

Mayor
Carolyn Wysinger
Mayor Pro Tem
Gabe Quinto



Councilmembers
William Ktsanes
Lisa Motoyama
Rebecca Saltzman

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TUESDAY, NOVEMBER 18, 2025

REGULAR CITY COUNCIL MEETING (6:00 PM)

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/88672164554?pwd=nX5Gu2t7qbFVfAEVi4qveR9DBaCzUc.1>

Meeting ID: 886 7216 4554 **Passcode:** 794503 **Dial in:** 1-408-638-0968

View:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.elcerrito.gov/CouncilMeetingMaterials

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

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

Public Comments:

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

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

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

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

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

- 3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

- 4. COUNCIL/STAFF COMMUNICATIONS**

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

- 5. ORAL COMMUNICATIONS FROM THE PUBLIC**

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

- 6. PRESENTATIONS**

- A. Annual Sundar Shadi Garden Club Awards**

Action Proposed: Receive and file a brief presentation and acknowledgment of contest winners.

Contact: Louise Moises, El Cerrito Garden Club Representative

- 7. ADOPTION OF THE CONSENT CALENDAR**

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

- A. Spending Authority for Universal Building Services for an Amount not to Exceed \$115,000 for FY 2025-26**

Action Proposed: Adopt a resolution approving spending authority for Universal Building Services in an amount not to exceed \$115,000 in Fiscal Year 2025-26.

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Contact: Christopher Jones, Recreation Director, Recreation Department

8. PUBLIC HEARINGS

9. POLICY MATTERS

A. FY 2025-26 First Quarter General Fund Budget Update through September 30, 2025

Action Proposed: Receive and file an update on City General Fund revenues and expenses for FY 2025-26 through September 30, 2025.

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

B. Spending Authority and Contract Award for Audio-Visual Upgrades to the Emergency Operations Center/Council Chambers

Action Proposed: Adopt a resolution authorizing the City Manager to execute an agreement with Pacific Coast AV for the purchase, installation, and programming of the Audio-Visual system design upgrade in the Emergency Operations Center/Council Chambers for a total amount not to exceed \$348,940, and appropriate a one-time allocation from the General Fund and Integrated Waste Management Fund.

Contact: Holly M. Charl  ty, City Clerk; Eric Ng, IT Manager, City Management

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

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

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, December 2, 2025 at 6:00 p.m.

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

El Cerrito Garden Club

Agenda Item No. 6. A.

Sundar Shadi

Front yard garden awards 2025



Presented by Louise Moises, EC Garden Club President and Chairperson of Sundar Shadi Award Committee

7307
Eureka









1216
Norvell









752
Richmond











AGENDA BILL

Agenda Item No. 7.A.

Date: November 18, 2025
To: El Cerrito City Council
From: Christopher Jones, Recreation Director, Recreation Department
Subject: Spending Authority for Universal Building Services for an Amount not to Exceed \$115,000 for FY 2025-26

ACTION PROPOSED

Adopt a resolution approving spending authority for Universal Building Services in an amount not to exceed \$115,000 in Fiscal Year 2025-26.

BACKGROUND

Resolution 2017-71A, adopted by the City Council on October 3, 2017, authorizes the City Manager to purchase goods and services and enter into professional services agreements in amounts not to exceed \$45,000 without City Council authorization, and further requires that purchases and professional service agreements of more than \$45,000 for any one vendor in any one fiscal year must be approved by the City Council. Each fiscal year, the City Council affirms the requirement for the single vendor threshold of \$45,000 in its resolution adopting the annual budget, most recently with Resolution 2024-46 for FY 2024-25. Additionally, the City's Procurement Policy (Administrative Policy III-1) sets guidelines and requirements for purchases of goods and services using City funds that conform with the approval thresholds set by the City Council and outlines the procedures for the use of purchase orders. Services performed for the City require a contract and insurance verification, while purchases of goods and supplies typically do not.

In accordance with the City's Procurement Policy, staff is seeking approval to make purchases estimated at above \$45,000 throughout the year with Universal Building Services (UBS) for custodial services and supplies on an as-needed basis. All purchases included in this agenda bill for approval are included in the FY 2025-26 Budget and do not require additional appropriation authority from the City Council.

ANALYSIS

On February 1, 2022, the City entered into a custodial services agreement with Universal Building Services (UBS) to provide temporary custodial services at City Hall, the Corporation Yard, the Recycling Center and the Swim Center due to an unexpected Custodian vacancy. UBS was already performing custodial services at the El Cerrito Library in a satisfactory manner. The agreement, which is managed and primarily funded in the Recreation Department's budget, has been subsequently extended four times, most recently on April 1, 2025. Utilizing UBS at the additional City facilities for the City's temporary needs allows the City to maintain and continue critical cleaning, disinfecting, and related needs without interruption.

In addition to custodial services, the City also purchases cleaning supplies from UBS for City parks, the El Cerrito Library, and the three fire stations within El Cerrito and Kensington.

Since the City began using UBS for custodial services, there have been two additional retirements in the custodial staff, which required extending the agreement to ensure continued cleaning of City facilities. Since January 2025, one of the existing custodians has been serving in an acting and interim capacity as Lead Custodian, and recruitment to permanently fill this role is underway with an expected hire in December 2025 or January 2026. In May 2025, recruitment efforts to fill a vacant custodial position were partially successful, with one of two vacancies being filled. Recruitment for the remaining custodian position cannot begin until the Lead Custodian role is filled, as that process may influence future staffing decisions. Given the number of open recruitments across the City, an additional custodial recruitment may not conclude until the end of the fiscal year. UBS's services remain essential to meet cleaning and maintenance needs in the meantime. Staff anticipate that the total cost of these services will not exceed \$115,000, with a 15% contingency.

The cost of these services is accounted for in the City's Fiscal Year 2025-26 Adopted Budget. The additional amount requested is covered by salary savings from the Recreation Department. The breakdown of projected costs for services and supplies is detailed in Table 1 below:

TABLE 1 - FISCAL YEAR 2025-26 PROJECTED CITYWIDE UBS EXPENDITURES

Department	Description	Estimated Annual Amount
Public Works	Library Janitorial Services & Supplies	\$15,000
Public Works	Landscape & Park Supplies	\$4,000
Fire	Cleaning Supplies	\$7,000
Recreation	Anticipated Contract Custodial Services - July - December 2025	\$37,000
Recreation	Projected Contract Custodial Services - January-June 2026	\$37,000
Contingency	15%	\$15,000
	Total Expenditures	\$115,000

STRATEGIC PLAN CONSIDERATIONS

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

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

- *Livability and Belonging; and*
- *Infrastructure and Amenities*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

All expenses outlined in this agenda bill are included in the FY 2025-26 Budget appropriations approved by the City Council on June 17, 2025. Council authorization is required for the proposed expenditures, as they are expected to exceed \$45,000 with a single vendor within a single fiscal year. However, there is no additional fiscal impact from adopting this resolution, as it is offset by salary savings from a vacant custodial position.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING
SPENDING AUTHORITY FOR UNIVERSAL BUILDING SERVICES IN AN AMOUNT
NOT TO EXCEED \$115,000 IN FISCAL YEAR 2025-26

WHEREAS, Resolutions 2017-71A and 2024-46 require that all purchases totaling over \$45,000 with a single vendor in a single fiscal year receive Council approval; and

WHEREAS, the City's Procurement Policy (Administrative Policy III-1) guides all purchasing and bidding procedures to ensure fairness and transparency; and

WHEREAS, certain vendors, selected based on excellence in quality, price, and availability, are expected to exceed \$45,000 for goods, supplies, and services in the current fiscal year; and

WHEREAS, the proposed expenditures outlined in this resolution and the associated agenda bill were included in the Council-adopted budget for FY 2025-26 and require no additional appropriation authority due to a vacant custodian position.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the purchase of goods and on-call services, and the execution of a contract therefor, in an amount not to exceed \$115,000 for Universal Building Services.

I CERTIFY that at a regular meeting on November 18, 2025 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charl  y, City Clerk

APPROVED:

Carolyn Wysinger, Mayor



AGENDA BILL

Agenda Item No. 9.A.

Date: November 18, 2025
To: El Cerrito City Council
From: Claire Coleman, Budget and Financial Services Manager; Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: FY 2025-26 First Quarter General Fund Budget Update through September 30, 2025

ACTION PROPOSED

Receive and file an update on City General Fund revenues and expenses for FY 2025-26 through September 30, 2025.

BACKGROUND AND ANALYSIS

The El Cerrito City Council adopted an annual Budget for FY 2025-26 on June 17, 2025, as part of the FY 2024-25 and 2025-26 Biennial Budget. The Council has closely monitored the City's budget and financial position and directed City staff to submit quarterly General Fund financial update reports. The attached FY 2025-26 First Quarter General Fund Update reflects the first quarter of revenues collected and expenditures completed by the City.

The report shows the first quarter revenues at \$7.2 million (13% of budget) and expenditures at a total of \$15.1 million (28% of budget). The projected year-end total General Fund Balance is estimated to be \$23.9 million. This includes \$7.5 million designated for the Emergency Disaster Relief Fund (EDRF) and \$3.4 million in the Section 115 Trust, and represents 38% of expenditures (excluding the Section 115 Pension Trust) and 44% (including the Section 115 Pension Trust).

Staff have calculated these numbers based on the most current information as of the date of the report, but it is important to note that City revenues and expenditures are highly cyclical and vary throughout the year. Some major expenses are paid up front at the beginning of the fiscal year, including insurance premiums, while most major revenue types (property taxes, sales taxes, utility taxes) are received on a lag.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by ensuring the City maintains a strong financial position – and will allow the City Manager to develop a plan to ensure that Citywide revenue meets the cost of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls.

It further ensures procedures that represent best practices in financial management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The FY 2025-26 General Fund First Quarter Update reflects revenues totaling \$7.2 million (13% of budget), and expenditures of a total of \$15 million (28% of budget). The projected year-end total fund balance is estimated to be \$23.9 million; this includes \$7.5 million designated for the EDRF and \$3.4 million in the Section 115 Trust.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. FY 2025-26 1st Quarter General Fund Update



General Fund Budget Update

Quarter 1 FY 2025-26

07/01/2025-09/30/2025

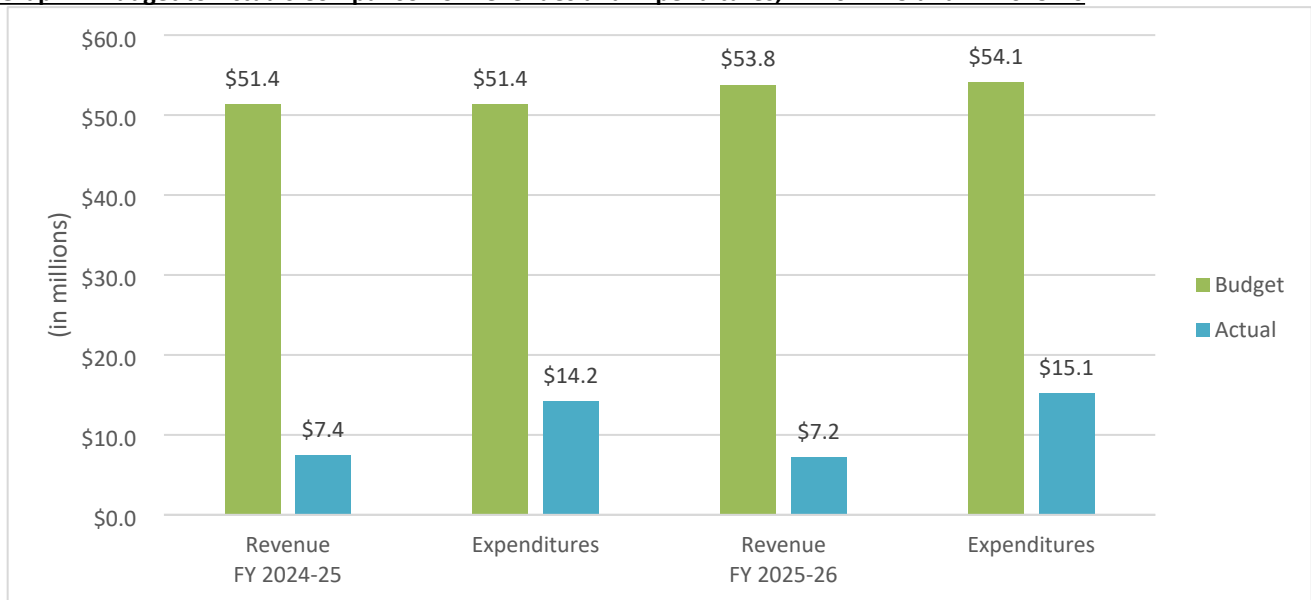
EXECUTIVE SUMMARY

The City of El Cerrito is pleased to submit the fiscal year (FY) 2025-26 First Quarter General Fund Budget Update for the period of July 1 through September 30, 2025. This report provides a high-level overview of the City's budget status, including how revenues and expenditures are progressing relative to the budget.

City revenues and expenditures are progressing as expected in the first quarter. Major revenues such as property, sales, and utility taxes are received on a lag and are trending as budgeted. Expenditures are trending on budget, with several large expenses paid at the beginning of the year. As a result of the balanced budget, the projected ending General Fund balance is estimated at \$23.9 million, maintaining the City's total General Fund reserve balance at 44% of expenditures.

Graph 1 compares revenues and expenditures for the first quarter of FY 2024-25 and FY 2025-26.

Graph 1: Budget to Actuals Comparison of Revenues and Expenditures, FY 2024-25 and FY 2025-26



GENERAL FUND REVENUES

For the first quarter of FY 2025-26, revenues were at 13% of budget. This is similar to the City's budget progress for FY 2024-25, when revenues received by September 30th were 14% of budget.

Table 1 shows General Fund revenues by classification for the first quarter of FY 2024-25 and FY 2025-26.

Table 1: Quarter 1 General Fund Revenue by Classification

Department	FY 2024-25			FY 2025-26			% Change in Actuals FY25 to FY26
	Adopted Budget	Q1 Actuals	% of Budget	Amended Budget	Q1 YTD Actuals	% of Budget	
Property Taxes	\$16,461,935	\$0	0%	\$18,080,310	\$0	0%	-
Sales Taxes	4,517,790	403,823	9%	4,616,381	297,383	6%	-26%
Measure R Sales Tax	4,459,000	306,825	7%	4,581,000	326,994	7%	7%
Transient Occupancy Taxes	100,000	-	0%	100,000	-	0%	-
Franchise Taxes	1,380,000	-	0%	1,380,000	-	0%	-
Business License Taxes	1,182,817	1,010,346	85%	1,206,473	1,031,433	85%	2%
Property Transfer Taxes	3,000,000	545,480	18%	3,200,000	521,449	16%	-4%
Utility Users' Taxes	3,694,260	369,449	10%	3,700,000	563,404	15%	52%
Other Taxes	1,500	-	0%	1,500	-	0%	-
Taxes Totals	\$34,797,302	\$2,635,924	8%	\$36,865,664	\$2,740,663	7%	4%
Licenses & Permits	\$1,007,000	\$598,912	59%	1,073,280	330,025	31%	-45%
Fines & Forfeitures	130,000	35,798	28%	130,000	57,007	44%	59%
Use of Money and Property	957,000	125,489	13%	830,600	248,779	30%	98%
Intergovernmental Revenues	5,334,401	741,136	14%	5,551,043	850,135	15%	15%
Charges for Services	7,528,702	2,975,086	40%	7,550,502	2,612,530	35%	-12%
Other Revenue	630,000	63,603	10%	747,200	62,705	8%	-1%
Other Financing Sources	1,002,039	251,428	25%	1,031,502	258,793	25%	3%
Totals	\$51,386,444	\$7,427,376	14%	\$53,779,792	\$7,160,636	13%	-4%

Taxes

Property Taxes have not been received yet for FY 2025-26. The first major tranche of property taxes are typically received in December, followed by a large tranche in April and a final true-up in June.

Sales and Use Taxes are received on a 2-to-3-month lag depending on when the funds are remitted to the City by the California Department of Tax and Fee Administration (CDTFA). As of September 30, 2025, the City has received one month of sales and use tax receipts for the fiscal year. Sales and use taxes are trending on budget overall. The difference from FY 2024-25 to FY 2025-26 is due to a delayed September remittance of sales tax funds from another public agency for businesses whose physical locations cross jurisdiction boundaries.

Transient Occupancy Taxes (TOT), also known as hotel taxes, comprise a very small component of El Cerrito's budget. This is due to the small number of hotel/motel businesses in the city. These receipts are received on a quarterly basis with the first payment expected in October for the July-September period.

Business License Taxes Business license taxes are paid primarily at the beginning of the fiscal year by anyone doing business in El Cerrito. As per El Cerrito Municipal Code, the Business License Tax rate increases by inflation as calculated by the change in consumer price index (CPI) each fiscal year. The City has received 85% of the budgeted revenues for Business License Taxes. The remainder of the budget accounts for new businesses and businesses who are delayed on their tax payments.

Property Transfer Taxes (RPTT) are received on a 1-to 2-month lag from the County, who collects property taxes and property transfer taxes on behalf of El Cerrito. As of September 30, the City has received 2 months of property transfer tax receipts and several refund requests through the RPTT rebate program for seismic upgrades and energy and water conservation projects. While the housing market continues to stagnate due to high interest rates and economic uncertainty, a steady number of properties continue to change ownership annually. The difference in receipts for the first quarter of 2025-26 versus the first quarter of FY 2024-25 is attributable to the number of properties that sold in that period and is highly variable.

Utility Users Taxes (UUT) receipts are trending as expected for the first quarter of the fiscal year, and slightly above the prior year's first quarter receipts. UUT is received from filers on a monthly, quarterly, or annual basis based on the annual tax amount that they remit. Also in 2024, El Cerrito contracted with HdL for UUT administration and collections services, improving both revenue capture and forecasting accuracy. Staff estimate that most of the increase in revenue from FY 2024-25 to FY 2025-26 is due to a combination of increased utility

rates for water and power (electricity and gas), as well HdL's enforcement of deadlines and penalties.

Other Revenue

While taxes comprise the majority of El Cerrito's revenues, other revenue sources also provide important funds for services.

- **Licenses and Permits** primarily reflect Community Development permits (building, electrical, mechanical, plumbing). Increased revenues in this category are typically offset by increased expenses (e.g., permit review), since these revenues are limited to cost recovery. Revenues are trending lower in FY 2025-26 compared to FY 2024-25, but the timing of large projects varies widely depending on market conditions and individual project-based decisions.
- **Fines & Forfeitures** are trending higher in the current year than the prior year. This category includes vehicle citation fees and fines and penalties for late payment of taxes. This is primarily due to higher parking citation revenue in the first quarter of FY 2025-26 than the first quarter of FY 2024-25.
- **Use of Money and Property** includes interest income and rental charges. The increase in interest in FY 2025-26 over FY 2024-25 is due to the investment of the City's Section 115 Trust in November 2024 with a moderately conservative investment approach. Due to the timing of the investment, interest earnings on the Trust were not received during the first quarter of FY 2024-25.
- **Intergovernmental Revenues** include state reimbursements and funds from other governmental agencies. These revenues are trending on budget and are slightly higher in FY 2025-26 due to unexpected Excess VLF revenues from the State and higher Kensington reimbursements due to expected increases in Fire Department operational costs.
- **Charges for Services** include fees and rentals, including recreation program fees, planning and inspection fees, and other charges for service citywide. This category is trending lower in the current fiscal year due to fewer months of recreation summer camps (9 weeks instead of 10 as in FY 2024-25) and lower plan check fees than the prior year.
- **Other Revenue** includes donations, sales of property, some insurance claim reimbursements, and cannabis revenues. This category is trending on budget.
- **Other Financing Sources** includes transfers in from other funds for overhead costs supported by the General Fund. This category is largely determined during budget development based on the City's debt obligations and is trending exactly on budget.

Table 2 shows General Fund revenues by department for the first quarter of FY 2024-25 and FY 2025-26. The large majority of revenues are received in Non-departmental, primarily from taxes collected. Revenues received in the Community Development and Recreation Departments are primarily from user fees, while Fire Department revenues largely consist of reimbursements for service from Kensington.

As noted above, revenues are highly cyclical and depend on the type of work done by the department and their unique cycles. A portion of Recreation's busiest time of year has already passed in July and August, resulting in high revenues during the first quarter. The total revenues for the Recreation Department are trending below the prior year due to a lower number of weeks of summer camp in 2025 compared with 2024 (9 instead of 10 weeks).

While business licenses were collected during July as usual, planning and building permit activity was lower than the prior year, resulting in a Community Development budget that is trending below the prior year. Public Works revenues are trending lower than the prior year due to lower building permit and encroachment permit activity. Fire revenues are trending on budget due to expected delays in the timing of reimbursements for OES activity.

Table 2: Quarter 1 General Fund Revenues by Department

Department	FY 2024-25			FY 2025-26			% Change in Actuals FY25 to FY26
	Adopted Budget	Q1 Actuals	% of Budget	Amended Budget	Q1 YTD Actuals	% of Budget	
Administration	\$11,500	\$5,934	52%	\$16,000	\$6,409	40%	8%
Community Development	2,517,396	1,067,142	42%	2,621,572	777,579	30%	-27%
Fire	5,384,101	746,570	14%	5,605,111	817,350	15%	9%
Non-departmental	37,083,964	2,909,808	8%	38,900,554	3,170,251	8%	9%
Police	186,000	49,781	27%	188,080	71,945	38%	45%
Public Works	599,132	132,899	22%	622,117	93,841	15%	-29%
Recreation	5,604,351	2,515,240	45%	5,826,358	2,223,261	38%	-12%
Totals	\$51,386,444	\$7,427,375	14%	\$53,779,792	\$7,160,636	13%	-4%

GENERAL FUND – EXPENDITURES

The City's General Fund expenditures are trending on budget based on program cyclicity throughout the year. Below is a list of what each classification includes.

- **Personnel:** Full-time and part-time staff salaries and benefits, including pension costs.
- **Purchased Professional & Technical Services:** Outsourced services, consulting services, temporary staffing, software licenses and maintenance.
- **Purchased Property Services:** Utilities, landscape maintenance, janitorial services, and other miscellaneous repair and maintenance services.
- **Other Purchased Services:** Insurance, telephone and internet services, travel and training, dues and subscriptions, and legal notices.
- **Supplies:** Office supplies, medical and safety supplies, uniforms, fuel, employee and volunteer recognition, infrastructure and building supplies, and postage.
- **Property & Capital:** Equipment, vehicles, building maintenance, and capital outlay.
- **Financing Costs:** principal and interest for city debt; licenses, fees, and charges; and bank and credit card fees.
- **Other Financing Uses:** Transfers out of the General Fund.

Table 3 shows General Fund expenditures by classification for the first quarter of FY 2024-25 and FY 2025-26.

Table 3: Quarter 1 General Fund Expenditures by Classification

Department	FY 2024-25			FY 2025-26			% Change in Actuals FY25 to FY26
	Adopted Budget	Q1 Actuals	% of Budget	Amended Budget	Q1 YTD Actuals	% of Budget	
Personnel	\$37,627,934	\$9,888,133	26%	\$39,967,298	\$10,426,104	26%	5%
Purchased Professional & Technical Services	5,007,187	889,189	18%	4,950,307	811,726	16%	-9%
Purchased Property Services	2,194,905	358,919	16%	2,378,761	422,239	18%	18%
Other Purchased Services	3,852,088	2,458,340	64%	4,066,876	2,864,685	70%	17%
Supplies	876,170	179,557	20%	899,845	138,758	15%	-23%
Property & Capital	496,056	30,847	6%	499,942	49,699	10%	61%
Financing Costs	539,822	54,909	10%	530,949	42,426	8%	-23%
Other Financing Uses	758,329	379,165	50%	761,735	380,868	50%	0%
Totals	\$51,352,492	\$14,239,057	28%	\$54,055,713	\$15,136,505	28%	6%

The increase in personnel costs from FY 2024-25 to FY 2025-26 is due to negotiated cost of living adjustments (COLAs), market adjustments based on the City's Classification and Compensation study, merit and step increases, and increases to medical benefit costs. Expenditures for Purchased Professional & Technical services are trending on budget and vary depending on the timing of special projects and permit activity. Other Purchased Services include the City's insurance payments, which went up over 17% from FY 2024-25 to FY 2025-26 and are paid at the beginning of the fiscal year.

Table 4 shows expenditures by department for the first quarter of FY 2024-25 and FY 2025-26.

Table 4: Quarter 1 General Fund Expenditures by Department

Department	FY 2024-25			FY 2025-26			% Change in Actuals FY25 to FY26
	Adopted Budget	Q1 Actuals	% of Budget	Amended Budget	Q1 YTD Actuals	% of Budget	
Administration	\$7,669,160	\$3,210,197	42%	\$8,383,456	\$3,781,825	45%	18%
Community Development	3,897,923	743,555	19%	4,116,506	750,585	18%	1%
Fire	15,213,744	4,208,967	28%	16,026,892	4,243,839	26%	1%
Non-departmental	882,691	309,969	35%	882,374	313,383	36%	1%
Police	14,574,609	3,469,868	24%	15,326,561	3,685,390	24%	6%
Public Works	2,463,130	471,231	19%	2,604,358	446,253	17%	-5%
Recreation	6,651,235	1,825,270	27%	6,715,567	1,915,231	29%	5%
Total	\$51,352,492	\$14,239,057	28%	\$54,055,713	\$15,136,505	28%	6%

The majority of the increase in the City Administration budget line is due to increases in the costs for insurance, which are paid in full at the beginning of the year. Most departments are trending similarly towards or slightly below their budget as compared with FY 2024-25. The increase from FY 2024-25 to FY 2025-26 in the Police Department is due to negotiated salary increases, while the decrease in the Public Works department is due to the timing of projects and expenditures.

GENERAL FUND BALANCE

The FY 2024-25 General Fund balance was \$24.2 million. Table 5 provides updated projections for FY 2025-26. The projected General Fund balance is \$23.9M, or 44%, including the Section 115 trust and \$20.5M, or 38%, not including the Section 115 Trust.

According to the City's Comprehensive Financial Policy, the minimum required General Fund Reserve is 17% of expenditures, or \$9.1 million. Based on current projections, the City will have \$3.6 million in discretionary reserves at the end of FY 2025-26.

Table 5: FY 2025-26 Quarter 1 General Fund Balance

Fund Balance Projection		
FY25 General Fund - Total Fund Balance (unaudited)		\$ 24,212,788
EDRF	(7,500,000)	
Section 115	(3,395,664)	
Non-Spendable	(175,376)	
 FY26 Projected Revenue	 53,779,792	
FY26 Projected Expenditures	(54,055,713)	
Change in fund balance		(275,921)
 Projected Total Ending FY26 Fund Balance		 23,936,867
EDRF (Internally Restricted)	(7,500,000)	
Section 115 (Restricted)	(3,395,664)	
Non-Spendable	(175,376)	(11,071,040)
Projected FY26 Unrestricted Fund Balance		12,865,827
 FY26 Expenditure Proposed Budget	 54,055,713	
FY26 17% Reserve Goal		(9,189,471)
 Projected discretionary as of June 30, 2026		 3,676,356
 FY 26 Projected Ending Total Fund Balance		 23,936,867
Projected unassigned (less Section 115)		20,541,203
Projected unassigned percent as of June 30, 2026		38%

Section 115 Pension Trust and Non-Spendable amounts shown here reflect FY 2025 values. Section 115 totals assume Council approval of 33% allocation of FY 25 surplus to the Trust per the City's "waterfall" policy.

CONCLUSION

The City remains on solid fiscal footing through the first quarter of FY 2025-26. Revenues and expenditures are tracking closely to budget, with reserves maintained well above policy thresholds. Staff will continue to monitor trends and adjust forecasts as updated information becomes available.



AGENDA BILL

Agenda Item No. 9.B.

Date: November 18, 2025
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk; Eric Ng, IT Manager, City Management
Subject: Spending Authority and Contract Award for Audio-Visual Upgrades to the Emergency Operations Center/Council Chambers

ACTION PROPOSED

Adopt a resolution authorizing the City Manager to execute an agreement with Pacific Coast AV for the purchase, installation, and programming of the Audio-Visual system design upgrade in the Emergency Operations Center/Council Chambers for a total amount not to exceed \$348,940, and appropriate a one-time allocation from the General Fund and Integrated Waste Management Fund.

BACKGROUND

The City Council Chamber at City Hall operates as the primary Emergency Operations Center (EOC) as well as the meeting space for City Council meetings and Board, Commission, and Committee meetings. The Audio-Visual (AV) infrastructure in Council Chambers is the original equipment that was installed with the construction of City Hall in 2007. The age of the equipment has made the system less reliable and efficient with time and current technology. The system primarily runs on analog equipment, rather than digital, which puts limitations on the AV quality. In addition, because the original infrastructure was not designed to accommodate it, the system has been operating with an unreliable temporary setup since 2020 in order to hold hybrid meetings using Zoom.

Consideration of the need for upgrading the AV equipment has previously been brought to the City Council; however, the urgency has increased in recent months due to several factors. In addition to the temporary and aging infrastructure continuing to deteriorate, in September 2025 the touch screen control panel located at the dais failed. This panel is the primary source of controlling the full audio and video system. Further, in October 2025 the primary camera used for the meeting broadcast failed. Both pieces of equipment are so aged that parts are no longer available to repair or replace them.

On October 3, 2025, Senate Bill 707 (SB 707) was signed into law. This bill makes several modifications to the Brown Act, which governs how legislative body meetings are held. Several of the regulations must be in place by July 1, 2026 including a requirement to hold open and public meetings of eligible bodies (City Council is an eligible body) with an opportunity for members of the public to attend and participate virtually.

The significant system failures, in addition to the new legislation, are a concern not only for the ability to hold public meetings, but the ability for the City's Emergency Operations Center to function efficiently should an emergency arise.

On October 21, 2025, the City Council gave staff direction to move forward with upgrades to the AV System for the EOC/Council Chambers.

ANALYSIS

In 2024 City staff conducted an informal Request For Qualifications (RFQ) process to engage a consultant for the purpose of creating an AV System Design with associated costs for upgrading the AV infrastructure in the EOC/Council Chambers. By levying professional consultation, staff was able to work with a consultant to design a system that would meet the City's needs as well as provide staff with an understanding of the financial impacts to upgrade the system.

Based on recommendations received from other local agencies, several local vendors including Desired Effects, Creation Networks, The Shalleck Collaborative, Vizual Symphony, and Pacific Coast AV were invited to meet with staff, ask questions, and share their approach. Pacific Coast AV was selected to complete the work as the company presented the most well-informed team qualified to complete the scope of work, provided the best working knowledge of the needs of public agencies, and considered the City's budgetary restrictions. The Consultant has completed similar projects with surrounding public agencies including the City of Rio Vista, City of South San Francisco, City of Benicia, the Vacaville Unified School District, Marin County, and the Santa Clara Valley Water District.

City staff worked with Pacific Coast AV and their team over a period of several months to create a comprehensive design for infrastructure and equipment upgrades that would improve reliability and align equipment with today's technology. The design was also created to implement infrastructure that would support seamless hybrid meetings and tailor equipment for easy operation by all users regardless of their level of AV expertise.

Design

The AV System Design was completed in late 2024 and cost estimates were updated in advance of the discussion with City Council on October 21, 2025. The detailed design, included as Attachment 2, consists of the following:

- Replacement and modernization of the following equipment:
 - EOC/Broadcast monitors in Chambers
 - Lobby and foyer monitors
 - Video projector and screen
 - Dais, speaker podium, and handheld microphones
 - Loudspeakers, audio amplifiers, and audio processing equipment
 - Pan-Tilt-Zoom Cameras
 - Control Panels

- Incorporation of the following new components into the AV Infrastructure:
 - Web-Conferencing Codec
 - Removes standing camera in front of the dais
 - Provides seamless integration of all equipment with web-conferencing software
 - Creates a single viewing feed for broadcast, livestream, and web-conference participants
 - Increases size for EOC/Broadcast, lobby, and foyer monitors
 - Direct connection to EOC/Broadcast monitors
 - Tabletop wireless microphones for meetings not utilizing the dais
 - A third control panel at the staff table with one-touch AV setup for primary meeting modes including City Council, EOC, Boards/Commissions, Committees, and other public meetings

Contract Award

In addition to completing the AV System Design, Pacific Coast AV was selected by City staff for its ability to purchase, install, and program the AV System. Pacific Coast AV has demonstrated a strong and knowledgeable team capable of completing the work and is able to commence the work immediately within the requirements of City schedules and available support. Further, Pacific Coast AV offers on-call equipment servicing which would allow the City to continue utilizing the company's expertise to support the system moving forward. The other firms identified through the initial informal RFQ process do not offer the same services.

The City's Administrative Policy III.1 Procurement, Section D.4 allows the City to dispense with the formal procurement process in several circumstances, including when "necessary to serve the best interests of the City." Because Pacific Coast AV offers a comprehensive AV infrastructure and service package, and considering the potential for imminent increases in costs for equipment and services, City staff believes that forgoing a formal Request For Proposal (RFP) procurement process and moving forward with an agreement with Pacific Coast AV is appropriate in this case.

Implementation Timeline

If City Council authorizes the award of the project to Pacific Coast AV, the following is the estimated timeline for project completion:

	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026
Contract Award/Execution				
Initial Payment for Equipment Purchase				
AV Equipment Order/Receiving				
Installation				
Programming				
Testing/End User Training				

Staff recommends that the City Council authorize the City Manager to execute a contract with Pacific Coast AV in the amount of \$317,219 for the completion of work as described in Attachment A, with a \$31,720 (10%) contingency for a total amount not to exceed \$348,940.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The not-to-exceed amount of \$348,940 includes the quoted cost of \$317,219 for the completion of work as described in Attachment A, with a \$31,720 (10%) contingency. Staff requests a budget appropriation of \$317,535 (91%) from the General Fund unassigned balance and \$31,405 (9%) from the Integrated Waste Management Fund unassigned balance to fund this project.

LEGAL CONSIDERATIONS

The City Attorney has reviewed and approved this item.

Reviewed by:

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

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Quote from Pacific Coast AV

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE PURCHASE, INSTALLATION, AND PROGRAMMING OF THE EMERGENCY OPERATIONS CENTER/COUNCIL CHAMBERS AUDIO-VISUAL UPGRADE IN THE AMOUNT OF \$317,219 AND AUTHORIZE A 10% CONTINGENCY FOR CHANGE ORDERS FOR A TOTAL AMOUNT NOT TO EXCEED \$348,940

WHEREAS, the City Council Chamber serves as the City's Emergency Operations Center and primary meeting space for City Council, Boards, Commissions, and Committee meetings; and

WHEREAS, the Council Chamber is operating with original Audio-Visual (AV) Infrastructure installed with the 2007 construction of City Hall; and

WHEREAS, in 2024 the City conducted an informal request for qualifications and contracted with Pacific Coast AV to complete an Audio-Visual System Design with associated costs to determine the financial impacts of such a project; and

WHEREAS, the age of the system is causing a continued decrease in reliability and several components have failed for which repair or replacements are no longer available; and

WHEREAS, the AV structure is not designed to support hybrid meetings and new legislation requires the City Council to conduct hybrid meetings beginning July 1, 2026; and

WHEREAS, on October 21, 2025 the City Council gave staff direction to move forward with upgrading the system due to the increased urgency of recent system failures and the passage of new legislation requiring hybrid public meetings; and

WHEREAS, Administrative Policy III 1, section D4 allows the City to dispense with formal procurement process when "necessary to serve the best interest of the City" which staff considers appropriate in this case based on the urgency to replace the failing equipment, ability to commence work immediately, the vendor demonstrating a strong and knowledgeable team providing comprehensive services, and anticipated increases to equipment costs; and

WHEREAS, a one-time allocation of funds is required from the General Fund and the Integrated Waste Management Funds unassigned balances to complete the project.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute an agreement with Pacific Coast AV for the purchase, installation, and programming of Audio-Visual upgrades in an amount not to exceed \$348,940.

BE IT FURTHER RESOLVED, that it hereby amends the Fiscal Year 2025-26 Adopted Budget to appropriate \$317,535 from the General Fund unassigned balance, and \$31,405 from the Integrated Waste Management Fund unassigned balance.

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

I CERTIFY that at a regular meeting on November 18, 2025, the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

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

Holly M. Charléty, City Clerk

APPROVED:

Carolyn Wysinger, Mayor



Audio Visual Installation Services Proposal

QUOTE: 25-112 **REV.2**

Date: Wednesday, Nov. 12th, 2025



RE: City of El Cerrito_Council Chamber Audio Visual Upgrades

City of El Cerrito

10890 San Pablo Avenue
El Cerrito, CA 94530
Attn: Holly M. Charlety
City Clerk
(510) 215-4305
hcharlety@elcerrito.gov

Dear Ms. Charlety,

Per your request, Pacific Coast AV is pleased to provide you with a quote for audiovisual upgrades for your council chambers in El Cerrito, CA

Background Information / Findings / Site Visit Results:

Pacific Coast AV has provided Audio Visual Design Services under PCAV#24-024. The design services had included sales consultations, site inspections, system engineering, and deliverable package with complete scope-of-work, equipment listing, schematic drawings, and budget estimate. A revision of this proposal has been made to update terms of the agreement.

PCAV Recommendations:

Pacific Coast AV recommends the review of this proposal along with the verification of owner-furnished products and 3rd party services as described. Any/all requested changes of audiovisual design are recommended to be contracted under continued audiovisual design services.

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www.pcavinc.com

City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

PROPOSED SCOPE-OF-WORK:

The **City of El Cerrito** would like Audio Visual Upgrades to their council chambers located at 10890 San Pablo Avenue in El Cerrito, CA. The room will function in various purposes including serving as an emergency operations center, town hall meetings, and city council sessions.

Pacific Coast AV will provide product procurement, installation, field engineering, system programming, end-user training, deliverable package, and one (1) full year warranty. Pacific Coast AV will provide removal of existing equipment as listed in the scope-of-work. Installation services will be provided at prevailing wages. Some existing equipment will be reutilized with the new integration.

Video System

The four (4) existing display monitors and associated mounting assemblies in the council chambers will be removed and replaced with four (4) new 75" commercial-grade Display Monitors to be installed on Swing-Arm Mounting Assemblies.

Each of the four (4) total wall-mounted monitor sections will account for a "station" for the purposes of the Emergency Operation Center (EOC) arrangement.

The existing video projector and electric screen will be removed and replaced with one (1) new high-resolution Video Projector with long-throw lens for display onto one (1) new 130" diagonal Electric Video Screen. The new video projector (with lens) will be located in the upper wall area of the equipment room and the new electric video screen will be recessed into the ceiling area.

The two (2) existing over-flow display monitors located in the council chamber lobby and entrance area will be removed and replaced with two (2) new commercial-grade Display Monitors and associated mounting assemblies. The lobby area will have one (1) 43" monitor located in the upper corner area of the room and the entrance area will have one (1) 65" monitor located above the entrance walk-way.

Continued

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

SCOPE-OF-WORK (Continued ...)

Audio System

The existing gooseneck microphones, pendant loudspeakers, audio amplifiers, and audio processing will be removed from the system.

The audio system will include a total of eleven (11) new Wired Gooseneck Microphones installed within the room. The wired microphones will consist of seven (7) fixed Gooseneck Microphones installed across the dais (one at each council member seat) and three (3) fixed Gooseneck Microphones joined at the dais area; one for the city clerk, one for the city manager, and one for the city attorney. One (1) additional table-top Gooseneck Microphones will be installed at the staff presenter's table. This microphone may be moved or angled towards the user.

Nine (9) Wireless Gooseneck Microphones will be available for set-up in the open area / gallery / podium along with two (2) Wireless Hand-Held Microphones and one (1) Wireless Lapel Microphone. These microphones will be made available for use during meeting room sessions and podium use. The wireless microphones will be stored on charging bays within the equipment rack when not in use.

The system will include a Digital Audio Signal Processor (DSP) for the conferencing and local sound reinforcement. The DSP will include acoustic echo cancellation and audio distribution for all associated audio sources.

The system will include a 4-channel Audio Amplifier for proper sound reproduction through the dais area and the open area / gallery. The audio amplifier will provide one (1) zone for the existing, owner-furnished loudspeakers in the dais area and a separate zone for nine (9) new ceiling-mounted Pendant Loudspeakers in the open area/ gallery.

Continued ...

City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

SCOPE-OF-WORK (Continued ...)

Audio-Video Sources

The sources of the system will consist of one (1) owner-furnished Laptop Computer located the clerk's area as well as one (1) owner-furnished Laptop Computer located at the staff presenter's table.

The sources of the system will consist of four (4) new HDMI Wall Plate Interfaces to be installed within the lower wood paneling at/near each of the owner-furnished EOC workstations for quick connection of four (4) new – 9ft HDMI User Cables. Digital adaptors will be made available to adapt various cable connections to HDMI.

The user cabling and adaptors will be stored in the back storage room area when not in use.

*Note: the wall plate interfaces will only be integrated with the local monitors at each station for display during EOC presentations.

Web-Conferencing

The web-conferencing system will include an owner-furnished web-conferencing software residing on the laptop computer at the clerk's area. A Web-Conferencing Codec will be connected via USB cabling to this laptop computer. The audiovisual system microphones, loudspeakers, pan-tilt-zoom cameras, and selected video source will integrate with the web-conferencing software.

The four (4) existing pan-tilt-zoom cameras in the room will be removed and replaced with four (4) new, high-resolution Pan-Tilt-Zoom Cameras at the same locations of the previous units. The cameras will be positioned for the best video capture of the dais, podium, gallery, and meeting area.

Continued

City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

SCOPE-OF-WORK (Continued ...)

AV Control System

The audiovisual control system will consist of three (3) wired 10" Touch Panels. One touch panel will reside at the clerk's area, one (1) touch panel will be located at the staff presenter's table, and one (1) in the control room. All touch panels will be stationary with capability of slight movement for angling towards users.

The touch panels will include the basic features of system on/off, main volume up/down, and video source selection for distribution to the display monitors and video projection system.

A "settings" tab of the touch panel will provide advanced settings for individual controls of video devices, matrix switching of video sources, room volume level control, microphone volumes/mute, and up to three (3) camera pre-sets.

From the Control Room, a live operator will have centralized control of the pan-tilt-zoom cameras for camera switching, transitions, pan-tilt-zoom control, and other feature-sets. The camera system will include an input from the main video switcher for any content-sharing sources. A Preview Monitor and "live feed" monitor will be viewable for the live operator. This operator will determine the main video camera system output to local video display monitors as well as any/all associated AV streaming, recording, archiving systems.

The touch panel functions will also include "one-touch" presentation-modes where each selection will provide pre-set functions corresponding to each presentation. Presentation-modes listed below;

Council Meetings:

Under the one-touch selection of Council Meeting, the video projection system is activated and defaults the source to the staff laptop connection. All display monitors in the council chambers are activated and default the source to the main video camera system output. All dais-located microphones are active. The wireless gooseneck microphone at the podium is active.

Continued

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

SCOPE-OF-WORK (Continued ...)

Boards / Commissions:

Under the one-touch selection of Boards / Commissions, the video projection system is activated and defaults the source to the staff laptop connection. The display monitors are activated and default to the main video camera system output, the camera system defaults to a pre-set view of the rear camera zoomed-in to cover the upper portion of the dais. All dais-located microphones are active. No other microphones are activated.

Committees:

Under the one-touch selection of Committees, the video projection system is activated and defaults the source to the staff laptop connection. The display monitors are activated and default to the main video camera system output. The camera system defaults to a pre-set view of the rear camera zoomed-in to cover the table setup at the center of the room. All wireless microphones are active with volume control from a mixed volume adjustment. No other microphones are active.

Public Meeting:

Under the one-touch selection of Public Meeting, the video projection system is activated and defaults the source to the staff laptop connection. The display monitors are activated and default to the main video camera system output. The camera system defaults to a pre-set view of a side camera zoomed-in to cover the open area / gallery. All wireless microphones are active with volume control from a mixed volume adjustment. No other microphones are active.

Emergency Operation Center:

Under the one-touch selection of Emergency Operation Center, the display monitors are activated and default to a separate video input corresponding with each designated HDMI wall plate at each of the four (4) stations of the open area / gallery. No video projection system is activated. The audio of each display monitor is muted. No audio is associated with this presentation mode.

Continued ...

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

SCOPE-OF-WORK (Continued ...)

Audio-Video Streaming, Recording & Broadcast Integration

The system will provide for a main audio and video feed to integrate with the client's preferred, 3rd party streaming / broadcast / recording / archiving platform and products *pending signal compatibility. The video of the camera system (camera view or source content) will serve as the main video input for AV Streaming systems. The mixed audio from any/all associated microphones or audio-included source content will serve as the main audio input for AV Streaming systems.

The touch panels will include a command to turn On/Off "Live Streaming" to allow the main audio and video feeds to pass to 3rd party streaming / recording / broadcasting devices and systems.

Equipment Storage

The existing equipment rack will remain in place. The existing audiovisual equipment of the rack will be removed and replaced with the new system components.

Any/all existing, owner-furnished power management components and/or Uninterruptable Power Supplies may be connected with the system by the client.

End of Scope-of-Work

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

COST SUMMARY:

Product: Manufacturer Model # Quantity Est. Price:

Audio System:

Table-top Microphone Base Unit	Shure	MX418D/C	2	\$710.82
18" Gooseneck Microphone	Shure	MX418C	11	\$3,077.03
Wireless Table-Top Microphone Base (TX)	Shure	MXW8X	9	\$6,324.30
15" Dual Flex Microphone Element	Shure	MX415LPDF/C	9	\$2,359.44
Wireless Hand Held Microphone	Shure	MXW2X/SM58	2	\$1,259.46
Wireless Lavalier Microphone	Shure	MXW1X/0	1	\$613.51
8 Chan.Mic Wireless Access Point	Shure	MXWAPX8	1	\$4,125.68
4 Chan. Mic Wireless Access Point	Shure	MXWAPX4	1	\$3,010.81
Wireless Microphone Charger Base	Shure	MXWNDX8G	1	\$1,560.81
Wireless Microphone Charger Base	Shure	MXWNDX4G	1	\$1,114.86
Wireless Hand-held / Lavalier Mic Charger	Shure	MXWNDX	1	\$1,004.05
Mic / Line Input Network Appliance	QSYS	QIO-ML4i	3	\$2,100.90
Mic / Line Output Network Appliance	QSYS	QIO-L4o	1	\$537.41
4 Channel. 70 volt Network Audio Amplifier	QSYS	CX-Q2K4	1	\$2,838.81
Pendant Loudspeakers (White)	QSYS	AD-P6T	9	\$3,326.13
Dais Loudspeakers (owner-furnished)	TBD	TBD	7	\$0.00

Control System:

10" LED Touch Panel	QSYS	TSC-101-G3	3	\$8,865.66
Touch Panel Table Stand	QSYS	TSC-710t-G3	3	\$1,311.03
ProductionVIEW Camera Controller	Vaddio	999-5655-000	1	\$9,879.79
Processor / Controller	QSYS	SERVER X10	1	\$7,746.27
USB Extender System	Inogeni	U-BRIDGE 3	2	\$1,874.78
USB Switch	Inogeni	TOGGLE USB 3.0	1	\$583.66
GPIO Peripheral	QSYS	QIO-GP8X8	3	\$1,316.43
AV Network Switch	Netgear	M4250-26G4F-PoE++	2	\$7,522.38
Fiber Optic Interface	Netgear	AGM731F	2	\$247.32
Multi-mode Fiber Optic Patch Cable	TBD	TBD	1	\$12.90

Continued

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

COST SUMMARY:

Miscellaneous Hardware:

Bulk Cabling & Accessories	TBD	TBD	1	\$9,848.48
Video Project Mounting Assembly	Chief	VCMUW	1	\$554.17
Video Projector Mounting Bracket	Chief	CMA110	1	\$84.62
Mounting Assembly Adjustable Pole	Chief	CMS009012W	1	\$126.15
Thin Swinging Wall Mount	Chief	TS525TU	6	\$4,310.76
Digital Adaptor Cabling (HDMI - Mini DP)	TBD	TBD	4	\$586.68
Miscellaneous Rack Accessories	TBD	TBD	1	\$394.64
AV Equipment Rack (owner-furnished)	TBD	TBD	1	\$0.00

Estimated Subtotal for Audio Visual Equipment = \$164,414.70

CA Sales Tax @ 10.25% = \$16,852.51

Estimated Shipping = \$4,620.05

CA Electronic Waste Recycling Fee = \$41.00

Technical Services

Installation @ Prevailing Wage = \$78,000

System Design = \$0

System Programming = \$32,000

Field Engineering / Commissioning = \$6,360

PM, Admin, Travel, Training, & other services = \$14,931

COST TOTAL for Audio Visual Project = \$317,218.84

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

Standard Warranty

Pacific Coast AV holds a One (1) Year Workmanship Warranty on audio visual system installations concurrent with varied manufacturer's warranties. The PCAV Warranty begins at the time of final system sign-off and expires after One (1) Year whereby service may be provided on a time-and-materials basis. The Warranty covers the entire System including all product repair or replacement, shipping, cabling, connectors, mounting, associated software/firmware, and miscellaneous hardware. The Warranty does not cover System misuse, negligence, or damages caused by the owner or other trades. The Warranty does not cover labor or material for requested changes / modifications outside of the signed contract.

Pacific Coast AV Warranty Extensions and Service Contracts may be available at additional costs.

GENERAL TERMS AND PROVISIONS:

1. **City of El Cerrito** agrees in full not to solicit, approach, engage in or communicate with Pacific Coast AV (also known as PCAV) personnel with regard to employment opportunities with **City of El Cerrito**, **City of El Cerrito** subsidiaries, **City of El Cerrito** affiliated entities, or subcontractors and clients of **City of El Cerrito**. This agreement is in effect during, and two (2) years after, any employment opportunities between **City of El Cerrito** and Pacific Coast AV.
2. Cost of permits or other local agencies requirements are not included or estimated in this proposal. If necessary, PCAV will work with **City of El Cerrito** in obtaining such items.
3. Project work hours are from 7:00 a.m. to 4 p.m., Monday through Thursday and are to be scheduled consecutively. After-hours, weekends and holidays are not included. Changes to work hours or schedule are to be negotiated by City of El Cerrito and Pacific Coast AV and may incur premium labor rates.
4. PCAV has no control over site schedule and or building conditions. PCAV reserves the right to modify and or change work schedule and costs based on these conditions and site accessibility.
5. If any information is missing and/or there are unknown factors that cannot be estimated, work will be performed on a T&M basis or a change order will be issued and approved by **City of El Cerrito**, prior to commencing work on disputed scope.
6. This is a **Prevailing Wage** Project and Certified Payroll applies. Prevailing wage labor rates may fluctuate from the California Department of Industrial Relations (DIR). Pacific Coast AV may need to adjust our proposal/contract based on the labor rates set by the DIR at the time work is actually performed.
7. **City of El Cerrito** may be charged for any labor cancellations due to **City of El Cerrito** related issues.

Continued ...

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City of El Cerrito Council Chamber Audio Visual Upgrades: #25-112

8. PCAV has no direct or indirect control over product inventory, backorders or equipment shipments from its vendors. PCAV will do everything under its control to meet and exceed the City of El Cerrito's expectations within reasonable time, cost, and effort.
9. Standard shipping of all products and accessories is Ground Shipping (5-7 days) or Freight Shipments (4-12 days). Requested Rush Shipments may accrue additional costs in the form of Change Orders.
10. PCAV will provide all labor support, excluding noted items.
11. **City of El Cerrito** will provide all designated **Owner-furnished Equipment (OFE)** product and cabling. **PCAV makes no claims or guarantees as to the condition, working order, or functionality of OFE products** prior to or once installed. **PCAV's Warranty Policy does not include or cover OFE products.**
12. PCAV is not responsible for OFE products that may be missing proprietary parts, cables, mounting, rack ears, software, settings, configurations, or programming codes.
13. All power, conduit, cable paths and structural backing / blocking for all equipment and wall displays are to be provided by others. Determinations of cable pathways, mounting locations, and any aesthetic considerations for the project need to be discussed prior to installation.
14. Structural Vibrations: Jobsite building structures; including ceilings, walls and floors; used to support audiovisual equipment are assumed to be vibration free.
15. PCAV will use drop clothes / padding to protect floors, tables, and chairs during installation (if provided).
16. PCAV will remove trash, *unwanted boxes, clean surfaces around work area, and vacuum floor as needed after project completion as it relates to the audiovisual installation. *Product boxes will be removed for immediate disposal unless otherwise noted by **City of El Cerrito**.

Assumptions:

1. No security measures are required. i.e. Safety test, safety meetings, photo ID badges, etc.
2. Note: Hard cap ceilings may not allow for recess-mounted product and such changes to system design, product, and installation may accrue additional costs.
3. Non-plenum drop ceiling is assumed and non-fire retardant cable coating is specified unless otherwise noted.
4. No Firewall Subdivisions / Fire Partitions are in place with the given construction. If present, alternative cable routes will be considered with any/all additional costs forwarded to **City of El Cerrito**.
5. No ceiling, above ceiling, wall or floor obstructions are present (pipes, HVAC, electrical, conduit, sprinkler systems, life & safety systems, fixtures, or presence of asbestos) that would prevent, restrict, complicate, or create unsafe working conditions during AV cable routing or mounting.

City of El Cerrito will provide the following:

1. Building / Job Site Access: Photo ID Badges (if required), Access to entry ways and service elevators
2. Requests for Certificate of Liability Insurance (if required) to be made five days prior to installation
3. Commercial Vehicle Parking Area for Service Van / Truck approximately 8 ½ high
4. Parking Permits (if applicable)
5. Secure, Onsite Storage Area of audiovisual equipment, tools, and hardware if required for project.

Continued

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6. Notifications/Signage throughout the Job Site Location of Noise/Work-to-be-Performed/Work Zone Hazard during installation hours if required by City of El Cerrito.
7. All shipping and delivery of OFE (owner furnished equipment) to be made available onsite prior to scheduled installation.
8. Electrical Power, Conduit, Cable Paths and Structural Backing/ Blocking (if required).
9. **Data**, Telephone, and/or 3rd party streaming services for integration with the System(s), unless defined in scope-of-work

PCAV Exclusions:

1. Painting or Patchwork
2. All Millwork (except where specific millwork/ casework are defined in scope-of-work).
3. Concrete Saw and/or Core Drilling.
4. Drywall Replacement or Repair.
5. Carpet Installation or Replacement (except where defined in scope-of-work).
6. Roof or Ceiling Penetrations.
7. T-Bar Replacement, Repair and/or cut in.
8. Electrical Servicing or Installation (high voltage / 91+ Volts).

Payment Terms & Client Acceptance:

Please Note:

- All Quotes Are Valid for 20 Days. Equipment Pricing may change after 30-days of quote submittal where initial invoice payment (per terms) has not been received. Additional invoicing may apply with equipment price increases.
- 25% of the quote will be charged to the City of El Cerrito if the project, in its entirety, is cancelled by the City with less than a 48-hour notification
- 15% accrued late fee will be charged on unpaid invoices 30 days and over.
- Sales Tax Rates apply at time of invoicing per current city/county tax rate. Increases to Sales Tax Rates within 90-days of initial invoice payment may include additional costs.

Attorney Fees Provision:

- If either party to this agreement institutes legal action to enforce or construe it, or to collect damages, then the prevailing party shall be entitled to receive its attorney fees and costs of litigation.

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Terms:

- 100% of the equipment cost is due upon signing (to include shipping, handling, and applicable sales tax). All equipment will be released and become the property of the City of El Cerrito, regardless of any disruption or cancellation of services outlined in Pacific Coast AV's proposal
- Technical Services to be invoiced weekly as progress payments, due Net 30 from invoice date
- *2% Discount applies for early payments (Net 10) on Technical Service invoices
- Any / all City of El Cerrito-requested Change Orders to be invoiced separately

NOTE: Due to geopolitical uncertainties, tariff implementations and unpredictable weather conditions, equipment may incur a sudden price increase and/or orders may be delayed without notice. Pacific Coast AV will provide detailed tracking updates to the client as they become available. Pacific Coast AV reserves the right to change equipment with like and/or equal products to meet system requirements and project schedules. Client will be notified ahead of time of increases or discounts based on product changes.

Please reference Job #25-112 with any Purchase Orders, Check Payments or other payment forms.

City of El Cerrito Council Chamber Audio Visual Upgrades: REV.2

Estimated Cost: \$ 317,218.84

☐ Financing Option

☐ Credit Card Payment
(3.6% Credit Card Fee Applies)

City of El Cerrito Approval:

Signature: _____

Date: _____

Print Name: _____

Title: _____

We appreciate your business!

John Albrecht
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State of California Certified Small Business; Supplier # 1731901

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**SUPPLEMENTAL AGENDA MATERIALS
CITY COUNCIL MEETING
November 18, 2025
(revised 11/19/2025)**

REGULAR CITY COUNCIL MEETING (6:00 PM)

Public Comments (Not on the Agenda and Consent Calendar)

**Agenda Item No. 9.A. – FY 2025-26 First Quarter General Fund Budget Update
through September 30, 2025
Presentation**

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Thursday, November 13, 2025 3:38:57 PM

Caution! This message was sent from outside your organization.

hello Mayor Wysinger, Council Members and Staff,

I am Submitting the Following Comments into the Record:

1. I would Like to Invite the City Council to the Santa Fe NC Hug-a-Bear Dinner on December 10th from 6:00 to 10:00 PM at the Galileo Club \$50.00 Per Person
2. Also I would Consider to Revisit the Idea for the Public to Participate Remotely

Sincerely
Cordell

General Fund Update Q1 Fiscal Year 2025-26

November 18, 2025



Summary

- Overall trending similarly to prior fiscal year (FY)
- Compares Q1 performance in FY 2024-25 versus FY 2025-26
- City finances are highly cyclical



Revenues Overview



- Licenses & Permits trending on budget but lower than prior FY
 - Highly variable in timing of permit applications
- Fines & Forfeitures trending above budget and above prior year due to higher citation activity
- Use of Money and Property trending higher due to investment returns from Section 115
- Charges for Services trending on budget but lower than prior year due to permit activity and fewer weeks of summer camp

Revenue Classification	FY 2025-26			% Change in Actuals FY25 to FY26
	Amended Budget	Q1 YTD Actuals	% of Budget	
Taxes	\$36,865,664	\$2,740,663	7%	4%
Licenses & Permits	\$1,073,280	\$330,025	31%	-45%
Fines & Forfeitures	\$130,000	\$57,007	44%	59%
Use of Money and Property	\$830,600	\$248,779	30%	98%
Intergovernmental Revenues	\$5,551,043	\$850,135	15%	15%
Charges for Services	\$7,550,502	\$2,612,530	35%	-12%
Other Revenue	\$747,200	\$62,705	8%	-1%
Other Financing Sources	\$1,031,502	\$258,793	25%	3%
Totals	\$53,779,792	\$7,160,636	13%	-4%

Revenues - Taxes



- Taxes are highly cyclical, often received quarterly or on a lag
- Property taxes received primarily in Dec, April, and June
- Sales taxes on 2-3mo lag, decrease from prior year due to delayed remittance from another agency
- RPTT trending on budget, highly volatile and received on a lag

Revenue Classification	FY 2025-26			% Change in Actuals FY25 to FY26
	Amended Budget	Q1 YTD Actuals	% of Budget	
Property Taxes	\$18,080,310	\$0	0%	-
Sales Taxes	\$4,616,381	\$297,383	6%	-26%
Measure R Sales Tax	\$4,581,000	\$326,994	7%	7%
Transient Occupancy Taxes	\$100,000	\$0	0%	-
Franchise Taxes	\$1,380,000	\$0	0%	-
Business License Taxes	\$1,206,473	\$1,031,433	85%	2%
Property Transfer Taxes	\$3,200,000	\$521,449	16%	-4%
Utility Users' Taxes	\$3,700,000	\$563,404	15%	52%
Other Taxes	\$1,500	\$0	0%	-
Taxes Totals	\$36,865,664	\$2,740,663	7%	4%

Revenues by Department



- Revenues cyclical by department depending on work calendar
- Recreation revenues received earlier for summer programs, lower than prior year due to fewer weeks of summer camp
- Permit activity for Public Works and Community Development lower than prior year

Department	FY 2025-26			% Change in Actuals FY25 to FY26
	Amended Budget	Q1 YTD Actuals	% of Budget	
Administration	\$16,000	\$6,409	40%	8%
Community Development	2,621,572	777,579	30%	-27%
Fire	5,605,111	817,350	15%	9%
Non-departmental	38,900,554	3,170,251	8%	9%
Police	188,080	71,945	38%	45%
Public Works	622,117	93,841	15%	-29%
Recreation	5,826,358	2,223,261	38%	-12%
Totals	\$53,779,792	\$7,160,636	13%	-4%

Expenditures Overview



- Personnel increase year over year due to negotiated COLAs and step/merit increases
- Professional & Technical Services are cyclical depending on project timing and temp staff needs
- Other Purchased Services includes citywide insurance premiums, paid at the beginning of the year

Expenditure Classification	FY 2025-26			% Change in Actuals FY25 to FY26
	Amended Budget	Q1 YTD Actuals	% of Budget	
Personnel	\$39,967,298	\$10,426,104	26%	5%
Purchased Professional & Technical Services	4,950,307	811,726	16%	-9%
Purchased Property Services	2,378,761	422,239	18%	18%
Other Purchased Services	4,066,876	2,864,685	70%	17%
Supplies	899,845	138,758	15%	-23%
Property & Capital	499,942	49,699	10%	61%
Financing Costs	530,949	42,426	8%	-23%
Other Financing Uses	761,735	380,868	50%	0%
Totals	\$54,055,713	\$15,136,505	28%	6%

Expenditures by Department

- Increase in Administration costs from increase in insurance premiums
- Increase in PD costs from negotiated compensation increases
- Decrease in Public Works due to timing of major projects
- Increase in Recreation from negotiated compensation increases and program cost increases

Department	FY 2025-26			% Change in Actuals FY25 to FY26
	Amended Budget	Q1 YTD Actuals	% of Budget	
Administration	\$8,383,456	\$3,781,825	45%	18%
Community Development	4,116,506	750,585	18%	1%
Fire	16,026,892	4,243,839	26%	1%
Non-departmental	882,374	313,383	36%	1%
Police	15,326,561	3,685,390	24%	6%
Public Works	2,604,358	446,253	17%	-5%
Recreation	6,715,567	1,915,231	29%	5%
Total	\$54,055,713	\$15,136,505	28%	6%

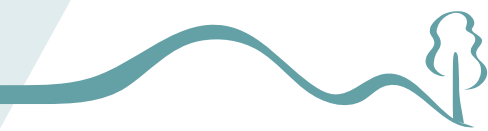
Fund Balance



- FY25: \$24.2M →
FY26: \$23.9M
- Reserves: 38% not incl.
Pension Trust
- \$3.7M discretionary
reserves projected for
FY26

Fund Balance Projection		
FY25 General Fund - Total Fund Balance (unaudited)		\$ 24,212,788
FY26 Projected Revenue	53,779,792	
FY26 Projected Expenditures	(54,055,713)	
Change in fund balance		(275,921)
FY 26 Projected Ending Total Fund Balance		23,936,867
Projected unassigned percent as of June 30, 2025		38%

Conclusion



- Overall trending similarly to prior fiscal year (FY)
- Revenues and expenses are highly cyclical, more information and better picture of yearlong finances available at Mid-Year (after Q2)
- Staff will come back to Council if any adjustments are needed

Thank you!

