



AGENDA

REGULAR CITY COUNCIL MEETING
Tuesday, March 20, 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

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

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

2. COUNCIL / STAFF COMMUNICATIONS *(Reports of Closed Session, commission appointments and informational reports on matters of general interest which are announced by the City Council & 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(D)

A. Approval of Minutes

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

B. Amendment to City Classification Plan

Adopt a resolution amending the City's Classification Plan to authorize the reclassification of Administrative Clerk - Specialist to Management Assistant in the Community Development Department.

C. Authorize Annual Report for Landscape and Lighting Assessment District

Adopt a resolution directing NBS Local Government Solutions (NBS) to prepare and file the annual Landscape and Lighting Assessment District No. 1988–1 report for Fiscal Year 2018-19.

D. Annual Progress Report on the General Plan 2017

Receive and file the attached General Plan Annual Progress Report. *Exempt from CEQA.*

5. PRESENTATIONS

A. Proclamation Recognizing March as American Red Cross Month

Approve and present a proclamation declaring March 2018 as American Red Cross Month in the City of El Cerrito and encouraging all Americans to support this organization and its noble humanitarian mission.

B. El Cerrito Police Department Body Worn Camera Program

Staff will provide an overview of the deployment plans for body worn cameras for police department personnel.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

Fiscal Year 2017-18 Mid-Year Budget Update

Receive an update on city revenues and expenditures for the first six months of the fiscal year through December 31, 2017 and adopt a resolution authorizing amendment to the Fiscal Year 2017-18 budget and approving new spending limits.

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, April 3, 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.

EL CERRITO CITY COUNCIL

MINUTES

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

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

6:30 p.m.

CONVENE SPECIAL CITY COUNCIL MEETING

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

ORAL COMMUNICATIONS FROM THE PUBLIC – *No speakers.*

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.

Action: The City Council announced the following appointments:

Citizens Street Oversight Committee – Paul Allen appointed to a term concluding on March 1, 2022.

Design Review Board – John Thompson re-appointed to a term concluding on March 1, 2022 and Benjamin Chuaqui for a term concluding on March 1, 2022.

Human Relations Commission – Jessica Laird and Margo Parisi re-appointed to a term concluding on March 1, 2022.

Parks and Recreation Commission – Jun Sunseri appointed to term concluding on March 1, 2022.

Planning Commission – Greg Crump and Joy Navarrete appointed to a term concluding on March 1, 2022.

Contra Costa County Library Commission Alternate – John “Barry” Koops nominated for appointment with a term to be determined by the Contra Costa County Board of Supervisors and Contra Costa County Library Administration.

ADJOURNED SPECIAL CITY COUNCIL MEETING at 6:48 p.m.

ROLL CALL

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

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

Mayor Quinto convened the regular City Council at 7:03 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE was led by Mayor Gabriel Quinto.

2. COUNCIL / STAFF COMMUNICATIONS

Councilmember Lyman announced that he had represented the City at the Tom Bates Sports Fields new artificial turf installation. The fields are used more than any other recreational field on the west coast. It was a great pleasure to see the fields re-open with a concussion protection pad and cork infill. More than two hundred youths were using it on Saturday. Councilmember Lyman thanked the City Council for their continuous support of the project. The Tom Bates Sports Field Joint Powers Authority is achieving the vision it had eighteen years ago. Councilmember Lyman also announced that the Charter Committee is continuing to meet. On February 12 the Committee reviewed and discussed examples of city charters and on February 26 the Committee reviewed a draft charter prepared by the City Attorney. On March 10 another Charter Committee meeting will be held at City Hall to review the next version of the charter. Also, on March 10, the Environmental Quality Committee will present a free film screening of “Tomorrow” at City Hall, which showcases solutions to climate change around the world.

Mayor Pro Tem Pardue-Okimoto attended a California League of Cities webinar on the housing crises. There are several legislative bills that have been introduced to address housing issues including a push for more transit-oriented development and new development protocols that would encourage or allow more freedom for BART to do more things on its land. Mayor Pro Tem Pardue-Okimoto also attended the crab feed hosted by the El Cerrito Police Employees Association to raise money for the department’s canine program. She also attended the opening of Black Panther movie at the Cerrito Theater. Today she met with the *Save Alta Bates Task Force* who is planning another community forum that will be held in Contra Costa County. Canvassing to raise awareness of the hospital closure is scheduled to occur on April 11 and 12. If anyone is interested in participating they should contact Mayor Pro Tem Pardue-Okimoto by email.

Councilmember Abelson reported that she attended two city related crab feeds. She thanked all who worked on the Parks and Rec and Police Employees Association crab feeds. She thanked members of the public for raising much needed funds and scholarships for the David Hunter Memorial Scholarship Fund and the Police K-9 program. She also attended the Chamber of Commerce luncheon in which Mayor Quinto was the featured speaker.

Councilmember Fadelli attended the annual Police Officer Appreciation Night in Richmond and the Contra Costa Mayors Conference in Antioch. He announced that the El Cerrito Chamber of Commerce resides in a new location above Doherty's Truck Rental. Councilmember Fadelli also announced that *Playland Not at the Beach* is looking for a new location to house its relics and historical items.

Mayor Quinto reported that he attended a West County Forum with the mayors of Hercules and San Pablo and spoke to the forum on their plans for their perspective cities. On February 20, he spoke to the El Cerrito Chamber of Commerce about his plans for development in the coming year including affordable housing. A proclamation was presented to LimeBike from Fiona Ma's office. Mayor Quinto also received a resolution on February 21 from Senator Skinner and is grateful to be honored by her and the California legislature. Mayor Quinto also attended the West County Mayors Conference in Richmond with Richmond Mayor Tom Butt, and Hercules Mayor Chris Kelley. Those present received a presentation from a non-profit organization that focuses on climate change and rising waters. The organization is experimenting on ways to survive floods in North Richmond and new types of housing, roads, and plants that will be able to survive weather and climate change. On February 22, Mayor Quinto attended a ribbon cutting for a new dental office in El Cerrito Plaza and also attended the League of California Cities East Bay Division meeting where the group discussed housing measures that the League is supporting. On March 1, Mayor Quinto attended the Mayors Conference in Antioch with Mayor Pro Tem Pardue-Okimoto and Councilmember Fadelli. Today he met with Sakura Kai at Alvarado School. Mayor Quinto read a letter from the Sakura Kai Senior Center thanking him for his support of the Sakura Kai program. Sakura Kai has accepted the West Contra Costa Unified School District's offer for a new meeting space at Alvarado School.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Michael Fischer, El Cerrito Library Commission representative, spoke in support of Consent Calendar Item No. 4(I) and encouraged the City Council to approve the recommendation to send a letter. It affects the City because the extra funding that goes to the Institute will eventually go to the Contra Costa County Library system for its programs.

Al Miller, El Cerrito, announced that on April 4, the Library will be open on Wednesday for the first time since 1998. The First Wednesday Celebration will be a free party to celebrate extended service of library hours in El Cerrito. Mr. Miller invited all to attend the party at the Library from 4 p.m. to 6 p.m. on Wednesday, April 4 to celebrate a new era of library service. The business sponsor is East Bay Sanitary Service.

Dave Weinstein, President, El Cerrito Historical Society, reported on the 2017 achievements of the El Cerrito Historical Society. The Society was very busy in the City's Centennial year. In addition to hosting seventeen events, the Society started a speakers' bureau, coordinated a visit from descendants of the City's founding family, the Castros, and acquired the Chamber of Commerce archive. This year, the Society will offer at least six to eight programs. On March 15, a program about Native American Heritage will be offered in the community center. Other programs include tours, oral histories and movies on a YouTube channel, and more publications and research. The Society is looking to get more young people involved and is also looking for extra space to store more of its archives.

Howdy Goudey, El Cerrito, reminded all that it has been six months since the City passed its affordable housing strategy and noted that although work has been done, there are many priorities that were identified in the strategy that also need to be worked on.

Rabbi Bell, El Cerrito, stated that Rabbi Menachem Schneerson dedicated his life to the betterment of mankind. Education is not just about accumulating knowledge but also about building character with an emphasis of moral and ethical values. Rabbi Bell said that through the vision of Rabbi Schneerson, countless lives have been touched and inspired. It is crucial to teach our children to be kind and loving citizens. Rabbi Bell thanked the City Council for supporting the proclamation on Consent Calendar Item No. 4(G).

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

Moved, seconded (Abelson/Lyman) and carried unanimously to approve Consent Calendar Item Nos. 4(A), 4(B), 4(D) through 4(G) and 4(I) and 4(J) as indicated below. Item Nos. 4(C) and 4(H) were removed at the request of Councilmember Fadelli for the purpose of clarification.

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.

Action: Approved 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.

Action: Adopted Resolution No. 2018-08.

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.*

Action: Removed from the consent calendar at the request of Councilmember Fadelli for clarification. Moved, seconded (Fadelli/Pardue-Okimoto) and carried unanimously to adopt Resolution No. 2018-09.

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.

Action: Adopted Resolution No. 2018-10.

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.

Action: Approved proclamation.

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."

Action: Approved proclamation.

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.

Action: Approved proclamation.

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.

Action: Removed from the consent calendar at the request of Councilmember Fadelli. Moved, seconded (Fadelli/Pardue-Okimoto) and carried unanimously to adopt Resolution No. 2018-11 as amended to change the resolution title and some of the references regarding Senate Bill 5 to Proposition 68 as appropriate.

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.

Action: Approved recommendation.

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.

Action: Received and filed.

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.

Presenters: Rebecca Milliken, Vice-Chair, and Mark Miner, Chair, Environmental Quality Committee.

Action: Received presentation.

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

Action: Received presentation.

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.*

Presenters: Margaret Kavanaugh-Lynch, Development Services Manager and Tony Thrasher, Wildan Financial Services.

Mayor Quinto opened the public hearing.

Speakers: Howdy Goudey, El Cerrito, expressed concerns with the omission of data in Exhibit A, the accuracy of the fees, charges for electrical fees and stated that the ala carte menu is a mess and needs more attention. Mr. Goudey encouraged the City Council to look at deferring or waiving fees for affordable housing, stated that the fee schedule is not ready to be approved and that the proposed fees need a longer public review period.

Robin Mitchell, El Cerrito, expressed concerns about the increase in the proposed appeal fee. Ms. Mitchell stated that the fee impedes the democratic process and also noted that fees do not take into account or accommodate owner/builder projects.

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

Action: Moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to adopt Resolution No. 2018-12 as amended to revise Exhibit A to incorporate changes suggested by Councilmember Lyman, including changes to Table A2, specifically, valuation based building permit fees that are in Exhibit A will go into effect in sixty days will be 90% of full cost recovery rather than 85% and will be adjusted administratively as part of their implementation in the Master Fee Schedule and a revised Exhibit B (Recreation Department Fees) as provided to the Council at the dais with changes as recommended in an oral report by Recreation Director, Chris Jones. The appeal fee was also reduced to \$500. At Councilmember Lyman's request, information from the tables provided in the Wildan Financial Services fee study report shall also be included in Exhibit A to clarify the manner in which the fees will be charged.

Enacting clauses of the resolution are also modified to reflect that the resolution shall become effective immediately. Fees for Community Development services set forth in Exhibit A shall go into effect in sixty days after passage and adoption. The value-based fees for building services shall be 90% of the 100% value and then increase automatically on July 1, 2019 as set forth in the revised Exhibit A. Exhibit B as amended and orally revised by the Recreation Director shall go into effect immediately.

Moved, seconded (Lyman/Abelson) and carried unanimously to direct staff to return to the City Council, as part of the budget process, with proposals for revised building

department fees that subsidize fees to promote the policies the City Council has provided over the years and emphasized this evening.

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.*

Presenter: Yvetteh Ortiz, Public Works Director.

Action: 1) Moved, seconded (Lyman/Pardue-Okimoto) and carried unanimously to adopt Resolution No. 2018–13.

2) Moved, seconded (Fadelli/Lyman) and carried unanimously to designate Councilmember Abelson to serve on the policy advisory committee.

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 RecycleMore elected its new Chair, Ben Choi, Richmond and Vice Chair, Cecilia Valdez, San Pablo, in February. RecycleMore received correspondence from the State declaring that it is now fully in compliance with Assembly Bill 1826. On February 15, Councilmember Lyman attended a Marin Clean Energy (MCE) board meeting and reviewed the draft budget for the next fiscal year. The budget will probably be adopted this month. Councilmember Lyman reported that there was an item about streamlining Public Works on the February 15 MCE agenda that the City could potentially look into and consider adopting in the future.

Councilmember Pardue-Okimoto attended her first Urban Forest Committee meeting. The Committee received a presentation from PG&E regarding their efforts to deter fires in both urban and non-urban forestry areas. She also noted that Arbor Week is March 7-14.

Councilmember Abelson reported that in January the West Contra Costa Transportation Advisory Committee redid its assignments. In February the Contra Costa Transportation Authority also reorganized. Councilmember Abelson was appointed to the Planning Committee.

Councilmember Fadelli reported that the Human Relations Commission created a subcommittee to review the Martin Luther King Celebration and also discussed upcoming Loving Day plans. Councilmember Fadelli announced that the Rosie the Riveter Annual Benefit Dinner will be at the Berkeley County Club this year on April 7. More information can be located on Rosie the Riveter website.

Mayor Quinto reported that he attended an Economic Development Committee meeting and discussed plans for San Pablo Avenue.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 10:02 p.m.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 6 Proposed New User Fees for the Community Development Department and the Recreation Department

1. Revised Exhibit B to the proposed resolution – *Submitted by Chris Jones, Recreation Director and Cheryl Morse, City Clerk.*

Other:

2. El Cerrito Historical Society Accomplishments in 2017, Goals for 2018 – *Submitted by Dave Weinstein, President, El Cerrito Historical Society.*



AGENDA BILL

Agenda Item No. 4(B)

Date: March 20, 2018
To: El Cerrito City Council
From: Kristen Cunningham, Senior Human Resources Analyst
Melanie Mintz, Community Development Director
Subject: Amendment to the City Classification Plan

ACTION REQUESTED

Adopt a resolution amending the City's Classification Plan to authorize the reclassification of Administrative Clerk -Specialist to Management Assistant in the Community Development Department

BACKGROUND

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

ANALYSIS

Currently, staff has determined that the Administrative Clerk - Specialist in the Community Development Department is performing duties that are more appropriately placed at the Management Assistant classification level. The current Administrative Clerk - Specialist oversees program areas, such as file management and records retention for the Building, Planning and Affordable Housing program areas and communications in the form of Community Development eNews, coordination of workshops and the compilation of regular City Manager's reports. The incumbent has also assumed increased responsibility in serving as interim liaison to the Economic Development Committee, provides follow up and coordination on complex projects, monitors contracts and has helped develop and improve the City's Rental Inspection program. These duties have all been determined to be at the higher classification level of Management Assistant.

STRATEGIC PLAN CONSIDERATIONS

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

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

FINANCIAL CONSIDERATIONS

There will be no additional appropriations as the proposed changes to the classification plan will be absorbed within the current fiscal year's operating budget.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Resolution

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE CITY CLASSIFICATION PLAN TO IMPLEMENT THE RECLASSIFICATION OF ADMINISTRATIVE CLERK - SPECIALIST TO MANAGEMENT ASSISTANT.

WHEREAS, the City Council of the City of El Cerrito has an adopted Classification Plan for positions in the City's service; and

WHEREAS, the City's Personnel Rules and Regulations 2.6 allows for changes in classification if it is believed that a job being performed is inconsistent with the approved position classification; and

WHEREAS, staff has conducted a review of positions in the Community Development Department; and

WHEREAS, staff has proposed personnel changes that allow for the reclassification of Administrative Clerk – Specialist to Management Assistant to better reflect the duties being performed by the current position and the desired level of service to be provided; and

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to authorize implementation of the reclassification of Administrative Clerk - Specialist to Management Assistant in the Community Development Department.

I CERTIFY that at a regular meeting on March 20, 2018, the El Cerrito City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2018.

Cheryl Morse, City Clerk

APPROVED:

Gabriel Quinto, Mayor



AGENDA BILL

Agenda Item No. 4(C)

Date: March 20, 2018
To: El Cerrito City Council
From: Shannon Collins – Accounting Supervisor
Subject: Authorize Annual Report for Landscape and Lighting Assessment District for Fiscal Year 2018-19

ACTION REQUESTED

Adopt a resolution directing NBS Local Government Solutions (NBS) to prepare and file the annual Landscape and Lighting Assessment District No. 1988-1 report for fiscal year 2018-19.

BACKGROUND

In 1988, the City Council established Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972. This act requires the preparation and filing of an annual report of the assessment district activities.

In November 1996, the voters of El Cerrito approved by a two-thirds majority the continuation of the Landscape and Lighting Assessment. Since the voters approved the assessment prior to the passage of Proposition 218, this assessment is exempt from Proposition 218's additional voter requirements. Therefore, the City follows the same annual approval process as in previous years.

California Street and Highway Code §22622 requires the City Council to authorize by resolution the filing of the annual report of the Landscaping and Lighting Assessment District. The annual report includes the various components required to develop the tax roll related to the assessment district. The Council must adopt this report prior to the time that a decision is made about whether or not the assessment will continue in the next fiscal year.

It is expected that NBS, the designated Engineer of Work, will submit the annual report at the April 3, 2018 City Council meeting. At that meeting, the time and place of the public hearing regarding continuation of the assessment district will be set.

ANALYSIS

Without the adoption of the annual report and authorization of the assessment, the City would lose approximately \$773,000 in FY 2018-19 that would be used for landscaping and lighting purposes.

NBS was selected in February 2009 through a Request for Proposal process and the agreement was extended for NBS to continue to prepare and file the report this year. The cost to prepare and file the report is \$8,855 and is included in the budget for the Landscape and Lighting Assessment District fund.

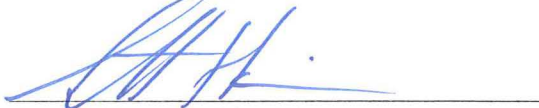
STRATEGIC PLAN

Approving the attached resolution will allow the City to ensure financial sustainability for the Landscape and Lighting Maintenance Program that will benefit all residents of the City.

FINANCIAL CONSIDERATION

In FY 2018-19 the budget adopted in June, 2017 recognizes Landscape and Lighting revenue of \$775,000 to pay for budgeted expenses in Fund 203. The assessment cost paid for \$254,601 of personnel costs, \$360,399 of non-personnel costs and \$160,000 for overhead in connection with administering the program. The remaining \$10,000 will go toward fund balance.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO DESIGNATING NBS LOCAL GOVERNMENT SOLUTIONS AS THE ENGINEER OF WORK FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1988-1 AND DIRECTING NBS TO PREPARE AND FILE THE ANNUAL REPORT FOR FISCAL YEAR 2018-19.

WHEREAS, the City of El Cerrito, by Resolution No. 88-53, dated June 6, 1988 adopted Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972; and

WHEREAS, said Landscape and Lighting Act requires the preparation and filing of an annual report defining the charges to the assessment district for Fiscal Year 2018-19; and

WHEREAS, California Street and Highways Code §22622 requires that the filing of the annual report be authorized by resolution of the City Council; and

WHEREAS, the cost to prepare and file the report is included in the budget for the Lighting and Assessment District fund.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby directs NBS Local Government Solutions, the firm designated by this Council as the Engineer of Work for Assessment District No. 1988-1, to file an annual report in accordance with the provisions of the Landscape and Lighting Act of 1972.

BE IT FURTHER RESOLVED this resolution is adopted pursuant to California Street and Highways Code §22622.

I CERTIFY that at the regular meeting on March 20, 2018, the El Cerrito City Council passed this resolution by the following vote:

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

Agenda Item No. 4(C)
Attachment 1

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 BILL

Agenda Item No. 4(D)

Date: March 20, 2018
To: El Cerrito City Council
From: Sean Moss, Senior Planner
Margaret Kavanaugh-Lynch, Development Services Manager
Subject: Annual Progress Report on the General Plan 2017

ACTION REQUESTED

Staff is requesting that the City Council receive and file the attached General Plan Annual Progress Report.

BACKGROUND

Government Code Section 65400(b) requires that an annual General Plan progress report be provided to the local legislative body, the Governor's Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). The purpose of the report is to discuss the City's progress in implementing the General Plan, meeting its share of regional housing needs, and removing governmental constraints to the maintenance, improvement and development of housing.

ANALYSIS

The attached report covers the period from January 1, 2017 to December 31, 2017. The report was forwarded to the Planning Commission on February 21, 2017. The Commission reviewed the reports and voted 7-0 to recommend that the report be submitted to the State. After the City Council's review, the report will be forwarded to the Governor's Office of Planning and Research and the State Department of Housing and Community Development.

STRATEGIC PLAN CONSIDERATIONS

The Strategic Plan establishes the vision and goals for El Cerrito which are consistent with the goals and policies of the General Plan. Each goal of the Strategic Plan is represented within the programs, policies, and efforts that have been identified in these reports.

ENVIRONMENTAL CONSIDERATIONS

Preparation and submission of these reports is not a project pursuant to the California Environmental Quality Act and is therefore not subject to environmental review. All required environmental review of projects identified in these reports will be conducted prior to commencing each project.

FINANCIAL CONSIDERATIONS

Any funds required for projects and efforts identified in these reports will be evaluated through the City's budget process as needed.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. 2017 Annual Progress Report on the General Plan, including Housing Element Implementation Tables A1, A2, A3, B and C.



Annual Progress Report on the General Plan 2017

April 2018

City of El Cerrito
Community Development Department
10890 San Pablo Avenue
El Cerrito, CA 94530

INTRODUCTION

As required by Government Code Section 65400 (b), every city must submit an annual progress report to their legislative body, the Governor's Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) on the implementation status of their General Plan. The annual report must also include discussion on the City's progress in providing its required share of affordable housing pursuant to Government Code Section 65584 and its efforts to remove governmental constraints for the maintenance, improvement and development of affordable housing per Section 65583.c(3) of the California Government Code.

This General Plan Annual Progress Report covers the period from January 1, 2017 to December 31, 2017.

The purpose for the Annual Progress Report is to assess how the General Plan is being implemented in accordance with adopted goals, policies and implementation measures; identify any necessary adjustments or modifications to the General Plan as a means to improve local implementation; provide a clear correlation between land use decisions that have been made during the 12-month reporting period and the goals, policies and implementation measures contained in the General Plan; and, to provide information regarding local agency progress in meeting its share of regional housing needs.

BACKGROUND

On August 30, 1999, the El Cerrito City Council adopted the City's current General Plan for implementation. The General Plan has nine elements contained within four separate chapters: Community Development and Design, Transportation and Circulation, Public Facilities and Services, Resources and Hazards. The General Plan contains the seven state-required elements which are land use, circulation, housing, conservation, open space, safety and noise. The State allows the combining of elements or the addition of new elements as long as the required seven elements are present in some fashion.

The General Plan is the City's vision for achieving more balanced residential, commercial, and civic uses within the city. The process of preparing the General Plan took place in 1998 and 1999 as the City embarked on a program to bring its 1975 General Plan up to date so that it could better meet future challenges. The process resulted in the following ten key principles designed to improve the quality of development and the long-term fiscal health of the City so that it can remain an attractive place to live and work:

1. No major changes in land-use patterns are expected to occur.
2. Emphasis will be on quality of development.
3. Incentives, if used, will have clear criteria and limits.
4. Emphasis will be on impacts of development, not on the type of development itself.
5. Increased residential development, where allowed, must be done with care in order to enhance neighborhoods.
6. New development in the San Pablo Avenue Corridor will be encouraged to take place in mixed-use activity centers that may extend up selected perpendicular streets in order to allow a more pedestrian friendly environment.

7. The preservation and enhancement of natural features – trees, creeks, natural open space areas – and historical features will be a high priority for the City.
8. The City should have distinct destination areas, including commercial areas, a civic center and community meeting places.
9. Development should contribute to the fiscal health of the City while minimizing adverse impacts.
10. Access should be improved by balancing automobile use with improved transit, bicycle, and pedestrian opportunities.

The General Plan sets forth the City's policies regarding the types and locations of future land uses and activities. It describes the desired character and quality of development as well as the process for how development should proceed.

While this General Plan can address many City issues, factors beyond El Cerrito's control have significant influence over its future land use and development patterns:

- Market forces play an important role in determining what types of uses are economically feasible and, therefore, built.
- Land use and transportation decisions in other cities and counties, and by state and regional agencies, affect El Cerrito.
- Our system of property rights places certain limitations on what cities can do in prescribing future land uses.
- California environmental law requires that we designate land uses in accordance with available infrastructure capacity (streets, sewer, water, natural resources, etc.).

Thus, in creating the current General Plan, El Cerrito went through a process that ascertained the community's values for future land uses and activities, and balanced these values with market factors, city revenues, environmental constraints, and private property rights.

The El Cerrito General Plan reflects the aspirations and values of El Cerrito's residents and their elected representatives. The City Council and Planning Commission use the Plan in considering land use and planning-related decisions. City staff uses the Plan on a day-to-day basis to administer and regulate land use and development activity. Citizens can use the Plan to understand the City's approach to regulating development, protecting resources, and upholding community values.

GENERAL PLAN ADOPTION AND AMENDMENTS

1. Adoption Dates of Mandatory General Plan Elements

General Plan Element	Latest Adoption
Land Use	1999
Circulation	1999
Housing	2015
Open Space	1999
Conservation	1999

Safety	1999
Noise	1999

2. List of General Plan Amendments

- The 2013 Growth Management Element Update.
- 2014 amendments to enable adoption of the San Pablo Avenue Specific Plan, including amendments to Chapter 2: Strategic Approach, Chapter 4: Community Development and Design, and Chapter 5: Transportation and Circulation and amendments to the General Plan land use map.
- The 2015-2023 Housing Element.

GENERAL PLAN UPDATES

Overall General Plan Update

Staff is generating a scope for a General Plan update to commence as soon as funding can be identified.

GENERAL PLAN IMPLEMENTATION

Chapter 4: Community Development and Design

Land Use

Goal LU1: A high-quality residential character within El Cerrito.

The City continued to implement the 2008 Zoning Ordinance which maintains residentially zoned areas in El Cerrito and promotes a high-quality of development. In 2017, the City issued 1,406 building permits and conducted 9,296 inspections. It also reviewed 183 planning entitlements.

Goal LU2: A land use pattern and mix of uses that contribute to the financial health and stability of the community.

The City continued to implement the San Pablo Avenue Specific Plan and processed several land use applications in the Specific Plan area that represented a range of land uses. This included fifteen Tier I applications that improved the façades, added signs and generally improved storefronts of many new and existing businesses. In addition, six new multifamily development projects were submitted to the City for a total of 604 new dwelling units. Under the San Pablo Avenue Specific Plan, these are called Tier II and Tier IV Design Review Projects. Three of these projects are proposed to be located on what are now vacant lots and/or closed businesses.

Goal LU3: A development pattern that enhances a strong sense of community.

Implementation of the San Pablo Avenue Specific plan continued to move forward. The Planning Commission and Design Review Board approved the Mayfair project near the El Cerrito del Norte BART Station. Development of this property is expected to add activity near this important transit hub, creating a vibrant urban fabric and fostering a sense of

community. Three other condominium projects were also approved along San Pablo Avenue, which will enhance the sense of place along San Pablo Avenue and add activity to the City's major corridor. These projects will add publicly accessible open space along San Pablo Avenue or pay a fee to allow for the development of new open space and enhancement of existing open spaces. These open spaces will serve as important amenities for the community.

Goal LU4: A safe, attractive, and interesting community

The City continued to implement community policing to promote public safety.

The City's building projects, both large and small were subject to a vigorous review and inspection process.

The City's Arts and Culture Commission continued to promote efforts to support public art in the community.

Goal LU5: A land use pattern and types of development that support alternatives for the movement of people, goods, and ideas.

The City continued implementation of San Pablo Avenue Specific Plan including identifying sources of funding for the Complete Streets component of the Plan which addresses the safety and usability of streets in the plan area.

Goal LU6: Development patterns that promote energy efficiency, conservation of natural resources, and use of renewable rather than nonrenewable resources.

The City continued to implement the Zoning Ordinance, updated in 2008 and the San Pablo Avenue Specific Plan, adopted in 2014. The Specific Plan puts a focus on more intense development within the Plan area and specifically near the City's two BART stations. By focusing development near existing public transportation infrastructure, the San Pablo Avenue Specific Plan aims to achieve mode shift, reduce dependence on automobile trips and increasing public transportation, bicycle and pedestrian trips.

The City continued to implement the Climate Action Plan which identifies energy efficiency and efficient development patterns as methods to achieve the City's greenhouse gas reduction targets.

The City continued to implement the California Green Building Standards Code, which encourages energy efficiency and use of renewable resources. The City also began implementation of the new energy standards in the 2016 Code beginning January 1, 2017.

Community Design

Goal CD1: A city organized and designed with an overall attractive, positive image and "sense of place."

The City continued to implement the San Pablo Avenue Specific Plan which promotes high-quality development along San Pablo Avenue in order to promote vibrant public spaces and enhance the sense of place. The Specific Plan also requires the provision of

(or a fee, in lieu) publicly accessible open space in larger projects. Development of new open spaces along San Pablo Avenue will further enhance the attractiveness and sense of place along the City's primary mixed use corridor.

Goal CD2: A city with attractive, safe, and functional streets, parking areas, and pedestrian walkways.

In 2017, the City continued to implement the El Cerrito Active Transportation Plan. The plan provides a blueprint for continuing the City's investment in improving safety and providing facilities and infrastructure for bicyclists and pedestrians, based on the changing demands and standards as well as the current goals of the City.

The City continued to implement the Urban Greening Plan in 2017. The Plan aims to identify needs, opportunities and strategies for creating a greener, more environmentally sustainable and livable City by enhancing El Cerrito's public places and open spaces.

Goal CD3: A city with attractive landscaping of public and private properties, open space, and public gathering spaces.

The Design Review Board continued to review new landscaping plans on private properties.

The City continued to implement the Urban Greening Plan in 2017. The Plan aims to identify needs, opportunities and strategies for creating a greener, more environmentally sustainable and livable City by enhancing El Cerrito's public places and open spaces.

Goal CD4: Well designed buildings that are compatible with their surroundings.

The City continued to implement the Design Review process pursuant to the Zoning Ordinance and the San Pablo Avenue Specific Plan to ensure that new development is well-designed.

Goal CD5: A design process that achieves design objectives while being efficient and allowing for flexibility.

The City continued to utilize the design review process to achieve the General Plan goals above. Design review in the City of El Cerrito is intended to encourage high-quality design, well-crafted and maintained buildings and landscaping, the use of higher-quality building materials, and attention to the design and execution of building details and amenities in both public and private projects.

Goal CD6: An urban form that sustains a vital commercial community to meet the diverse needs of the local and regional population.

The City continued to implement the San Pablo Avenue Specific Plan. It encourages mixed use development including commercial uses in addition to intensified residential uses along San Pablo Avenue. The plan strives to create a range of residential unit types which will provide diverse housing types along the Avenue. The new residents of these units will help support successful commercial businesses along San Pablo Avenue.

Housing – see attachment for Housing Element annual report

Growth Management

Goal GM1: A coordinated regional and sub-regional planning system that provides better service and less congestion for residents of El Cerrito

The City continued to participate in the I-80 Integrated Corridor Mobility Project, a multi-agency effort to ease congestion on Interstate 80 and also improve traffic flow on San Pablo Avenue. This project is an effort of CalTrans in cooperation with ten municipalities, two transit agencies and four regional agencies. City staff also serves on the WCCTAC Technical Advisory Committee and CCTA Technical Coordinating Committee to address subregional and regional transportation issues.

The City also continued to actively participate in various regional efforts to study and identify transit enhancements in the region including the AC Transit Major Corridors Study and West Contra Costa Transportation Advisory Committee (WCCTAC) High-Capacity Transit Study.

The City also participated in the San Pablo Avenue Corridor Study, a regional effort among agencies in Alameda and Contra Costa Counties to identify multi-modal improvements to facilitate movement of people and goods in the San Pablo Avenue corridor.

Goal GM2: Compliance with applicable level of service standards.

The City, through the CEQA review process, continued to ensure that new development meets the level of service standards in the General Plan and San Pablo Avenue Specific Plan.

The City continued to implement the San Pablo Avenue Specific Plan. The Plan adopted new service standards for streets within the plan area. These service standards are in greater compliance with the City's complete streets goals.

Goal GM3: Timely review of projects that are heavy traffic generators.

All development projects processed by the City are evaluated against and comply with applicable service standards. All applications regardless of traffic generation are processed in a timely fashion.

Goal GM4: Effective community-wide programs to reduce traffic impacts of new projects.

The City continued to implement the San Pablo Avenue Specific Plan that moved towards Multi-Modal Level of Service (MMLOS). This allows the quantification and analysis of all modes of transportation and creates opportunities to maximize mode shift for transit, bicycles and pedestrians.

Goal GM5: An effective system of providing urban services.

The City continued to offer a high-level of services to residents and the City continued to work with other agencies (such as the Stege Sanitary District) to ensure that services are provided effectively.

Chapter 5: Transportation and Circulation

Goal T1: A transportation system that allows safe and efficient travel by a variety of modes and promotes the use of alternatives to the single-occupant vehicle.

In 2017, the City continued implementation of the El Cerrito Active Transportation Plan. The Plan provides a blueprint for continuing the City's investment in improving safety and providing facilities and infrastructure for bicyclists and pedestrians, based on the changing demands and standards as well as the current goals of the City.

The City continued work on a project to implement safe routes to school improvements for near Korematsu Middle School. The City also applied for Transportation Development Act, Article 3 funding to implement crosswalk improvements at Carlson Boulevard and San Diego Street.

The City installed trial traffic calming devices on Richmond Street, Seaview Drive, and Navellier Street.

Construction was completed on pedestrian and bicycle safety improvements and signal improvements at the intersection of Elm Street, Key Boulevard, and Hill street.

Construction began on the Ohlone Greenway/Richmond Greenway Gap Closure Project in coordination with the City of Richmond. The project will connect two important multi-use trails.

Design began for the Ohlone Greenway Wayfinding Pedestrian & Bicycle Wayfinding & Amenities Project which will add wayfinding signage and amenities such as benches along the Ohlone Greenway, enhancing the corridor's function a multi-use trail which runs the length of El Cerrito.

The City awarded a contract for the Ohlone Greenway BART Station Area Access, Safety and Placemaking Improvements project, which will improve bicycle and pedestrian routes leading to transit, commercial nodes and housing, and increase safety and accessibility for BART riders and Greenway users.

In May 2017, the City sponsored an "Energizer Station" as part of Bike to Work Day, a regional effort to increase bicycling.

Goal T2: A land use pattern that encourages walking, bicycling, and public transit use.

The City continued to implement the San Pablo Avenue Specific Plan which includes a Complete Streets Plan. It serves to implement contemporary land use planning strategies along transit-corridors. Those strategies include increased heights, lower parking minimums, a flexible approach to mixed-use development, and complete streets guidelines to accommodate all modes of transportation on San Pablo Avenue specifically prioritizing pedestrians and public transit along this corridor.

Goal T3: A transportation system that maintains and improves the livability of the City.

The City continued to implement the San Pablo Avenue Specific Plan which includes a Complete Streets Plan. The Complete Streets Plan includes facilities along San Pablo Avenue that will enhance the usability for pedestrians, transit riders and bicyclists. In 2017, the City approved four projects along San Pablo Avenue which will be required to pay for a fair share of the improvements planned in the Complete Streets Plan.

The City continued to implement the Urban Greening Plan, which identifies strategies for creating a greener, more environmentally sustainable and livable city. Key objectives and strategies include Greener Gateways to reinforce community identity and sense of place that improve and highlight natural elements and Green Streets to continue to invest in making the public right-of-way more sustainable by reducing impervious surfaces, accommodating additional modes of transportation, adding landscaping and creating streets that are safe, comfortable and attractive for everyone.

Goal T4: A minimum amount of land used for parking and minimal parking intrusion in neighborhoods.

The City continued to implement the San Pablo Avenue Specific Plan. The Plan adopted new parking standards for both commercial and residential development. It generally reduced parking requirements within the plan area, while ensuring that adequate parking is provided. Further reductions of parking require preparation of a parking study and may require enhanced transportation demand management. The City continues to require parking studies for projects that seek additional parking reductions.

Additionally, in 2017, the City Council adopted revised development standards for Accessory Dwelling Units (ADUs) which do not require off-street parking for ADUs. These standards allow for the development of additional housing units without requiring further land in residential areas be used for parking.

Chapter 6: Public Facilities and Services

Parks, Recreations and Open Space

Goal PR1: Adequate, diverse, and accessible recreational opportunities for all residents – including children, youth, seniors, and others with special needs – in parks, school yards, and open space.

The City raised funds for the City's David Hunter Memorial Scholarship Fund which helps families pay for classes and services for their children through the Recreation Department which they would otherwise not be able to afford.

The City continued to sponsor the popular worldOne 4th of July Festival at Cerrito Vista Park. The event features programs and activities for diverse audiences.

The City also continued to sponsor various community film events at the Rialto Cinemas Cerrito Theatre and City Hall over the course of 2017.

The City continues to offer a range of programs for seniors at the Senior Center as well as a range of programs for youth at various City facilities. A new initiative at the Senior Center involves training high school student volunteers to work one-on-one with seniors to help them learn to use their smart phones, computers, and other technology devices. The Senior Center also held the first Senior Information Day event to bring together several organizations who offer services to older adults.

Goal PR2: High quality open space protected for the benefit of present and future generations, reflecting a variety of important values: ecological, educational, aesthetic, economic and recreational. These values are interwoven throughout the community in numerous ways so that the preservation of open space is very important to the well being of the City.

The City continued design efforts and public outreach for the rehabilitation of Centennial Park (formerly Fairmont Park), which will make much need improvements to the park, improving the park's usability for both active and passive recreation.

The City continued to implement the Urban Greening Plan. The Hillside Natural Area Pilot Project was identified in the Urban Greening Plan and included acquiring the 8-acre Madera property that became part of the HNA open space in 2015, as well as, improving vegetation management and trail rehabilitation & development throughout.

As described in the Urban Greening Plan, the project provides multiple opportunities to increase service levels including "Connectivity" to improve trail connections between natural areas, schools and other community assets using best practice trail building techniques; "Park Expansion Integration" by integrating the recently-purchased Madera property, investigating opportunities to acquire additional property, and exploring other opportunities for access, recreation and/or conservation easements on adjacent properties; "Natural Amenities" by celebrating and preserving creek corridors, diverse plant and animal communities, forests, and grasslands; "Green Gateways/Trailheads" by creating more welcoming park gateways and trailheads; and "Active Recreation" by enhancing opportunities for active recreation through construction of bicycle trails, parks and other amenities.

The City continued to implement the San Pablo Avenue Specific Plan which requires that new projects greater than 25,000 square feet either provide public open space or contribute funds toward the creation or enhancement of open space. In 2017, the City approved several projects which both will provide new public open spaces and contribute funds toward the creation and enhancement of open space.

Goal PR3: Public access to open space areas while protecting important habitats.

The City completed a project which improved access to the Hillside Natural Area by adding trail entry stairs at one location. The City continued design on wayfinding signage for trails within the Hillside Natural Area. The overall goal of the project is to continue to enhance the City's largest open space, which is 102.5 acres in size and a home to small creeks, grasslands and forests. The Hillside Natural Area provides a very large active recreation space for hikers, bikers, and dog walkers who have easy access through several neighborhood entry points and enjoy the quiet oak groves, open fields, and expansive

views of the San Francisco Bay. The project will increase visibility, access, and use of the city's existing network of trails, pathways, and stairs within the open space and improve connectivity between identified citywide bicycle and pedestrian routes, key community destinations, and existing trails.

Non-Recreational Facilities

Goal CF1: Safe and adequate community facilities that allow the City to offer better services and inspire a sense of community pride.

The City continued to enhance operations at the new Recycling and Environmental Resources Center which was completed in 2012.

The City continued to serve the community from the City Hall facility which was completed in 2009.

Public Services and Infrastructure

Goal PS1: An adequate, comprehensive, coordinated law enforcement system consistent with the needs of the community.

The City continued its deployment of both patrol and specialty police units to address crime trends. These units coordinated their efforts internally, by sharing and collaborating on projects and investigations, and externally, with residents and community groups, to continue to meet the safety needs of the community.

Goal PS2: A community that has minimized the risks to lives and property due to fire hazards.

The City minimized fire hazards by continuing to implement its comprehensive fire hazard reduction program that focuses upon reducing fire hazards in four areas: (1) on City property, (2) on property owned by other agencies (3) large landowners, and (4) on residential property.

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

This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally, 100% of the property owners would do so. We anticipate that a small number of owners are content to have the City do the work and place the costs on their tax bill.

Over the past twenty years, the City's annual fire hazard abatement program has been very successful in reducing fire hazards throughout the hill neighborhoods.

Goal PS3: Safe and adequate public infrastructure to serve El Cerrito's residents, now and in the future.

The City continued implementation of the Street Paving Project funded by Measure A. Additionally, implementation of the Complete Streets component of the San Pablo Avenue Specific Plan and implementation of the Active Transportation Plan will enhance pedestrian and bicycle safety throughout the City and provide infrastructure which accommodate all modes of transportation. Implementation of these plans will occur as new development occurs and as funds are available.

Goal PS4: An adequate storm drainage system to serve existing and future planned development

In March 1993, the voters of the City of El Cerrito approved the issuance of \$6.3 million in revenue bonds for the reconstruction of the City's storm drain system. In June 1993, the City Council adopted Ordinance 93-4, providing for the imposition and collection of Storm Drain Fees to pay the debt service on the revenue bonds. Ordinance 93-4 set the Storm Drain Fee and provided that the fees are collected through the property tax based on amounts specified in an annual Engineer's report. This Engineer's report contains the description of each parcel of real property receiving storm drain services and the amount of the annual fee for each parcel.

The City continued its collaboration with the SF Estuary Partnership to complete design of the San Pablo Avenue Green Stormwater Spine Project. The demonstration Project will retrofit portions of the public right-of-way to install green infrastructure at select sites along San Pablo Avenue within El Cerrito, as well as, Oakland, Emeryville, Berkeley, Albany, Richmond, and San Pablo. Green infrastructure is a landscape-based stormwater treatment approach that uses natural processes to infiltrate, retain, re-use, and filter stormwater runoff to reduce the amount of pollutants that reach local waterways and ultimately the San Francisco Bay.

The City actively participated in the Contra Costa Clean Water Program to begin implementing the new National Pollution Discharge Elimination System (NPDES), Municipal Regional Permit Order No. R2-2015-0049 (MRP 2.0) which became effective January 1, 2016. This included taking specific stormwater management actions to control trash litter, 303(d) listed pollutants, other pollutants of concern (POCs), and Total Maximum Daily Load (TMDL) limits. In compliance with the MRP, the City developed a framework for a Green Infrastructure Plan. The Green Infrastructure Plan is anticipated to be adopted in 2018.

The City awarded a contract for and began development of an update to the City's Storm Drain Master Plan, which was last updated in 1999. The scope considers the green infrastructure requirements.

Goal PS5: A system that minimizes the City's generation and disposal of solid waste materials by providing an adequate and integrated waste management program and related facilities to serve existing and future planned development.

In 2012, the City completed construction of the Recycling and Environmental Resource Center. In addition to the City's continued curb-side pickup program, the Recycling and

Environmental Resource Center provides convenient drop-off facilities. The Center allows the City to expand the range of items accepted for disposal, improving collection options for all constituents. The Center has expanded the items that the City is able to accept, including compact fluorescent light bulbs, Styrofoam, sharps, expired medications, and scrap textiles. The Center has been designed as a facility that will provide maximum flexibility to meet future, changing waste disposal needs. In 2017, the City began collect household hazardous waste at the Recycling and Environmental Resources Center.

Chapter 7: Resources and Hazards

Natural and Historic Resources

Goal R1: Protected natural resources (important habitat, ecological resources, key visual resources, ridges and ridgelines, creeks and streambanks, steeper slopes, vista points, and major features), and clean air and water.

The City continued to implement the Zoning Ordinance, which contains specific standards aimed at protecting creeks and hillside areas.

Goal R2: Protected and rehabilitated architectural, historical, cultural, and archaeological resources that are of local, state, or federal significance.

In 2013, the Planning Commission approved the Eden Housing San Pablo Avenue Mixed Use Apartments project which will rehabilitate the former Contra Costa Florist building and feature interpretive materials which teach about the period of significance of the structure. This project began construction in 2017.

Hazards

Goal H1: Minimal potential for loss of life, injury, damage to property, economic and social dislocation and unusual public expense due to natural and man-made hazards, including protection from the risk of flood damage, hazards of soil erosion, fire hazards, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability, seismic activity, and release of hazardous materials from refineries and chemical plants in West County.

The City continued to oversee the residential rental inspection program.

The City also continued implementation of the Unreinforced Masonry (URM) building hazard mitigation ordinance. The City continues to work with property owners to permit retrofit work for URM buildings.

Goal H2: Government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

The City continued the very popular Community Emergency Response Team (CERT) program. The program teaches neighbors to help themselves and help each other. Through CERT, citizens receive hands-on training in Disaster First Aid, Disaster

Preparedness, Basic Firefighting, Light Search and Rescue, Damage Assessment, and How to Turn Off Utilities.

The City has also continued internal National Incident Management System (NIMS) and the Incident Command System (ICS) training for City staff. Through the training, staff members directly involved in managing an emergency will understand command reporting structures, common terminology, and roles and responsibilities inherent in a response operation.

Goal H3: New development complies with the noise standards established in the General Plan, all new noise sources are within acceptable standards, and existing objectionable noise sources are reduced or eliminated.

All new development is evaluated under CEQA using the noise standards currently in the General Plan. These noise standards were incorporated into updated Zoning Ordinance in 2008 as performance standards required of all development.

CONCLUSION

To date, staff believes the City has continued to faithfully implement the City's 1999 General Plan as the actions, plans, programs and projects documented in this report represent the City's commitment to achieve the goals and objectives set forth in the elements of the El Cerrito General Plan.

ATTACHMENTS:

1. HCD - Housing Element Annual Report

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of El Cerrito

Reporting Period 1/1/2017 - 12/31/2017

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
Hana Gardens	5+	R	62				63	63	TCAC, AHSC Grant, AHSC Loan, IIG, County HOME & CDBG, HUD Section 8, City LTF	62	
(9) Total of Moderate and Above Moderate from Table A3											
(10) Total by income Table A/A3			62	0	0	0	63	63			
(11) Total Extremely Low-Income Units*			0								

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of El Cerrito

Reporting Period 1/1/2017 - 12/31/2017

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate	5			2		7	7

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of El Cerrito

Reporting Period 2015-2023

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			Year 9
Very Low	Deed Restricted	100			62							62	38
	Non-deed restricted												
Low	Deed Restricted	63	6									6	57
	Non-deed restricted												
Moderate	Deed Restricted	69	13									13	56
	Non-deed restricted												
Above Moderate		166	120	7	7							134	32
Total RHNA by COG. Enter allocation number:		398	139	7	69							215	183
Total Units ▶▶▶													
Remaining Need for RHNA Period ▶▶▶▶▶													

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: El Cerrito
Reporting Period: 2017

Table C
Program Implementation Status - Certified HE 2015

Program Description (By Housing Element Program Names)		
Name of Program	Deadline in HE	Status of Implementation
Program 1.1 - Continue to implement the Residential Rental Inspection Program	Ongoing	The Residential Rental Inspection Program (RRIP) continued in 2017. 177 RRIP inspections were conducted in 2017.
Program 1.2 - Continue to investigate complaints and take action about rental housing code violations	Ongoing	The City continued investigations in 2017.
Program 1.3 - Continue to encourage the rehabilitation of existing housing units by providing program information	Ongoing	Information available to the public at the front counter
Program 1.4 - Evaluate displacement, as appropriate in studies of regional housing needs and displacement	2016, then Annual	The City Council adopted an Affordable Housing Strategy which identified tactics to address displacement and ranked the priority for such actions.
Program 1.5 - Continue to regularly monitor assisted housing units to help preserve existing stock of affordable housing	Annual	The City continues to work with other regulatory agencies to monitor assisted housing units.
Program 1.6 - Vet and consider adopting a Good Cause for Eviction Ordinance	2016	The City Council adopted an Affordable Housing Strategy which evaluated and ranked the priority for such an ordinance.
Program 1.7 - Annual review of the City Capital Improvements Program (CIP)	Annual	The CIP Program was reviewed in 2017.
Program 1.8 - Consider enacting additional incentive programs and requirements to encourage retrofitting of seismically unsafe buildings, such as soft-story buildings.	2017	The City began preparing for a Bolt and Brace workshop, to be held in 2018, to provide information to residents about seismic retrofits. The Affordable Housing Strategy, adopted in 2017, also identified strategies for encouraging seismic retrofit of soft-story multi-family units. In 2018, the City will explore funding opportunities available through the CA Governor's Office of Emergency Management Hazard Mitigation Grant Program.
Program 2.1 - Conduct an annual evaluation of the City's inventory of available sites	Ongoing	The City prepared an Opportunity Sites Analysis as part of the CCTA Grant funded San Pablo Avenue PDA Implementation Plan.
Program 2.2 - Promote development of mixed-use and high-density residential housing in development nodes of the city	Ongoing	Allowed for by San Pablo Ave Specific Plan
Program 2.3 - Continue to fast track processing for second units meeting established City standards	Ongoing	The City Council adopted new standards for Accessory Dwelling Units to further streamline this process.
Program 2.4 - During the annual Master Fee Schedule revision, evaluate development fees.	Annual	Fees were updated with Master Fee Schedule as part of 2017 budget. The City began a fee study to evaluate all development fees.
Program 2.5 - Streamline the application process by continuing to offer interdepartmental team meetings for applicants	Ongoing	The City conducted several such meetings in the reporting period
Program 2.6 - Assist developers in obtaining state and federal funding available to develop affordable housing	Ongoing	Assisted Eden Housing in securing available financing for 62 affordable units
Program 2.7 - Look for opportunities with non-profits and other agencies to expand supply of affordable housing	Ongoing	Assisted Eden Housing in securing available financing for 62 affordable units
Program 2.8 - Study the feasibility of an inclusionary housing ordinance	2016	The City is beginning the preparation of an Affordable Housing Strategy which will analyze this topic.

Table C
Program Implementation Status - Certified HE 2015

Program Description (By Housing Element Program Names)		
Name of Program	Deadline in HE	Status of Implementation
Program 2.9 - Investigate potential local financing sources that could be used to develop affordable housing	2016	The City is beginning the preparation of an Affordable Housing Strategy which will analyze this topic.
Program 2.10 - Use existing zoning regulations to allow innovative approaches to increasing affordable housing.	Ongoing	Ongoing
Program 2.11 - Pursue funding for infrastructure improvements to accommodate future transitoriented development development	Ongoing	The City coordinated with the Stege Sanitary District to develop a fee program to fund sewer improvements necessary to support future development.
Program 3.1 - Pursue funding for special needs housing	Ongoing	Ongoing
Program 3.2 - Continue to fast track inspection processes for large family and special needs housing.	Ongoing	The City contracted with additional inspectors to provide needed inspections in a timely manner.
Program 3.3 - Continue to encourage and support development of senior housing	Ongoing	The City issued building permits and conducted inspections for the Hana Gardens project including 62 units of affordable senior housing.
Program 3.4 - Participate in the biannual homeless census count	Ongoing	Ongoing
Program 3.5 - Continue to coordinate with the County and cities to develop the Five-Year Consolidated Plan to address housing and social services	2015, 2020	The City continues to participate in the Five-Year Consolidated Plan.
Program 3.6 - Implement reasonable accommodation procedures to provide a streamlined permit review process	Ongoing	Ongoing
Program 3.7 - Encourage development of housing for persons with disabilities, including developmental disabilities	Annual	Ongoing
Program 3.8 - Implement an outreach program informing residents of the housing and services available for persons with developmental disabilities	Annual	The City assisted with outreach and hosted workshops for the availability of affordable units at Metro 510 and at Hana Gardens.
Program 4.1 - Continue to provide non-discrimination clauses in rental agreements and deed restrictions	Ongoing	Ongoing
Program 4.2 - Continue the City's participation in the Contra Costa Urban County CDBG Consortium	Ongoing	Ongoing
Program 5.1 - Consider ways incentivize energy efficiency, clean energy, and water conservation improvements through building permit fees	2016-17	The City implemented a streamlined permitting process for solar installations. The City began a fee study to evaluate all development fees.
Program 5.2 - Continue to develop partnerships for energy and water efficiency technical assistance and incentives	Ongoing	Ongoing
Program 5.3 - Continue to encourage resident participation in energy and water efficiency programs	Ongoing	Ongoing
Program 5.4 - Apply for appropriate grants for marketing, outreach, and incentive programs dedicated to energy and water efficiency	Ongoing	Ongoing
Program 5.5 - Adopt residential PACE financing if it becomes available in California	2016	Completed
Program 5.6 - Encourage home energy performance reports at time of sale	Ongoing	Ongoing

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing March as American Red Cross Month in the City of El Cerrito

WHEREAS, the American Red Cross saw a record-breaking year in 2017 of challenging domestic and international response efforts. Through the support of its volunteers, in just 45 days, the Red Cross responded to six of the largest and most complex disasters of 2017 including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas. In addition, the Red Cross responded to nearly 50,000 home fires in 2017, providing casework assistance to help 76,000 families recover; and

WHEREAS, in Contra Costa County, the Red Cross has a long history of helping neighbors in need. The Red Cross in Contra Costa County assisted with 113 local disasters affecting 202 families in the past year alone. In our area, the Red Cross handled 124 emergency military calls, assisted 471 military families and collected 15,937 units of blood from generous blood donors. The Red Cross taught first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) to 5,141 enrollees. Aquatic and water safety classes were taught to 4,464 enrollees; and

WHEREAS, across the country and around the world, the American Red Cross responds to disasters big and small. It collects about 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

WHEREAS, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in El Cerrito and across Contra Costa County who give of themselves to assist their neighbors when they need a helping hand.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 2018 as American Red Cross Month in the City of El Cerrito and encourages all Americans to support this organization and its noble humanitarian mission.

Dated: March 20, 2018

Gabriel Quinto, Mayor





Body Worn Camera Program

Paul Keith – El Cerrito Police
March 20, 2018



Mission Statement

The El Cerrito Police Department is committed to service, safety, and enhancing the public trust through professionalism and leadership.



Progress to Date

- ▶ Public meetings
- ▶ Policy review
- ▶ Equipment evaluation
- ▶ Vendor selection



Body Worn Cameras Overview





Video Storage

- ▶ Cloud based
 - Microsoft Azure
- ▶ Replicated
 - Multiple storage locations
- ▶ Allows for attorney disclosure
 - Permission based access



Deployment Plan

- ▶ 100% Deployment by field personnel
- ▶ “Shall” record policy
- ▶ All enforcement and investigative actions



Policy Considerations

- ▶ Prohibits use in certain circumstances
- ▶ Allows for turning off camera at community member's request
- ▶ Sets storage timeframe for 366 days
- ▶ Treats video footage as investigative files



Next Steps

- ▶ Evaluate feedback (from tonight)
- ▶ Finalize training plan
- ▶ Train officers
- ▶ Deploy cameras
- ▶ Evaluate program at 6 month mark



Body Worn Camera Program

Paul Keith – El Cerrito Police
510-215-4410
Pkeith@ci.el-cerrito.ca.us





AGENDA BILL

Agenda Item No. 7

Date: March 20, 2018
To: El Cerrito City Council
From: Mark R Rasiah, Finance Director/City Treasurer
Subject: FY 2017-18 Mid-Year Budget Update

ACTION REQUESTED

Receive an update on City revenues and expenditures for the first six months of the fiscal year through December 31, 2017 and adopt a resolution authorizing amendment to the FY 2017-18 budget and approving new spending limits.

BACKGROUND/ANALYSIS

Council adopted the FY 2017-18 Budget on June 6, 2017 by Resolution No. 2017-42. This report will discuss material variances if any, from the adopted budget and recommend mid-year adjustments as needed.

GENERAL FUND REVENUES, EXPENDITURES & FUND BALANCE

Table 1 below provides an overview of the major General Fund Revenue and Expenditure categories. Included in the table are the projected year-end revenues and expenses for FY 2017-18 and any noteworthy variances from budget. Based on FY 2017-18 actual revenues received through December, staff projects General Fund revenues and expenses will come in over budget by \$1.4 million. This increase is primarily due to the following:

Revenues

With half the fiscal year over by December, revenues and expenditures should be at or around 50% of budget, barring timing differences. Accordingly, year-end projections for the fiscal year have been made wherever possible or necessary, anticipating differences due to timing and are presented in Table 1 on the next page. The proposed budget amendment will add a total of \$1.4 million to revenues as follows:

- Taxes: Based on past trends, the amendment proposes that Property, Sales and Utility User Taxes be adjusted by \$250,000, \$200,000 and \$110,000 respectively, totaling \$560,000.
- Licenses and permits: are expected to be \$200,000 higher due to the increased construction activity.
- Fines & Forfeitures: Based on year-to-date trends the Police Department anticipates a reduction in Fines and Forfeitures by \$100,000 due to officer vacancies.
- Intergovernmental Revenues: Fire Department overtime reimbursements from the Governor's Office of Emergency Services is being proposed as revenue amendments amounting to \$690,000. This was earned during the unprecedented

Agenda Item No. 7

California wild fires in 2017 and covers the corresponding overtime expense of \$600,000 which is included in the proposed personnel cost amendments under Expenditures below.

- Charges for services: Development reviews are expected to generate an additional \$50,000 in revenue to the Public Works Department and will be used to pay for consultant services to carry out the reviews, also proposed as an amendment to expenditures below.

Table 1. Fiscal Year 2017-18 General Fund Revenue, Expenditure & Fund Balance

General Fund Revenues

Revenue Category (\$000s)	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual (Unaudited)	FY 2017-18 Adopted	Proposed FY 2017-18 Mid Year Budget Amendments	FY 2017-18 Projected Year End at Mid- Year	Projected Variance From Budget at Mid- Year
Taxes							
Property Taxes	6,805	7,908	8,832	9,345	250	9,595	250
Sales Taxes	5,055	5,750	6,222	6,555	200	6,755	200
Utility Tax	3,106	3,291	3,562	3,258	110	3,368	110
Franchise Taxes	1,377	1,453	1,375	1,612		1,612	0
Business License Tax	722	787	775	834		834	0
Other Tax	251	321	290	340		340	0
Total Taxes	17,316	19,510	21,056	21,944	560	22,504	560
Licenses & Permits	493	608	720	686	200	886	200
Fines and Forfeitures	277	327	351	342	(100)	242	(100)
Use of Money and Property	350	311	346	404		404	0
Intergovernmental Revenues	5,781	5,298	5,705	5,689	690	6,379	690
Charges for Services	4,525	4,650	5,139	5,202	50	5,252	50
Other Revenues	119	775	578	301		301	0
Interfund Transfers	901	890	915	915		915	0
Total Revenue	29,762	32,369	34,810	35,483	1,400	36,883	1,400

General Fund Expenses and Fund Balance

Expenditure Category (\$000s)	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual (Unaudited)	FY 2017-18 Adopted	Proposed FY 2017-18 Mid Year Budget Amendments	FY 2017-18 Projected Year End at Mid- Year	Projected Variance From Budget at Mid- Year
Personnel	22,634	23,886	25,686	26,434	1,000	27,434	(1,000)
Professional Services	2,656	3,036	3,176	3,054	50	3,104	(50)
Purchased Property	1,074	1,464	1,776	1,856		1,856	0
Other Services	1,225	1,578	1,817	1,708	20	1,728	(20)
Supplies	604	592	627	659		659	0
Property & Capital	258	345	379	448	330	778	(330)
Financing Costs	308	370	426	664		664	0
Other Financing Uses	786	624	570	435		435	0
Total Expenditures	29,545	31,895	34,457	35,258	1,400	36,658	(1,400)
Net Change in Fund Balance	217	474	353	225	0	225	
Ending Fund Balance	1,461	1,935	2,288	3,244		2,513	
Fund Balance Reserve %	5%	6%	7%	9%		7%	

EXPENDITURES

The adopted budget has \$35.2 million in General Fund expenditures and the proposed amendments in this report will add to that by \$1.4 million. These adjustments are explained below and are included in the “Amendments” column in Table 1 above.

- Personnel: The City adopted a General Fund personnel budget of \$26.4 million. The proposed amendments will add \$1.0 million due to the following:
 - Fire Department OES overtime costs (\$600,000) incurred due to the response to the California wild fires in 2017. The City was reimbursed \$690,000 for this by the State, as mentioned above.
 - Fire Department regular overtime costs are budgeted at \$600,000 for FY 2017-18 reflecting three vacant fire fighter positions, which contribute a corresponding amount in salary savings. Actual costs for the last three years however have exceeded this level by ~ \$350,000-\$400,000. The proposed amendment will provide \$400k for the shortfall to cover fire fighter overtime costs.
- Property & Capital: Expenditures in this category are expected to be within budget. The proposed amendment of \$330,000 combined with anticipated \$70,000 savings in this line item are expected to help defray the unexpected cost of the new senior center, which is projected to be in the low \$400,000s. Of this amount, Council had authorized a one-time charge of \$103,800 on February 16, 2018 by Resolution No.2018-07.
- The following items totaling \$70,000 are also being recommended for General Fund budget amendments:
 1. Hazardous tree removal- \$20,000
 2. Consultant support for development review - \$50,000 to be offset by a corresponding increase in building permit revenue as mentioned above.

Back in June 2017, the adopted budget projected a General Fund reserve ratio of 9% of expenditures for the current fiscal year, based on an estimated higher ending general fund balance from FY 2016-17. However, this balance was less than expected and staff projects a 7% reserve ratio at this time based on unaudited fund balance estimates. This could change pending the results of the final audited numbers.

Special Revenue Funds and Appropriations

For FY 2017-18, Special Revenue funds represent nearly \$15 million of the City’s total adopted \$50 million budget. Table 2 below shows the budgeted revenue and expenditures for all City funds for FY 2017-18, together with the proposed amendments to select Special Revenue funds.

The proposed amendments to Special Revenue Funds totaling \$817,738 are partly the result of Council action during the current fiscal year, and partly due to new funding needs for ongoing projects and are summarized below:

Agenda Item No. 7

1. General Fund - \$1.4 million as outlined under General Fund Expenditures above.
2. Road Repairs & Accountability Act (SB 1) - \$137,738 for various road construction and maintenance projects - approved by Council action on October 3, 2017 by Resolution No. 2017-71.
3. Measure A Swim Center Fund - \$220,000 for Swim Center Renovations - approved by Council action on November 21, 2017 by Resolution No. 2017-75. Additional request for \$75,000 for architectural services and repairs.
4. Street Improvement Fund – Funding for slurry sealing various City streets (\$135,000) and for the Central Avenue & Carlson Blvd. street improvement project (\$250,000).

Table 2. Fiscal Year 2016-17 Special Revenue Funds

Fund Name	Unaudited Beginning Balance June 30, 2017	FY 2017-18 Budgeted Revenue	FY 2017-18 Budgeted Expenditures	FY 2017-18 Proposed Revenue Amendments	FY 2017-18 Proposed Expenditure Amendment	Total Appropriations	FY 2017-18 Estimated Ending Balance
General Fund	2,288,201	35,483,212	35,258,208	1,400,000	1,400,000	36,658,208	2,513,205
Gas Tax Fund	4,561	603,221	603,221			603,221	4,561
Nat'l Pollut Dis Elim Sys	148,596	319,300	311,517			311,517	156,379
Landscape & Lighting	111,631	804,430	735,400			735,400	180,661
Measure J-Return to Source	132,877	439,396	535,645			535,645	36,628
Measure J Storm Drain	394,749	718,940	786,730			786,730	326,959
Measure A Parcel Tax	727,237	466,159	877,282	-	295,000	1,172,282	21,114
Asset Seizure	160,898	2,122	45,000			45,000	118,020
Vehicle Abatement	269,326	22,279	36,000			36,000	255,605
Street Improvement Fund	745,177	1,534,700	1,537,454	-	385,000	1,922,454	357,423
Art in Public Places	66,127	13,478	15,000			15,000	64,605
Measure J-Paratransit Fund	74,753	156,008	113,799			113,799	116,962
Federal, State and Local Grants	641,523	422,970	344,500			344,500	719,993
City Housing Trust Fund	(275,352)	-	-			-	(275,352)
City LMI Housing Fund	918,418	257,500	190,420			190,420	985,498
Capital Improvement Fund	(802,927)	5,745,307	4,595,127			4,595,127	347,253
Road Repair & Accountability (SB1)	-	-	-	-	137,738	137,738	(137,738)
Integrated Waste Management	948,446	2,566,159	2,656,429			2,656,429	858,176
Vehicle/Equip Replacement	(9,477)	155,394	138,533			138,533	7,384
Employees' Pension Trust Sec 401A	-	128,509	128,509			128,509	-
Finance Authority Measure A Debt Sv.	-	361,473	361,473			361,473	-
Financing Authority City Hall Debt Sv.	-	291,603	291,603			291,603	-
Financing Authority Street Imp. Debt Sv.	-	701,700	701,700			701,700	-
Total	6,544,764	51,193,859	50,263,550	1,400,000	2,217,738	52,481,288	6,657,335

Appropriations Limits

The City Council annually adopts a resolution that establishes spending limits by fund for each fiscal year. On June 6, 2017, the City Council through Resolution 2017-42 authorized \$50.3 million in total appropriations for FY2017-18. However, additional spending authority is often needed to accommodate unforeseen events that may occur

Agenda Item No. 7

during the year and/or to reauthorize the use of unspent funds from the prior year. As such, for FY 2017-18, staff is proposing amendments which require a change in the spending authority totaling \$2.2 million across all funds, bringing the total appropriations for the year to \$52.5 million as summarized in Table 2 above. At its March 13, 2018 meeting the Financial Advisory Board unanimously recommended that City Council approve the budget adjustments as proposed by staff and take steps going forward to achieve the 15% General fund reserve ratio goal.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution

RESOLUTION NO. 2018-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING
THE SPENDING AUTHORITY BY FUND FOR THE CITY OF EL CERRITO FOR FISCAL
YEAR 2017–18**

WHEREAS, on June 6, 2017 the City Council of the City of El Cerrito adopted the Fiscal Year 2017-18 Budget with spending limits across funds (Resolution 2017-42); and

WHEREAS, changes to the spending limits throughout the year are necessary to account for unexpected opportunities, unforeseen changes, or if the City's financial position changes and additional spending authority is required to meet the needs of the City; and

WHEREAS, staff presented this update to the City Council of the City of El Cerrito for its consideration, and the City Council has reviewed and analyzed it; and

WHEREAS, proposed changes to spending authority from tax proceeds are within the City's Fiscal Year 2017-18 Gann Appropriations Limit, as defined by California State Constitution Article XIII B.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby amends the spending authority by fund for Fiscal Year 2017 -18 as follows:

General Fund	\$ 36,658,208
Gas Tax Fund	603,221
Nat'l Pollut Dis Elim Sys	311,517
Landscape & Lighting	735,400
Measure J-Return to Source	535,645
Measure J Storm Drain	786,730
Measure A Parcel Tax	1,172,282
Asset Seizure	45,000
Vehicle Abatement	36,000
Street Improvement Fund	1,922,454
Art in Public Places	15,000
Measure J-Paratransit Fund	113,799
Federal, State and Local Grants	344,500
City LMI Housing Fund	190,420

**Agenda Item No. 7
Attachment**

Capital Improvement Fund	4,595,127
Integrated Waste Management	2,656,429
Road Repair & Accountability (SB1)	137,738
Vehicle/Equip Replacement	138,533
Employees' Pension Trust Sec 401A	128,509
Finance Authority Measure A Debt Sv.	361,473
Financing Authority City Hall Debt Sv.	291,603
Financing Authority Street Imp. Debt Sv.	701,700
Total	\$ 52,481,288

I CERTIFY that at a regular meeting on March 20, 2018, the City Council 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