff works with landlords and tenants to implement the Rental Inspection Program to ensure that the city's rental housing stock is safe and sanitary as defined in the El Cerrito Municipal Code.

ANALYSIS

Willdan individually reviewed the services provided by the Building Division, including those associated with the processing of building permit applications and other services for which a fee may be charged. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most services in Building, including many building permit fees (particularly for permits for work on existing structures) relied upon the standard unit cost build-up approach, whereby we calculated the cost of each unit of service using staff time to recover the direct cost of staff and pro-rata share of departmental costs. Willdan then compared the calculated cost against the current fee amount to determine, if charged, whether the fee would recover the costs associated with the requested service. The analysis revealed that the department is under recovering the cost for most of these services and it is recommended that the City set Building fees at or near 100% cost recovery for most fees. The suggested average fee increase would be 27%. The result would be an increase to 105 fees, decrease for 90 fees, 16 fees would remain as currently set, and 17 new or replacement fees would be added as detailed in Appendix C.

Because of the number and variety of fees charged by the Building Division for its services, showing the calculation of all of them in this report is not practical. For the benefit of the reader, one example calculation is provided:

E.G. New 650 square foot residential addition: Fee =$1030.00 for the first 300 square feet plus $265.00 per 100 square feet or fraction thereof above 300. The calculation of the fee would be as follows: $1030.00 + (round up ((650-300)/100) x $265.00) = $1030 + (4 x $265) = $1030 + $1060 = $2090.00

This total represents both plan review and inspection plus any related plumbing, electrical, or mechanical elements.

For building permit fees for new structures, staff and Willdan recommend the use of a valuation-based approach to calculating fees. This method is widely used by other jurisdictions to calculate building permit fees. Conceptually, the valuation approach is based upon the understanding that, the larger and more complex a project is, the more time and effort that is required to provide building-related service, and that there are greater efficiencies in inspection of the construction of larger projects. The International Code Council has prepared a table on the average value of new building construction on a per-square-foot basis by type of construction and occupancy. This table is then adjusted for regional variations in construction costs and is again adjusted yearly based on the percentage increase of the 20 city average construction cost index as published by Engineering News Record in their January edition. The values provided in the report are generally accepted in the industry as reasonable. Additionally, the 1997 Uniform Building Code provided recommended building permit fees based on valuation, establishing different fees for multiple tiers of new construction value. These original tiers have been adjusted for inflation and local conditions. Based on staff's application of the valuation tables to scenarios using historical information regarding development projects and estimates of levels of effort for projects of various sizes, an additional tier has been added to the proposed table for projects with values greater than $10 million.

The table in Appendix C for a valuation-based building permit fee contains two components for each tier: a flat fee for a portion of the valuation of a project and a rate for each additional $1,000 of project valuation (or fraction thereof). The flat fee component for each tier is the maximum fee that could be charged for a project in the preceding tier, except for the first tier. In calculating the components of the valuation-based building permit fee, staff and Willdan estimated the amount of time necessary for all relevant staff for plan check and inspection for a variety of historical and likely future building projects (rolling all tasks associated with the processing of a building permit application and inspecting actual construction into one of those two categories), adjusting valuations based on historical actual information and estimates of anticipated and likely projects in El Cerrito. The budgeted cost of providing services along with historical revenue and valuation data were used to determine the current cost recovery level, and to calculate the revenue changes that would achieve full cost recovery. Next, a table was created that splits the building permit into its plan check and inspection components. Based on historical and staff estimates of efforts needed to provide service, it was determined that plan check necessitated 65% of the effort needed for inspection. Each tier of the combined fee was tested against historical actual and likely and anticipated projects to ensure that the fee charged represented a reasonable estimate of the costs of providing all services provided. As part of calculating the fee and testing the results, total Building Division costs for the services for which the fee would be charged was used. The testing showed that, based on historical actual projects and anticipated and likely future projects in El Cerrito specifically, the valuation-based fee table labeled Full Cost in Appendix C would result in overall fee revenue reflective of the total cost of providing those services.

Appendix C shows valuation-based fee levels that would achieve the current level of 64% cost recovery. It also shows the fee levels that would recover 85 % of the cost of providing Building Permit services. This would be an increase in fee levels of approximately 33%. The full cost, or 100% cost recovery, fee table is also detailed in Appendix C and would require a 56% increase.

If the City Council approves the use of a valuation-based fee approach for some building projects, it is recommended that over time the Department update the fees by implementing the most up-to-date valuation tables and annually adjusting the tables accordingly, including ongoing testing to ensure that the fees charged to representative projects represent a reasonable estimate of the cost of providing services to those projects.

APPENDIX A – TOTAL ALLOWABLE COST TO BE RECOVERED

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the costs shown are realized as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The percentages are applied to the salary and benefit rates of personnel to calculate the fully burdened hourly rate for each position as detailed in Appendix B. The figures below do not directly tie to budgeted amounts as costs were removed that either should not be included in the overhead calculation as they do not pertain to providing listed services, or are costs directly passed on to the fee requestor when incurred.

Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
101: City Clerk	274,283	27,975	10.2%	0.0%
101: City Manager	770,035	231,000	30.0%	0.0%
101: Financial Services Div	766,890	50,900	6.6%	0.0%
101: Community Development	1,769,393	219,600	12.4%	25.2%
101: Fire	7,814,067	608,483	7.8%	14.0%
101: Public Works Engineering	204,538	55,896	27.3%	26.8%

APPENDIX B – FULLY BURDENED HOURLY RATES

Below are fully burdened hourly rates (FBHR) on an average department scale and at the staff position level for all City personnel. The FBHRs were used to determine the full cost of each service detailed in Appendix C. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the City Clerk and Finance, the overhead of central service departments is not included, as that cost is recovered through the cost allocation plan. For any user fee service request that is outside the scope of the fees detailed in Appendix C, or for services for which there is no fee currently set up, the City can charge up to the full cost of the FBHR for personnel involved as well as any material or third party cost required.

City of El Cerrito- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	FTE's	Fully Burdened Hourly Rate
	Department Rates		
	101: Community Development	15.00	77.17
	101: City Clerk	1.50	112.38
	101: Public Works Engineering	1.25	238.96
	101: Fire	33.00	45.41
	Position Rates		
101: Community Development	CD - Admin Analyst III	1.00	106.30
101: Community Development	CD - Admin Clerk Specialist	2.00	39.42
101: Community Development	CD - Administrative Analyst II	1.00	106.61
101: Community Development	CD - Bldg Insp I	1.00	104.01
101: Community Development	CD - Building Inspector II	2.00	120.66
101: Community Development	CD - Building Official	1.00	186.13
101: Community Development	CD - Building Permit Technician II	1.00	97.20
101: Community Development	CD - Building Permit Technician III	1.00	97.59
101: Community Development	CD - Building Plan Checker II	1.00	135.57
101: Community Development	CD - Community Development Director	1.00	236.84
101: Community Development	CD - Development Services Manager	1.00	181.03
101: Community Development	CD - Senior Planner	2.00	164.84
101: City Clerk	Clerk - Adminisrative Clerk Specialist	0.50	52.75
101: City Clerk	Clerk - City Clerk	1.00	176.79
101: City Manager	CM - Adminisrative Clerk Specialist	0.88	35.56
101: City Manager	CM - Assistant City Manager	0.88	266.26
101: City Manager	CM - Assistant to the City Manager	1.00	155.48
101: City Manager	CM - City Manager	0.88	327.92
101: City Manager	CM - Management Assistant	1.00	66.12
101: Financial Services Div	Fin - Account Clerk	1.00	60.21
101: Financial Services Div	Fin - Account Clerk Technician	2.00	78.31
101: Financial Services Div	Fin - Accountant II	1.00	122.93
101: Financial Services Div	Fin - Accounting Supervisor	1.00	111.42
101: Financial Services Div	Fin - Finance Director/City Treasurer	1.00	183.62

WILLDAN Financial Services

City of El Cerrito- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	FTE's	Fully Burdened Hourly Rate
	Position Rates		
101: Fire	Fir - Engineer/Paramedic Assign	9.00	182.41
101: Fire	Fire - Battaion Chief/Training Officer	1.00	264.21
101: Fire	Fire - Battalion Chief	3.00	233.43
101: Fire	Fire - Captain	3.00	199.37
101: Fire	Fire - Captain/FPO	1.00	216.27
101: Fire	Fire - Captain/Paramedic Assign	6.00	214.80
101: Fire	Fire - Engineer	3.00	174.59
101: Fire	FIre - Fire Chief	1.00	300.32
101: Fire	Fire - Firefighter	3.00	127.15
101: Fire	Fire - Firefighter/Paramedic Assign	3.00	128.05
201: Gas Tax Fund	PW Eng - Environmental Services Manager	0.11	199.36
101: Police	Police - Police Corporal/Detective Assign PW	2.00	217.67
101: Public Works Engineering	Eng - Assoc Engineer	0.70	162.85
101: Public Works Engineering	PW Eng - Engineering Technician	0.28	145.24
101: Public Works Engineering	PW Eng - Management Assistant	0.28	98.66
101: Public Works Engineering	PW Eng - Public Works Director/City Engineer	0.05	279.32
101: Public Works Engineering	PW Eng - Senior Engineer (with PE Reg)	0.28	209.47
	City Attorney	0.00	335.00

APPENDIX C – COST RECOVERY ANALYSIS & SUGGESTED FEE LEVELS

The following tables provide the results of the analysis, resulting full cost recovery fee amounts, and recommended fees. For fees in which the full cost, percent targeted cost recovery level, or percent change is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties, fines, and otherwise restricted services), or when there is not a current fee amount to compare against.

I. Community Development Department

San Pablo Avenue Specific Plan Design Review

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Tier 1 Residential and Non-Residential Projects (includes signs)	1,274.00		Cat Ex and mailing cost included	$1,931.64	0%	$1,931.00	$657.00
2	Tier 1 Permanent Signs	603.00		Cat Ex and mailing cost included	$549.64	0%	$549.00	-$54.00
3	Tier 1 Sidewalk Sign Permit (only)	46.00		Cat Ex and mailing cost included	$103.43	0%	$103.00	$57.00
4	Tier 1 Temporary Signs and/or Banners	46.00		Cat Ex and mailing cost included	$51.07	0%	$51.00	$5.00
5	Tier 1/AUP Sidewalk Seating (off ROW)	New		Cat Ex and mailing cost included	$560.28	0%	$560.00	NA
6	AUP Sidewalk Seating (in ROW)	New		Cat Ex and mailing cost included	$604.91	0%	$604.00	NA
7	Tier 1 - Minor	New		Cat Ex and mailing cost included	$778.47	0%	$778.00	NA
8	Tier 2 Residential and Non Res Projects - Up to 2,500 sqft	2,995.00		Mailing costs included	$2,854.06	0%	$2,854.00	-$141.00
9	Tier 3 Residential and Non Res Projects - Up to 2,500 sqft	2,995.00		Mailing costs included	$3,678.27	0%	$3,678.00	$683.00
10	Tier 2 Residential and Non Res Projects - 2,501 - 10,000 sqft	4,076.00		Mailing costs included	$4,735.96	0%	$4,735.00	$659.00
11	Tier 3 Residential and Non Res Projects - 2,501 - 10,000 sqft	4,076.00		Mailing costs included	$6,155.12	0%	$6,155.00	$2,079.00
12	Tier 2 Residential and Non Res Projects - 10,001 – 40,000 sqft	5,196.00		Mailing costs included	$8,711.51	0%	$8,711.00	$3,515.00
13	Tier 3 Residential and Non Res Projects - 10,001 – 40,000 sqft	5,196.00		Mailing costs included	$9,535.72	0%	$9,535.00	$4,339.00
14	Tier 2 Residential and Non Res Projects - 40,001 – 100,000 sqft	6,547.00		Mailing costs included	$12,612.88	0%	$12,612.00	$6,065.00
15	Tier 3 Residential and Non Res Projects - 40,001 – 100,000 sqft	6,547.00		Mailing costs included	$13,437.10	0%	$13,437.00	$6,890.00
16	Tier 2 Residential and Non Res Projects - 100,001+ sqft base fee	6,547.00	after base fee hours are depleated, project goes to hourly rate	Mailing costs included	$12,612.88	0%	$12,612.00	$6,065.00
17	Tier 3 Residential and Non Res Projects - 100,001+ sqft base fee	6,547.00	after base fee hours are depleated, project goes to hourly rate	Mailing costs included	$13,437.10	0%	$13,437.00	$6,890.00
18	Tier 4 Residential and Non Res Projects - Up to 10,000 sqft	8,039.50		Mailing costs included	$6,476.20	0%	$6,476.00	-$1,563.50
19	Tier 4 Residential and Non Res Projects - 10,001 – 40,000 sqft	10,247.23		Mailing costs included	$9,773.05	0%	$9,773.00	-$474.23
20	Tier 4 Residential and Non Res Projects - 40,001 – 100,000 sqft	12,514.38		Mailing costs included	$14,309.43	0%	$14,309.00	$1,794.62
21	Tier 4 Residential and Non Res Projects - 100,001 + sqft base fee plus	15,588.86		Mailing costs included	$14,309.43	0%	$14,309.00	-$1,279.86
22	Administrative Use Permit - Residential	960.11		Cat Ex and mailing cost included	$924.58	0%	$924.00	-$36.11
23	Conditional Use Permit - Residential	3,203.92	each	Cat Ex and mailing cost included	$2,663.52	0%	$2,663.00	-$540.92
24	Environmental Review - Specific Plan Environmental Check List and Initial Study	30%		Consultant costs, plus City administrative fee (30% of consultant cost)	NA	NA	Cost of study plus 30% administrative overhead	$0.00
25	Environmental Review - Categorical Exemption	216.00		If not already included in fee	$164.84	1%	$164.00	-$52.00
26	Environmental Review - Administrative Fee for consultant prepared environmental documents and special studies	30%		Of Consultant cost	NA	NA	Cost of study plus 30% administrative overhead	$0.00
27	Pre-Application Review Meeting with Staff	0.00		staff review and comments provided to applicant	$3,763.58	100%	$0.00	$0.00
28	Pre-Application Study Session with Planning Commission or Design Review Board	2,044.55		staff review and up to two public meetings	$3,763.58	0%	$3,763.00	$1,718.45

General Plan and Zoning Ordinance

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	General/Specific Plan and/or Amendment	26,905.00	each		$18,182.82	0%	$18,182.00	-$8,723.00
2	Zoning Amendment	25,538.00	each		$18,182.82	0%	$18,182.00	-$7,356.00

I. Community Development Department

Subdivisions and Lot Adjustments

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Tentative Parcel Map 1-4 lots	6,778.15	each		$6,782.44	0%	$6,782.00	$3.85
2	Tentative Tract Map 5-10 lots	9,112.40	each		$10,217.88	0%	$10,217.00	$1,104.60
3	Tentative Tract Map 11-25 lots	10,370.30	each		$13,667.06	0%	$13,667.00	$3,296.70
4	Tentative Tract Map 26+ lots (per lot)	1,129.89	per lot		$2,086.41	0%	$2,086.00	$956.11
5	Final Map 1-4 lots	5,411.89	each		$6,042.78	0%	$6,042.00	$630.11
6	Final Map 5+ lots	6,564.23	each		$7,984.26	0%	$7,984.00	$1,419.77
7	Exception to Subdivision Ordinance	5,931.91	each		$8,467.72	0%	$8,467.00	$2,535.09
8	Lot Line Adjustment or Lot Merger	1,820.12	each		$6,042.78	0%	$6,042.00	$4,221.88
9	Certificate of Compliance	2,629.71	each		$5,861.75	0%	$5,861.00	$3,231.29

Planned Development

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Planned Development	17,575.00	each		$37,263.22	0%	$37,263.00	$19,688.00
2	Development Agreement	24,729.94	each		$40,934.78	0%	$40,934.00	$16,204.06

Development Fees

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	4,950.00	each		$10,836.39	0%	$10,836.00	$5,886.00
2	Large Family Day Care	235.20	each		$510.71	0%	$510.00	$274.80
3	Accessory Living Unit	568.50	each		$603.78	0%	$603.00	$34.50
4	Home Occupation	109.91	each		$82.42	1%	$82.00	-$27.91
5	Zoning Clearance (Commercial)	284.84	each		$292.52	0%	$292.00	$7.16
6	Individual Business Sign Permit (as part of Master Sign Program)	238.74	each		$82.42	1%	$82.00	-$156.74
7	Preliminary Review of Multi-Story Single Family Construction (RAD)	481.03	each		$1,419.11	0%	$1,419.00	$937.97
8	Unspecified or Research - hourly	210.38	each		$210.10	0%	$210.00	-$0.38
9	Rebuild or Interpretation Letter	572.86	each		$833.63	0%	$833.00	$260.14
10	Fence Clearance	74.47	each		$82.42	1%	$82.00	$7.53
11	Residential Chicken Clearance	88.64	each		$82.42	1%	$82.00	-$6.64
12	Honeybee Keeping Clearance	106.38	each		$82.42	1%	$82.00	-$24.38
13	Goat Weed Abatement Permit	88.64	each		$82.42	1%	$82.00	-$6.64
14	Unanimous Neighbor Consent Exception for Chickens and Bees	29.55	each		$41.21	1%	$41.00	$11.45
15	Permit Amendment/Time Extension	1/2 Permit Fee	each		NA	NA	1/2 Permit Fee	$0.00
16	Appeals - by nonapplicant	373.00	each		$5,688.83	82%	$1,000.00	$627.00
17	Appeals - by applicant	1/2 Current Fee	each		NA	NA	1/2 Current Fee	$0.00
18	Community Development Director	283.00	per hour		$236.84	0%	$236.00	-$47.00
19	Development Services Manager	259.00	per hour		$181.03	0%	$181.00	-$78.00
20	Senior Planner	199.00	per hour		$164.84	1%	$164.00	-$35.00
21	Massage	New	hourly		$502.62	0%	$502.00	NA
22	Cannabis Permit - Operator	New	each	Deposit account	$0.00	NA	TBD	NA

I. Community Development Department

Design Review and Signs

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Residential - 1 unit and projects deemed minor by Planning Manager	3,114.29	each		$778.47	0%	$778.00	-$2,336.29
2	Residential - 2 - 4 units	4,239.45	each		$2,854.06	0%	$2,854.00	-$1,385.45
3	Residential - 5 - 10 units	5,346.88	each		$4,735.96	0%	$4,735.00	-$611.88
4	Residential - 11 + units	5,403.62	each		$7,063.09	0%	$7,063.00	$1,659.38
5	Nonresidential - 1 - 2,500 s.f.	3,114.29	each		$1,748.79	0%	$1,748.00	-$1,366.29
6	Nonresidential - 2,501 - 10,000 s.f.	4,239.45	each		$3,487.73	0%	$3,487.00	-$752.45
7	Nonresidential - 10,000 s.f.	5,403.62	each		$6,097.11	0%	$6,097.00	$693.38
8	Administrative Design Review	1,324.91	each		$1,748.79	0%	$1,748.00	$423.09
9	Permanent signs conforming to sign regulations	321.47	each		$549.64	0%	$549.00	$227.53
10	Temporary signs	46.00	each		$51.07	0%	$51.00	$5.00
11	Sidewalk Sign Permit (only)	1,016.00	each		$51.07	0%	$51.00	-$965.00

Variances

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Variance - Residential	1,241.00	each		$4,492.97	0%	$4,492.00	$3,251.00
2	Variance - Nonresidential	3,332.00	each		$6,775.84	0%	$6,775.00	$3,443.00

New Miscellaneous

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	CEQA - Notice of Exemption	New	each	County Clerk Filing Fees	NA	NA	Cost of filing fee	NA
2	Landscape Consultant or Design Consultant	New	each	Consultant costs, plus City administrative fee (30% of consultant cost)	NA	NA	Cost of consultant’s time plus 30% administrative overhead	NA

Document Library and Associated Fees

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Electronic Media - CD (of Plans etc)	9.00	each		$19.71	4%	$19.00	$10.00
2	Laserfiche/ Archiving	3.00	per page	Incorporate into application fees at submittal.	$3.00	0%	$3.00	$0.00
3	Zoning Map	New	each		$14.86	6%	$14.00	NA
4	General Plan Map	New	each		$14.86	6%	$14.00	NA
5	Specific Plan	New	each		$202.86	0%	$202.00	NA
6	Urban Greening Plan	132.00	each		$132.00	0%	$132.00	$0.00
7	Active Transportation Plan	New	each		$132.00	0%	$132.00	NA
8	General Plan	46.00	each		$46.00	0%	$46.00	$0.00
9	Zoning Questionnaire	New	each		$41.21	1%	$41.00	NA

I. Community Development Department

Use Permits

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Use Permit Residential - 1 unit	1,254.00	each	Projects deemed minor by Development Service Manager	$1,839.31	0%	$1,839.00	$585.00
2	Use Permit Residential - 2-4 unit	3,633.14	each		$3,081.39	0%	$3,081.00	-$552.14
3	Use Permit Residential - 5-10 unit	4,122.44	each		$3,905.60	0%	$3,905.00	-$217.44
4	Use Permit Residential - 11 + unit	5,253.52	each		$4,729.81	0%	$4,729.00	-$524.52
5	Administrative Use Permit	998.70	each		$1,015.10	0%	$1,015.00	$16.30
6	Administrative Use Permit - Keeping Animals (Title 7)	690.22	each		$924.58	0%	$924.00	$233.78
7	Temporary Use Permit	793.06	each		$924.58	0%	$924.00	$130.94

Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Development Services Manager may determine a project to be unusually complex or time consuming, and require a deposit at the time of application for estimated staff and consultant costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City’s Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge.

I.	Community Development Department					Full Cost	Subsidy %	Suggested Fee	Fee Δ
Miscellaneous Fees									
#	**Description**	**Fee/Charge**	**Unit**	**Notes**		**Full Cost**	**Subsidy %**	**Suggested Fee**	**Fee Δ**
1	Standard Hourly Rate	175.00	per hour			$152.37	0%	$152.00	-$23.00
2	Antenna(ie res HAM or CB)	1,225.00	each			$600.24	0%	$600.00	-$625.00
3	Equipment Container/Building (PreFab)	1,633.00	each			$869.04	0%	$869.00	-$764.00
4	Cellular/Mobile Phone, free-standing	2,034.00	each			$1,217.27	0%	$1,217.00	-$817.00
5	Cellular/Mobile Phone, co-location	1,633.00	each			$567.39	0%	$567.00	-$1,066.00
6	Awning or Canopy	434.00	each			$443.54	0%	$443.00	$9.00
7	Balcony addition	521.00	each			$692.32	0%	$692.00	$171.00
8	Carport	655.00	each			$631.99	0%	$631.00	-$24.00
9	Change or Assigned Address Request	347.00	each			$380.52	0%	$380.00	$33.00
10	Change of Occupancy/Use	743.00	each			$322.88	0%	$322.00	-$421.00
11	Close Existing Openings	478.00	each			$368.30	0%	$368.00	-$110.00
12	Commercial Coach (per unit)	1,354.00	each unit			$579.12	0%	$579.00	-$775.00
13	Commercial Vapor Recovery Systems	1,131.00	each			$564.21	0%	$564.00	-$567.00
14	Covered Porch	567.00	each			$436.09	0%	$436.00	-$131.00
15	Deck - New <100 sq ft	480.00	each			$530.31	0%	$530.00	$50.00
16	Deck - New 101-500 sq ft	656.00	each			$745.20	0%	$745.00	$89.00
17	Deck - New 501 + sq ft	177.00	each 500 sq ft			$230.44	0%	$230.00	$53.00
18	Deck - Repair (up to 25% of orig sq ft) <100 sq ft	391.00	each			$375.76	0%	$375.00	-$16.00
19	Deck - Repair (up to 25% of orig sq ft) 101 < 500 sq ft	567.00	each			$590.64	0%	$590.00	$23.00
20	Deck - Repair (up to 25% of orig sq ft) 501 + sq ft	177.00	each 500 sq ft			$94.22	0%	$94.00	-$83.00
21	Pre-Demolition Inspection	300.00	each			$223.34	0%	$223.00	-$77.00
22	Demolition Inspection	220.00	each			$260.96	0%	$260.00	$40.00
23	New door (non structural-replacement)	87.00	each			$133.23	2%	$130.00	$43.00
24	New door (structural shear wall/masonry)	177.00	each			$472.12	44%	$265.00	$88.00
25	Residential Drainage - French Drain/Sump Pump	481.00	each			$351.46	0%	$351.00	-$130.00
26	Dry Rot/Termite Repair (Minor) VALUATION	655.00	each			NA	NA	$655.00	$0.00
27	Electric Vehicle Charging Stations: Residential	219.00	each			$257.23	0%	$257.00	$38.00
28	Electric Vehicle Charging Stations: Commercial	477.00	each			$539.91	0%	$539.00	$62.00
29	Fence or Freestanding Wall (6-10' high non-masonry) <100 lf	393.00	up to 100 lf			$385.35	0%	$385.00	-$8.00
30	Fence or Freestanding Wall (6-10' high non-masonry) each additional 100 lf	87.00	each 100 lf			$82.02	0%	$82.00	-$5.00
31	Fence or Freestanding Wall (<10' high masonry) <100 lf	655.00	up to 100 lf			$781.23	0%	$781.00	$126.00
32	Fence or Freestanding Wall (<10' high masonry) each additional 100 lf	132.00	each 100 lf			$120.66	1%	$120.00	-$12.00
33	Fireplace: Masonry	655.00	each			$687.01	0%	$687.00	$32.00
34	Fireplace: Pre-Fabricated/Metal	567.00	each			$566.34	0%	$566.00	-$1.00
35	Fireplace: Demo	351.00	each			$411.79	0%	$411.00	$60.00
36	Flag pole	478.00	each			$351.46	0%	$351.00	-$127.00
37	Foundation Repair - Non-Engineered	652.00	up to 100 lf			$539.91	0%	$539.00	-$113.00
38	Foundation Repair - Non-Engineered	135.00	ea add'l 50 lf			$154.56	0%	$154.00	$19.00
39	Foundation Repair - Engineered	743.00	up to 100 lf			$728.36	0%	$728.00	-$15.00
40	Foundation Repair - Engineered	177.00	ea add'l 50 lf			$154.56	0%	$154.00	-$23.00
41	Garage (detached) < 500 sq ft	918.00	each			$781.23	0%	$781.00	-$137.00
42	Garage (detached) > 501 sq ft	132.00	each 100 sq ft			$154.56	0%	$154.00	$22.00
43	Partition - Commercial, Interior	521.00	up to 30 lf			$411.79	0%	$411.00	-$110.00
44	Additional partition	132.00	each 30 lf			$94.22	0%	$94.00	-$38.00
45	Partition - Residential, Interior	521.00	up to 30 lf			$411.79	0%	$411.00	-$110.00

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46	Additional partition	132.00	each 30 lf		$94.22	0%	$94.00	-$38.00
47	Patio Cover: Wood frame	435.00	up to 300 sq ft		$441.95	0%	$441.00	$6.00
48	Patio Cover: Metal frame	656.00	up to 300 sq ft		$441.95	0%	$441.00	-$215.00
49	Patio Cover: Additional patio	177.00	each 300 sq ft		$124.39	0%	$124.00	-$53.00
50	Patio Room: Enclosed, wood frame	651.00	up to 300 sq ft		$660.57	0%	$660.00	$9.00
51	Patio Room: Enclosed, metal frame	651.00	up to 300 sq ft		$660.57	0%	$660.00	$9.00
52	Additional enclosed patio	437.00	each 300 sq ft		$309.11	0%	$309.00	-$128.00
53	Stucco Applications	391.00	up to 400 sq ft		$314.22	0%	$314.00	-$77.00
54	Additional Stucco Application	87.00	each 400 sq ft		$60.33	1%	$60.00	-$27.00
55	Retaining Wall: Standard Design Non Engineered	655.00	up to 50 lf		$506.01	0%	$506.00	-$149.00
56	Additional retaining wall	175.00	each 50 lf		$124.39	0%	$124.00	-$51.00
57	Retaining Wall: Special Design, 3-10' High Engineered	1,356.00	up to 50 lf		$856.47	0%	$856.00	-$500.00
58	Additional retaining wall	175.00	each 50 lf		$154.56	0%	$154.00	-$21.00
59	Retaining Wall: Special Design, Over 10' High Engineered	1,707.00	up to 50 lf		$1,097.80	0%	$1,097.00	-$610.00
60	Additional retaining wall	351.00	each 50 lf		$248.78	0%	$248.00	-$103.00
61	Remodel - Residential: <300 sq ft w/o kit. Or bath	1,094.00	up to 300 sq ft		$826.31	0%	$826.00	-$268.00
62	Remodel - Residential: 300 + sq ft	263.00	each 100 sq ft		$154.56	0%	$154.00	-$109.00
63	Remodel - Residential: Kitchen/Bathroom	831.00			$653.11	0%	$653.00	-$178.00
64	Remodel - Residential: Additional Kitchen/Bathroom Remodel	no current fee	50% of the 1st kit or bath	When done at the same time as the first.	$653.11	50%	$265.00	NA
65	Re-Roof Residential: <1,500 sq ft	567.00	up to 1,500 sq ft		$344.39	0%	$344.00	-$223.00
66	Re-Roof Residential: Each additional 100 sf	20.00	each 100 sq ft		$9.65	7%	$9.00	-$11.00
67	Re-Roof Commercial: <5,000 sq ft	567.00			$434.88	0%	$434.00	-$133.00
68	Re-Roof Commercial: 5,001 - 10,000 sq ft	830.00			$615.88	0%	$615.00	-$215.00
69	Re-Roof Commercial: 10,001 - 20,000 sq ft	1,007.00			$796.87	0%	$796.00	-$211.00
70	Re-Roof Commercial: 20,001 - 50,000 sq ft	1,181.00			$1,038.19	0%	$1,038.00	-$143.00
71	Re-Roof Commercial: 50,001 - 100,000 sq ft	1,269.00			$1,279.52	0%	$1,279.00	$10.00
72	Re-Roof Commercial: >100,001 (each add't 10,000 sq ft)	177.00			$193.56	0%	$193.00	$16.00
73	Roof Structure Replacement	655.00	up to 100 sq ft		$411.79	0%	$411.00	-$244.00
74	Additional roof structure replacement	177.00	each 100 sq ft		$94.22	0%	$94.00	-$83.00
75	Room Addition - First Story: <300 sq ft	2,409.00	up to 300 sq ft		$1,030.01	0%	$1,030.00	-$1,379.00
76	Room Addition - First Story: <300 sq ft (with calcs)	2,673.00	up to 300 sq ft		$1,097.80	0%	$1,097.00	-$1,576.00
77	Room Addition - First Story: 300 + sq ft (with or without calcs)	177.00	each 100 sq ft		$275.22	4%	$275.00	$88.00
78	Sauna - steam	655.00	each		$472.12	0%	$472.00	-$183.00
79	Seismic Retrofit/Structural Strengthening Engineered	743.00	each		$532.45	0%	$532.00	-$211.00
80	Seismic Retrofit/Structural Strengthening Non-Engineered	743.00	each		$532.45	0%	$532.00	-$211.00
80	Seismic Retrofit/Structural Strengthening Planset A	743.00	each	Or designated using prescriptive measures in 2016 California Existing Building Code Appendix Chapter A3	$532.45	50%	$266.00	-$477.00
81	Siding	391.00	up to 400 sq ft		$253.89	0%	$253.00	-$138.00
82	Additional siding	87.00	each 400 sq ft		$90.50	1%	$90.00	$3.00
83	Sign: Structural	830.00	each		$532.45	0%	$532.00	-$298.00
84	Signs: Non-Structural	478.00	each		$351.46	0%	$351.00	-$127.00
85	Skylight: <10 sf	391.00	each		$321.29	0%	$321.00	-$70.00
86	Skylight: >10 sf or structural	567.00	each		$385.35	0%	$385.00	-$182.00
87	Solar Photovoltaic up to 10KW	351.00	each		$358.91	2%	$351.00	$0.00
88	Solar PV each10KW or fraction thereof over 10KW	177.00	each		$158.28	-12%	$177.00	$0.00
89	Spa or Hot Tub (Pre-fabricated)	391.00	each		$351.46	0%	$351.00	-$40.00
90	Storage Racks: 0-5' high (<100 lf)	478.00	first 100 lf		$351.46	0%	$351.00	-$127.00

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91	Storage Racks: 5-8' high (<100 lf)	742.00	first 100 lf		$411.79	0%	$411.00	-$331.00
92	Storage Racks: over 8' high (<100 lf)	1,007.00	first 100 lf		$506.01	0%	$506.00	-$501.00
93	Storage Racks: each additional 100 lf	132.00	each 100 lf		$124.39	0%	$124.00	-$8.00
94	Swimming Pool: Residential	830.00	each		$626.68	0%	$626.00	-$204.00
95	Swimming Pool: Commercial pool (<800 sf)	1,708.00	up to 800 sq ft		$1,339.12	0%	$1,339.00	-$369.00
96	Swimming Pool: Commercial pool (over 800 sf)	626.00	each 100 sq ft		$154.56	0%	$154.00	-$472.00
97	Structural or with stucco break-out	656.00	first opening	windows, sliding glass doors, solartubes	$532.45	0%	$532.00	-$124.00
98	Structural (Additional) when done at the same time as the first opening	132.00	each	windows, sliding glass doors, solartubes	$90.50	1%	$90.00	-$42.00
99	Non-Structural/Replacement or solar tubes	215.00	one window	windows, sliding glass doors, solartubes	$193.56	0%	$193.00	-$22.00
100	Non-Structural/Replacement or solar tubes	303.00	first 5 windows	windows, sliding glass doors, solartubes	$314.22	0%	$314.00	$11.00
101	Non-Structural Additional Windows or solar tubes	44.00	each add'l 5	windows, sliding glass doors, solartubes	$60.33	1%	$60.00	$16.00
102	Earthquake Mitigation Inspection - first hour	220.00	per hour		$253.89	0%	$253.00	$33.00
103	Earthquake Mitigation Inspection - add't hour	175.00	per hour		$120.66	1%	$120.00	-$55.00
104	Permit Renewal (within one year of expiration)	50% of original permit			NA	NA	50% of original permit	$0.00
105	Permit Renewal (after one year of expiration)	100% of original permit			NA	NA	100% of original permit	$0.00
106	Permit Re-Inspection Fee	175.00	hour (1/2 hour min)		$144.96	1%	$144.00	-$31.00
107	Revisions to Existing Permits - Minor	259.00	each		$208.47	0%	$208.00	-$51.00
108	Revisions to Existing Permits - Major	175.00	hour (3 hour min)		$208.47	0%	$208.00	$33.00
109	Misc Minor Repairs	393.00	each		$253.89	0%	$253.00	-$140.00
110	Misc Bathroom Repair (1 fixture maximum)	303.00	each		$253.89	0%	$253.00	-$50.00
111	Misc Roof Repair < 500 sq ft	303.00	each		$253.89	0%	$253.00	-$50.00
112	Fire Permit Handling Fee	127.00	each		$97.20	0%	$97.00	-$30.00
113	Research (first 1/2 hour)	215.00	first hour		$105.06	0%	$105.00	-$110.00
114	Each additional 1/2 hour (or portion thereof)	88.00	each subsequent 1/2 hour		$52.53	1%	$52.00	-$36.00
115	Supplemental Plan Check Fee	175.00	per hour		$184.17	0%	$184.00	$9.00
116	Supplemental Inspection Fee	175.00	per hour		$144.96	1%	$144.00	-$31.00
117	Emergency (Non-Scheduled) Call-Out Fee	702.00	4 Hours		$120.66	1%	$120.00	-$582.00
118	After Hours (Scheduled) Call-Out Fee	395.00	2 Hours		$144.96	1%	$144.00	-$251.00
119	Each additional hour	175.00	Hour		$120.66	1%	$120.00	-$55.00
120	FEMA Flood Zone Review	655.00	each		$479.62	0%	$479.00	-$176.00
121	Soils Review (City staff processing only)	101.00	each		$97.20	0%	$97.00	-$4.00
122	Soils Report Review Fee (consultant review)	2,000.00	each		$2,000.00	0%	$2,000.00	$0.00
123	Document Imaging	3.00	per page		$3.00	0%	$3.00	$0.00
124	Planning Plan Review (if needed)	20% of bldg permit fee	each	$180 min	Variable	100%	20% of bldg permit fee	$0.00
125	Public Works Plan Review (if needed)	20% of bldg permit fee	each	$221 min	Variable	100%	20% of bldg permit fee	$0.00
126	Public Works Engineering Site Inspection (if needed)	20% of bldg permit fee	each	$221 min	Variable	100%	20% of bldg permit fee	$0.00
127	Fire Department Plan Review (if needed)	20% of bldg permit fee	each	See Fire Fee Schedule	Variable	100%	20% of bldg permit fee	$0.00
128	Rental Housing Inspection: Single Family	249.00	dwelling unit		$241.32	0%	$241.00	-$8.00
129	Rental Housing Inspection: Multi-Family	208.00	first dwelling unit		$211.16	0%	$211.00	$3.00
130	Rental Housing Inspection: Multi-Family	125.00	each add'l unit		$120.66	1%	$120.00	-$5.00
131	Rental Housing Inspection: Re-Inspection Fee	38.00	each dwelling unit		$60.33	6%	$57.00	$19.00

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132	Real Estate Transfer Inspection and Certificate: Residential/Commercial	208.00	first hour		NA	NA	$208.00	$0.00
133	Real Estate Transfer Inspection and Certificate: Residential/Commercial	167.00	each add'l hour		NA	NA	$167.00	$0.00
134	SPA Specific Plan Maintenance Fee - Construction of new	200.00	per residential		NA	NA	$200.00	$0.00
135	SPA Specific Plan Maintenance Fee - Additions to existing	0.18	per sq ft of non-residential		NA	NA	$0.18	$0.00
136	Continuing Education Fee	New			NA	0%	$5.00	NA
137	Office Tenant Improvement - Minimum	New	first 500 sq ft		$1,718.85	1%	$1,710.00	NA
138	Office Tenant Improvement - Above 500 sq. ft.	New	per addn'l 100 sq ft		$150.40	0%	$150.00	NA
139	Retail Tenant Improvement - Minimum	New	first 500 sq ft		$1,854.43	0%	$1,850.00	NA
140	Retail Tenant Improvement - 501 sq.ft. to 25,000 sq.ft.	New	each addn'l 100 sq ft above 500		$109.39	0%	$109.00	NA
	Retail Tenant Improvement > 25,000 sq.ft.	New	each addn'l 100 sq ft above 25,000		$52.09	0%	$52.00	NA
141	Restaurant Tenant Improvement - Minimum	New	first 750 sq ft		$2,351.99	0%	$2,350.00	NA
142	Restaurant Tenant Improvement - Above 750 sq. ft.	New	per addn'l 100 sq ft		$191.95	1%	$190.00	NA
143	Accessory Dwelling Unit - Addition per 300 square feet	New	each 300 square feet	includes kitchen and bath	$1,358.92	0%	$1,358.00	NA
144	Accessory Dwelling Unit - conversion per 300 sq. ft.	New	each 300 square feet	includes kitchen and bath	$1,024.53	0%	$1,024.00	NA
145	Issue new certificate of occupancy	New			$250.59	0%	$250.00	NA
146	Accessory Structure/Storage shed - no MEP	New	up to 200 sq ft		$556.75	1%	$550.00	NA
147	Accessory Structure/Storage shed - no MEP >200 sq ft	New	each additional 100 sq ft		$51.86	4%	$50.00	NA
148	New or remodel commercial bathroom	New	each		$929.14	3%	$900.00	NA
149	New Residential or accessory building bathroom or kitchen	New	each		$673.14	0%	$673.00	NA

MECHANICAL PERMIT FEES

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Permit Issuance Fee (applies to all MP&E permits)	132.00	each permit		$97.20	0%	$97.00	-$35.00
2	Stand Alone Mechanical Plan Check	177.00	hour		$184.17	0%	$184.00	$7.00
3	Minimum Mechanical Permit for Miscellaneous Work	42.00	each		$60.33	1%	$60.00	$18.00
4	A/C (residential)	58.00	each		$90.50	1%	$90.00	$32.00
5	Furnaces (FAU, floor)	45.00	each		$124.39	0%	$124.00	$79.00
6	Heater (wall)	45.00	each		$154.56	0%	$154.00	$109.00
7	Appliance Vent/Chimney (only)	88.00	each		$60.33	1%	$60.00	-$28.00
8	Refrigeration Compressor	45.00	each		$90.50	1%	$90.00	$45.00
9	Boiler - < 2,000k BTU	30.00	< 2k		$124.39	0%	$124.00	$94.00
10	Boiler - greater than 2,000k BTU	45.00	> 2k		$214.89	0%	$214.00	$169.00
11	Chiller	45.00	each		$90.50	1%	$90.00	$45.00
12	Central Heating System - New	132.00	each		$214.89	0%	$214.00	$82.00
13	Fan Coil Unit	45.00	each		$60.33	1%	$60.00	$15.00
14	Heat Pump (package unit)	45.00	each		$90.50	1%	$90.00	$45.00
15	Heater (unit, radiant, etc)	58.00	each		$154.56	0%	$154.00	$96.00
16	Air Handler w/ducts to 10k CFM	45.00	< 10k		$60.33	1%	$60.00	$15.00
17	Air Handler w/ducts more than 10k CFM	45.00	> 10k		$60.33	1%	$60.00	$15.00
18	Duct Work only each outlet/register	45.00	each		$30.17	1%	$30.00	-$15.00
19	Evaporative Cooler	45.00	each		$60.33	1%	$60.00	$15.00
20	Make-up Air System	30.00	each		$90.50	1%	$90.00	$60.00
21	Moisture Exhaust Duct (clothes dryer)	30.00	each		$60.33	1%	$60.00	$30.00

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22	Variable Air Volume Box (including duct work)	88.00	each			$90.50	1%	$90.00	$2.00
23	Vent Fan (single duct)	45.00	each			$60.33	1%	$60.00	$15.00
24	Vent System	58.00	each			$90.50	1%	$90.00	$32.00
25	Exhaust Hood and Duct (residential)	45.00	each			$60.33	1%	$60.00	$15.00
26	Exhaust Hood - Type I (commercial grease hood)	58.00	each			$120.66	1%	$120.00	$62.00
27	Exhaust Hood - Type II (commercial steam hood)	58.00	each			$90.50	1%	$90.00	$32.00
28	Non-Residential Incinerator	264.00	each			$301.65	0%	$301.00	$37.00
29	Refrigerator Condenser Remote	177.00	each			$180.99	1%	$180.00	$3.00
30	Walk-in Box/Refrigerator Coil	88.00	each			$90.50	1%	$90.00	$2.00
31	Other Mechanical Inspections	177.00	hour			$120.66	1%	$120.00	-$57.00

PLUMBING / GAS PERMIT FEES

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Stand Alone Plumbing Plan Check	177.00	hour		$135.57	0%	$135.00	-$42.00
2	Minimum Plumbing Permit for Miscellaneous Work	37.00	each		$60.33	1%	$60.00	$23.00
3	Fixtures (each three)	58.00	each three		$90.50	1%	$90.00	$32.00
4	Gas System (one outlet)	81.00	one only		$90.50	1%	$90.00	$9.00
5	Gas System (first five outlets)	118.00	first five		$120.66	1%	$120.00	$2.00
6	Gas Outlets (each additional)	14.00	ea add'l		$19.31	2%	$19.00	$5.00
7	Building Sewer	45.00	each		$60.33	1%	$60.00	$15.00
8	Grease Trap	58.00	each		$90.50	1%	$90.00	$32.00
9	Ejector Pump	58.00	each		$90.50	1%	$90.00	$32.00
10	Backflow Preventer (first five)	74.00	first five		$90.50	1%	$90.00	$16.00
11	Backflow Preventer (>5)	14.00	ea add'l		$19.31	2%	$19.00	$5.00
12	Roof Drain - Rainwater System	45.00	each		$60.33	1%	$60.00	$15.00
13	Water Heater (first)	45.00	first		$60.33	1%	$60.00	$15.00
14	Water Pipe Repair/Replacement per dwelling unit	88.00	each		$120.66	1%	$120.00	$32.00
15	Water Service	58.00	each		$60.33	1%	$60.00	$2.00
16	Drain-Vent Repair/Alterations	45.00	each branch or main		$60.33	1%	$60.00	$15.00
17	Drinking Fountain	45.00	each		$60.33	1%	$60.00	$15.00
18	Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	213.00	each		NA	0%	$213.00	$0.00
19	Graywater Systems	177.00	per hour		$222.34	0%	$222.00	$45.00
20	Swimming Pool Piping and Gas	132.00	each		$180.99	1%	$180.00	$48.00
21	Medical Gas System (each outlet)	132.00	ea outlet		$180.99	1%	$180.00	$48.00
22	Sump Pump	45.00	each		$90.50	1%	$90.00	$45.00
23	Private Storm Drainage System (each Inlet)	37.00	each inlet		$60.33	1%	$60.00	$23.00
24	Other Plumbing and Gas Inspections	177.00	hour		$120.66	1%	$120.00	-$57.00

ELECTRICAL PERMIT FEES

#	Description	Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Stand Alone Electrical Plan Check	177.00	hour		$135.57	0%	$135.00	-$42.00
2	Minimum Electrical Permit for Miscellaneous Work	37.00	each		$60.33	1%	$60.00	$23.00
3	Single Phase Service (per 100 amps)	45.00	per 100A		$30.17	1%	$30.00	-$15.00
4	Three Phase Service (per 100 amps)	58.00	per 100A		$60.33	1%	$60.00	$2.00
5	15 or 20 amp circuits - first ten	88.00	first ten		$90.50	1%	$90.00	$2.00
6	15 or 20 amp circuits - each additional	14.00	ea add'l		$9.65	7%	$9.00	-$5.00
7	25 to 40 amp circuits	58.00	each		$60.33	1%	$60.00	$2.00

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8	50 to 175 amp circuits	58.00	each		$60.33	1%	$60.00	$2.00
9	200 amp and larger circuits	88.00	each		$60.33	1%	$60.00	-$28.00
10	Temporary Service	45.00	each		$60.33	1%	$60.00	$15.00
11	Temporary Pole	45.00	each		$60.33	1%	$60.00	$15.00
12	Light Poles Commercial - first	352.00	first		$309.11	0%	$309.00	-$43.00
13	Light Poles Commercial - additional	88.00	ea add'l		$60.33	1%	$60.00	-$28.00
14	Pre-Inspection/consultation	88.00	each		$90.50	1%	$90.00	$2.00
15	Swimming Pool/Spa	88.00	each		$120.66	1%	$120.00	$32.00
16	Solar Photovoltaic Repairs	85.00	each		$90.50	1%	$90.00	$5.00
17	Generator Installation - Residential	352.00	each		$343.00	0%	$343.00	-$9.00
18	Generator Installation - Commercial	528.00	each		$497.56	0%	$497.00	-$31.00
19	Electrical Outlets (receptable & light fixture)	88.00	first ten		$90.50	1%	$90.00	$2.00
20	Electrical Outlets (each additional)	14.00	ea add'l		$9.65	7%	$9.00	-$5.00
21	Other Electrical Inspections (per hour)	177.00	per hour		$120.66	1%	$120.00	-$57.00
22	Electrical Subpanel with subfeed	New	each		$60.33	1%	$60.00	NA

Building Permit Fees - Plan Check Only

Building Permit Fees - Valuation Based Fee Schedule - No Revenue Change - 64% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$31.85								
$501 - $3,000	$31.85	for first	$800	plus	$2.82	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$93.87	for first	$3,000	plus	$12.49	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$531.00	for first	$38,000	plus	$9.23	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$872.58	for first	$75,000	plus	$6.33	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$1,346.99	for first	$150,000	plus	$5.06	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$4,383.23	for first	$750,000	plus	$4.29	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$7,602.46	for first	$1,500,000	plus	$3.68	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$38,845.64	for first	$10,000,000	plus	$2.46	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$42.36								
$501 - $3,000	$42.36	for first	$800	plus	$3.75	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$124.83	for first	$3,000	plus	$16.61	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$706.15	for first	$38,000	plus	$12.28	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,160.39	for first	$75,000	plus	$8.41	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$1,791.28	for first	$150,000	plus	$6.73	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$5,828.98	for first	$750,000	plus	$5.71	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$10,110.03	for first	$1,500,000	plus	$4.89	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$51,658.32	for first	$10,000,000	plus	$2.46	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$49.84								
$501 - $3,000	$49.84	for first	$800	plus	$4.41	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$146.85	for first	$3,000	plus	$19.54	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$830.76	for first	$38,000	plus	$14.44	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,365.16	for first	$75,000	plus	$9.90	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$2,107.39	for first	$150,000	plus	$7.92	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$6,857.63	for first	$750,000	plus	$6.72	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$11,894.15	for first	$1,500,000	plus	$5.75	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$60,774.49	for first	$10,000,000	plus	$3.85	for each additional	$1,000	or fraction thereof	

Building Permit Fees - Inspection Only

Building Permit Fees - Valuation Based Fee Schedule - No Revenue Change - 64% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$49.01								
$501 - $3,000	$49.01	for first	$800	plus	$4.34	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$144.41	for first	$3,000	plus	$19.21	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$816.93	for first	$38,000	plus	$14.20	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,342.43	for first	$75,000	plus	$9.73	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$2,072.30	for first	$150,000	plus	$7.79	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$6,743.44	for first	$750,000	plus	$6.60	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$11,696.10	for first	$1,500,000	plus	$5.65	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$59,762.53	for first	$10,000,000	plus	$3.79	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$65.17								
$501 - $3,000	$65.17	for first	$800	plus	$5.77	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$192.04	for first	$3,000	plus	$25.55	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,086.38	for first	$38,000	plus	$18.89	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$1,785.21	for first	$75,000	plus	$12.94	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$2,755.81	for first	$150,000	plus	$10.35	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$8,967.66	for first	$750,000	plus	$8.78	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$15,553.89	for first	$1,500,000	plus	$7.52	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$79,474.34	for first	$10,000,000	plus	$3.79	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$76.67								
$501 - $3,000	$76.67	for first	$800	plus	$6.78	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$225.93	for first	$3,000	plus	$30.06	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,278.09	for first	$38,000	plus	$22.22	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$2,100.25	for first	$75,000	plus	$15.23	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$3,242.13	for first	$150,000	plus	$12.18	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$10,550.19	for first	$750,000	plus	$10.33	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$18,298.69	for first	$1,500,000	plus	$8.85	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$93,499.22	for first	$10,000,000	plus	$5.93	for each additional	$1,000	or fraction thereof	

Building Permit Fees - Combined Permit Fee

Building Permit Fees - Valuation Based Fee Schedule - No Revenue Change - 64% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$80.86								
$501 - $3,000	$80.86	for first	$800	plus	$7.16	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$238.28	for first	$3,000	plus	$31.70	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,347.93	for first	$38,000	plus	$23.43	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$2,215.01	for first	$75,000	plus	$16.06	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$3,419.29	for first	$150,000	plus	$12.85	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$11,126.67	for first	$750,000	plus	$10.90	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$19,298.56	for first	$1,500,000	plus	$9.33	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$98,608.17	for first	$10,000,000	plus	$6.25	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Suggested - 85% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$107.53								
$501 - $3,000	$107.53	for first	$800	plus	$9.52	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$316.87	for first	$3,000	plus	$42.16	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$1,792.53	for first	$38,000	plus	$31.16	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$2,945.60	for first	$75,000	plus	$21.35	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$4,547.09	for first	$150,000	plus	$17.08	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$14,796.64	for first	$750,000	plus	$14.49	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,001 - $10,000,000	$25,663.91	for first	$1,500,000	plus	$12.41	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$131,132.66	for first	$10,000,000	plus	$6.25	for each additional	$1,000	or fraction thereof	

Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery									
Valuation	**Fee**								
$1 - $800	$126.50								
$501 - $3,000	$126.50	for first	$800	plus	$11.19	for each additional	$100	or fraction thereof, to and including	$3,000
$3,001 - $38,000	$372.78	for first	$3,000	plus	$49.60	for each additional	$1,000	or fraction thereof, to and including	$38,000
$38,001 - $75,000	$2,108.86	for first	$38,000	plus	$36.66	for each additional	$1,000	or fraction thereof, to and including	$75,000
$75,001 - $150,000	$3,465.41	for first	$75,000	plus	$25.12	for each additional	$1,000	or fraction thereof, to and including	$150,000
$150,001 - $750,000	$5,349.52	for first	$150,000	plus	$20.10	for each additional	$1,000	or fraction thereof, to and including	$750,000
$750,001 - $1,500,000	$17,407.82	for first	$750,000	plus	$17.05	for each additional	$1,000	or fraction thereof, to and including	$1,500,000
$1,500,000 - $10,000,000	$30,192.84	for first	$1,500,000	plus	$14.60	for each additional	$1,000	or fraction thereof, to and including	$10,000,000
$10,000,001 - and up	$154,273.72	for first	$10,000,000	plus	$9.78	for each additional	$1,000	or fraction thereof	

Agenda Item No. 6
Attachment 3a

85% Cost Recovery

	Hana Gardens	Creekside South	Creekside North	Ohlone	Mayfair Market Rate	Mayfair Affordable	Big 5			New SFR
							Bldg 1	Bldg 2	Podium	
Square feet Parking	NA	37859	24445	29677	52054	NA			93718	
Square Feet R2 or R3	50881	92931	57986	67764	107273	47337	105460	79975		3500
Square Feet R2 w/ Type I	NA	NA	NA	NA	NA	NA			5655	
Square Feet B	NA	NA	NA	NA	NA	NA			3550	
Square Feet Retail Shell	3847	NA	NA	3189	8893	1678	NA			
Valuation Calculated	$8,629,877.00	$17,470,454.00	$10,964,243.00	$12,928,304.00	$24,107,526.00	$7,593,703.00	$18,139,120.00	$13,755,700.00	$10,726,340.00	$627,165.00
Building Permit Fees Paid or Calculated under current fee schedule	$85,703.00	$121,014.00	$108,941.00	$84,569.00	$182,016.00	$77,862.00	$130,469.00	$90,716.00	$84,352.00	$17,052.00
85% Table w/ Val Calculated(9 Tier)										
Base amount	$25,663.91	$131,132.66	$131,132.66	$131,132.66	$131,132.66	$25,663.91	$131,132.66	$131,132.66	$131,132.66	$4,279.62
Per $1000 valuation over base	$12.41	$6.25	$6.25	$6.25	$6.25	$11.68	$6.25	$6.25	$6.25	$16.08
Total permit w/ Plan Check fee	$114,147.21	$177,826.41	$137,163.91	$149,438.91	$219,307.66	$96,841.83	$182,007.66	$154,607.66	$135,676.41	$11,965.86
Difference from median	-$28,868.51	-$107,522.60	-$43,435.10	-$62,781.48	-$172,898.21	-$29,491.49	-$114,106.87	-$70,933.81	-$41,092.36	-$4,089.56
Neighbor Cities w/Calculated Value										
Emeryville - .008*val + .65*pmt fee + MEP	220,924.85	447,243.62	280,684.62	330,964.58	617,152.67	194,398.80	464,361.47	352,145.92	274,594.30	$16,055.42
Berkeley - 2.2/100 val + .95*pmt fee (no MEP)	370,288.02	749,548.78	470,432.32	554,690.54	1,034,279.17	325,836.16	778,234.55	590,185.83	460,226.29	$26,971.68
Richmond - BP + PC MEP incl.	262,138.31	527,355.62	332,169.29	391,091.12	726,467.78	231,053.09	547,415.60	415,913.00	325,032.20	$19,491.00
Walnut Creek BP+PC+MEP	132,153.24	257,199.88	165,171.97	192,952.87	351,078.78	117,496.94	266,657.91	204,656.08	161,806.92	$16,757.56
Oakland - BP+PC+MEP	143,015.72	285,349.01	180,599.01	212,220.39	392,205.87	126,333.32	296,114.53	225,541.47	176,768.77	14,172.06
San Leandro - BP, PC, MEP	81,413.88	155,352.93	100,937.58	117,364.20	210,862.74	72,747.73	160,945.38	124,284.21	98,947.86	$14,319.05
Albany - PC not incl. Done per hour	71,196.49	144,131.25	90,455.00	106,658.51	198,887.09	62,648.05	149,647.74	113,484.53	88,492.31	5,174.11

Mean	$183,018.64	$366,597.30	$231,492.83	$272,277.46	$504,419.16	$161,502.01	$380,482.46	$289,458.72	$226,552.66	$16,134.41
Median	$143,015.72	$285,349.01	$180,599.01	$212,220.39	$392,205.87	$126,333.32	$296,114.53	$225,541.47	$176,768.77	$16,055.42

* Plan check for Albany was factored at the lowest plan check pecentage of surrounding jurisdictions for comparison purposes since their fee schedule does not contain a plan review percentage.

100% Cost Recovery

Agenda Item No. 6
Attachment 3b

	Hana Gardens	Creekside South	Creekside North	Ohlone	Mayfair Market Rate	Mayfair Affordable	Big 5			New SFR
							Bldg 1	Bldg 2	Podium	
Square feet Parking	NA	37859	24445	29677	52054	NA			93718	
Square Feet R2 or R3	50881	92931	57986	67764	107273	47337	105460	79975		3500
Square Feet R2 w/ Type I	NA	NA	NA	NA	NA	NA			5655	
Square Feet B	NA	NA	NA	NA	NA	NA			3550	
Square Feet Retail Shell	3847	NA	NA	3189	8893	1678	NA			
Valuation Calculated	$8,629,877.00	$17,470,454.00	$10,964,243.00	$12,928,304.00	$24,107,526.00	$7,593,703.00	$18,139,120.00	$13,755,700.00	$10,726,340.00	$627,165.00
Building Permit Fees Paid or Calculated under current fee schedule	$85,703.00	$121,014.00	$108,941.00	$84,569.00	$182,016.00	$77,862.00	$130,469.00	$90,716.00	$84,352.00	$17,052.00
Full Cost Table w/ Val Calculated(9 Tier)										
Base amount	$30,192.84	$154,273.75	$154,273.75	$154,273.75	$154,273.75	$30,192.84	$154,273.75	$154,273.75	$154,273.75	$5,349.52
Per $1000 valuation over base	$14.60	$9.78	$9.78	$9.78	$9.78	$14.60	$9.78	$9.78	$9.78	$20.10
Total permit w/ Plan Check fee	$134,290.84	$227,340.13	$163,711.45	$182,919.37	$292,249.99	$119,165.24	$233,882.95	$191,007.43	$161,383.81	$14,957.32
Difference from median	-$8,724.88	-$58,008.88	-$16,887.56	-$29,301.02	-$99,955.88	-$7,168.08	-$62,231.58	-$34,534.04	-$15,384.96	-$1,098.10
Neighbor Cities w/Calculated Value										
Emeryville - .008*val + .65*pmt fee + MEP	$220,924.85	$447,243.62	$280,684.62	$330,964.58	$617,152.67	$194,398.80	$464,361.47	$352,145.92	$274,594.30	$16,055.42
Berkeley - 2.2/100 val + .95*pmt fee (no MEP)	$370,288.02	$749,548.78	$470,432.32	$554,690.54	$1,034,279.17	$325,836.16	$778,234.55	$590,185.83	$460,226.29	$26,971.68
Richmond - BP + PC MEP incl.	$262,138.31	$527,355.62	$332,169.29	$391,091.12	$726,467.78	$231,053.09	$547,415.60	$415,913.00	$325,032.20	$19,491.00
Walnut Creek BP+PC+MEP	$132,153.24	$257,199.88	$165,171.97	$192,952.87	$351,078.78	$117,496.94	$266,657.91	$204,656.08	$161,806.92	$16,757.56
Oakland - BP+PC+MEP	$143,015.72	$285,349.01	$180,599.01	$212,220.39	$392,205.87	$126,333.32	$296,114.53	$225,541.47	$176,768.77	$14,172.06
San Leandro - BP, PC, MEP	$81,413.88	$155,352.93	$100,937.58	$117,364.20	$210,862.74	$72,747.73	$160,945.38	$124,284.21	$98,947.86	$14,319.05
Albany - PC done per hour*	$71,196.49	$144,131.25	$90,455.00	$106,658.51	$198,887.09	$62,648.05	$149,647.74	$113,484.53	$88,492.31	$5,174.11
Mean	$183,018.64	$366,597.30	$231,492.83	$272,277.46	$504,419.16	$161,502.01	$380,482.46	$289,458.72	$226,552.66	$16,134.41
Median	$143,015.72	$285,349.01	$180,599.01	$212,220.39	$392,205.87	$126,333.32	$296,114.53	$225,541.47	$176,768.77	$16,055.42

* Plan check for Albany was factored at the lowest plan check pecentage of surrounding jurisdictions for comparison purposes since their fee schedule does not contain a plan review percentage.

City of El Cerrito Recreation Department
Proposed Fee Changes for Fiscal Year 2018-19

Attachment 4

IV. Recreation

Item/Description	Basis	FY 2017-18 Fees	FY 2018-19 Proposed Fees
Youth Programs			
2. Before/After School Childcare			
~~Resident, per child~~	~~per hour~~	~~$8~~	
~~Low/Moderate Income Fee (reduced price lunch), per child—Resident~~	~~per hour~~	~~$4.25~~	
~~Low/Moderate Income Rate (free lunch), per child—Resident~~	~~per hour~~	~~$3.25~~	
5 day schedule, AM Care (~1.5 hours/day)	per month (9 Total)	New	$248
5 day schedule, AM Transitional Kindergarten Care (~ 2 hours/day)	per month (9 Total)	New	$330
5 day schedule, PM Kindergarten Care (~ 2.75 hours/day)	per month (9 Total)	New	$167
5 day schedule, PM Kindergarten Continuous Care (~ 4.25 hours/day)	per month (9 Total)	New	$682
5 day schedule, PM Care (~ 3.33 hours/day)	per month (9 Total)	New	$560
4 day schedule, AM Care	per month (9 Total)	New	$218
4 day schedule, AM Transitional Kindergarten Care	per month (9 Total)	New	$290
4 day schedule, PM Kindergarten Care	per month (9 Total)	New	$147
4 day schedule, PM Kindergarten Continuous Care	per month (9 Total)	New	$600
4 day schedule, PM Care	per month (9 Total)	New	$493
3 day schedule, AM Care	per month (9 Total)	New	$92
3 day schedule, AM Transitional Kindergarten Care	per month (9 Total)	New	$122
3 day schedule, PM Kindergarten Care	per month (9 Total)	New	$62
3 day schedule, PM Kindergarten Continuous Care	per month (9 Total)	New	$245
3 day schedule, PM Care	per month (9 Total)	New	$202
2 day schedule, AM Care	per month (9 Total)	New	$66
2 day schedule, AM Transitional Kindergarten Care	per month (9 Total)	New	$88

IV. Recreation Department (continued)

Item/Description		Basis	FY 2017-18 Fees	FY 2018-19 Proposed Fees
	2 day schedule, PM Kindergarten Care	per month (9 Total)	New	$45
	2 day schedule, PM Kindergarten Continuous Care	per month (9 Total)	New	$177
	2 day schedule, PM Care	per month (9 Total)	New	$146
	1 day schedule, AM Care	per month (9 Total)	New	$33
	1 day schedule, AM Transitional Kindergarten Care	per month (9 Total)	New	$44
	1 day schedule, PM Kindergarten Care	per month (9 Total)	New	$22
	1 day schedule, PM Kindergarten Continuous Care	per month (9 Total)	New	$89
	1 day schedule, PM Care	per month (9 Total)	New	$73
	3. Preschool			
	~~Resident, per child~~	~~per hour~~	~~$8~~	
	~~Non-Resident, per child~~	~~per hour~~	~~$9~~	
	~~Low/Moderate Income (qualifies for Scholarship), per child—Resident~~	~~per hour~~	~~$5.75~~	
	~~Low/Moderate Income (qualifies for Scholarship), per child—Non-Resident~~	~~per hour~~	~~$6.50~~	
	5 day schedule, 3 hour program	per month	New	$507
	5 day schedule, 4 hour program	per month	New	$677
	4 day schedule, 3 hour program	per month	New	$426
	4 day schedule, 4 hour program	per month	New	$568
	3 day schedule, 3 hour program	per month	New	$335
	3 day schedule, 4 hour program	per month	New	$446
	2 day schedule, 3 hour program	per month	New	$233
	2 day schedule, 4 hour program	per month	New	$311
	1 day schedule, 3 hour program	per month	New	$117
	1 day schedule, 4 hour program	per month	New	$156
	4. Other Fees			
	~~Drop-in fee Surcharge, per child~~	~~percent~~	~~0.15~~	
	~~Drop-in fee, per child without regular schedule~~	~~per hour~~	~~11.50~~	
	Non Refundable Registration Fee	per registration	$70	$70
	Drop-in fee, under 3 hours program	per day/per program	New	$20

IV. Recreation Department (continued)

Item/Description		Basis	FY 2017-18 Fees	FY 2018-19 Proposed Fees
	Drop-in fee, over 3 hours program	per day/per program	New	$40
	Before/After School Program - Receives Reduced Lunch	discount	New	40%
	Before/After School Program - Receives Free Lunch	discount	New	60%
	Preschools - Non Resident Rate	surcharge	New	12.50%
	Preschools - Qualifies for City Scholarship	discount	New	30%
	Fees can be adjusted proportionally due to substantial changes in program hours at the discreation of the Recreation Director	program hours	New	

Presentation to the City of El Cerrito

Community Development Department Services Fees & Charge Study

March 6, 2018




WILLDAN

What are User Fees?

- User Fees fund programs and services that provide private benefit to individuals requesting them, with limited or no benefit to the community as a whole
- State Law requires that 1) individual use of the service must be voluntary, and 2) fees must reasonably relate to the services provided

What is a User Fee Study?

- Objective of a User Fee Study is to determine the "reasonable" full cost of providing services
- Each fee or service's cost is calculated individually
- Develop fully burdened hourly rates for personnel
  - Salary & Benefit cost divided by billable hours
  - Layer on direct and indirect overhead as applicable to the position's department and services provided
- Up to 100% of the full cost may be recovered
- The City may decide to set fees lower than full cost

Objectives of User Fee Study

- Develop a rational basis for setting fees
- Understand total costs of providing services
- Identify subsidy amounts, if applicable
- Identify appropriate fee adjustments that enhance fairness and equity
- Maintain consistency with local policy and objectives, and compliance with state law
- Develop updatable, comprehensive list of fees

Scope of the Study

- Review and calculate cost of providing services and related fees charged by the following departments and divisions:
  - Planning
  - Building
    - Building Permit Program

Data & City Staff Participation

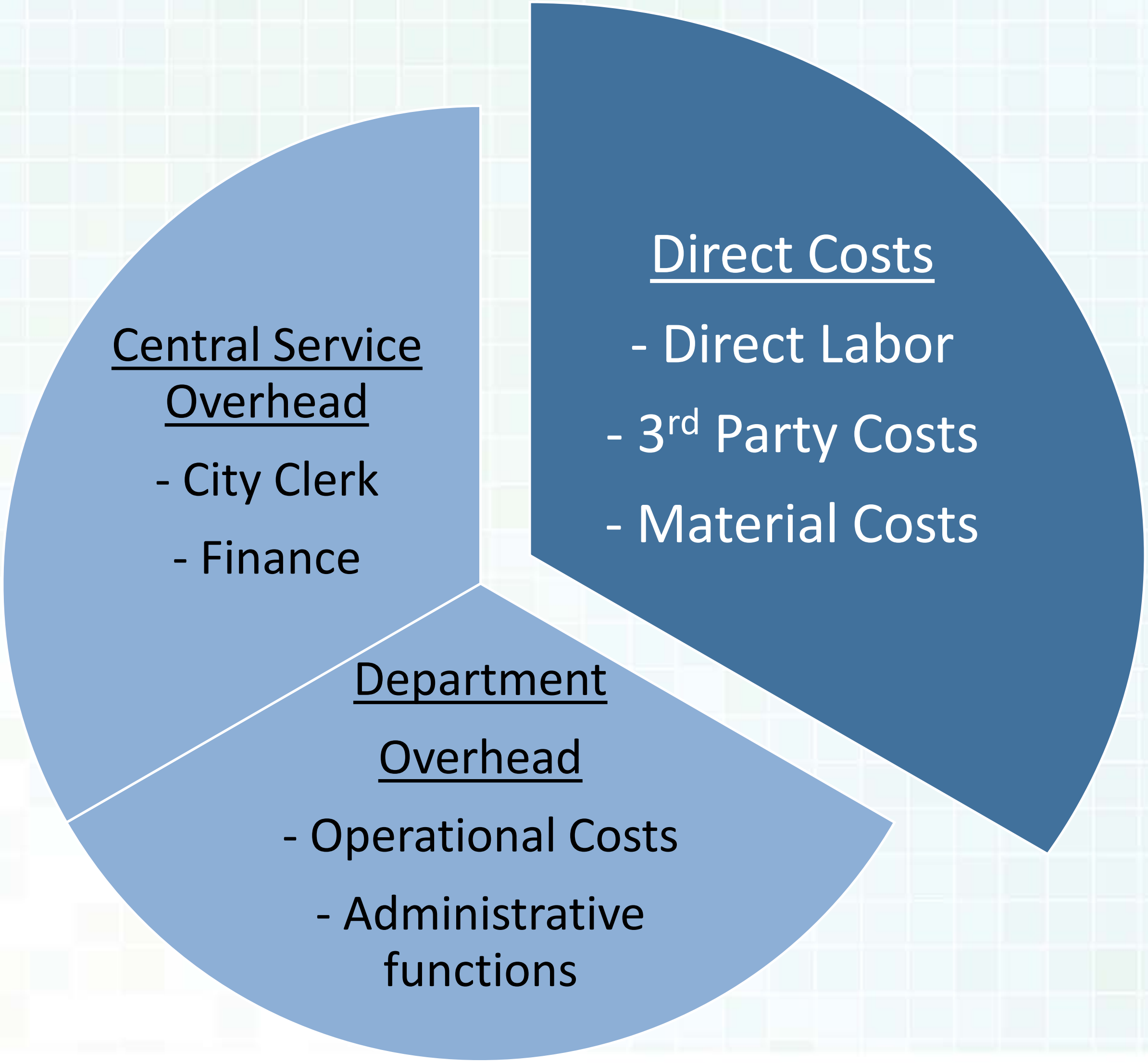
Willdan used the following to determine full cost of providing each service:

- Department budgets, Salary & Benefit information, other cost data
- Staffing Structures
- Central Service/Indirect Cost Allocation Plan
- Productive/billable hours
- Direct & Indirect work hours
- Time estimates to complete tasks
- Activity level and revenue for programs and services
- City/Department input, feedback and policies

Summary Steps of the Study

Data Analysis	Building Cost Layers	Set Fees
Department Interviews	Direct Services	Define the Full Cost of Services
Time Estimates	Indirect Services	Set Cost Recovery Policy
Labor Costs	Department Overhead	
Cost Allocation Plan	City-Wide Overhead	

Typical Fee Composition



WILLDAN

Fee Cost Composition Example

- Fully Burdened Hourly rates predominately used to calculate full cost for fees
- Important to keep in mind all processes, personnel, and indirect support involved to calculate full cost for services

Policy Considerations

- General standard: individuals or groups who receive private benefit from service should pay 100% of cost
- In certain situations, subsidization is an effective public policy tool:
  - Encourage participation
  - Ensure compliance when cost is prohibitive to residents
  - Allow access to services
- Recommended that City include an annual inflation factor which will allow City Council by resolution to annually adjust fees based on CPI or other factor

Questions

AGENDA BILL

Agenda Item No. 7

Date: March 6, 2018

To: El Cerrito City Council

From: Yvetteh Ortiz, Public Works Director/City Engineer

Subject: Alameda County Transportation Commission San Pablo Avenue Corridor Project Charter

ACTION REQUESTED

Adopt a resolution taking the following actions:

1. Authorize the City Manager to execute a Project Charter with the Alameda County Transportation Commission (ACTC), as the Sponsoring Agency, and the California Department of Transportation (Caltrans), Contra Costa Transportation Authority (CCTA), West Contra Costa Transportation Advisory Committee (WCCTAC), Alameda-Contra Costa Transit District (AC Transit), Bay Area Rapid Transit District (BART), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, and Oakland, (collectively the Partnering Agencies) for the San Pablo Avenue Corridor Project; and
2. Designate a City Council member to participate in a Policy Advisory Committee if necessary.

BACKGROUND

The Alameda County Transportation Commission (ACTC) has begun the San Pablo Avenue Corridor Project (Project) a multiagency effort to improve transit performance, implement complete streets, accommodate anticipated growth and address competing demands along this critical regional corridor. San Pablo Avenue carries tens of thousands of people every day connecting multiple communities to job and activity centers. The corridor carries local, rapid and express buses and overflow traffic during incidents on the I-80 freeway. The corridor also includes many high activity pedestrian areas and is included as a bicycle route in many local jurisdiction plans. Cities are concentrating growth along the corridor, with several higher-density, mixed use developments recently completed and numerous others under consideration.

The Project will identify a set of implementable near and long-term multimodal improvements to increase the corridor's ability to move people and goods, improve access to businesses, and serve residents, with a focus on benefits to the safety, reliability, comfort, and connectivity of the corridor's transit, bicycle, and pedestrian facilities. Potential improvements could include transit priority treatments, signal modernization, enhanced bus stops or stations, bus rapid transit, as well as, various pedestrian and bicycle improvements for improved connection to BART. The Project endeavors to build upon and reconcile past planning efforts, including El Cerrito's San Pablo Avenue Specific Plan adopted by the City Council in 2014 and a variety of plans and studies prepared by cities and other agencies along the corridor over more than a decade. ACTC and all partnering agencies understand that this will be a challenge given the competing goals and planned improvements expressed in the various plans which call for increasing mobility while also promoting economic development and enhancing a sense of place, safety and pedestrian activity.

The original Project area identified by ACTC was San Pablo Avenue from downtown Oakland to the Alameda County-Contra Costa County line, located at El Cerrito's southern city limit. CCTA and WCCTAC considered expansion of the study area as timely and a useful next step given that WCCTAC's recently completed West County High Capacity Transit Study identified bus rapid transit as a possible improvement in this corridor. As such, these agencies requested that ACTC expand the study area to cover AC Transit's service area into West Contra Costa County and committed to providing funding for this purpose. The Project area now encompasses San Pablo Avenue from the Hilltop Mall in Richmond to downtown Oakland and includes parallel routes and perpendicular connections within no more than a half mile for multimodal connectivity.

Phase 1 of the Project includes existing conditions review, concept identification, concept evaluation, and concept refinement. Phase 2 of the Project will include design development, which may include initiating the project through a formal Caltrans process, supporting environmental review, and more detailed design. Both phases will include outreach activities to ensure stakeholders in the corridor have input into the development of concepts. During Phase 1, the public agencies that have direct ownership, operations and maintenance obligations and liabilities within the corridor, will play a key role in assisting with the selection of the near-term and long-term concept alternatives that will be carried forward to Phase 2 of the Project.

Because multiple public agencies are responsible for ownership, operations and maintenance of the Project area, ACTC is asking each Participating Agency to approve a Project Charter to memorialize commitments to work cooperatively. CCTA and WCCTAC recently approved the Project Charter.

ANALYSIS

The Project Charter establishes each agency's responsibilities during the Project, commitment to support the decision-making structure identified in the Charter, and willingness to facilitate implementation of the near-term concepts that result from the San Pablo Avenue Corridor Project process. Key project responsibilities for Partnering Agencies, including El Cerrito, are as follows:

- Collaborating on developing and selecting project concepts;
- Actively participating in the Technical Advisory Committee (TAC), which has already held its initial meeting to review a draft existing conditions report;
- Designating an appropriate executive-level staff representative to participate in an Executive Leadership Team (ELT) and an elected official to participate in a Policy Advisory Committee (PAC), if necessary to facilitate decision making and resolution of issues; and

- Working to execute a Memorandum of Understanding, as appropriate, once near-term concepts are selected to further define agency responsibilities such as project delivery, funding, ownership, operations and maintenance.

In summary, the City is being asked to partner with several cities, transit agencies, and regional transportation agencies for planning and implementation of multimodal improvements in a coordinated approach along San Pablo Avenue within Alameda and Contra Costa Counties and committing staff resources for this purpose. City Staff recommends that the City Council authorize the City Manager to enter into the Project Charter to facilitate the Project. Additionally, the Project Charter requires the City to designate representatives at three levels: a staff person to participate in the TAC, a staff person to participate in the ELT, and an elected official to participate in the PAC. The City Manager will make the TAC and ELT staff appointments. We expect that the Public Works Director will serve on the TAC and City Manager will serve on the ELT. Staff will work to ensure consistency with City Council-adopted plans including but not limited to goals, strategies and projects outlined in the City's General Plan, Strategic Plan, San Pablo Avenue Specific Plan (including Complete Streets Plan) and Active Transportation Plan. City staff requests that City Council designate one City Council member to represent the City on the PAC.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Adoption of this resolution is consistent with the following El Cerrito Strategic Plan Goals:

- Goal A - *Deliver exemplary government services* by developing and strengthening relationships with public partners; and

- Goal F – *Foster environmental sustainability citywide* by encouraging alternative modes of transportation to the single occupancy vehicle.

ENVIRONMENTAL CONSIDERATIONS

The requested action does not constitute a "Project" under the California Environmental Quality Act (CEQA) Section 15378 and therefore is exempt from any further consideration under CEQA. Projects that may be identified as part of this effort will require project-specific environmental review. The Project itself will identify multimodal transportation improvements, which leads to reduced vehicle emissions helping the State and City achieve air quality and greenhouse gas emissions reductions goals.

FINANCIAL CONSIDERATIONS

The Project Charter does not create a financial obligation for the City. ACTC, WCCTAC and CCTA have separately entered into a funding agreement for Phase 1 of the Project.

Legal Considerations

The Project Charter does not commit the City to enter into any future contract. The City Attorney has reviewed the proposed actions and found that legal considerations have been addressed.

Reviewed by:

Scott Hanin
City Manager

Attachment:

1. Resolution
2. San Pablo Avenue Corridor Project Charter

Agenda Item No. 7
Attachment 1

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A PROJECT CHARTER WITH THE ALAMEDA COUNTY TRANSPORTATION COMMISSION, AS THE SPONSORING AGENCY, AND THE CALIFORNIA DEPARTMENT OF TRANSPORTATION, CONTRA COSTA TRANSPORTATION AUTHORITY, WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE, ALAMEDA-CONTRA COSTA TRANSIT DISTRICT, BAY AREA RAPID TRANSIT DISTRICT, AND THE CITIES OF RICHMOND, SAN PABLO, EL CERRITO, ALBANY, BERKELEY, AND OAKLAND, COLLECTIVELY THE PARTNERING AGENCIES, FOR THE SAN PABLO AVENUE CORRIDOR PROJECT; AND DESIGNATING A CITY COUNCIL MEMBER TO PARTICIPATE IN A POLICY ADVISORY COMMITTEE IF NECESSARY

WHEREAS, the Alameda County Transportation Commission (ACTC) has begun the San Pablo Avenue Corridor Project (Project) a multiagency effort to improve transit performance, implement complete streets, accommodate anticipated growth and address competing demands along this critical regional corridor; and

WHEREAS, the Project will identify a set of implementable near and long-term multimodal improvements to increase the corridor's ability to move people and goods, improve access to businesses, and serve residents, with a focus on benefits to the safety, reliability, comfort, and connectivity of the corridor's transit, bicycle, and pedestrian facilities; and

WHEREAS, the Project endeavors to build upon and reconcile past planning efforts, including El Cerrito's San Pablo Avenue Specific Plan adopted by the City Council in 2014 and a variety of plans and studies prepared by cities and other agencies along the corridor over more than a decade; and

WHEREAS, the Project area encompasses San Pablo Avenue from the Hilltop Mall in Richmond to downtown Oakland and includes parallel routes and perpendicular connections within no more than a half mile for multimodal connectivity; and

WHEREAS, ACTC is asking each Participating Agency to approve a Project Charter to memorialize commitments to work cooperatively because multiple public agencies are responsible for ownership, operations and maintenance of the Project area; and

WHEREAS, the Project Charter establishes each agency's responsibilities during the Project, commitment to support the decision-making structure identified in the Charter, and willingness to facilitate implementation of the near-term concepts that result from the San Pablo Avenue Corridor Project process; and

WHEREAS, the Project Charter requires that the City designate an appropriate elected official to represent the City and participate in a Policy Advisory Committee (PAC) if necessary to facilitate decision making and resolution of issues; and

WHEREAS, the Project Charter does not commit the City to payment of any funds or to enter into any future contract.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute a Project Charter with ACTC, as the Sponsoring Agency, and the California Department of Transportation (Caltrans), Contra Costa Transportation Authority (CCTA), West Contra Costa Transportation Advisory Committee (WCCTAC), Alameda-Contra Costa Transit District (AC Transit), Bay Area Rapid Transit District (BART), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, and Oakland, collectively the Partnering Agencies, for the San Pablo Avenue Corridor Project.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito that it hereby designates City Council member ________________ to represent the City and participate in a Policy Advisory Committee if necessary.

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

I CERTIFY that at a regular meeting on March 6, 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 March XX, 2018.

____
Cheryl Morse, City Clerk

APPROVED:

____
Gabriel Quinto, Mayor

Agenda Item No. 7
Attachment 2

PROJECT CHARTER: SAN PABLO AVENUE CORRIDOR PROJECT

Between

Alameda County Transportation Commission ("Alameda CTC") (the **"Sponsoring Agency"**)

And

California Department of Transportation ("Caltrans"), Contra Costa Transportation Authority ("CCTA") West Contra Costa Transportation Advisory Committee ("WCCTAC"), Alameda-Contra Costa Transit District ("AC Transit"), Bay Area Rapid Transit District ("BART"), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, Emeryville, and Oakland, (collectively the **"Partnering Agencies"**)

Project Background

The San Pablo Avenue Corridor Project ("Project") will identify a set of implementable near- and long-term multimodal improvements to increase the corridor's ability to move people and goods, improve access to businesses, and serve residents with a focus on benefits to the safety, reliability, comfort, and connectivity of the corridor's transit, bicycle, and pedestrian facilities. The Project will build upon past planning efforts to identify those improvements that are locally supported and regionally impactful.

The Project Corridor encompasses San Pablo Avenue from Hilltop Mall/Richmond Parkway in Richmond to downtown Oakland and includes parallel routes and perpendicular connections that provide multimodal connectivity. To ensure that the Project can identify, develop and implement near, medium, and long term projects, the Project Corridor will generally be limited to streets and pathways within ¼ to ½ mile on either side of San Pablo Avenue.

Phase 1 of the Project includes existing conditions review, concept identification, concept evaluation, and concept refinement. Phase 2 of the Project will include design development, which may include Caltrans Project Initiation Documents, supporting environmental analysis/review, and more detailed design. Both phases will include outreach activities to ensure stakeholders in the corridor have input into the development of concepts. During Phase 1, the Partnering Agencies, public agencies that have direct ownership, operations and maintenance obligations and liabilities within the corridor, will play a key role in assisting with the selection of the near-term and long-term concept alternatives that will be carried forward to Phase 2 of the Project.

Project Charter Purpose

This Project Charter establishes a mutual understanding between Alameda CTC (the "Sponsoring Agency") and California Department of Transportation ("Caltrans"), Contra Costa Transportation Authority ("CCTA"), West Contra Costa Transportation Advisory Committee ("WCCTAC"), Alameda-Contra Costa Transit District ("AC Transit"), Bay Area Rapid Transit District ("BART"), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, Emeryville, and Oakland (collectively the "Partnering Agencies"). The intent of this Project Charter is to memorialize the Sponsoring Agency and Partnering Agencies commitments to working cooperatively. Nothing in this agreement commits any agency to payment of agency funds or to enter into any contract. This agreement also creates no entitlement to damages or injunctive relief. WCCTAC, Alameda CTC, and the CCTA have entered into a separate agreement detailing the funding commitment and project management roles and responsibilities for Phase 1 of the Project.

Primary Project Sponsor

Alameda CTC

Sponsoring Agency Responsibilities

Alameda CTC will manage the Project (including management of the consultant contract, scope, budget, and schedule), will provide oversight and strategic guidance to the Project, and will review and approve Project deliverables.

Partnering Agency Expectations

- The Partnering Agencies are partners in the delivery of the Project and agree to work together to develop and select Project concepts.
- Each Partnering Agency will assign a staff contact person who will serve on a Technical Advisory Committee (TAC) and will be responsible for attending Project meetings. Five to six TAC meetings are anticipated for the duration of Phase 1. If a TAC member is unable to attend a scheduled TAC meeting, the member will notify the Alameda CTC project management team in a timely manner and find a substitute who is available on the meeting date.
- TAC members will work within their respective agencies (including all appropriate departments responsible for different development phases of the Project) to aid in the development of the Project. This includes, as necessary, facilitating inter-jurisdiction issue resolution about the Project and circulating documents and deliverables within their agencies for review and comment in a timely manner and per the Project schedule. TAC members will serve as the primary point of contact from their respective agency to the Project team and will provide a single, consolidated set of comments on documents and deliverables from their agency.
- TAC members will ensure provision of requested data and review of relevant documents by their agencies in a timely manner in order to maintain the Project schedule. Review timelines for particular documents and deliverables will be agreed on at TAC meetings. If Partnering Agencies do not provide comments on particular documents and deliverables within the timeframe agreed to at the TAC meeting, Alameda CTC may consider the document as deemed approved and proceed accordingly.
- TAC members are to keep their respective management and/or decision making bodies informed, as needed, about key Project issues that may require their future attention with the goal of aiding in the timely completion and implementation of the Project.
- Each Partnering Agency will designate an appropriate executive-level staff representative who may be called on to participate in an Executive Leadership Team (ELT) if necessary. Meetings of this body, or a subset of the ELT, will only be called as necessary to ensure high level buy-in and/or resolve conflicts if they arise.
- Each Partnering Agency will designate an appropriate elected official who can represent the agency and participate in a Policy Advisory Committee (PAC) if necessary. If an agency has a designated representative on the Alameda CTC Commission, that person will serve as the PAC representative for that agency for this Project. Meetings of this body will only be called as necessary to ensure high level buy-in and/or resolve conflicts if they arise.
- Each Partnering Agency will be committed to collaborating in Phase 1 to identify a long-term vision for the corridor, and a set of implementable, near-term improvements, and in Phase 2 to

facilitate advancing those near-term improvements through the project initiation process and through implementation.

- Alameda CTC will not fund Partnering Agency staff time spent reviewing documents or deliverables.
- Each Partnering Agency will use good faith and reasonable efforts to execute a Memorandum of Understanding (MOU) once a near-term concept is selected, defining responsibilities for project delivery, cost-sharing, asset ownership, and system operations and maintenance.

Project Decision-Making and Issue Resolution

Alameda CTC and Partnering Agencies will make many decisions that shape outcomes and determine the direction of the Project, ultimately leading to a set of final recommendations to present to Project stakeholders and for Partnering Agency adoption. Some decisions will be relatively simple and within the authority of assigned project management and technical staff. Other decisions may be more complex, requiring consensus among multiple internal or external stakeholders, and/or policy changes/ commitments of resources by Alameda CTC or Partner agencies.

The role of the TAC is to provide input to Alameda CTC to assist in the advancement of the Project. TAC input will be incorporated into key documents and Project concepts. The intent of the TAC is to provide input and resolve issues to advance project delivery. The preferred method for resolving any issues is within the normal structure of the TAC. If an issue cannot be resolved within the normal TAC meeting format due to an inability to reach agreement, additional meetings including TAC representatives may be arranged outside of the normal recurring TAC meeting time.

If an issue cannot be resolved within the TAC or among TAC members due to insufficient authority or inability to come to agreement, the issue will be elevated to the Executive Leadership Team (ELT), then the Policy Advisory Committee (PAC), and the full Alameda CTC Commission and/or Contra Costa Transportation Authority Board as appropriate, if necessary.

Baseline Milestone Schedule

The following is the baseline Project schedule. The schedule may be adjusted due to changing Project conditions and the TAC will be updated with any changes affecting deliverables and review times:

Milestone	Timeframe
Project Initiation	Summer 2017
Existing Conditions Review	Fall - Winter 2017
Establish Purpose and Need, Goals	Winter 2017/2018
Identify Corridor Concepts	Winter-Spring 2018
Concepts Evaluation and Selection	Spring - Summer 2018
Concept Refinement and Operating Strategies	Fall - Winter 2018
Final Report and Scoping of Design Development Phase	Winter 2018/2019

IN WITNESS THEREOF, the parties hereto have executed this Project Charter as of __________.

ALAMEDA COUNTY TRANSPORTATION COMMISSION ("ALAMEDA CTC")

By: ____

Name, Title Date

CALIFORNIA DEPARTMENT OF TRANSPORTATION ("CALTRANS")

By: ____

Name, Title Date

CONTRA COSTA TRANSPORTATION AUTHORITY ("CCTA")

By: ____

Name, Title Date

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE ("WCCTAC")

By: ____

Name, Title Date

CITY OF RICHMOND

By: ____

Name, Title Date

CITY OF SAN PABLO

By: ____

Name, Title Date

CITY OF EL CERRITO

By: ____
Name, Title Date

CITY OF ALBANY

By: ____
Name, Title Date

CITY OF BERKELEY

By: ____
Name, Title Date

CITY OF EMERYVILLE

By: ____
Name, Title Date

CITY OF OAKLAND

By: ____
Name, Title Date

ALAMEADA-CONTRA COSTA TRANSIT DISTRICT (“AC TRANSIT”)

By: ____
Name, Title Date

BAY AREA RAPID TRANSIT DISTRICT (“BART”)

By: ____
Name, Title Date