



AGENDA

SPECIAL CONCURRENT CITY COUNCIL MEETING / PUBLIC FINANCING AUTHORITY AND EMPLOYEE PENSION BOARD MEETING

**Tuesday, June 23, 2015 – 7:00 p.m.
City Council Chambers**

Rescheduled from June 16, 2015 to June 23, 2015

Meeting Location

El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Mark Friedman – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Jan Bridges

Councilmember Janet Abelson
Councilmember Gabriel Quinto

ROLL CALL

7:00 p.m.

CONVENE SPECIAL CONCURRENT CITY COUNCIL / PUBLIC FINANCING AUTHORITY AND EMPLOYEE PENSION BOARD 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. PRESENTATIONS

Annual Sundar Shadi Garden Contest Awards Presentation – *Acknowledgement of contest winners and presentation of awards by Anna Frankfurt, President, El Cerrito Garden Club.*

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5E

A. Minutes for Approval

Approve the June 2, 2015 Regular City Council meeting minutes.

B. Agreements with Rubicon Enterprises, Inc. and New Image Landscape Company for Landscape Maintenance Services

Adopt a resolution authorizing the City Manager to execute the following agreements to provide landscape maintenance services for the City's parks, athletic fields, building grounds, street medians, streetscapes, pedestrian paths, and other public right of ways for a period of three years, with an option to annually extend either or both contracts for two years thereafter, effective July 1, 2015 and contingent upon adoption of the proposed update to the Biennial Budget for Fiscal Years 2014-15 & 2015-16 and, if necessary, successful negotiations with each contractor to amend the contract to be consistent with the budget: 1) Rubicon Enterprises Incorporated at an annual cost not to exceed \$98,600; and 2) New Image Landscape Company at an annual cost not to exceed \$117,400.

C. Amendments to City Classification Plan

Adopt resolutions amending the City's Classification Plan to:

- 1) Establish classifications for positions within the Aquatics Division, re-title and revise the class specification of Environmental Services Manager to Operations and Environmental Services Manager; and ratify the reclassification of Administrative Analyst III to Assistant to the City Manager; and
- 2) Establish the salaries and benefits for Aquatics Division personnel and establishing salary ranges as recommended.

D. Environmental Quality Committee Appointment

Approve an Environmental Quality Committee recommendation to appoint Charles Hargrove to the Environmental Quality Committee, effective July 14, 2015.

E. Anza National Historic Trail Interpretive Sign and Banners

Adopt a resolution approving installation of Anza National Historic Trail Interpretive Sign and banners.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

CONCURRENT CITY COUNCIL / PUBLIC FINANCING AUTHORITY / EMPLOYEE PENSION BOARD ITEM

A. Approval of the City's Fiscal Year 2015-16 Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approve the Fiscal Year 2015-16 Annual Gann Appropriation Limit

Staff requests that the City Council approve the following actions:

- 1) Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for the City of El Cerrito;
- 2) Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for the El Cerrito Public Financing Authority;
- 3) Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for

the El Cerrito Employee Pension Board; and

- 4) Adopt a resolution approving the calculation and establishing the FY 2015-16 annual Gann Appropriation Limit.

B. Financial Advisory Board Recommendations – Submitted by Peter Vranich, Chair, Financial Advisory Board.

The Financial Advisory Board (FAB) recommends adopting the City Manager's updates to the Fiscal Year 2015-16 budget with the following changes: 1) Identify \$100,000 of savings among the list of proposed budget changes presented to the FAB on June 9, 2015 and allocate those savings of \$100,000 to the general fund reserve; and 2) Any unanticipated revenues in the General Fund over and above the Adopted Fiscal Year 2015-16 budget realized by December 31, 2015 not be committed until the FAB reviews and makes recommendations for the mid-year update.

8. COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENT REPORTS

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

9. ADJOURN SPECIAL CONCURRENT CITY COUNCIL / PUBLIC FINANCING AUTHORITY / EMPLOYEE PENSION BOARD MEETING

The next regular City Council meeting is Tuesday, July 21, 2015 at 7:00 p.m. at City Hall, 10890 San Pablo Avenue, El Cerrito, California.

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/ind-ex.aspx?NID=114>. 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

REGULAR CITY COUNCIL MEETING
Tuesday, June 2, 2015 – 7:00 p.m.
City Council Chambers

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

Mark Friedman – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Jan Bridges

Councilmember Janet Abelson
Councilmember Gabriel Quinto

ROLL CALL

Councilmembers Abelson, Bridges, Lyman, Quinto and Mayor Friedman all present.

7:00 p.m.

CONVENE REGULAR CITY COUNCIL MEETING

Mayor Friedman convened the regular City Council meeting at 7:01 p.m.

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

2. COUNCIL / STAFF COMMUNICATIONS

Councilmember Abelson noted that she had been to a number of meetings recently and received a variety of informative materials regarding East Bay economic development, innovation awards, Del Norte BART station improvements and a sustainable development success story in El Cerrito. The materials will be displayed at City Hall for reference and review.

Councilmember Quinto reported that he and Councilmember Abelson attended a presentation by East Bay Municipal Utility (EBMUD) Director Katz about the drought and water conservation. Compared to other areas in the EBMUD district, El Cerrito is doing a fine job of conserving water.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Carla Hansen, President of the El Cerrito Democratic Club (ECDC), asked the City Council to consider enacting a municipal minimum wage ordinance in El Cerrito. The ECDC passed a resolution in support of a municipal minimum wage. Working households cannot survive while struggling under the current federal and state minimum wage due to the high cost of living in El Cerrito and throughout the Bay Area. A higher minimum wage rate benefits households by making them more economically stable, makes public health and safety a priority, reduces employee turnover in businesses and provides a boost to the local economy.

Ms. Hansen urged the City Council to take swift action on this issue.

Nicholas Arzio, El Cerrito, recited the text of the municipal minimum wage resolution that was passed by the El Cerrito Democratic Club last week.

Howdy Goudey, El Cerrito, asked the City Council to recognize serious deficiencies in the 1715 Elm Street project, particularly those involving stormwater and drainage issues and improve the outcome of the project.

4. PRESENTATIONS

A. Proclamation Recognizing and Commending Captain Michael Regan – *Presentation by Sylvia Moir, Police Chief.*

Approve a proclamation drawing special public attention to Police Captain Michael W. Regan, for his record of service to and concern for the protection of life and property in the local community, and extending the City Council's sincere best wishes for continued success in all future endeavors.

Action: Moved, seconded (Lyman/Abelson) and carried unanimously to approve the proclamation. Proclamation presented to Captain Regan.

B. Committee on Aging Workplan – *Presentation by Shirley Cressey, Chair, Committee on Aging.*

Receive a presentation regarding the Committee on Aging's accomplishments, goals and workplan.

Action: Received presentation.

C. Human Relations Commission Workplan – *Presentation by Georgina Edwards, Chair and Rochelle Pardue-Okimoto, Vice-Chair, Human Relations Commission.*

Receive a presentation regarding the Human Relations Commission's accomplishments, goals and workplan.

Action: Received presentation.

D. Del Norte BART Station Improvements – *Presentation by Sadie Graham, Senior Planner, BART Planning + Development.*

Receive a presentation regarding the Del Norte BART Station Improvement Program.

Howdy Goudey, El Cerrito, noted the art opportunities associated with the proposed improvements at the Del Norte station. Mr. Goudey noted that BART did a very nice job integrating fused glass art on the overpass between the Coliseum station and Air Bart connection and stated that it would be nice to have a nice integrated fused glass art project in the façade at Del Norte station. Mr. Goudey also noted that the lighting could use modernization and encouraged the use of LED lights and implement energy saving measures and controls.

Action: Received presentation.

E. Citizens' Streets Oversight Committee Annual Report – *Presentation by Matt Kelly, Committee Member.*

Receive a presentation regarding the Citizens' Street Oversight Committee's review of expenditures of revenue collected pursuant to El Cerrito Municipal Code Chapter 4.60 to determine whether such funds were expended for the purposes specified in the current Street Repair and Maintenance Expenditure Plan.

Action: Received presentation.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5E

Moved, seconded (Bridges/Abelson) and carried unanimously to approve Consent Calendar Item Nos. 5(A) and 5(B) and 5(D) through 5(E) in one motion as indicated below. Item No. 5(C) was removed from the Consent Calendar for the purposes of presenting the Loving Day Proclamation to members of the Human Relations Commission.

A. Minutes for Approval

Approve the May 19, 2015 Regular City Council meeting minutes.

Action: Approved minutes.

B. Pride Month Proclamation

Approve a proclamation declaring the month of June as Lesbian, Gay, Bi-Sexual, Transgender (LGBT) Pride Month in the City of El Cerrito, and inviting everyone to reflect on ways we all can live and work together with a commitment toward mutual respect and understanding. Pride Month will also be recognized by flying the rainbow flag at City Hall during the month of June.

Action: Approved proclamation.

C. Loving Day Proclamation

Approve a proclamation declaring June 12, 2015 as “Loving Day” in the City of El Cerrito and authorizing the Mayor to send letters of support to federal and state elected officials urging the recognition of Loving Day.

Action: Removed from the Consent Calendar for the purpose of presenting the proclamation to the Human Relations Commission. Moved, seconded (Lyman/Bridges) and carried unanimously to approve the Loving Day proclamation.

D. Below Market Rate Housing Agreement – Creekside Walk Ventures Project

Adopt a resolution authorizing the City Manager to execute a Below Market Rate Housing Regulatory and Resale Restriction Agreement and Declaration of Restrictive Covenants for the Creekside Walk Ventures project and finding that the Agreement satisfies Condition of Approval #41 for the project (Section C of Exhibit C of City Council Resolution No. 2006-01).

Action: Adopted Resolution No. 2015–42.

E. CAFR and MOIC Policies

Receive and file the Comprehensive Annual Financial Report (CAFR) and the Memorandum on Internal Control and Required Communications (MOIC) for the fiscal year that ended on June 30, 2014.

Action: Adopted Resolution No. 2015–43.

6. PUBLIC HEARINGS

A. Confirm the Diagram and Levy the Assessment for Fiscal Year 2015-16 for Landscape and Lighting Assessment District No. 1988-1

Conduct a public hearing and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year 2015-16 as \$72 per residential parcel and as noted in the Engineer’s Report for other classes of properties.

Presenter: Lisa Malek-Zadeh, Finance Director.

Mayor Friedman opened the public hearing. No speakers.

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

Action: Moved, seconded (Lyman/Bridges) and carried unanimously to adopt Resolution No. 2015–43.

B. Fiscal Year 2015-16 Storm Drain Annual Report and Fees

Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2015-16 Storm Drain Annual Report and directing that storm drain fees be collected on the property tax rolls.

Presenter: Lisa Malek-Zadeh, Finance Director.

Mayor Friedman opened the public hearing. No speakers.

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

Action: Moved, seconded (Lyman/Quinto) and carried unanimously to adopt Resolution No. 2015–44.

7. POLICY MATTERS

A. Survey Results Regarding a Future Revenue Measure for a Library Facility

Receive a presentation from Godbe Research on the results of their survey of El Cerrito residents to ascertain voter opinions related to a future revenue measure to fund a new library facility, and discuss and provide comments and feedback.

Presenter: Karen Pinkos, Assistant City Manager and Bryan Godbe, Principal, Godbe Research.

Speakers: Liz Ruhland, Senior Community Library Manager, thanked the City Council for authorizing the library survey and stated that the Contra Costa Library staff is looking forward to continuing to work with the City on this project.

Tom Panas, El Cerrito, thanked City Manager Hanin and Assistant City Manager Pinkos for their careful management and also thanked Mr. Godbe for his thorough polling. The polling results look good but there is an enormous amount of work that remains to be done between now and November 2016. Mr. Panas said he is ready to do whatever is requested and hopes that the City Council is as well.

Action: Received presentation.

8. COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENT REPORTS

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

Mayor Pro Tem Lyman stated that he attended the May 21 Marin Clean Energy Board meeting on the City's behalf. The Board received a presentation on energy efficiency programs in the Marin area. Mayor Pro Tem Lyman said he will advocate for having the programs extended to a larger jurisdiction that would include El Cerrito, San Pablo and Richmond.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 8:46 p.m.

SUPPLEMENTAL COMMUNICATIONS

Item No. 4(C) Human Relations Commission Workplan

1. Powerpoint presentation – *Submitted by Georgina Edwards, Chair, Human Relations Commission.*

Other:

2. Resolution to Create a Municipal Minimum Wage in El Cerrito – *Submitted by Carla Hansen, Chair, El Cerrito Democratic Club.*
3. East Bay Economic Development Alliance Economic Outlook 2015-16 – *Submitted by Councilmember Abelson.*
4. East Bay Economic Development Alliance Innovation Awards 2015 – *Submitted by Councilmember Abelson.*
5. El Cerrito Del Norte Station Improvements – *Submitted by Councilmember Abelson.*
6. A sustainable development success story in El Cerrito, (June-July 2015 Sierra Club Yodeler) – *Submitted by Councilmember Abelson.*



AGENDA BILL

Agenda Item No. 5(B)

Date: June 16, 2015

To: El Cerrito City Council

From: Maria Sanders
Interim Operations + Environmental Services Division Manager
Yvetteh Ortiz, Public Works Director/City Engineer

Subject: Approve Agreements with Rubicon Enterprises, Inc. and New Image Landscape Company for Landscape Maintenance Services

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute the following agreements to provide landscape maintenance services for the City's parks, athletic fields, building grounds, street medians, streetscapes, pedestrian paths, and other public right of ways for a period of three years, with an option to annually extend either or both contracts for two years thereafter, effective July 1, 2015 and contingent upon adoption of the proposed update to the Biennial Budget for Fiscal Years (FY) 2014-15 & 2015-16 and, if necessary, successful negotiations with each contractor to amend the contract to be consistent with the budget:

1. Rubicon Enterprises Incorporated at an annual cost not to exceed \$98,600; and
2. New Image Landscape Company at an annual cost not to exceed \$117,400.

BACKGROUND

The City is currently under contract with Rubicon Enterprises (Rubicon), for an annual sum not exceeding \$164,500, to provide landscape maintenance services primarily for the City's formal parks, athletic fields, and San Pablo Avenue medians. The City also holds a smaller \$12,000 contract with Gardeners' Guild to care for the Fairmount medians and the grounds around City Hall and the Public Safety Building. These contracts are due to expire June 30, 2015.

The contract with Rubicon was awarded on August 19, 2014. This was a renewal of a contract that was awarded to Rubicon in 2004 after a public bidding process. Given that it had been ten years since parks and landscape maintenance services have been bid publicly, it was staff's intent to conduct a public bidding process for a new parks and landscape maintenance services agreement. However, there was significant uncertainty in 2014 about what level of financial resources would be available for parks and landscaping services after the 2014-15 Fiscal Year. The Landscape and Lighting Assessment District (LLAD) Fund, which has historically funded the entirety of

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Rubicon's expenses, was projected to have a deficit starting in FY 2015-16, assuming that LLAD funded services remained the same. As such, staff proposed to solicit bids for landscaping service once there was a clearer picture about what level of future parks and landscape maintenance services could be funded. With the passage of Measure R, there is now a clearer picture. In the proposed update to the Biennial Budget for FY 2014-15 and 2015-16, a majority of expenses (\$290,000) for landscape maintenance services is proposed to be shifted to the General Fund. LLAD will continue to fund another \$60,000 in landscape maintenance services, bringing the total proposed amount for landscape services to \$350,000, an increase of \$40,000 for all landscape services over the previous year.

On April 13, 2015, the City's Public Works Department released a Request for Proposals (RFP) from qualified licensed landscape contractors to provide landscape maintenance services for the City's parks, athletic fields, building grounds, street medians, streetscapes, pedestrian paths, and other public right of ways. These sites were divided into three separate bundles. Contractors were invited to submit proposals for one, two, or all three bundles. The Landscape Maintenance Bundles in the RFP are:

- **Bundle A: Athletic Fields, Passive Turf Areas and Affiliated Parks** – Approximately 47 acres of turf-intensive landscapes, including 7 combination baseball/soccer fields, 6 picnic areas, and 12 passively used turf areas.
- **Bundle B: Building Grounds, City Streetscapes, Medians, Traffic Islands, and Rain Gardens** – Approximately 56 acres of landscapes and streetscapes consisting of sidewalks, medians, small plazas, trees, shrubs, ground covers, and rain gardens. This bundle contains 45 sites and is divided into Type 1, Type 2, and Type 3 facilities. Type 1 facilities require weekly care and include City Hall, the Public Safety Building, the Community/Swim Center, and the streetscapes in the City's commercial areas; Type 2 facilities need bi-monthly or monthly care and include many of the City's childcare centers, the Senior Center, Library, and Fire Station 72; and Type 3 facilities need care on a quarterly or bi-annual basis consisting mostly of the City's pedestrian paths, stairways, and other properties where regular clearance pruning and weed abatement is needed.
- **Bundle C: Ohlone Greenway** – 2.7 linear miles (approximately 18.5 acres) consisting primarily of a heavily used pedestrian and bicycle path lined by a combination of naturalized fields of "no-mow" fescue, wildflowers, and shrubs, punctuated by several small formal play spaces, creek crossings, and areas of sensitive habitat.

A list of facilities in each bundle and the required service levels for the various facilities in each bundle is included in *Attachment 2, Proposed Landscape Maintenance Agreement, Technical Specifications under Section II.E, City Facilities and Service Levels*. These *Technical Specifications* comprise the scope of work for the contractors. These specifications significantly updated the specifications provided in the previous landscape maintenance contract to increase the service level expectations in the contract, to include a more comprehensive list of facilities in the City that require routine

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landscape maintenance, and to allow staff to more easily monitor contractor performance.

In order to ensure the proposals would fit the City's budget, the RFP and the subsequent scope of work and payment schedule were structured to be scalable, so that services and sites could be reduced or removed depending on the final allocation of funding for landscape services in the FY 2015-16 Budget. The City maintained the right to award to one or more contractors and to award one, two, or all three bundles to proposers based on the demonstrated best value to the City for each one of the bundles. It also maintained the right to remove specific properties or services from the final contract in order to provide the best value to the City within the budget allocated for landscape services.

The RFP was posted to the City's website. A notice inviting proposals was also emailed directly to 22 landscape contractors. The RFP requested proposals for services for an initial agreement term through June 30, 2018, with two possible annual extensions through June 30, 2020.

ANALYSIS

The City received five proposals from qualified companies by the May 12, 2015 due date. All companies provided proposals for all three landscape bundles. The proposals are summarized in the table below.

Summary of 2015 Landscape Maintenance Service Proposals

BUNDLE	D&H Landscaping, Pinole	Marina Landscape, Inc., Livermore	New Image Landscape Company, Fremont	Pacheco Brothers Gardening Inc., Hayward	Rubicon Enterprises, Inc., Richmond
A: Turf- Intensive Landscapes	\$ 165,135	\$ 277,755	\$ 120,103	\$ 160,401	\$ 98,532
B: Shrub- Intensive Landscapes	\$ 451,394	\$ 216,009	\$ 107,410	\$ 254,758	\$ 52,246
C: Ohlone Greenway	\$ 34,728	\$114,164	\$28,756	\$92,680	\$ 14,688
Total – All 3 Bundles	\$ 648,257	\$ 607,928	\$ 256,561	\$ 507,839	\$ 165,466

Following receipt of proposals, a selection committee comprised of the Operations + Environmental Services Manager, Maintenance Superintendent, and the Public Works Environmental Programs Manager met to evaluate the proposals and interview the two top-ranked proposers, New Image Landscape Company and Rubicon Enterprises. Proposals were evaluated based on demonstrated experience in municipal landscape maintenance, experience of key personnel, customer references, required licensing and certifications, and cost competitiveness.

Both Rubicon and New Image provided cost competitive proposals for all three bundles. Rubicon Enterprises consistently provided the lowest pricing for all three bundles. New Image's pricing was consistently the second lowest, which was well under that of the remaining three proposers. The evaluation team was impressed with the value both companies could provide the City. As the City's current landscape services firm, Rubicon is extremely cost competitive, knows the City's parks well, and is responsive to City needs. With their main office in Richmond, they have been able to quickly respond to requests and mobilize for special projects at extremely affordable rates. During interviews, staff was impressed with Rubicon's knowledge of the City's facilities and water management needs, particularly of the athletic fields and formal parks listed in Bundle A.

New Image received good references from their other municipal clients, such as the Town of Danville. While slightly more expensive than Rubicon, staff felt they would be a good fit for El Cerrito given their experience maintaining Bay-Friendly landscapes and demonstrated commitment to the use of environmental best practices. Since the landscapes in many of the facilities included in Bundles B and C were designed with Bay Friendly practices in mind, staff was concerned that these sites needed more attention than what was being proposed by Rubicon, the lowest bidder. During interviews, New Image impressed staff with their proposed plan to address deferred maintenance in these specialized landscapes. New Image also had a large breadth of certifications that would provide extra value for the City. For instance, several of their staff are ISA Certified Arborists, which would give the City more flexibility in responding to tree-related landscape issues.

Based on the results of the RFP evaluation and in-person interviews with both Rubicon and New Image, staff is proposing:

- Rubicon Enterprises be awarded a contract for \$98,600 for Bundle A to provide landscape maintenance services for the City's formal parks and athletic fields. This is a reduction in their current contract; however, it dedicates more funds to concentrate specifically on the care of our highly used athletic fields and parks. As use of these facilities increases, the maintenance requirements needed to keep these facilities in safe and aesthetically pleasing conditions has also increased.
- New Image be awarded a contract for \$117,400 for Bundles B and C to provide services caring for the City's building grounds, streetscapes and pedestrian environments, including the Ohlone Greenway. Given the relatively high cost in

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their proposal associated with the care of the Type 2 Streetscapes and Public Right of Ways (Moeser Avenue above Avis Drive and the Stairway between Shevlin Place and Arlington Boulevard), these sites were eliminated from the scope, bringing the cost of their proposal for these two bundles down from their proposal of \$136,166.

Combined the cost of these two contracts will amount to \$216,000 per year and will be funded in allocations from the General Fund for Landscape Maintenance Services, contingent upon adoption of the proposed update to the Biennial Budget for FY 2014-15 and 2015-16. These contracts are \$39,500 over the City's current landscape maintenance contracts and will include professional and regular landscape services at more facilities in the City and will increase service levels. Overall, these contracts will help address deferred maintenance and improve the safety, quality, and aesthetics of these facilities. If the proposed \$40,000 increase in landscape maintenance services is not approved as part of the update to the Biennial Budget, staff will negotiate to remove sites and/or reduce service levels in order to fit the adopted budget amount.

STRATEGIC PLAN AND ENVIRONMENTAL CONSIDERATIONS

Engaging the landscape maintenance services of Rubicon Enterprises and New Image Landscaping Company will provide increased levels of care in the City's parks, athletic fields, building grounds, streetscapes and pedestrian environments. These contracts are structured to implement our Integrated Pest Management (IPM) Policy and Bay Friendly landscape maintenance practices. They also enable our landscape maintenance contractors to be proactive about identifying and reporting issues involving needed repairs to the grounds, safety hazards, irrigation equipment, and plant health.

Approval of the proposed agreements is consistent with the following El Cerrito Strategic Plan Goals:

- Goal D – *Develop and rehabilitate public facilities as community focal points*, by addressing ongoing and deferred maintenance of facilities and infrastructure; and
- Goal F – *Foster environmental sustainability citywide* by implementing Bay Friendly landscape maintenance practices and the City's IPM Policy and by monitoring irrigation on a routine basis to control water waste.

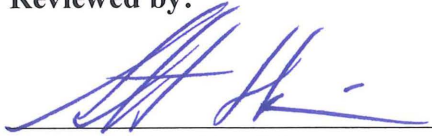
FINANCIAL CONSIDERATIONS

Contingent upon Council adoption of the proposed update to the Biennial Budget for FY 2014-15 and 2015-16, the cost of both landscape maintenance contracts will be funded in allocations from the General Fund for Landscape Maintenance Services in an amount not to exceed \$216,000 (\$98,600 for Rubicon Enterprises and \$117,400 for New Image).

LEGAL CONSIDERATIONS

The City Attorney has reviewed the RFP and Landscape Maintenance Agreements and found that legal considerations have been addressed.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution
2. Proposed Landscape Maintenance Agreement

RESOLUTION 2015-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH RUBICON ENTERPRISES, INC. AND NEW IMAGE LANDSCAPE COMPANY FOR LANDSCAPE MAINTENANCE SERVICES FOR A PERIOD OF THREE YEARS EFFECTIVE JULY 1, 2015, CONTINGENT UPON ADOPTION OF THE UPDATE TO THE BIENNIAL BUDGET FOR FISCAL YEARS 2014-15 AND 2015-2016, AND IF NECESSARY, SUCCESSFUL NEGOTIATIONS WITH EACH CONTRACTOR TO AMEND THE CONTRACT TO BE CONSISTENT WITH THE BUDGET

WHEREAS the City of El Cerrito (City) is responsible for maintaining its parks, athletic fields, building grounds, streetscapes, traffic medians, greenways, pathways, and other properties owned by the City; and

WHEREAS, on April 13, 2015 the City issued a Request For Proposals (RFP) for landscape maintenance services, which was posted to the City's website and directly provided to twenty-two qualified landscape maintenance; and

WHEREAS, the resulting contracts from this RFP will be for a term of three years with an option to annually extend these contracts for another two years; and

WHEREAS, the RFP organized the City sites that require landscape maintenance into Bundles A (Turf-Intensive Parks and Athletic Fields), B (Shrub-Intensive Building Grounds, Streetscapes, and City Right of Ways), and C (The Ohlone Greenway) and invited proposers to bid on one, two, or all three Bundles; and

WHEREAS, the City received five proposals from qualified companies by the May 12, 2015 due date; and

WHEREAS, upon consideration of competitive pricing, performance of similar work in other cities, and the landscape experience, licensing and certification of key personnel, the selection committee determined that the proposal received from Rubicon Enterprises, Inc. (Rubicon) best fits the needs of the City for Bundle A, and the proposal from New Image Landscape Company (New Image) best fits the needs of the City for Bundles B and C; and

WHEREAS, the annual cost for Rubicon to provide landscape maintenance services for Bundle A is \$98,600, and the annual cost for New Image to provide services for Bundles B and C is \$117,400, for a combined annual cost of \$216,000; and

WHEREAS, if the proposed update to the Biennial Budget for Fiscal Year 2014-2015 and 2015-16 is adopted by City Council, funding of \$216,000 will be available in an allocation from the General Fund for Landscape Maintenance Services; and

WHEREAS, if the proposed increase in landscape maintenance services is not approved as part of the update to the Biennial Budget, staff will negotiate to remove sites and/or reduce service levels in order to fit the adopted budget amount.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of El Cerrito, that, contingent upon the adoption of the update to the Biennial Budget for Fiscal Year 2014-2015 and 2015-16 and, if necessary, successful negotiations with each contractor to amend the contract to be consistent with the budget, it hereby authorizes the City Manager to execute an agreement with Rubicon Enterprises, Inc. in an amount not to exceed \$98,600 per year, and also to execute an agreement with New Image Landscape Company in an amount not to exceed \$117,400 per year for both to perform landscape maintenance services in the City of El Cerrito, effective July 1, 2015 for three years with an option to extend these contracts for an additional two years thereafter.

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

I CERTIFY that at a regular meeting on June 16, 2015 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 June X, 2015.

Cheryl Morse, City Clerk

APPROVED:

Mark Friedman, Mayor



The City of El Cerrito, ("City") enters into this agreement, dated for reference purposes only, with _____ ("Contractor").

AGREEMENT TERMS

The City and the Contractor agree as follows:

1. THE WORK. The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner Landscape Maintenance in accordance with Bay Friendly Landscape Maintenance Practices and the El Cerrito Integrated Pest Management Policy ("Work").
2. LOCATION OF WORK.
The Work will be performed citywide as per the Technical Specifications (Exhibit A) and Site Instructions (Exhibit B) as directed by the El Cerrito Public Works staff.
3. FREQUENCY OF WORK. The Contractor must complete the Work as per Technical Specifications throughout the Agreement Term.
4. REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK. If the Contractor fails to fully perform the Work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this agreement in accordance with its terms, and/or if the Contractor fails, by the Time for Completion, to fully perform all of the Contractor's obligations under this agreement that have accrued by the Time for Completion, the Contractor will become liable to the City for all resulting loss and damage in accordance with the Contract Documents and applicable law. The City's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of \$300 per day in accordance with California Government Code Section 53069.85 and the Contract Documents, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.

5. CONTRACT PRICE AND PAYMENT. As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the City will pay the Contractor in lawful money of the United States the price of \$_____ per month, an amount equaling \$_____ per year, with any alterations or deviations from PROPOSAL AND CONTRACT not to exceed \$_____ total costs. Payment to the Contractor under this agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law.

Payment to the Contractor under this agreement will furthermore be for Work actually performed at the unit costs specified in attached PROPOSAL AND CONTRACT or City approved additional agreement.

The City will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this agreement is first modified in accordance with its terms. The City's obligation to pay the Contractor under this agreement is subject to and may be offset by charges that may apply to the Contractor under this agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.

6. PREVAILING WAGES. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract, from the Director of the Department of Industrial Relations. Copies of such prevailing rate of per diem wages can be found at the following website: <http://www.dir.ca.gov/DLSR/PWD/index.htm>. CONTRACTOR shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. CONTRACTOR shall comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. CONTRACTOR agrees to comply with the provisions of California Labor Code Section 1776 which require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the Agency of the location of the records. The Contractor is responsible for compliance with Section 1776.

Throughout the performance of the Work the Contractor must comply with all provisions of the Contract Documents and all applicable laws and regulations that apply to wages earned in performance of the Work.

Contractor agrees, in accordance with Section 1771.1 of the California Labor Code, that contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to California Labor Code section 1725.5. Contractor agrees, in accordance with Section 1771.4 of the California Labor Code, this Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

7. INSURANCE. Contractor shall acquire and maintain Workers' Compensation, employer's liability, commercial general liability, public liability, property damage, owned and non-owned and hired automobile and liability, insurance coverage relating to services of Contractor, its agents, representatives, employees or subcontractors to be performed hereunder covering City's risks in form subject to the approval of the City Attorney. The cost of such insurance shall be included in Contractor's bid.

The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory minimum, as required of under the Labor Code of the State of California
Public Liability	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage.

Automobile Liability	\$1,000,000 per accident, \$2,000,000 aggregate for bodily injury and property damage (coverage required to the extent applicable to Contractor's vehicle usage in performing services hereunder).
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8. THE CONTRACT DOCUMENTS. This agreement consists of the following documents ("Contract Documents"), all of which are incorporated into and made a part of this agreement as if set forth in full. These documents may be originals, or copies where applicable.
- 8.1 This agreement and change orders and other amendments to this agreement signed by authorized representatives of the City and the Contractor
 - 8.2 The Contractor's completed Contractor License Information
 - 8.3 The Contractor's completed List of Proposed Subcontractors
 - 8.4 The Contractor's Workers Compensation Insurance Certification
 - 8.5 The Contractor's completed Certificates of Insurance and Endorsement
 - 8.6 The Contractor's completed City of El Cerrito Business License
 - 8.7 The Contractor's PROPOSAL AND CONTRACT
 - 8.8 The Technical Specifications and the City of El Cerrito Integrated Pest Management Policy
9. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this agreement, or any moneys due or to become under this agreement, or any other right or interest of the Contractor under this agreement, or delegate any obligation or duty of the Contractor under this agreement without the prior written approval of an official authorized to bind the City and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the City and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this agreement and at law and equity.
10. CERTIFICATION RE CONTRACTOR'S LICENSE. By signing this Agreement the Contractor certifies that the Contractor holds a valid Type A license issued by the California State Contractors Licensing Board, and that the Contractor understands that failure to maintain its license in good standing throughout the performance of the Work may result in discipline and/or other penalties pursuant to the California Business and Professions Code, and may constitute a material breach of this agreement subject to all available remedies under this agreement and at law and equity.
11. NOTICE OF THIRD PARTY CLAIMS. Pursuant to Public Contracts Code section 9201, the City shall provide the Contractor with notice of claims relating

to this Contract filed by third parties no later than ten (10) business days from the date of receipt of the claim. The Contractor shall be responsible for reimbursing the City for its reasonable costs in providing the notification.

12. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereby have executed this Agreement on _____, _____, by

CITY OF EL CERRITO

CONTRACTOR

By: _____

By: _____

Scott Hanin, City Manager

Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____

Title: _____

ATTEST FOR CITY OF EL CERRITO:

By: _____

Cheryl Morse, City Clerk

TECHNICAL SPECIFICATIONS

I. GENERAL REQUIREMENTS

A. Landscape Maintenance

Contractor shall provide the highest quality of landscape maintenance services. The Contractor agrees to provide the highest quality commercially accepted methods, procedures and controls for landscape maintenance consistent with the City's Integrated Pest Management (IPM) policy, Bay-Friendly landscape maintenance practices, and information in standard landscape industry references. This shall include the use of proper knowledge, skills, materials and equipment of a timely basis to maintain all areas in a clean, safe, healthy, and aesthetically acceptable manner during the entire term of this contract. The Contractor shall furnish landscape maintenance services by qualified landscape horticulturists, site managers and landscape maintenance crews to provide a 36-month maintenance program according to this Specification. It will be the responsibility of the Contractor to provide all equipment, materials, and labor as necessary to perform the work described in these documents in a safe, efficient and legal manner. The City shall provide certain materials as listing in this Specification, Section II.B. "Materials Provided by City." Contractor will be responsible for all other materials.

The Contractor for this agreement shall provide the City with a landscape maintenance program at the frequencies called for in this RFP, Section II.E. "City Facilities and Service Levels." The maintenance program is not limited to specifying daily, weekly and monthly landscape maintenance task schedules covering all areas of responsibility specified in this agreement. The maintenance program will be submitted and agreed upon within 30 calendar days following award of this contract. This program and any changes, deletions, or additions therein, if approved by the City, shall become part of this agreement and shall be used by both the contractor and the City of El Cerrito for performance monitoring of contractor obligations.

Full compensation for conforming to the requirements of this Specification shall be considered as included in the contract prices paid for the various items of work and no separate payment may be made thereof.

B. Management Philosophy

The Contractor shall take a pro-active approach in correcting problems within the Contractors' span of responsibility and control. Other problems and suggestions for improvements, both short and long term, must be submitted promptly to the City for appropriate action.

C. Public Image and Etiquette

Contractor employees shall wear company uniforms, which consist of long pants and shirts with company name and individual's name on the shirt. When needed, the Contractor's staff will utilize rain gear, rain boots, safety shoes, and other high visibility protective equipment. All contracted employees while on the site shall exhibit a clean, neat professional appearance. Contractor's equipment and

vehicles shall also be professional in appearance, exhibit the company name and phone number, and be well maintained for safe operation.

D. Hours of Operation

The Contractor shall conform operations to the hours between 6:00 AM and 5:00 PM, during the life of the contract. The Contractor shall conform his operations to the hours of 9:00 a.m. to 3:00 p.m. to medians and roadside strips. The use of power equipment or other work close to residential areas that results in noises shall not be permitted before 7:00 AM. Any exception shall only be authorized with prior approval of the City Representative.

E. Repairs and Corrective Actions

The Contractor agrees to be continuously alert in locating and defining problems and agrees to exercise prompt and proper corrective action. Action items will be prioritized, and low priority items will be given a time line for corrections. Contractor shall communicate to the City Representative any landscape and non-landscape related hazards encountered while on site. Work requests related to citizen requests or reported hazards to Contractor that require scheduling with the City's Representative will be prioritized dependent on each request. Immediate response may be necessary.

Any private property or City property damaged or altered in any way during the performance of the work under this contract shall be reported promptly to the City's representative, and shall be rectified in an approved manner back to its former condition, prior to damage, at the Contractor's expense.

Any hazardous conditions noted, or seen, by the Contractor that has occurred by any means other than during the performance of the Contractor's work, whether by vandalism or any other means, shall be promptly reported to the City's Representative. The Contractor is responsible for securing any immediate hazards with caution tape, safety cones, or barricades until a City Representative arrives to the location.

F. Safety

Contractor agrees to perform all work outlined in the Agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all City, County, State or other legal requirements including, but not limited to, full compliance with the terms of the applicable O.S.H.A. and CAL E.P.A. Safety Orders at all times so as to protect all person, including contractor employees, agents of the City, vendors, members of the public or others from foreseeable injury, or damage to their property.

Contractor shall cooperate fully with City in the investigation of any accident, injury or death occurring on city property, including a complete written report thereof to the City Representative within twenty-four (24) hours following the occurrence.

G. Traffic

1. Maintaining Traffic: If traffic is to be detoured over a centerline, detour plans must be submitted and approved by the City prior to starting work. Police, Fire, and Community Development Departments shall be notified at least 24 hours in advance of any work which will interfere with the normal flow of vehicular or pedestrian traffic.

On San Pablo Avenue, a minimum of two (paved) traffic lanes, not less than 12 ft. wide per lane, in each direction shall remain open for use by public traffic at all times during the course of the work. When construction operations are not actively in progress, no lane or shoulder closure is permitted.

It shall be the Contractor's responsibility to post no parking areas as required to perform work. Temporary "No Parking" signs and barricades can be provided by the City for pickup at the City Corporation Yard. Arrangements for signs and barricades can be made by verbal or written request to the City Representative five working days in advance of the need for signs and barricades.

Minor deviations from the requirements of this section concerning hours of work which do not significantly change the cost of the work may be permitted upon the written request of the Contractor if in the opinion of the City Representative public traffic will be better served and the work expedited. Such deviation shall not be adopted until the Manager has indicated his written approval.

Full compensation for conforming to the requirements of this Section shall be considered as included in the contract prices paid for the various items of work and no separate payment may be made thereof.

2. Traffic Controls for Lane Closure: If a lane closure is necessary in order to do the work, it shall be in accordance with the State of California Standard Specifications Section 12, "Construction Area Traffic Control Devices" and the provisions specified herein. The provisions in this Section will not relieve the Contractor from his responsibility to provide such measures as may be necessary to ensure public safety. Contractor at his own expense shall ensure proper signage, as approved by the City Representative, during lane closures.

If any component in the traffic control system is damaged, displaced or ceases to operate or function as specified, from any cause during the progress of the work, the contractor shall immediately repair said component to its original condition or replace said component and shall restore the component to its original location. Lane closures may be made for work periods only. At the end of each work period, all components of the traffic control system shall be removed from the traveled way, shoulder, sidewalk, pathway and parking lanes. If the Contractor so elects, said components may be stored at selected central locations approved by the City Representative within the limits of the City right-of-way.

Full compensation for conforming to the requirements of this Section shall be considered as included in the contract prices paid for the various items of work and no separate payment may be made thereof.

H. Adjacent Properties

Adjacent property and improvements shall be protected from damage and intrusion at all times during the execution of the work embraced herein. Any damage to adjacent properties shall be repaired or replaced by the Contractor at his expense and no payment will be allowed thereof. Work shall be carried out in a manner to avoid all conflicts with operations on adjacent properties and access to adjacent properties.

I. Differing Site Conditions

During the progress of the work, if latent physical conditions are encountered at the site differing materially from those indicated in the contract, or if unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the contract are encountered at the site, the party discovering such conditions shall promptly notify the City in writing of such specific differing conditions before they are disturbed and before the affected work is performed.

Upon notification, the City Representative will investigate the conditions, and if the City Representative determines that the conditions materially differ and cause an increase or decrease in the cost or time required for the performance of the work under the contract, an adjustment, excluding loss of anticipated profits, will be made and the contract modified in writing accordingly. The City Representative will notify the Contractor of his determination whether or not an adjustment of the contract is warranted. No contract adjustment which results in a benefit to the Contractor will be allowed unless the Contractor has requested such in writing. No contract adjustment will be allowed under provisions specified in this section for any effects on unchanged work.

J. City Noise Ordinance

The Contractor and any subcontractor shall at all times conform their operations with the requirement of the City Of El Cerrito's Noise Ordinance (ECMC, Chapter 19.21.050 Performance Standards).

K. Monthly Progress Reports

The Contractor shall provide monthly progress reports with the monthly invoices. These reports are to include the following information:

- a) Total labor, supervision, and horticultural hours provided at each site. This can be in a spreadsheet format with all applicable sites covered under this agreement.
- b) Areas recommended for attention encountered during the month.
- c) Monthly application reports for all materials applied by site. This will include location, application date, materials, amount of material applied, etc.

L. Payment and Inspection

Payment will be made for work satisfactorily completed as called for in this contract. The City's Representative shall inspect and notify the Contractor of any unsatisfactory work. Unsatisfactory work

shall be corrected within 24 hours. Contractor or Contractor's representative shall meet with a representative from the City at least once a month during the life of this contract to inspect Work performed.

Full compensation for conforming to the work of these specifications shall be considered as included in the contract unit prices, or the proposed hourly rates and material markup, and no further payment may be made thereof.

The contract unit prices and payments shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for doing all the work involved in completing the work as specified herein, and as directed by the City.

Contractor shall invoice City on a monthly basis in a form approved by the City Representative. Invoicing shall include a detail of costs for work performed during the payment period, a summary of current invoice amounts, previous payments, and total payments to date. Contractor shall submit the Monthly Progress Report as part of the invoice submittal process.

M. Adjustment in Scope or Quantity of Work

The City reserves the right to increase or decrease quantities of work included by the Technical Specification or to delete entire proposal items from the proposal schedule, either before execution of the agreement or during the agreement term. If related services are desired by City which are not covered by the Technical Specifications or by the hourly rate schedule, the fee shall be negotiated and a written work order issued accordingly by the City. Contractor shall not be entitled to compensation for additional services unless a prior written work order has been executed describing the work and specifying the compensation thereof.

N. Hourly Rates for Work Not Included in Technical Specifications

During the agreement term, City may request Contractor to perform work not listed in the Technical Specifications. The Contractor offers the specified labor categories at the indicated hourly rate for these additional services. Hourly rates shall include all direct and indirect costs. For labor not listed below which is needed to perform additional work, the hourly rate shall be agreed upon between the City and Contractor before additional services are performed.

II. SPECIFIC REQUIREMENTS

A. Equipment and Labor

It will be the responsibility of the Contractor to provide all equipment and labor as necessary to perform the work described in these documents in a safe, efficient, aesthetically pleasing, and legal manner. The Contractor shall at all times furnish and maintain sufficient equipment as necessary to perform the work of this contract. Such equipment shall be subject to the inspection and approval of the City's Representative. If the contractor is unable to consistently provide the necessary equipment to perform the work, it may be considered a breach of this contract.

B. Materials Provided by the City

The City shall provide the following materials. All labor costs in regards to, but not limited to, spreading, transporting, and maintaining these materials to and in the field shall be covered by Contractor.

1. Water is to be furnished by the City.
2. Fertilizers are to be provided by the City. The City is currently using Cal Organics Phyta-Boost 7-1-2 all seasons organic fertilizer. The City reserves the right to change the approved fertilizer as necessary.
3. Compost is to be furnished by the City for purposes of being applied in planter beds and around shrubs or in tree wells, as requested by City Representative.
4. Mulch is to be furnished by the City for purposes of being applied in planter beds, around shrubs, and as a ground cover as appropriate.
5. Sand is to be furnished by the City for purposes of replenishing playground sand areas.
6. Turf Seed is to be furnished by the City.

C. Materials Provided by Contractor

The Contractor shall provide the following materials as necessary. The mark-up to the cost of all materials provided by the contractor shall be no more than 25%.

1. Pesticides- No pesticide shall be used without prior approval of the City Integrated Pest Management (IPM) Coordinator. Pesticide use must comply with the City's IPM Policy (Attachment 3), which specifies the use of low risk pesticides only after City thresholds have been crossed and alternative strategies exhausted. All pesticides shall bear the manufacturers label and be registered with the California EPA. The Contractor shall provide and carry MSDS sheets for all chemicals in use. The Contractor shall provide the City with copies of all required permits, written recommendations, application records and employee training documentation with respect to any application of herbicide, or insecticide, or any other restricted or regulated pest control material as required by the State of California and/or Contra Costa County Agricultural Commissioner's office. Use of most rodenticides is strictly prohibited by the City of El Cerrito. The City may request that Contractor provide a written recommendation from the California Department of Pesticide Regulations Pest Control Advisor regarding the use of any pesticide.

2. Plant Material shall be of the highest quality, displaying a healthy appearance and of a size relevant to their container size and the landscape application. The City's Representative must inspect and approve all plant materials prior to planting.
3. Miscellaneous Materials - Other materials, including but not limited to wood, irrigation equipment, and concrete, that are needed on an ad hoc basis in order to perform repairs shall be provided by the Contractor and shall be the highest quality available.

D. Description of Work

The Contractor agrees to provide services according to the highest quality landscape industry accepted standards, employing up-to-date methods, procedures and controls for environmentally friendly landscape maintenance consistent with the City's Integrated Pest Management (IPM) policy, Bay-Friendly landscape maintenance practices, and current information in landscape industry references. This shall include the use of proper knowledge, skills, materials and equipment of a timely basis to maintain all areas in a clean, safe, healthy, and aesthetically acceptable manner during the entire term of this contract. The Contractor shall furnish landscape maintenance services by qualified landscape horticulturists, site managers and landscape maintenance crews to provide a 36-month maintenance program according to these maintenance specifications. It will be the responsibility of the Contractor to provide all equipment and labor as necessary to perform the work described in these documents in a safe, efficient and legal manner.

1. Turf and Athletic Fields (Bundle A) The following turf maintenance guidelines apply to all turf areas included in this agreement. Turf shall be maintained in a healthy, safe, and aesthetically pleasing condition by performing the following operations and other work incidental thereto. Within 30 days of award of contract, the Contractor will provide the City with appropriate schedules for turf fertilization, aeration, mowing and any other specifically planned maintenance activities.

a. Irrigation Monitoring and Maintenance – The City will be responsible for water management. Contractor will aid the City in monitoring each site to ensure vegetation is being properly watered and water is being used wisely on site. Contractor shall monitor irrigation to make sure that it is establishing moisture to the full depth of the root zone, while avoid erosion, excessive runoff, or puddles. Contractor shall aerate waterlogged soil conditions. Contractor shall activate the irrigation system once a month and check for leaks, broken or clogged heads, excessive run-off, water logging, misdirected spraying, etc.. Contractor shall report any necessary repairs to the City Representative.

b. Mowing – All turf areas are to be mowed according to the frequencies listed on Section II.E, "List of Facilities and Service Levels." Additional, or fewer, mowings may be requested due to weather conditions, special events, and/or cultural needs. Mower settings are to be at 2" to 3" in height, depending of turf variety, using the rule of thumb to cut no more than 33% of the grass blade height. All clippings shall be mulched using mulching blades, or shall be removed when unsightly and/or requested by the City's Representative.

c. Aeration - All turf areas are to be aerated according the frequencies listed on Section II.E, "List of Facilities and Service Levels." Core size shall be at least 3/4" in diameter and 3" - 4" in depth and aerated in two directions. The City may request that certain athletic fields receive deep-tine aeration, followed by a top dressing, once per year. Cores do not need to be removed. City staff shall flag/mark irrigation system heads, valve boxes, and quick couplers. Contractor shall notify the City

Representative of aeration scheduling a minimum of two days prior to start of aeration. Contractor is responsible for repairing any damage caused by aeration equipment. This includes, but is not limited to, irrigation boxes, quick couplers, sprinkler heads, valves, etc.. The City will provide the Contractor with a tow-behind Ryan "Renovaire" six foot unit for regular aerations of athletic fields. For small lawn areas, the Contractor shall be responsible for providing a walk-behind mechanical, camdriven core-tined aerator (Ryan Greensaire or Lawnaire or City-approved equivalent).

d. Fertilization – All turf shall be fertilized using City-provided fertilizer according to frequencies listed on Section II.E, "List of Facilities and Service Levels." Fertilizations shall be scheduled to be applied in early Spring (by the end of March) and/or in Fall (by the end of October) using Cal Organics Phyta-Boost 7-1-2 all seasons organic fertilizer (or approved equal) at a rate of 1.0 pound of actual nitrogen per 1,000 square feet, or 10-20 pounds per 1,000 square feet. The City may require an additional fertilization based on cultural needs.

If there arises a question as to the need for other applications of fertilizer or the formulation of the fertilizer, soil samples shall be taken from locations specified by the City's Representative. They shall be analyzed by a licensed soil analyst at the City's expense and the results and recommendations for the formulation and rates of applications of a complete fertilizer shall be submitted to the City's Representative. Upon approval by the City Representative, Contractor shall formulate and apply the fertilizer as per the recommendations of the soil analyst. If the application of iron, zinc or other trace minerals is recommended by the soil analyst or by a recognized plant pathologist to correct a specific soil deficiency, it shall also be applied according to these recommendations.

e. Edging - All turf edging shall be edged at least once per month. Examples of edges: along pathways, walkways, around shrubs, trees, sprinklers heads, valve boxes, mow bands, curbs, benches, light poles, or any other fixed object. Herbicides shall not be used as an edging tool. Care must be taken not to damage trees, shrubs, or any other fixed object with edging equipment. String trimmer damage to trees and roots will not be tolerated.

f. Gopher Control - Contractor shall immediately report any evidence of gophers in the turf areas or in other parts of the parks. Contractor shall aid City staff in keeping all turf areas free of gophers. Gophers shall only be controlled by using Macabee gopher traps or other approved devices. Rodenticide use is not allowed. Holes caused by gophers shall be backfilled with soil provided by City.

g. Pest Control – Contractor shall keep all turf areas free of noxious weeds, grub, larvae, and other damaging pests. Damage caused by grubs and larvae shall be re-seeded with an approved turf seed. To comply with the goals and objectives of the City's IPM Policy (Attachment 3) the Contractor shall utilize chemical insecticides or herbicides only where other control measures (mechanical removal, cultural methods, biological controls, mulching, etc.) cannot achieve an acceptable level of control. The use of herbicides for "chemical edging" of turf and ground cover areas and near any creek, drainage course, pond or other water feature is not be permitted. All herbicide use must be approved by the City IPM Coordinator.

h. Safety Hazards must be addressed immediately. Fill holes in turf areas immediately, regardless of cause with sufficient soil to prevent tripping hazards. Soil shall be provided by City unless due to Contractors neglect, then Contractor shall supply soil.

- i. Re-Seeding - Contractor shall re-seed small bare areas as needed using materials and methods approved by the City's Representative.

2. Tree, Shrub and Ground Cover Care (Bundle A, Bundle B, Bundle C) Contractor shall maintain all shrubs and all ground cover in a healthy growing condition by performing the following operations, as well as other incidental work as needed:

- a. Irrigation Monitoring and Maintenance – The City will be responsible for water management. Contractor will aid the City in monitoring each site to ensure vegetation is being properly watered and water is being used wisely on site. Contractor shall monitor irrigation to make sure that it is establishing moisture to the full depth of the root zone, while avoid erosion, excessive runoff, or puddles. Contractor shall aerate waterlogged soil conditions. Contractor shall activate the irrigation system once a month and check for leaks, broken or clogged heads, excessive run-off, water logging, misdirected spraying, etc.. Contractor shall report any necessary repairs to the City Representative.

- b. Pruning, Hedging, and Trimming –Pruning and trimming shall be done by qualified, trained professional personnel. Excessive pruning, hedging or stubbing back shall not be permitted. With the exception of pre-existing hedges, all pruning cuts shall be properly made using bypass pruners or pruning saw only. Cuts shall be made cleanly with no tearing of the bark.

Contractor shall not prune any tree branches over 14 feet high. The City requires that tree pruning performed under supervision of an ISA Certified Arborist. All but minor clearance tree pruning shall be approved in advance by the City Arborist. Any dead or damaged branches shall be removed from shrubs and ground covers. Any dead or damaged branches located over 14 feet up in trees shall be secured (either by the means of caution tape, cones, or barricades) and reported immediately to the City's Representative.

Contractor shall assess all shrubs on a quarterly basis to determine which plants should be pruned. Pruning of these plants shall be done for the following reasons and at a time when it is seasonally appropriate for that plant:

- To cut back branches that are encroaching on walkways, fences, and building, and/or posing a safety hazard to pedestrians, bicycles, or vehicles;
- To remove dead branches, diseased sections of shrubs, spent flowers, etc.;
- To maintain the natural shape of the plant species; and
- To maintain the health of the plant.

Periodic hard pruning of certain herbaceous shrubs, as requested and approved by the City Representative, may be required, but will not exceed one time per contract term. Care shall be taken to remove dead branches from shrubs and groundcovers in order to maintain a healthy plant canopy. Dead or damaged branches over 1" shall be removed from shrubs and ground covers.

The Contractor is responsible for replacing, at their cost, any damage to plant materials caused by excessive pruning, improper pruning techniques, poor equipment etc.

- c. "No-Mow" and Specialty Grasses, Reeds and Sedges – Care shall be taken to maintain the natural character of ornamental grasses, sedges and reeds with periodic or annual cutting. "No

Mow” turf shall be mowed annually or semi annually at the highest mower setting or by other City approved means with the majority of clippings removed. Specialty grasses, reeds and sedges may be regenerated periodically by basal cutting. Each of these activities shall be approved by the City's Representative prior to performance.

d. Rain Gardens/ Green Infrastructure – The City's 'green infrastructure' (bio-retention or LID storm water facilities) shall be maintained with monthly inlet cleaning, weeding, and litter removal to allow for the unimpeded inflow of water. All plantings in these facilities shall be maintained to retain the natural characteristics of the plant species while keeping plant material clear of inlets, egresses and the PROW.

e. Fertilization - Fertilize shrub, ground cover, and planter bed areas as needed with a City approved organic fertilizer, with prior approval by the City Representative.

f. Mulch and Soil Health - Contractor shall maintain areas under trees, shrubs, and on bare soil with a minimum 3-inch layer of organic material. Mulch shall be provided by City's Public Works Department. All labor costs in regards to, but not limited to spreading, transporting, and maintaining the mulch shall be covered by Contractor. Leaf drop and/or clippings that are free of disease may become part of the mulch layer in the trees, shrubs or groundcover areas, if it can be done so in an attractive manner and away from high traffic areas. Contractor shall remove leaf litter from storm drain areas and prevent such debris from entering drain inlets.

g. Weeding - All areas, including but not limited to shrub beds, flower beds, groundcover beds, tree wells, paved areas, sidewalks, cracks, stairways, pavers, expansion joints, decomposed granite paths, picnic areas, playgrounds, and under bleachers/benches, shall be kept weed free at all times. Weeds shall be removed before seed set, whenever the appearance becomes unsightly, or when requested by City Representative.

h. Replacement of Material – Contractor shall remove dead and damaged plants and replace with material of equivalent size, condition and variety, subject to approval and/or purchase by the City Representative. Labor shall be provided by the Contractor in a timely manner. Plant material shall be provided by the City unless damage is caused by Contractor's negligence (i.e. chemical damage, mechanical damage, water stress.) Damage not resulting from Contractor's negligence, such as vandalism, abuse from the public, or weather shall be reported promptly to the City Representative. The City will provide all necessary materials. Labor shall be provided by the Contractor in a timely manner.

3. Tree Pruning and Maintenance (Bundle A, Bundle B, Bundle C)

a. Permissible Activity: Contractor shall not prune any tree branches over 14 feet high. The City requires that tree pruning performed under supervision of an ISA Certified Arborist. All but minor clearance tree pruning shall be approved in advance by the City Arborist. All trees with a canopy extending over a path of travel shall be pruned to maintain branches above the A.D.A height requirement of 84” above ground level. Any dead or damaged branches shall be removed from shrubs and ground covers. Any dead or damaged branches located over 14 feet up in trees shall be secured (either by the means of caution tape, cones, or barricades) and reported immediately to the City's Representative.

- b. Method: All pruning cuts shall be properly made using bypass pruners or by pruning saw only. Cuts shall be made cleanly with no tearing of the bark.
- c. Suckers: Suckers or water sprouts located at the base of any tree shall be removed by trained employees, limited to only using hand pruners. Contractor will designate employees that have been trained to perform this duty and have been trained by City Staff to perform this duty. Hedge trimmer, line trimmer, herbicides or any other type of mechanical or chemical mechanism shall not be used to remove or control suckers.
- d. Tree Wells: Contractor shall keep tree wells weed and litter free and mulched with a 3" deep layer to assist in suppressing weeds. Adequate decomposed granite or wood mulch will be applied as necessary in the tree wells to insure a level surface with the surrounding concrete sidewalk. Mulch shall be clear of the tree's root crown by at least 4 inches. Tree well diameters may vary dependent on location, size, and use zones of trees. A minimum of a 6 ft in diameter, or 3ft in all directions from the tree trunk shall be maintained unless otherwise directed by City Representative.
- e. Tree stakes: Tree stakes and ties shall be removed as trees mature with authorization of the City Representative. Tree ties will be adjusted annually to accommodate tree growth with authorization of City Representative. Tree stakes shall be replaced as needed in case of vandalism or wood rotting at the base of the stakes.

4. Integrated Pest Management (IPM) (Bundle A, Bundle B, Bundle C)

The City of El Cerrito has adopted policies, procedures and sustainable landscaping standards that include IPM, Bay-Friendly Landscaping Principles and other best practices. These standards nurture soil health and ecological diversity, reduce staff and the public's exposure to pesticides, and reduce toxicity in public areas, water bodies and other sensitive habitats. Contractor adherence to these policies, goals and pest prevention priorities is required.

- a. Contractor's Integrated Pest Management Plan - Within 45 days and annually on the anniversary of this agreement, the Contractor shall submit to the City IPM Coordinator an INTEGRATED PEST MANAGEMENT (IPM) PLAN that complies with the City of El Cerrito's IPM Policy (Attachment 3), goals and specifications outlined in this RFP. Contractors IPM Plan shall be reviewed annually for updates and modifications with the City's IPM Coordinator.
- b. Site Inspections - Frequent and thorough site inspections, on foot, will be needed to ensure no major pest infestations occur. The first priority in addressing pests will be to conserve naturally occurring beneficial insects through the use of selective applications of the least toxic effective materials. Biological controls will be based upon sound scientific information such as that provided by the University of California. Conventional pesticides will be given last priority. Contractor shall provide any MSDS sheets of chemicals that will be utilized.
- c. Qualified Personnel - Pest control shall be done only by qualified, trained personnel, under the supervision of a California Department of Pesticide Regulations (DPR) Licensed Applicator, only using materials that have received prior approval by the City IPM Coordinator. All pesticide applications shall be made with extreme care to avoid any hazard to any person, pet, or wildlife in the area or adjacent areas, or any property damage. Application shall be in strict accordance with all governing regulations. The Contractor must provide, within 30 days of the Notice to Proceed, their CA DPR License, and the names and license/certification numbers of any individuals responsible for or applying pesticides in accordance with this agreement.

- d. Reporting - All pest infestations shall be reported to the City IPM Coordinator, who shall approve all pesticides applications prior to application. Records of all pest control operations stating dates, locations, times, methods of application, chemical formulations, applicators names and weather conditions shall be made and retained in an active file for a minimum of three (3) years.
- e. Pesticide Applications – Application of any pesticide shall be supervised by a qualified inspector. No pesticide application shall be made during heavy traffic (vehicle, bicycle, or pedestrian) periods or when winds create material drift and/or exceeds 5mph and/or as directed per chemical label. The City IPM Coordinator shall permit no spraying without prior approval and has the ability to halt a planned spraying if he/she believes one of the above is in violation. Contractor is to contact the City IPM Coordinator for application scheduling.
- f. Prohibited Areas: The use of herbicides for "chemical edging" of turf and ground cover areas, clearing rights-of-way or along roadways, and near sensitive habitat, any creek, drainage course, pond or other water feature is not be permitted.
- g. Notice, Signage, and Monitoring - Temporary notice shall be clearly posted on site 72 hours prior to, during and after a site has been sprayed. All areas sprayed shall be flagged and signed until the chemical has completely dried according to product label and/or MSDS. Signs shall be provided by Contractor. All treated areas must be monitored during and after pesticide application until material has settled and treatment area is completely dry accordingly to product label and MSDS. No unprotected person, pet, or wildlife may enter a treated area until all re-entry intervals have been satisfied.
- h. Rodent Control – Rodenticide use is severely restricted. All methods of rodent control shall be approved by the City IPM Coordinator. The City will be the primary agent controlling gophers and other rodents. However, Contractor shall assist the City in keeping all turf and landscaped areas free of gophers, moles, and other rodents causing damage to City Property by immediately reporting evidence of rodent activity to the City Representative. Gophers shall be controlled by using Macabee gopher traps or other devices approved by the City Representative. Holes caused by gophers shall be backfilled with soil provided by City.

5. Sport Courts, Playgrounds and Equipment Maintenance (Bundle A, Bundle B, Bundle C)

The following recreational equipment maintenance guidelines apply to all playground and sports court areas included in this agreement. Playground, sport court, and all recreational equipment maintenance needs to be performed each time the Contractor is working in the park or facility where the equipment is located. The Contractor must schedule playground maintenance in a logical time frame where playground use is typically low in the morning hours so the playground can be thoroughly cleaned and inspected with minimal interference to and from park users.

- a. Equipment Check: Any equipment showing signs of wear, fatigue, vandalism or otherwise presenting an unsafe condition shall be reported immediately to the City Representative.
- b. General Clean-Up: All play areas shall be maintained free of litter, cans, pop tops, broken glass, sticks, Band-Aids, rocks, cigarette butts, ropes, and other harmful and unsightly debris. Several Parks contain toys that are maintained by community members and are allowed to remain in the park. Contractor is to place these toys to side while cleaning an area and dispose of any toys or other materials that may pose a risk to small children. Sweep or blow walks around play areas and return

fall cushioning material to play area. Gather loose belongings and set aside on a bench for two days until disposing.

c. Fall Cushioning Material: The raking and distribution of fall cushioning material around and below the play equipment shall have a cushioning potential and this condition shall extend through the use zone of any part of the play equipment. Use zones vary depending upon equipment type and designed use. The Contractor shall consult with the City Representative for questions regarding use zones around playground equipment.

Special attention shall be made to areas around and immediately adjacent to play equipment. The fall cushioning material in these areas shall be leveled by distributing material from high areas to low areas. Material shall be added to edges. Edges shall not have a lip that exceeds 3" in height. During the leveling and distribution of fall cushioning material, no concrete footings or bases of play equipment shall be exposed that could allow children to trip or fall on. Contractor shall provide labor to install all fall cushioning materials in a timely matter (to be determined by City Representative). The City shall supply material to the Contractor so that the uniform depth meets safety guidelines at all times. If materials are mixed together in a play area (example: sand and fibar), material shall be removed and replaced by Contractor with original material in area. Sand must be kept separate from fibar.

d. Tennis, Basket Ball, and other Sport Court Maintenance - At Arlington, Tassajara, Canyon Trail, Castro, Cerrito Vista, Harding, and Poinsette Park the Contractor shall be responsible to blow or sweep away loose materials from the court surfaces on a minimum weekly basis. Contractor shall provide the City with its desired weekly maintenance schedule for all courts and work with the City to reserve these courts for the required amount of time. The Contractor will also be required to cut back vegetation growing into court areas and on court fences on an as-needed basis. Contractor shall immediately report any equipment showing signs of wear, fatigue, or vandalism.

6. General Maintenance and Clean Up (Bundle A, Bundle B, Bundle C)

The following general maintenance and clean up guidelines apply to all areas included in this agreement.

a. Garbage, Recycling, Green Waste Pick-Up and Disposal - All existing garbage cans in the areas under Contractor's responsibility shall be emptied of refuse by the Contractor and disposed of legally according to the frequencies listed in Section II.E, "List of Facilities and Service Levels." Garbage pick-up shall occur on the day of the week specified by the City Representative, usually Monday and/or Friday, depending on the frequency of service listed in Section II.E, "List of Facilities and Service Levels." All garbage cans must have a garbage can liner. The Contractor is responsible for providing garbage can liners. Re-using soiled garbage can liners is not permitted.

Material from garbage cans and recycling containers must be collected separately and disposed in the proper fashion (i.e., recycling materials shall be diverted for recycling, green waste shall be diverted for composting). Upon being properly trained in tipping wall procedures and consistently adhering to tipping wall protocols, Contractor may use the City's municipal transfer station for disposal of garbage, green waste, and recycling collected from City facilities, free of charge.

b. All Clippings, Trimmings, Cuttings generated by the Contractor that cannot be used as mulch on site shall be promptly removed from the work site at the end of the same day the work is performed. Upon being properly trained in tipping wall procedures, Contractor may use the City's municipal

transfer station for disposal of green waste collected from City facilities. On-site dumpsters or containers shall not be used on the sites unless approved by the City Representative.

c. Loose Debris - All areas covered by this agreement, including but not limited to areas around shrubs and trees, non landscaped islands, sidewalks, patios, planter beds, curbs and gutters, shall be kept free from weeds, litter, glass and other debris. Contractor shall be responsible for clearing these areas of debris at the frequencies listed in Section II.E, "List of Facilities and Service Levels." Debris includes, but is not limited to: paper litter, leaf and plant debris, household furniture, household appliances, cardboard, cigarette butts, shopping carts (shall be returned to local business on same day), animal feces, biohazards (human feces, hypodermic needles), illegal drug paraphernalia, and vehicle parts.

d. Paved Areas, Parking Lots, Pathways, Stairways, and other City-Owned Easements - Contractor shall be responsible to cut back vegetation as necessary to keep pathways, stairways, easements and access roads clear and passable. Contractor shall edge back groundcover as requested or on an as-needed basis. Contractor shall remove litter and shall sweep or blow and clean off any dirt, debris, weeds or soils from all sites, paved areas, including play and picnic areas, at the frequencies listed in Section II.E, "List of Facilities and Service Levels," or as requested by the City Representative.

e. Picnic Areas - All tables and benches shall be kept clear of debris as part of the general clean-up responsibilities of the Contractor for each particular facility. Picnic area tables and benches shall be scrubbed and washed using a biodegradable cleanser on a monthly basis between the months of March and November, in accordance with the City's Clean Water Program's Best Management Practices (BMPs). All waste water shall be absorbed into permeable landscape surfaces or disposed of into a sanitary sewer.

f. Sand Areas - All sand areas shall be kept raked and cleaned of any debris. Children's toys that don't constitute safety hazards can be left in sand areas. Sand shall be furnished by City on an "as needed" basis, type to be determined by the City Representative.

g. Safety Inspection - Contractor shall inspect all parks for glass and other safety hazards during the course of each maintenance visit and shall remove manageable hazards, reporting each incident to the City Representative. For hazards that cannot be removed by the Contractor, Contractor shall secure hazard area with caution tape and immediately report hazards to the City Representative.

h. Decomposed Granite - All decomposed granite pathways and areas must be raked and not blown where indicated by the City Representative. On an as needed basis, the City shall furnish decomposed granite for the Contractor to repair ruts, holes and gaps in decomposed granite areas.

i. Repair of Irrigation Systems - The Contractor is encouraged to make minor repairs by having an inventory or available for immediate supply, the materials (pipeline, heads, valves, etc.) appropriate for the routine performance of removing and replacing components of the existing landscape irrigation systems. The City Representative must approve of the proposed material costs prior to incorporation into the work. Special order items will be paid at the actual invoiced price plus the allowable mark-up. The Contractor shall be responsible to immediately repair systems at his own costs damaged by his own operations with new replacement parts of same manufacturer model as existing components.

- j. Homeless Encampments - The Contractor shall report to the City Representative any signs of homeless encampments on any sites in his contract. Encampment debris includes, but is not limited to, large cardboard, plywood, shopping carts, blankets, sleeping bags, coolers, tents, tarps, etc.. The Contractor at the request of the City Representative shall remove incidental litter/debris generated by any homeless activity or after the encampment has been removed by the City.

E. City Facilities and Service Levels

The City of El Cerrito desires to contract for the maintenance of the City's parks, athletic fields, medians, streetscapes, pedestrian paths, and other building grounds. These sites are divided into 3 separate bundles. Bidders may submit proposals for one, two, or all three Bundles. The specifics of the various facilities in each bundle and the maintenance work to be performed are included as Attachment 2, Technical Specifications. These bundles are:

- **Bundle A: Athletic Fields, Passive Turf Areas and Affiliated Parks** – Approximately 47 acres of turf-intensive landscapes, including 7 combination baseball/soccer fields, 6 picnic areas, and 12 passively used turf areas.
- **Bundle B: Building Grounds, City Streetscapes, Medians, Traffic Islands, and Rain Gardens** – Approximately 56 acres of landscapes and streetscapes consisting of sidewalks, small plazas, trees, shrubs, and ground covers, and rain gardens. This bundle contains 45 sites and is divided into Type 1, Type 2, and Type 3 facilities. Type 1 facilities require weekly care; Type 2 facilities need monthly care; and Type 3 facilities need minimal care on a quarterly or bi-annual basis.
- **Bundle C: Ohlone Greenway** – 2.7 linear miles (approximately 18.5 acres) consisting primarily of a heavily used pedestrian and bicycle path lined by a combination of naturalized fields of “no-mow” fescue, wildflowers, and shrubs, punctuated by three small formal play spaces, creek crossings, and several areas of sensitive habitat.

The Contractor shall furnish all necessary materials, equipment, labor, and incidentals as required to perform to maintain the bundled sites for which the contractor is proposing and as specified in this RFP. Contractor shall inspect all sites prior to submittal of the bid proposal.

City Facilities and Service Levels

#	FACILITY	ACRES	FREQUENCIES		
	BUNDLE A (Turf Intensive Landscapes)	Acres/ Sqft of Turf	General Clean-Up	Mowing	Aeration
#	Athletic Fields				
1	Canyon Trail Park, Upper and Lower Play Fields, Playground, and Natural Areas	7.70/ 102,620	2x per wk	1 x per wk, more during growth season	4 per year
2	Castro Park Picnic Area, Field, Tennis Courts, and Playground	5.80/ 51,000	2x per wk	1 x per wk, more during growth season	4 per year
3	Central Park Play Field and Playground	2.30/ 27,200	2x per wk	1 x per wk, more during growth season	4 per year
4	Cerrito Vista Field, Picnic Area, Tennis Courts, and Playground	7.40/ 98,881	2x per wk	1 x per wk, more during growth season	4 per year
5	Harding Park, Field, Day Care Center, and Playground	5.90/ 19,400	2x per wk	1 x per wk, more during growth season	4 per year
6	Tassajara Picnic Area, Fields, Tennis Courts, and Playground	3.10/ 30,300	2x per wk	1 x per wk, more during growth season	4 per year
	Passive Turf Areas				
7	Ashbury Ave Medians (So. City limit to Fairmount Ave)	1.08/ 47,045	1 x every 2 wks	1 x every 2 wks	1 per year
8	Arlington Park, Picnic Area, and Playground	5.50/ 30,274	2x per wk	1 x every 2 wks	1 per year
9	Creekside Park, Picnic Area, and Playground	1.10/ 11,567	2x per wk	1 x every 2 wks	1 per year
10	Fairmont Park, Field, Day Care Center, and Playground	5.80/ 48,410	1 x per wk	1 x every 2 wks	1 per year
11	Poinsett Park, Basket Ball Court, and Playground	1.00/ 3,000	2x per wk	1 x every 2 wks	1 per year
12	Richmond/Elm/Blake Kiwanis Park and Islands	0.03/ 1,300	1 x per wk	1 x every 2 wks	1 per year
	Total for Bundle A	46.4			

#	FACILITY	ACRES	FREQUENCIES		
	BUNDLE B (Shrub Intensive Landscapes)	Acres	General Clean-Up	Mowing and/or Weeding	Trim/ Prune
	Building Grounds – Type 1				
1	City Hall & Public Safety Building Grounds	1.60	2 x per wk	1 x per wk	quarterly

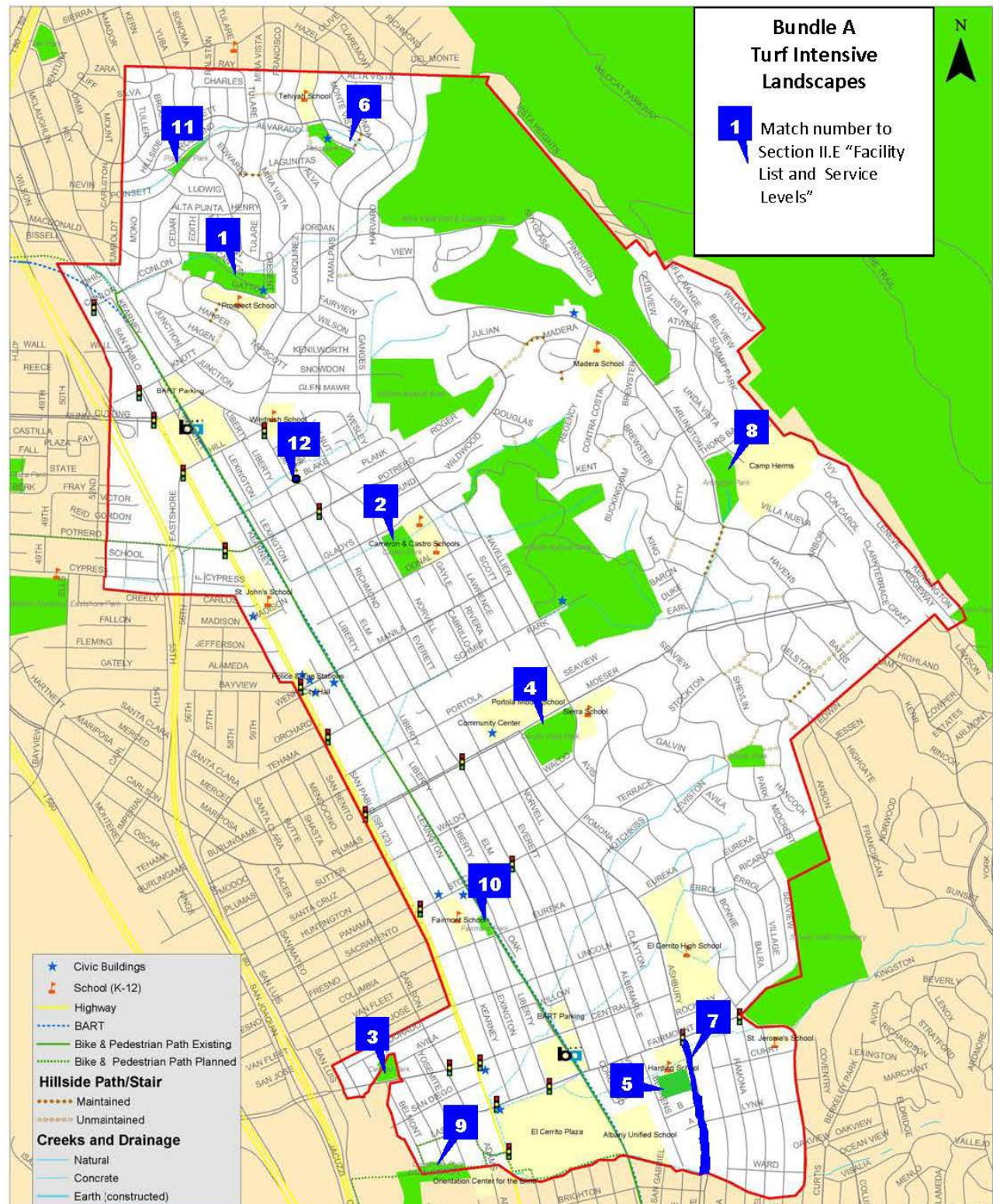
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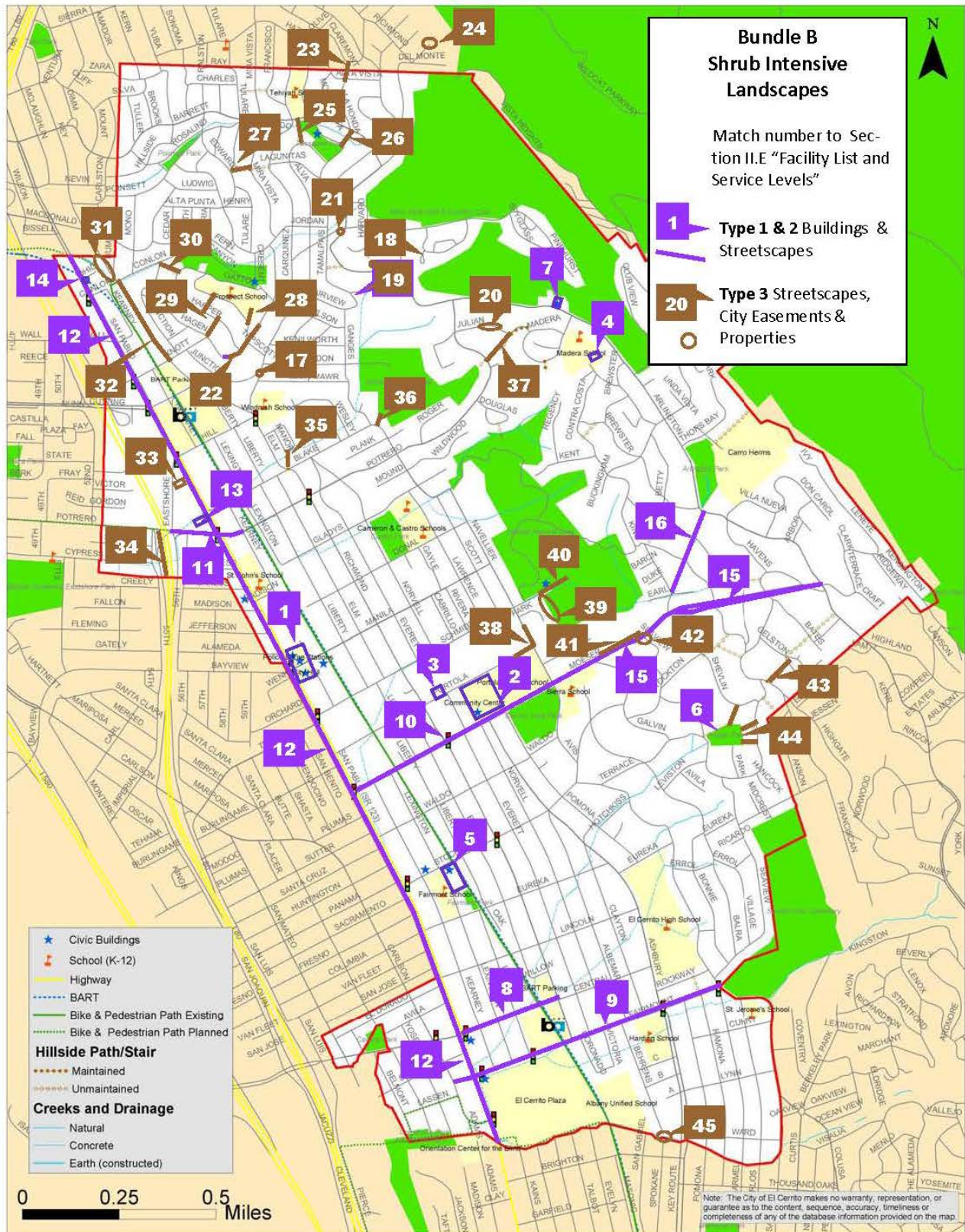
2	Community/ Swim Centers (excluding care of recreational equipment)	2.80	2 x per wk	1 x per wk	quarterly
	Building Grounds – Type 2				
3	Casa Cerrito Child Care Center & Playground	0.90	1 x per wk	2 x per month	quarterly
4	Madera Child Care Center & Playground	0.20	1 x per wk	2 x per month	quarterly
5	Senior Center and Library	1.46	1 x per wk	2 x per month	quarterly
6	Huber Park & Playground	2.80	1 x per wk	2 x per month	quarterly
7	Fire Station 72	1.00	1 x per month	2 x per month	quarterly
	Streetscapes (Sidewalks, Islands and Medians) -Type 1				
8	Central Ave Streetscape (San Pablo Ave to Richmond St)	0.20	1 x per wk	1 x per month	quarterly
9	Fairmount Ave Streetscape (Carlson Blvd to Colusa Ave)	0.10	1 x per wk	1 x per month	quarterly
10	Moeser Lane Streetscape (San Pablo Ave to Avis Dr)	0.31	1 x per month	1 x per month	quarterly
11	Potrero Ave Streetscape (San Pablo Ave to Eastshore Blvd)	0.17	1 x per wk	1 x per month	quarterly
12	San Pablo Ave Streetscape (So. City Limit to No. City Limit)	12.44	1 x per wk	1 x per month	quarterly
13	11335 San Pablo Ave (Vacant Lot Next To Chevron Station)	0.20	1 x per wk	quarterly	quarterly
14	Parcel at Ohio Ave and San Pablo Ave under Bart Track	0.04	1 x per wk	quarterly	quarterly
	Streetscapes (Sidewalks, Islands and Medians) - Type 2				
15	Moeser Lane Streetscape (Avis Dr to Arlington Blvd)	22.03	1 x per month	1 x per month	quarterly
16	Shevlin Place to Arlington Boulevard Path/Stairs	0.80	1x per wk	NA	NA
	Streetscapes (Sidewalks, Islands and Medians) - Type 3	Acres	General Clean-Up	Mowing and/or Weeding	Trim/ Prune
17	Elm Street and Cutting (Island only)	0.00	bi-annually	bi-annually	bi-annually
18	Pebble Beach Dr - 3 separate traffic islands	0.05	bi-annually	bi-annually	bi-annually
19	Tamalpais Ave - Traffic Island near 2005 Tamalpais Ave	0.01	bi-annually	bi-annually	bi-annually
20	Julian Drive Traffic Island	0.23	bi-annually	bi-annually	bi-annually
21	Arlington Ave and Cutting - Corner pie-shaped lot	0.05	bi-annually	bi-annually	bi-annually
22	Hagen Blvd and Tapscott Ave (Island only)	0.28	bi-annually	bi-annually	bi-annually
	City Right of Ways and Property - Type 3				
23	Alta Visa - ROW at 6417 Alta Vista	0.03	bi-annually	bi-annually	bi-annually

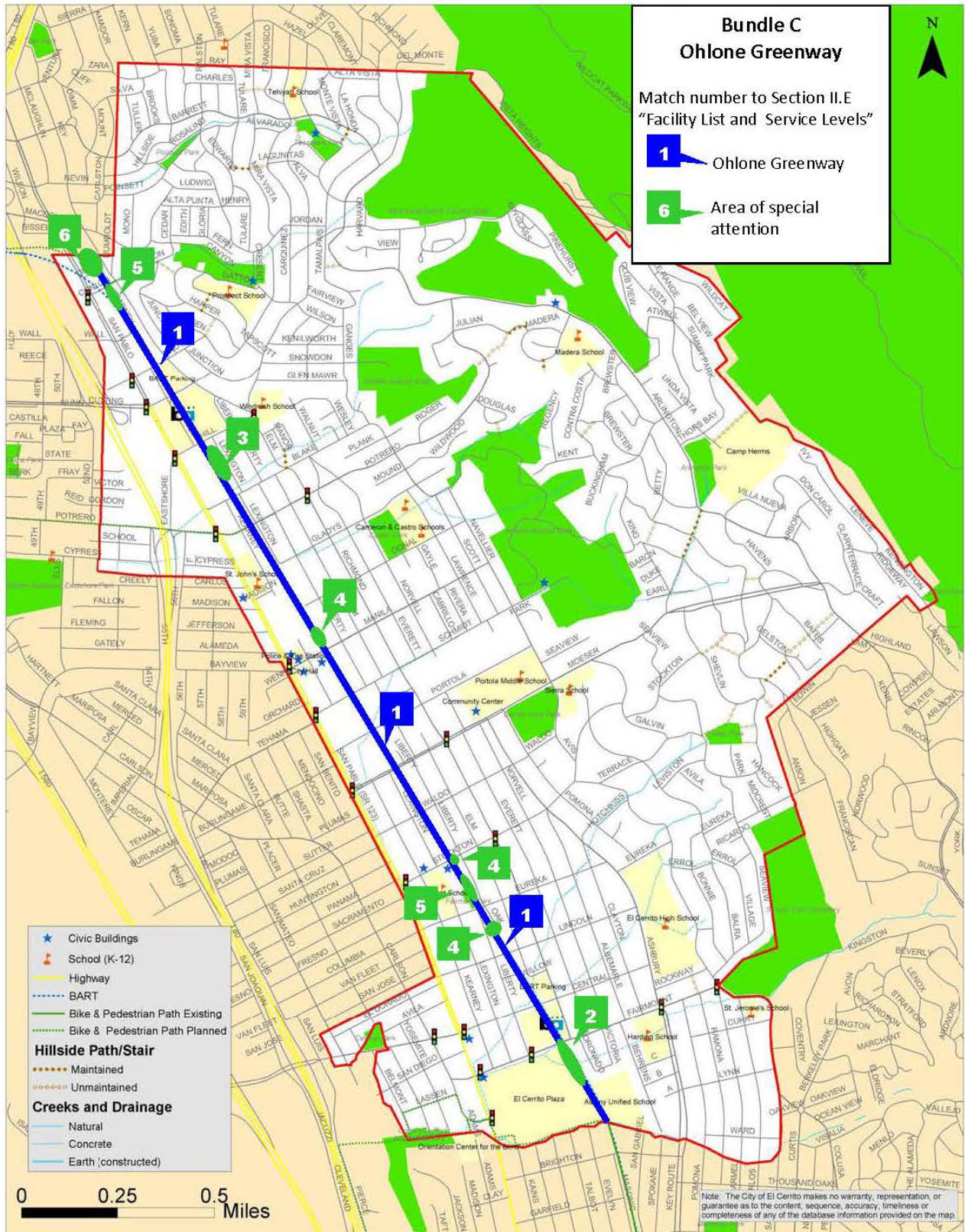
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24	Scenic Ave - Easement between 7449 & 7260 Scenic Ave	0.03	bi-annually	bi-annually	bi-annually
25	Barrett Avenue to Tassajara Avenue Stairway	0.15	quarterly	quarterly	bi-annually
26	Tassajara Ave to La Honda Stairway	0.10	bi-annually	bi-annually	bi-annually
27	Mira Vista Drive to Tulare Avenue Pathway	0.13	bi-annually	bi-annually	bi-annually
28	Tapscott to Upper Canyon Trail Field Easement	0.04	bi-annually	bi-annually	bi-annually
29	Tapscott to Harper Stairway & Harper to Hagen Easement	0.11	bi-annually	bi-annually	bi-annually
30	Conlon - ROW at 6462 Conlon Ave	0.10	bi-annually	bi-annually	bi-annually
31	Key Blvd - Vacant lot west of Key Blvd between Conlon and the Grocery Outlet	1.59	bi-annually	bi-annually	bi-annually
32	Key Blvd- East Side between Conlon & Knott	1.01	bi-annually	bi-annually	bi-annually
33	Property at 1718 Eastshore Blvd.	0.30	quarterly	bi-annually	bi-annually
34	So. 55TH Street at Potrero to Richmond Boarder - Sound wall	0.16	quarterly	bi-annually	bi-annually
35	Blake Street to Manor Circle Pathway	0.07	bi-annually	bi-annually	bi-annually
36	Blake Street at Navellier	0.10	quarterly	quarterly	bi-annually
37	Julian Drive to Madera Circle Stairway	0.11	bi-annually	bi-annually	bi-annually
38	Portola and Navellier Roadside at PGE Property	1.53	bi-annually	bi-annually	bi-annually
39	Schmidt Ln. at Naveller behind houses on Park Vista.	0.20	bi-annually	bi-annually	bi-annually
40	Recycling Center Rain Gardens, Turn About, and Redwood Stand (7501 Schmidt Ln)	0.24	NA	bi-annually	annually
41	Moeser - North side, 50' from face of curb (Galvin to Seaview)	1.54	bi-annually	bi-annually	bi-annually
42	Moeser - Bowl at Seaview and Moeser	0.24	bi-annually	bi-annually	bi-annually
43	Contra Costa Drive to Bay Tree Lane Stairway	0.05	bi-annually	bi-annually	bi-annually
44	Terrace and Shevlin Dr to Huber Park - 3 Easements	0.43	bi-annually	bi-annually	bi-annually
45	Behrens Street at Albany City Limit	0.03	bi-annually	bi-annually	bi-annually
Total for Bundle B		55.93			

	FACILITY	ACRES	FREQUENCIES		
	BUNDLE C (Ohlone Greenway)	Acres	General Clean-Up	Mowing and/or weeding	Refuse Collection
1	Ohlone Greenway (OG) in Total	18.50	1 x per week	4 x per year	2x per week
2	Raingarden (OG at Fairmount)		1 x per week	Monthly	2x per week
3	Bruce King Dog Park and Tree Park (OG at Hill St)		1 x per week	Monthly	2x per week
4	Pocket Parks (OG at Stockton; OG at Oak St; OG at Manila)		1 x per week	2 x per month	2x per week
5	Sensitive Areas on OG (All creek beds; Wildflower Area between Conlon and Junction; Frog Habitat at Eureka)		1 x per week	0	2x per week
6	Baxter Creek Gateway Park		1 x per week	2 x per year	2x per week
	Total for Bundle C	18.50			







ATTACHMENT 3: City of El Cerrito Integrated Pest Management Policy

PUBLIC WORKS DEPARTMENT



The City of El Cerrito IPM Policy

The City of El Cerrito uses Integrated Pest Management (IPM) to manage pests on City managed facilities. For the purposes of this policy, the City of El Cerrito adopts the integrated pest management definition provided by the University of California Statewide IPM Project:

Integrated pest management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimize risks to human health, to beneficial and non-target organisms, and to the environment.

Goals

- Ensure effective, economic pest management on City property while minimizing health risks to the public and City staff that could result from pest management activities.
- Protect environmental quality by preventing pollutants from entering surface and ground water.
- Comply with requirements in the City's stormwater NPDES permit.
- Promote transparency of City pest-management actions.
- Increase public awareness of IPM.

Implementation

The Public Works Environmental Programs Manager will develop and periodically review an IPM Program, which will apply to all City pest control activities. The Program will include:

- Appointment of a single person or point of responsibility within the City for citywide or town-wide IPM implementation and program evaluation.

- Adherence to IPM decision-making steps for managing pests on city-owned and maintained properties and facilities.
- Participation in countywide and regional efforts to further relevant policies and activities by the US Environmental Protection Agency, the California Department of Pesticide Regulation, and the Contra Costa County Agricultural Commissioner.
- Maintenance of accurate records on IPM implementation and pesticide use.
- Ongoing and periodic staff training.
- Development of standard IPM Operating Procedures for key pests.
- Inclusion of City IPM policies and practices in City of El Cerrito contracts or purchase orders for pest management.
- Maintenance of a list of available expert resources that may be accessed by staff.

IPM Decision-Making Steps

1. Based on field observations, evaluate locations and sites where pest problems commonly occur to properly identify the pest, determine pest population size and location, and identify any natural enemy populations.
2. Identify conditions that contribute to the development of pest populations, and identify measures that could be employed to prevent and manage pest populations.
Prevention measures may include:
 - Design, construction, and maintenance of landscapes and buildings to reduce and eliminate pest habitats.
 - Modification of management practices including watering, fertilizing, mulching, waste management, and food storage to discourage the development of a pest population or to increase the health and resilience of a landscape or particular plant.
 - Modification of pest ecosystems to reduce food, water sources, harborage, and access to buildings.
 - Education of staff and the public about the connection between pests and the availability of food, harborage, and access, and the role humans can play in preventing and reducing pest problems.
3. Determine treatment thresholds that are based on what level of biological, aesthetic, economic, or other effect is tolerable;
4. When a pest population reaches its treatment threshold, choose a set of treatment strategies that is appropriate for the site and the pest:
 - Evaluate non-pesticide management strategies before considering the use of pesticides.
 - Prioritize the use of physical controls such as mowing weeds, using traps, and installing barriers.

- Whenever possible, create landscapes that encourage naturally occurring insect parasites and predators (biological controls) to help control pest insects.
 - When pesticides are necessary, select reduced-risk pesticides and use the minimum amounts needed to be effective.
 - Apply pesticides at the most effective treatment time, based on pest biology, monitoring, and other variables, such as weather, seasonal changes in wildlife use, and local conditions.
 - Whenever possible, use pesticide application methods, such as spot treatments and containerized baits, that minimize opportunities for mobilization of the pesticide in stormwater runoff and minimize effects on non-target organisms.
5. Evaluate the results of treatments to improve pest management.

IPM Program Components

IPM Coordinator The Public Works Environmental Programs Manager is the City of El Cerrito's IPM Coordinator. The IPM Coordinator is responsible for coordinating, tracking, and reporting implementation of the City's IPM Program.

Tracking Pesticide Use The IPM Coordinator is responsible for maintaining accurate records of pesticide use that are accessible for reference. A format for tracking pesticide use is attached.

Interface with the County Agricultural Commissioner The IPM Coordinator will periodically disseminate to staff information on how to identify when pesticides are being applied inconsistent with DPR regulations and how to report such incidents to the County Agricultural Commissioner.

Staff Training All City employees who within the scope of their duties apply or use pesticides will be periodically trained in IPM practices and the City's IPM Policy. Trainings may be organized locally or staff may attend countywide or regional training sessions. The IPM Coordinator will track employee attendance at training sessions.

Standard IPM Operating Procedures The City will follow Standard IPM Operating Procedures. The IPM Coordinator will maintain a file of current Standard IPM Operating Procedures to be used by City employees and will follow up to confirm procedures are being implemented.

Information Resources for Staff The IPM Coordinator will act as a resource to City staff to help identify when Standard Operating Procedures are not applicable or sufficient to solve a pest problem, to determine the best course of action consistent with IPM principles, and to access expert resources when needed.

Public Outreach Public outreach efforts will include distribution of information, as appropriate, such as "Our Water, Our World" and "EcoWise Certified IPM Certification in Structural Pest Management" or equivalent programs. The IPM Coordinator will coordinate and keep records of the following:

- a. A point of contact for the public to obtain information on IPM techniques.
- b. The City's , countywide, and regional advertising campaigns that focus on reducing the impact of urban pesticide use.
- c. The City's outreach to pest control operators (PCOs) and landscapers, or contributions to countywide or regional efforts to promote IPM to PCOs and landscapers.
- d. Placement of messages focused on reducing the impact of urban pesticide use in the City's newsletters or other publications.
- e. Distribution of IPM information and resources at public outreach and citizen involvement events and City websites.
- f. Distribution of information about less-toxic pest management to school-age children.
- g. Updates and status reports to municipal officials.

Contract Provisions The IPM Coordinator will review contract provisions, or addenda to purchase orders, issued by all City departments that contract for pest management services to ensure City IPM policies and practices are adhered to by all contractors performing pest management work on City maintained properties and facilities.

Stormwater NPDES Annual Report The IPM Coordinator will prepare the portion of the City's stormwater NPDES Annual Report related to Pesticides Toxicity Control.

CONTRACTOR AGREEMENT

The staff of _____ (contractor company name)
Do hereby agree to follow the IPM Decision Making Steps as listed in this document, to consult with the City IPM Coordinator before making pesticide applications and to report to the City IPM Coordinator all pesticides used in the City of El Cerrito.

Authorized Signature,

Date

Printed Name

Title

ATTACHMENT 4 – Proposer’s Statement of Qualification Form

An electronic copy of this form in MS Word has been posted to the City’s website at <http://www.el-cerrito.org/Bids.aspx>.

1) Contractor is providing a proposal to perform work on the following Landscape Maintenance Bundle(s):

_____ **Bundle A:** Athletic Fields, Passive Turf Areas and Affiliated Parks

_____ **Bundle B:** Building Grounds, City Streetscapes, Medians, Traffic Islands, and Rain Gardens

_____ **Bundle C:** Ohlone Greenway

2) Contractor Information

Name of Contractor: _____

Primary Contact: _____

Title of Primary Contact: _____

Legal Address of Contractor: _____

Primary Contact Phone Number: _____ Email Address _____

Contractor’s License Number: _____ Class: _____

Contractor’s DIR Registration Number: _____

Contractor’s Signature: _____

- 3) List of Subcontractors:** Provide a list of all subcontractors to perform work on this contract, including relevant licenses, permits, and certifications.

Subcontractor Name	Work to Be Performed	Licenses, Certifications, Permits	DIR Registration Number

- 4) Contractor's and subcontractor's qualifications:** Provide a description of company's and any subcontractor's core-competency and experience with similar work that is described in the Technical Specifications (**Attachment 2**).

- 5) List of References:** Please provide current references for 3 past or existing commercial clients doing similar work to that specified in this RFP.

i. Client _____

Contact Name and Title: _____

Phone Number: _____ Email Address _____

ii. Client _____

Contact Name and Title: _____

Phone Number: _____ Email Address _____

iii. Client _____

Contact Name and Title: _____

Phone Number: _____ Email Address _____

- 6) Other Relevant Licenses and Certifications:** Provide a listing of any relevant certifications, permits, or licenses for Contractor's and subcontractor's personnel, equipment use, and pesticide use.

- 7) **Project Personnel:** Provide a listing of Contractor and subcontractor personnel, including titles and relevant certifications, to be performing work under this contract. In a separate attachment, please provide resumes for all listed personnel.
- 8) **Project Equipment:** Provide a listing of equipment to be used in the performance of work under this contract.
- 9) **Proof of Insurance:** In a separate attachment, provide proof of commercial general and automobile liability insurance, as specified in Section 11 "Insurance" of the attached Agreement.



Payment Schedule

Prices are to include and cover the furnishing of all labor, materials, equipment, fees, taxes, incidentals, and overhead necessary to perform the work described in the Landscape Maintenance Technical Specification (**Attachment 2**) of this RFP. Contractor affirms that all work will be performed in the specified manner and under the terms and conditions specified at the prices listed below:

Contractor pricing for:

- _____ Bundle A: Athletic Fields, Passive Turf Areas and Affiliated Parks
- _____ Bundle B: Building Grounds, City Streetscapes, Medians, Traffic Islands, and Rain Gardens
- _____ Bundle C: Ohlone Greenway

Item Description	Service Level	Cost per Service	Annual Cost	Notes/ Assumptions
BUNDLE A (Turf Intensive Landscapes)				
Athletic Fields				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Mowing</i>	<i>weekly</i>			
<i>Edging and Reseeding</i>	<i>monthly</i>			
<i>Aeration</i>	<i>3+ per year</i>			
<i>Deep Tine Aeration (one field per year)</i>	<i>1 time per year</i>			
<i>Fertilization</i>	<i>2+ per year</i>			
Passive Turf Areas				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Mowing</i>	<i>every 2 weeks</i>			
<i>Edging</i>	<i>monthly</i>			
<i>Aeration</i>	<i>1+ per year</i>			
<i>Fertilization</i>	<i>1 per year</i>			
Tree, Shrub, Groundcover Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>bi-monthly</i>			

Proposers Signature _____ Date _____

City of El Cerrito | Landscape Maintenance Agreement

<i>Mulch Maintenance</i>	<i>2 times per year</i>			
General Maintenance and Clean-Up				
<i>Empty Solid Waste & Recycling Cans (up to 20 cans)</i>	<i>2x per week</i>			
<i>Litter/ Debris Removal</i>	<i>weekly</i>			
<i>Playground and Picnic Area Maintenance</i>	<i>weekly</i>			
<i>Wash Picnic Tables and Benches (20 sets)</i>	<i>7x per year</i>			
<i>Paved Areas, Parking Lots, Pathways, Stairway Maintenance</i>	<i>weekly</i>			
TOTAL BUNDLE A			\$ -	

Item Description	Service Level	Cost per Service	Annual Cost	Notes/ Assumptions
BUNDLE B (Shrub Intensive Landscapes)				
Building Grounds - Type 1				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Mowing (traditional turf)</i>	<i>weekly</i>			
<i>Mowing (no mow fescue)</i>	<i>2x year</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>weekly</i>			
<i>Mulch Maintenance</i>	<i>2 x per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>weekly</i>			
<i>General Facility Inspection</i>	<i>weekly</i>			
<i>Paved Areas, Parking Lots, Pathways, Stairway Maintenance</i>	<i>weekly</i>			
Building Grounds - Type 2				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Mowing (traditional turf)</i>	<i>every 2 weeks</i>			
<i>Mowing (no mow fescue)</i>	<i>2 x per year</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>every 2 weeks</i>			
<i>Mulch Maintenance</i>	<i>2 x per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>weekly</i>			
<i>General Facility Inspection</i>	<i>weekly</i>			
<i>Paved Areas, Parking Lots, Pathways, Stairway Maintenance</i>	<i>weekly</i>			

Proposers Signature _____ Date _____

City of El Cerrito | Landscape Maintenance Agreement

Streetscapes - Type 1				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>monthly</i>			
<i>Mulch Maintenance</i>	<i>2 x per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>weekly</i>			
<i>General Facility Inspection</i>	<i>weekly</i>			
Streetscapes - Type 2				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>monthly</i>			
<i>Mulch Maintenance</i>	<i>2 times per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>monthly</i>			
<i>General Facility Inspection</i>	<i>monthly</i>			
Streetscapes - Type 3				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>quarterly</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>quarterly</i>			
<i>Mulch Maintenance</i>	<i>2 x per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>quarterly</i>			
<i>General Facility Inspection</i>	<i>quarterly</i>			
City Right of Ways and Misc Properties				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Pruning, Trimming, and Weed Abatement</i>	<i>2 x per year</i>			
General Maintenance and Clean-Up				
<i>Litter/ Debris Removal</i>	<i>quarterly</i>			
<i>General Facility Inspection</i>	<i>quarterly</i>			
TOTAL BUNDLE B			\$ -	

Proposers Signature _____ Date _____

City of El Cerrito | Landscape Maintenance Agreement

Item Description	Service Level	Cost per Service	Annual Cost	Notes/ Assumptions
BUNDLE C (Ohlone Greenway)				
Tree, Shrub, Groundcover, Raingarden Care				
<i>Irrigation Monitoring & Maintenance</i>	<i>monthly</i>			
<i>Mowing (traditional turf)</i>	<i>every 2 weeks</i>			
<i>Mowing (no mow fescue)</i>	<i>4x year</i>			
<i>Pruning and Trimming</i>	<i>quarterly</i>			
<i>Weeding</i>	<i>monthly</i>			
<i>Mulch Maintenance</i>	<i>2x year</i>			
General Maintenance and Clean-Up				
<i>Empty Solid Waste & Recycling Cans (up to 20 cans)</i>	<i>2x per week</i>			
<i>Playground and Picnic Area Maintenance (3 sites)</i>	<i>weekly</i>			
<i>Power Wash Playground Equipment (2 sites)</i>	<i>1+ per year</i>			
<i>Paved Areas, Pathways, Stairway Maintenance</i>	<i>weekly</i>			
TOTAL BUNDLE C			\$ -	

As Needed Services (All Bundles)	Cost
Reseeding and Establishment of Turf (per 25 sqft)	
Extra Mowing of Turf (per 5,000 sqft)	
Applying Mulch in New Areas (labor only per 1000 sqft)	
Soil Samples (per test)	
Fertilization (per 5000 sqft)	
Irrigation Audit (per hour)	
Irrigation Repair (per hour)	
Weed Whipping/ Abatement (per 5,000 sqft))	
Horticultural Pest Control (per 5000 sqft)	
Additional Waste/Recycling Removal (per can per pick up)	
Replacement of Plant Materials (labor only per 1 -5 gallon pot)	

Mark-Up on Materials not included in Technical Specifications

Contractor will charge City the actual invoice of materials used for the additional work plus a fee of

_____ percent (%).

Proposers Signature _____ Date _____

Adjustments in Scope or Quantity of Work

The City reserves the right to increase or decrease quantities of work included by the Technical Specification or to delete entire proposal items from the proposal schedule, either before execution of the agreement or during the agreement term. If related services are desired by City which are not covered by the Technical Specifications or by the hourly rate schedule, the fee shall be negotiated and a written work order issued accordingly by the City. Contractor shall not be entitled to compensation for additional services unless a prior written work order has been executed describing the work and specifying the compensation thereof.

Hourly rates for labor to perform work not included in Technical Specifications

During the agreement term, City may request Contractor to perform work not listed in the Technical Specifications. The Contractor offers the specified labor categories at the indicated hourly rate for these additional services. Hourly rates shall include all direct and indirect costs. For labor not listed below which is needed to perform additional work, the hourly rate shall be agreed upon between the City and Contractor before additional services are performed.

Hourly rates for equipment to perform work not included in Technical Specifications

Hourly rates shall include all costs necessary to provide equipment in good working order, including cost of fuel, maintenance, direct and indirect cost, but excluding operating labor costs. For equipment not listed below which is needed to perform additional work, the hourly rate shall be agreed upon between the City and the Contractor before such additional equipment is used. Costs associated with the equipment listed below will not be incurred by the City if required in the performance of the work called out in the Technical Specification. It will only be paid for if specifically requested, required, and previously approved by the City.

Additional Hourly Rates For Personnel or Equipment 2015 (add more rows as needed)			
	Equipment / Personnel	Regular Time	Over-Time
1			
2			
3			
4			
5			
6			

Proposers Signature _____ Date _____



AGENDA BILL

Agenda Item No. 5(C)

Date: June 16, 2015
To: El Cerrito City Council
From: Karen Pinkos, Assistant City Manager
Subject: Amendments to City Classification Plan

ACTION REQUESTED

Adopt resolutions amending the City's Classification Plan to:

1. Establish classifications for positions within the Aquatics Division, re-title and revise the class specification of Environmental Services Manager to Operations and Environmental Services Manager; and ratify the reclassification of Administrative Analyst III to Assistant to the City Manager; and
2. Establish the salaries and benefits for Aquatics Division personnel, establishing salary ranges as recommended.

BACKGROUND

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

In recent years, the City Manager has reorganized and restructured some Departments and Divisions within the City organization in order to improve service and provide emphasis on City Council goals and priorities. These changes and positions have been authorized through the budget process. With the vacancies that have occurred over the past few years, the Department Directors have been reviewing the staffing within their Departments to consider additional opportunities for reorganization and restructuring in order to sustain services, and continue our focus on City Council priorities.

Human Resources has worked 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. Additionally, with the many recent changes to state and federal requirements regarding employee benefits, Human Resources has begun to focus on the City's part-time staffing classifications and positions to ensure that they accurately reflect the services provided by the Departments and that they are in compliance with various regulations, the City's Personnel Rules, and labor agreements.

ANALYSIS

Aquatics Division

The Recreation Department provides within its Aquatics Division services and programs at the El Cerrito Swim Center for residents and neighboring communities year-round. Aquatics Division staff manages the operations of the Swim Center, provides instructional programs and classes, and ensures the safety of all patrons. Historically, the Swim Center operates with 2 full-time staff and a varying number of part-time and seasonal staff. These employees, with the exception of the Recreation Supervisor for the Aquatics Division, have historically been unrepresented by a formal labor group or bargaining unit.

Salary and benefits for the Aquatics staff have mirrored the SEIU-1021 bargaining unit, and positions for the part-time and seasonal Aquatics staff have been included in the current part-time classifications that exist including Part-time Recreation Aide, Part-time Recreation Leader, Part-time Recreation Senior Program Leader, and Part-time Recreation Specialist. These part-time Recreation classifications also include other position titles that are represented by SEIU-1021. Over time, position titles for part-time Recreation staff throughout the Department have moved away from the class specifications, producing inconsistency in the duties of these classifications, as well as creating confusion as to which positions are represented. The current classifications also do not allow the Department to distinguish the Aquatics staff functions and requirements separately from other Recreation staff, which is a concern since these employees require certifications and training that are different from other part-time Recreation staff requirements.

Human Resources is recommending that the Aquatics Division staff positions be moved into a new bargaining unit, and that new class specifications are created for the following positions: Aquatics Assistant I and II, Lifeguard & Senior Lifeguard, Swim Instructor I and II, and Aquatics Specialist I and II. These classifications will outline the experience, training, and certifications required for these positions, and will more accurately reflect the duties and functions to be performed by the employees. Additionally, creating these classifications will allow Human Resources to analyze salaries for these specific positions, ensuring that salaries are within the current labor market rates in order to better attract and retain these employees.

Staff has conducted a salary survey of neighboring communities with Aquatics staff, and the current salary structure for these positions averages approximately 30% below the median benchmark. The recommended salary series reflects the current market rate.

Operations and Environmental Services Manager

In FY 2013-14, the Public Works Department created the Operations and Environmental Services Division (OESD), combining the former Maintenance Division with the recycling and waste management functions of the former Environmental Services Division. The position of Environmental Services Manager was moved to oversee this new Division. The Division has been successful in this organizational structure, and has created a variation on the functions and duties of the Manager from the previous class specification.

Based on the nature and scope of duties performed by the Manager, staff recommends that it is appropriate to re-title and revise the job description of Environmental Services Manager to Operations and Environmental Services Manager to better reflect the duties and reporting relationship with the OESD.

Assistant to the City Manager

Staff has conducted a review of the performance of the Administrative Analyst III in the City Manager's office. The incumbent has previously been tasked mainly with duties relating to community outreach, public information, and specializing in both internal and external communications for the City's various services and programs. Over time, this position has begun to perform duties at the functions and level of the classification of Assistant to the City Manager, with a broader scope of services being provided to the community including development and implementation of City policy and procedures, Citywide strategic planning, preparing and recommending legislation and City Council policy, and overseeing the Citywide EC STARS internship program. The functions currently being performed by this position are better suited to reflect the more comprehensive, Citywide focus as indicated in the Assistant to the City Manager job description as opposed to the Administrative Analyst position that reflects a technical and specialized focus.

Per the City's Personnel Rule 2.6, changes in classification must be approved by the City Manager and ratified by the City Council. Staff recommends that the City Council ratify this proposed reclassification, to be effective July 1, 2015.

FINANCIAL CONSIDERATIONS

The cost of the proposed changes for the part-time Aquatics staff will be absorbed within the FY 2015-16 Part-Time Salaries and Wages budget, as the number of the part-time and seasonal staff varies according to demand and schedule. Staff will monitor these part-time costs and will propose any adjustments as necessary during the midyear budget report. There will be no additional costs for the proposed changes to the Operations and Environmental Services Manager or Assistant to the City Manager, as these costs are included within the proposed FY 2015-16 operating budget.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution establishing classifications for positions within the Aquatics Division, re-title and revise the

class specification of Environmental Services Manager to Operations and Environmental Services Manager; and ratify the reclassification of Administrative Analyst III to Assistant to the City Manager

2. Resolution establishing Aquatics Division personnel salaries and benefits
3. Class Specification – Aquatics Assistant I & II
4. Class Specification – Lifeguard & Senior Lifeguard
5. Class Specification – Swim Instructor I & II
6. Class Specification – Aquatics Specialist I & II
7. Class Specification – Operations and Environmental Services Division Manager

RESOLUTION 2015-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE CITY CLASSIFICATION PLAN TO: INCLUDE CLASSIFICATIONS FOR AQUATICS DIVISION; RE-TITLE AND REVISE CLASSIFICATION FOR OPERATIONS AND ENVIRONMENTAL SERVICES MANAGER; AND RATIFY RECLASSIFICATION FOR ASSISTANT TO THE CITY MANAGER

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

WHEREAS, the current Classification Plan does not include class specifications for staff positions within the Aquatics Division of the Recreation Department; and

WHEREAS, the City desires to establish class specification for employees in the Aquatics Division of the Recreation Department in order to distinguish the staff functions and requirements from other classifications, and outline the experience, training, and certifications required for these positions to more accurately reflect the duties and functions performed by the employees; and

WHEREAS, the Environmental Services Manager position is recommended to be re-titled as "Operations and Environmental Services Manager" based on a study of the position and the nature of duties and responsibilities performed, requiring an amendment to the current class specification; 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 the Administrative Analyst III position in the City Manager's office and recommends the reclassification of Administrative Analyst III to Assistant to the City Manager classification to better reflect the duties being performed by the current position incumbent and the desired level of service to be provided; and

WHEREAS, the reclassification of Administrative Analyst III to Assistant to the City Manager must be ratified by the City Council.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby:

1. Amend the City's Classification Plan to:
 - a. Establish the class specifications for Aquatics Assistant I & II, Lifeguard & Senior Lifeguard, Swim Instructor I & II, and Aquatics Specialist I & II, as specified in Exhibits A-D to this resolution;

Agenda Item No. 5(C)

Attachment 1

- b. Re-title and revise the class specification for Environmental Services Manager to Operations and Environmental Services Manager, as specified in Exhibit E to this resolution;
- c. Authorizes implementation of the reclassification of the Administrative Analyst III position in the City Manager's office to Assistant to the City Manager.

I CERTIFY that at a regular meeting on June 16, 2015, the El Cerrito City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June XX, 2015.

Cheryl Morse, City Clerk

APPROVED:

Mark Friedman, Mayor

RESOLUTION 2015-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING SALARIES, BENEFITS AND CONDITIONS OF EMPLOYMENT FOR AQUATICS DIVISION EMPLOYEES EFFECTIVE JULY 1, 2015

WHEREAS, it is in the City's best interest to recruit and retain high quality employees for the City; and

WHEREAS, an effective means for achieving this objective is to provide competitive salaries, benefits, and conditions of employment for said employees; AND

NOW, THEREFORE, BE IT RESOLVED that the El Cerrito City Council hereby establishes the salaries, benefits, and conditions of employment for the City's Aquatics Division employees as follows:

CHAPTER 1
EMPLOYEES

- 1.1 Aquatics Division employees are, for purposes of this section, those actively involved in the following classifications that are assigned exclusively to the Aquatics Division of the Recreation Department:
- Assistant Program Supervisor
 - Aquatics Assistant I,II
 - Aquatics Specialist I, II
 - Lifeguard, Senior Lifeguard
 - Swim Instructor I, II
- 1.2 Employees may be appointed to the Aquatics classifications in a full-time, part-time, temporary or seasonal status. Temporary and seasonal employees are employees defined by City of El Cerrito Personnel Rule 1.8 as those limited to a maximum duration of 12 consecutive months, and only receive those benefits required by law.

CHAPTER 2
SALARIES AND BENEFITS

- 2.1 The following base salaries for Aquatics employees are as follows:

MONTHLY

Assistant Program Supervisor	4311	4527	4753	4991	5240
------------------------------	------	------	------	------	------

HOURLY

Aquatics Assistant I	10.00	10.50	11.03	11.58	12.16
Aquatics Assistant II	12.45	13.07	13.73	14.41	15.13
Aquatics Specialist I	18.44	19.36	20.33	21.35	22.41
Aquatics Specialist II	19.36	20.33	21.35	22.41	23.64
Lifeguard	13.10	13.76	14.44	15.17	15.93
Swim Instructor I	13.76	14.45	15.17	15.93	16.72
Swim Instructor II	15.75	16.54	17.36	18.23	19.14
Senior Lifeguard	15.75	16.54	17.36	18.23	19.14

2.2 Working in Higher Classification

An employee shall be entitled to receive five percent additional pay shift differential when working temporarily in a higher classification. Prior to an employee performing duties of a higher classification, the employee's supervisor must assign the employee in writing to perform the duties of the higher classification. The employee must work the entire shift assignment/working day at the higher classification to be eligible.

2.3 Pension Plan Benefits and Reimbursement

Full-time and eligible part-time employees, who are "Classic Members" of the California Public Employees Retirement System (PERS) plan, receive 2.7% at 55 retirement formula integrated with Social Security, which has an eight percent (8%) employee contribution, the PERS single highest year option and service credit for unused sick leave option.

Effective January 1, 2013, newly hired employees that are considered "new members" in accordance with the Public Employees' Pension Reform Act (PEPRA), will be enrolled under the PERS Miscellaneous Employee 2% at 62 retirement formula integrated with Social Security, average of highest three (3) years compensation earnable, in accordance with applicable law and PEPRA.

2.4 Flexible Benefits Plan

The City has a Flexible Benefits Plan for full-time and eligible part-time employees that provides for the following:

- A. The City will contribute the equivalent of the cost of the lowest cost medical plan rate, according to dependent status, regardless of which medical plan is chosen. *"According to dependent status"* means that if an employee is single he or she shall receive the lowest cost single premium in his or her flexible spending account. If an employee and a dependent are enrolled in a City medical plan, the employee shall receive the lowest cost two-party premium in his or her flexible spending account. If an employee and more than one dependent are enrolled in a

City medical plan, the employee shall receive the lowest cost family premium in his or her flexible spending account.

- B. In the event that an employee has alternate comprehensive group medical coverage through a spouse's medical plan or some other group medical plan, the employee may select a "no medical plan" option. In this event, the City shall contribute the equivalent to the lowest cost medical premium to the Flexible Benefits Plan and the employee may receive this amount in cash. In that case, the amount is treated as taxable income, or may be reallocated toward the purchase of other benefits in the Plan, or a combination of both.
- C. Employees may contribute salary of up to the maximum by law on a pre-tax basis in order to purchase the following benefits:
- Medical premiums, co-payments, and deductibles
 - Dental premiums, co-payments, and deductibles
 - Unreimbursed medical and dental expenses
 - Dependent care Mental health counseling services

Rules governing the allocation and distribution of such funds shall conform to applicable sections of State and Federal tax codes and the City of El Cerrito's Flexible Benefits Plan.

- D. Health plans will become effective the first of the month following the date of hire.
- E. Health benefit programs recognize the participation of domestic partners of eligible employees. Please refer to the City's Citiflex document for details.

2.5 Dental Plan

The City will pay the full cost of family coverage under the Delta Dental Plan.

2.6 Life Insurance

For Full-time employees, the City will provide a term life insurance policy with the principal sum equivalent to the employee's annual salary rounded to the nearest \$1,000. For eligible part-time employees, the City will provide a term life insurance policy with the principal sum equivalent to \$18,000.

2.7 Long term Disability Insurance

The City shall provide employees with long term disability insurance with coverage of two-thirds salary up to the maximum monthly salary limit of \$6,700 and a thirty day elimination period. Like regular wages, this benefit is taxable.

2.8 Benefit Status

- A. The salary and benefits contained within this Resolution are granted only to full-time and eligible part-time employees who are in a current pay status. The City shall incur no cost, nor shall benefits accrue, for temporary or seasonal employees (except those required by law), retirees, survivors, or employees in a non-pay status, unless the employee is granted medical leave of absence or military leave of absence.
- B. In the event an employee is in a non-pay status because of a disputed workers' compensation claim, benefits under this article shall be continued upon written agreement of the affected employee to repay to the City the amount of any premiums paid by the City during the non-pay status period if the employee's claim is denied by the Workers Compensation Appeals Board or withdrawn by the employee prior to a decision by the Board.

CHAPTER 3
BENEFITS RELATIONSHIP TO REPRESENTED GROUPS

3.1 Benefits Relationship to Represented Employees

Aquatics employees are subject to the benefits provisions outlined in the Memorandum of Understanding between the City of El Cerrito and the Service Employees International Union (SEIU) Local 1021, including:

- Vacation Leave
- Holidays
- Sick Leave, Workers' Compensation, Family Sick Leave, and other Leaves
- Compensation
 - o Salary increase provision 13.1 effective as of July 1, 2016
- Overtime
- Education Benefits
- Miscellaneous Benefits

3.2 If new or deleted material benefits and/or cost sharing mechanisms are agreed to with SEIU, they would apply to Aquatics employees.

- 3.3 As unrepresented employees, full-time and eligible part-time Aquatics employees are subject to the City's Personnel Rules and Regulations for all other items not included in their benefits relationship with represented SEIU employees.

I CERTIFY that at a regular meeting on June 16, 2015, 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 June _____, 2015.

Cheryl Morse, City Clerk

APPROVED:

Mark Friedman, Mayor

CITY OF EL CERRITO

Aquatics Assistant I, II

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

DEFINITION

Under supervision, performs variety of work related to the swim center involving customer service and assisting swim center staff in program delivery. Aquatics Assistant II perform increasingly difficult assignments.

DISTINGUISHING CHARACTERISTICS

Aquatics Assistant (Junior Lifeguard/Swim Aide)

This is the entry-level job class and is responsible for performing the tasks necessary to provide customer service and promote public safety at an aquatic facility.

Aquatics Assistant II (Swim Center Cashier)

This is the journey-level class in this series. Positions in this class are assigned increasingly difficult and complex assignments including administrative functions for aquatics activities and programs, greeting customers, selling and renewing passes, program registration and cash handling at the Swim Center. Assignments are usually received with general guidelines and require ability to work independently.

NOTE: Depending on experience, incumbents in each class may progress to the next classification level provided that the assigned Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Senior Lifeguard, Aquatics Specialist, Assistant Program Supervisor, and Aquatics Supervisor.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Aquatics Assistant

Typical Assignments may include Junior Lifeguard, Swim Aide.

- Performs the tasks necessary to promote public safety at an aquatic facility by assisting lifeguard staff.
- Help lifeguard staff monitor activities in aquatic areas to prevent accidents and maintain order.
- Strive to maintain a clean and hazard free environment.
- Ability to swim 300 yards continuously using coordinated freestyle and breast stroke.

- Knowledge of basic first aid, CPR and water rescue skills.
- Work at department and citywide special events.
- Other duties as assigned.

Aquatics Assistant II

Typical Assignments may include Cashier.

In addition to duties of Aquatics Assistant I:

- Performs the tasks necessary to provide customer service and administrative support at an aquatic facility.
- Responds to patron inquiries about programs and schedules at the Swim Center.
- Maintains cleanliness and organization of swim window desk and counter
- Participates in training sessions.
- Supports Lifeguard Staff in responding to emergency situations.
- Other duties as assigned.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Aquatics Assistant:

Swimming skills in the following strokes, freestyle, breaststroke, backstroke and elementary backstroke.

Comfortable with basic first aid, CPR and water rescue skills.

Aquatics Assistant II

In addition to above:

- Comfortable using computer, telephone and office equipment.
- Cash handling skills.
- Basic information specific to assigned department or program activities and functions.

Ability to:

Aquatics Assistant:

- Demonstrate proficiency of Level 5 Swimming skills
- Communicate effectively both written and orally.
- Effectively assist in teaching aquatic swim lesson programs to varying age levels.
- Walk, run, jump, climb, swim, dive, sit, and work outdoors in the sun for prolonged periods of time.
- Understand and apply City and department policies, procedures, protocols, and regulations.

- Establish and maintain positive working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

Aquatics Assistant II

In addition to above:

- Use a computer terminal and office equipment
- Effectively manage customer transactions.
- Effectively communicate program and schedule information to customers

Experience and Training Guidelines

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

Experience:

Aquatics Assistant I: Fourteen years of age or older. Able to competently demonstrate level 5 swimming skills.

Aquatics Assistant II: Sixteen years of age or older. Experience using computer and office equipment and possessing cash handling skills highly desired.

Training:

Aquatics Assistant I: Completion of 8th grade. Current certification in CPR/AED and First Aid from the American Red Cross or equivalent , completion of a Junior Lifeguard Training program, American Red Cross Basic Water Rescue training or equivalent training and experience.

Aquatics Assitant II: Completion of 9th grade. Current certification in CPR/AED and First Aid from the American Red Cross or equivalent.

Licenses/Certificates/ Other requirements:

Aquatic Assistant I & II are required to wear uniforms and may be required to work unusual hours, evenings and weekends. Individuals chosen for hire must be able to pass continuous skill audits. Aquatic Assistant I & II must maintain current certifications and must participate in a minimum of 16 hours of formal rescue skills training per season.

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

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally

Running: Never	26 to 50 lbs: Occasionally
Twisting: Occasionally	51 to 75 lbs: Never
Turning: Occasionally	76 to 100 lbs: Never
Jumping: Never	100 + lbs: Never

Pushing/Pulling:

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

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

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

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

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

Hearing -	Conversation:	Frequently
	Telephone:	Frequently
	Earplugs:	Never

MENTAL REQUIREMENTS

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

Responsibility for direction.

WORK ENVIRONMENT

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

Revised
6/2015

CITY OF EL CERRITO

LIFEGUARD & SENIOR LIFEGUARD

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

DEFINITION

Under direct supervision, performs general lifeguard functions at a City aquatic facility. May teach aquatic and safety programs and do other work as required. Lifeguard II performs increasingly difficult and complex assignments and oversees the work performed by assigned staff.

DISTINGUISHING CHARACTERISTICS

Lifeguard

This is the entry-level job class and is responsible for performing the tasks necessary to deliver and promote public safety at an aquatic facility.

Senior Lifeguard

This is the journey-level class in this series. The Senior Lifeguard assists in the performance of general Lifeguard supervision and related administrative functions at a City aquatic facility.

NOTE: Depending on experience, incumbents in each class may progress to the next classification level provided that the Department can certify that the employee is working at the required level and possesses the required skills, knowledge and abilities, and provided that budgetary constraints allow for promotion to the next class.

SUPERVISION RECEIVED AND EXERCISED

Lifeguard:

Receives general supervision from Aquatics Specialist, Assistant Program Supervisor and, when applicable, Senior Lifeguard.

Senior Lifeguard

Receives general supervision from Aquatics Specialist II, Assistant Program Supervisor and Aquatics Supervisor.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Lifeguard:

- Performs the tasks necessary to promote public safety at an aquatic facility.
- Monitors activities in aquatic areas to prevent accidents, enforces pool policies and regulations, educates swimmers regarding proper swimming activities, rescues swimmers in danger of drowning, administers first aid, and maintains order in aquatic areas.

- Inspects facility for cleanliness, keeping area free from hazards.
- Inspects equipment and materials and ensures they are in proper working order.
- Participates in training sessions.
- Takes reports from the public, fills out incident/rescue reports, training logs, and other forms and paperwork as required.
- Instructs aquatic and safety program.
- Works at department and citywide special events.
- Assists with answering telephone and making copies.
- Provide excellent customer service and comfortable using software to assist swim center customers.
- Answer telephone and performs data entry for the swim center.
- May be assigned to work as a Swim Instructor I for swim lesson program or assist with coaching for swim team program.

Senior Lifeguard

In addition to duties of Lifeguard I:

- Coordinates aquatic and safety programs including summer camp programs.
- Assists in the supervision of lifeguard personnel.
- Assists in determining work schedules.
- Assists in the planning and conducting lifeguard staff training sessions.
- Assists in ordering material and equipment for the facility.
- Assists in coordinating emergency response activities.
- Participates in employee performance evaluations.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Lifeguard:

- Lifeguarding and rescue skills.
- Swim lesson progression and Level 5 swimming skills.
- Basic policies, procedures and regulations related to operating a swim center.
- Effective oral and written communications methods.
- Modern office practices and procedures, including operation of computer equipment and related software.
- Basic information specific to assigned department or program activities and functions.

Senior Lifeguard

In addition to above:

- Considerable knowledge of the principles and practices of program management.
- Considerable knowledge in the field(s) related to the specific assignment.

Ability to:

Lifeguard:

- Understand, interpret, and apply rules and regulations.
- Establish and maintain effective working relationships with others.
- Effectively plan, organize, and prioritize work.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.
- Communicate effectively both written and orally.
- Use a computer terminal.
- Swim 500 yards in ten minutes or less.
- Operate and maintain lifesaving equipment.
- Effectively teach aquatic and safety programs to varying age levels.
- Walk, run, jump, climb, swim, dive, sit, and work outdoors in the sun for prolonged periods of time.

Senior Lifeguard

In addition to above:

- Provide effective program leadership.
- Interpret and apply rules, regulations and ordinances of Federal, State and local legislation.
- Project consequences of decisions and recommendations for program improvement.
- Supervise, train and evaluate assigned staff.
- Proficiently direct emergency lifeguard response.

Experience and Training Guidelines

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

Experience:

Lifeguard: 15 years of age or older.

Senior Lifeguard: 18 years of age or older. Two seasons of lifeguard experience, preferably in a public agency, and/or specific experience in entry-level class Lifeguard I position.

Training:

Lifeguard: Current Lifeguard Training, CPR/AED for the Professional Rescuer and First Aid certification from the American Red Cross or equivalent agency.

Senior Lifeguard: Current Lifeguard Training, CPR/AED for the Professional Rescuer and First Aid certification from the American Red Cross or equivalent agency. A current First Aid certificate that meets the State of California Health & Safety Code (Title 22) requirements and Lifeguard Training Instructor certification is desirable.

Licenses/Certificates/ Other requirements:

Lifeguard & Senior Lifeguard are required to wear uniforms and may be required to work unusual hours, evenings, weekends and holidays. Individuals chosen for hire must be able to pass continuous skill audits. Lifeguards must maintain current certifications and must participate in a minimum of 16 hours of formal rescue skills training per season.

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

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

		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

Work outdoors for long periods of time. Occasionally work indoors, using computer/computer monitor screen, Works around others, Works alone, Works with others.

Revised 6/2015

CITY OF EL CERRITO

Swim Instructor I & II

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

DEFINITION

Under general supervision, performs variety of technical work involving planning, teaching and evaluating swim lessons and aquatic safety programs. Maintain working knowledge of industry standards, techniques and regulations. Engage in instructing, coaching, lifeguarding, rescue and all other education and prevention activities in promoting aquatic programs. Maintain Aquatics Division apparatus and equipment; conduct, assist and participate in training programs, participate in inspections and related aquatic education and prevention activities, public education, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification encompasses the full range of teaching, coaching and front line management of the swim lesson and aquatic safety programs.

Swim Instructor I –is distinguished from other classifications within aquatics in that incumbents are assigned primary responsibility for delivery of swim stroke and safety instruction.

Swim Instructor II – Senior Swim Instructor/Head Teacher assignment is distinguished from other classifications within aquatics in that incumbents are assigned primary responsibility for day to day oversight and direct supervision of swim lesson programs and staff including daily attendance, staff and program evaluation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Aquatics Supervisor, Assistant Aquatics Supervisor, and when applicable, Aquatics Specialist III.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Swim Instructor I

Typical Assignments include Swim Instructor, Assistant Swim Coach.

- Effectively instruct and lead aquatic and safety swim lessons, swim team and aquatic camp programs to varying age groups.
- Proficient knowledge and experience with competitive stroke mechanics and safety skills, evaluate participant stroke performance and ability, and provide feedback to students and parents as applicable.
- Prepare plans for swim lesson sessions.
- Ability to swim 500 yards continuously, demonstrating proficient stroke techniques.

- Take reports from the public; fill out incident and rescue reports, training logs, and other forms and paperwork as required.
- Inspect and maintain equipment in proper working order.
- Work at department and citywide special events.
- Respond to emergency situations or other incidents, perform basic life support to assist victims at emergency site, including performing CPR and first aid as needed.
- Complete paperwork to meet documentation requirements.
- Make presentations to community and public to promote and provide aquatic safety education.
- Participate in drills and ongoing training to learn and practice current techniques.
- Other related duties as assigned.

Swim Instructor II

Typical Assignments include Senior Swim Instructor (WSI), Head Teacher.

In addition to Swim Instructor I:

- Effectively instruct and lead aquatic fitness classes, swim team programs to varying age groups.
- Review plans for effectiveness, goal setting for participants, and lead staff swim instructor trainings.
- Inspect and maintain equipment to ensure proper working order.
- Coordinate pool space and time as needed with Aquatics Management.
- Evaluate each student to ensure that he/she is properly performing swimming strokes in a manner that is safe for him/her.
- Provide constructive feedback to class participants and swim instructors.
- Attend continuing education workshops and maintain certification.
- Motivate, teach and attract new membership to the program
- Prepare evaluations for class participants.
- Perform administrative duties related to running a swim lesson program
- Work with Assistant Aquatics Supervisor to maintain up-to-date program information on the City of El Cerrito recreation website.
- Promote City of El Cerrito programming and community.
- Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Swim Instructor I:

- Swimming strokes progression, techniques and teaching methods.
- Principles, practices, policies and procedures relating to swim center program, operations and emergency response at the swim center.
- American Red Cross Water Safety Instructor training, Basic Water Rescue, First aid and CPR/AED. Additional Lifeguard Training, and/or Safety Training for Swim Coaches is encouraged.
- Modern office practices and procedures, including operation of computer equipment and related software.
- Basic information specific to assigned department or program activities and functions.

Swim Instructor II:

In addition to above:

- Experience with competitive swimming and swim lesson techniques including organization and design of workouts and daily lessons.
- USA Swimming rules and regulations and standard practices from a nationally recognized organization for swim lesson programs.
- Philosophy, objectives, and requirements of supervising an aquatics programs.
- Current safety standards and information related to aquatics.

Ability to:

Swim Instructor I:

- Effectively communicate program and schedule information to customers.
- Ability to effectively teach aquatic and safety programs to varying age levels.
- Instruct, evaluate and provide feedback of swimming strokes.
- Establish and maintain positive working relationships with those contacted in the course of work, including a culturally diverse public, with a focus on quality service to internal and external customers.
- Understand and act in accordance with departmental policies, rules, instructions and written material in the field of aquatics.
- Apply swim stroke teaching progression techniques.
- Ability to swim 500 yards demonstrating proficiency in all strokes
- Analyze situations and adopt effective courses of action.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Use a computer terminal.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assist with emergency response as prescribed by Aquatic management.
- Walk, run, jump, climb, swim, dive, sit, and work outdoors in the sun for prolonged periods of time.
- Lift and up to 60 pounds.
- Understand and apply City and department policies, procedures, protocols, and pertinent local and state regulations relating to lifeguard operations and emergency procedures.

Swim Instructor II:

In addition to above:

- Design, choreograph and deliver water workouts and lesson plans.
- Provide instruction, feedback and evaluation to program participants.
- Utilize staff and volunteers effectively.
- Function effectively without direct supervision and develop effective working relationships with city employees and the public.
- Prioritize multiple tasks.
- Ability to interact with the public, including handling patron complaints in a professional, tactful, patient and courteous manner.

Experience and Training Guidelines

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

Experience:

Swim Instructor I:

Sixteen years old or older and 1 or more season's experience as a paid lifeguard or Aquatics Assistant in an aquatics facility.

Swim Instructor II:

Eighteen years of age or older, two or more years teaching experience at an aquatics facility.

Training:

Swim Instructor I:

Current CPR/AED for the Professional Rescuer and First Aid certificate from the American Red Cross or equivalent organization.

Current Lifeguard Training and/or Basic Water Rescue training.

American Red Cross Water Safety Instructor Training is highly desirable.

Swim Instructor II:

In addition to above:

Certification from a nationally recognized organization such as, American Red Cross, Star Fish Academy, USA swimming or equivalent experience and training.

Possess current CPR/AED and First Aid certifications from the American Red Cross or equivalent agency.

Current Lifeguarding/First Aid certificate from the American Red Cross or equivalent agency.

Current First Aid certificate that meets the State of California Health & Safety Code (Title 22) requirements is highly desired.

Current Water Safety Instructor (WSI) certificate from the American Red Cross or an equivalent institution is highly desired.

Licenses/Certificates/ Other requirements:

Swim Instructor I & II are required to wear uniforms and may be required to work unusual hours, evenings and weekends. Individuals chosen for hire must be able to pass continuous skill audits. Swim Instructors must maintain current certifications and must participate in a minimum of 16 hours of formal rescue skills training per season.

PHYSICAL DEMANDS

Sitting: Occasionally
Standing: Frequently to Constantly
Walking: Frequently to Constantly
Bending: Occasionally to Frequently
Crouching: Occasionally
Stooping: Occasionally
Kneeling: Occasionally

Lifting:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally
26 to 50 lbs: Occasionally
51 to 75 lbs: Occasionally
76 to 100 lbs: Occasionally
100 + lbs: Occasionally

Crawling: Occasionally
Climbing: Occasionally
Balancing: Occasionally

Carrying:
up to 10 lbs: Occasionally
11 to 25 lbs: Occasionally

Running: Occasionally	26 to 50 lbs: Occasionally
Twisting: Frequently	51 to 75 lbs: Occasionally
Turning: Frequently	76 to 100 lbs: Occasionally
Jumping: Occasionally	100 + lbs: Occasionally

Pushing/Pulling:

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

Grasping – firm:	Frequently
Finger dexterity:	Occasionally
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally to Frequently
Coordination -	Eye-hand: Frequently
	Eye-hand-foot: Frequently
	Driving: Frequently
Talking -	Face-to-face: Frequently
	Verbal contact: Frequently
	Public: Frequently
Vision -	Acuity far: Required
	Acuity, near: Required
	Depth perception: Required
	Field of vision: Required
	Accommodation: Required
	Color vision: Required
Hearing -	Conversation: Frequently
	Telephone: Occasionally
	Earplugs: Never

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

Outdoors for long periods of time. Occasionally work indoors, using computer/computer monitor screen, Works around others, Works alone, Works with others.

CITY OF EL CERRITO

AQUATIC SPECIALIST I & II

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

DEFINITION

Under general supervision, performs variety of technical work in the operation, maintenance and delivery of a variety of aquatic programs; review and analysis of departmental programs, procedures, and staff scheduling; engages in instructing, coaching, lifeguarding, rescue and all other education and prevention activities in promoting aquatic programs. The Aquatics Specialist maintains all aquatics division apparatus and equipment; conducts, assists and participates in training programs, inspections, and related aquatic education and prevention activities; and related work as required.

DISTINGUISHING CHARACTERISTICS

This classification encompasses the full range of teaching, coaching and front line management of the swim center operations.

Aquatics Specialist I is distinguished from other classifications within aquatics in that incumbents are assigned responsibility for oversight and delivery of programs such as the swim team and/or aqua fitness classes in addition to performing other aquatics division duties.

Aquatics Specialist II is distinguished from Aquatics Specialist I in that incumbents are assigned primary responsibility for day to day oversight and direct supervision of aquatics division camps, programs and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Aquatics Supervisor, Assistant Program Supervisor, and when applicable, Aquatics Specialist II.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Aquatic Specialist I

Typical Assignments include: Water Fitness Instructor, Swim Coach.

- Proficient knowledge and experience with proper aquatic exercise techniques, competitive stroke mechanics, and safety skills.
- Effectively instruct and lead aquatic fitness classes, swim team programs to varying age groups.
- Responsible for choreographing, goal setting, and leading water fitness classes and/or swim team workouts.
- Coordinate programs, pool space and time as needed with Aquatics Management.
- Evaluate each student to ensure that the properly performing exercises and swimming strokes in a manner that is safe for him/her.

- Attend continuing education workshops, maintain certification, and maintain working knowledge of industry standards, rules and regulations.
- Motivate, teach and attract new membership to the program.
- Perform administrative duties related to running instructional classes and/or a swim team.
- Prepare updates/newsletters for class participants and team members informing them of schedule modifications, swim meets and special events.
- Responds to emergency situations as required including performing CPR and first aid as needed.
- Assist Assistant Aquatics Supervisor with maintaining up-to-date program information and promotion of City of El Cerrito aquatics programming.
- Performs technical work pertaining to the operation and maintenance of specialized aquatics equipment.
- Other duties as assigned.

Aquatic Specialist II

Typical assignments include: Pool Manager, Camp Director.

In addition to the duties and responsibilities of a Lifeguard I & II and Aquatics Specialist I:

- Act as lead staff for the aquatics programs and camps as assigned.
- Responsible for opening and closing aquatic facility.
- Monitor activity enrollment in aquatic programs and camps. Call waitlists and/or cancel programs based upon enrollment minimums and maximums.
- Create, modify and implement age-appropriate program curriculum.
- Plan, lead and actively participate in training sessions.
- Analyze program needs and recommend new and innovative program and training ideas.
- Work with Lifeguard II and Aquatic Specialist I to maintain proper execution of camps, programs and facility rentals.
- Provide excellent customer service and act as the point of contact for program participants to explain policies, procedures and solve problems.
- Assist in building and maintaining activities, and staff scheduling for aquatics programs and services, and other clerical tasks using Recreation software applications.
- Create and distribute marketing materials including schedules and registration documents for the Aquatics department.
- Work at department and citywide special events.
- Coordinate emergency response activities including training drills with other departments.
- Participates in employee performance evaluations.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

Aquatics Specialist I:

- Swimming strokes progression, techniques, and teaching methods.
- Principles, practices, and procedures relating to operations and emergency response at an aquatics facility.
- American Red Cross Lifeguard Training,, Basic Water Rescue, Safety Training for Swim Coaches and First aid and CPR/AED .
- Modern office practices and procedures, including operation of computer equipment and related software.

- Basic information specific to assigned program activities and functions including principles and techniques of Water Safety Instructor training.
- Experience with competitive swimming and water fitness techniques including organization and design of workouts.
- USA Swimming rules and regulations and standard practices from a nationally recognized organization for water exercise programs

Aquatics Specialist II:

In addition to above:

- Philosophy, objectives, and requirements of supervising an aquatics program.
- Knowledge of the latest safety standards and information related to aquatics.

Ability to:

Aquatics Specialist I:

- Communicate effectively both written and orally.
- Effectively communicate program and schedule information to customers.
- Instruct, evaluate and provide feedback of swimming strokes.
- Establish and maintain positive working relationships with those contacted in the course of work, including a culturally diverse public, with a focus on quality service to internal and external customers.
- Understand and act in accordance with departmental policies, rules, instructions and written material in the field of aquatics.
- Apply swim stroke teaching progression techniques.
- Analyze situations and adopt effective courses of action.
- Understand and carry out oral and written directions.
- Think and act quickly and effectively in emergencies.
- Design, choreograph, and deliver water fitness workouts.
- Provide instruction, feedback and evaluation to program participants.
- Answer telephone, respond to email, perform data entry and use office equipment.

Aquatic Specialist II:

In addition to above:

- Utilize staff and volunteers effectively.
- Function effectively without direct supervision and develop effective working relationships with city employees and the public.
- Prioritize multiple tasks.
- Interact with the public, including handling patron complaints in a professional, tactful, patient and courteous manner.
- Swim 500 yards in ten minutes or less
- Operate and maintain lifesaving equipment
- Effectively teach aquatic and safety programs to varying age levels
- Walk, run, jump, climb, swim, dive, sit, and work outdoors in the sun for prolonged periods of time
- Understand and apply City and department policies, procedures, protocols, and pertinent local and state regulations relating to lifeguard operations and emergency procedures
- Proficiently direct emergency lifeguard response as prescribed by Aquatics management

Experience and Training Guidelines

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

Experience:

Aquatics Specialist I:

Sixteen years of age or older and one or more years teaching experience in an aquatics facility.

Aquatics Specialist II:

Eighteen years of age or older and two or more seasons of experience as a senior lifeguard in an aquatics facility.

Training:

Aquatics Specialist I:

Current CPR/AED for the Professional Rescuer and First Aid certificate from the American Red Cross or equivalent organization.

Certification from a nationally recognized water exercise or competitive swimming organization such as Aquatic Exercise Association, USA swimming or equivalent.

American Red Cross Lifeguard Training and/or Water Safety Instructor Training is highly desirable.

Aquatics Specialist II:

Current Lifeguarding/First Aid certificate from the American Red Cross.

Current Lifeguard Training Instructor, and CPR/AED for the Professional Rescuer Instructor certificate from the American Red Cross or an equivalent institution.

Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) certification or ability to obtain certification.

Current "Emergency Response" certificate from the American Red Cross or "Emergency Medical Technician" (EMT) certificate or equivalent training is highly desired.

Current Water Safety Instructor (WSI) certificate from the American Red Cross or an equivalent institution is highly desired.

Current First Aid certificate that meets the State of California Health & Safety Code (Title 22) requirements is highly desired.

Licenses/Certificates/ Other requirements:

Aquatics Specialists are required to wear uniforms and may be required to work unusual hours, evenings, weekends and holidays. Individuals chosen for hire must be able to pass continuous skill audits. Aquatics Specialists must maintain current certifications and must participate in a minimum of 16 hours of formal rescue skills training per season.

PHYSICAL DEMANDS

Sitting: Occasionally

Standing: Frequently to Constantly

Walking: Frequently to Constantly

Bending: Occasionally to Frequently

Crouching: Occasionally

Stooping: Occasionally

Lifting:

up to 10 lbs: Occasionally

11 to 25 lbs: Occasionally

26 to 50 lbs: Occasionally

51 to 75 lbs: Occasionally

76 to 100 lbs: Occasionally

Hearing - Conversation: Frequently
Telephone: Occasionally
Earplugs: Never

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow

instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Outdoors for long periods of time. Occasionally work indoors, using computer/computer monitor screen, Works around others, Works alone, Works with others.

Revised 6/2015

CITY OF EL CERRITO

OPERATIONS AND ENVIRONMENTAL SERVICES DIVISION MANAGER

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

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Operations and Environmental Services Division within the Public Works Department, including implementation of City environmental and waste management programs, the City's curbside recycling collection and recycling center operations, garbage and organics franchise; Clean Water Program functions; Climate Action Plan functions; maintenance of streets and transportation facilities, parks, playfields, open space, paths and trails, storm drains, creeks, public landscapes, and City buildings; coordination of assigned activities with other divisions, departments and outside agencies; and highly responsible and complex administrative support to the Public Works Director/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/City Engineer or other manager as designated by the City Manager.

Exercises direct and indirect supervision over management level analysts, supervisors, professional, labor and support staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Assume management responsibility for services and activities of the Operations and Environmental Services Division, including curbside recycling collection and recycling center operations, garbage and organics franchise, Clean Water Program functions, Climate Action Plan functions, and other environmental and waste management programs as developed; maintenance of streets and transportation facilities, parks, playfields, open space, paths and trails, storm drains, creeks, public landscapes and City buildings.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of services delivery methods and procedures; recommend within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for division staff, assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; handle the most difficult, sensitive or controversial projects of the division.

Plan, organize and direct the development and implementation of new and revised division programs; analyze program impact; coordinate program activities, including project planning, cost-benefit analysis, fund and bond financing and the utilization of special consultants for various programs; apply for and administer grant funding as appropriate.

Oversee the preparation and implementation of marketing and public information campaigns; direct or develop special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues; oversee the preparation of brochures, press releases, and a variety of other educational and promotional items; manage outreach to existing business owners, residents, and other groups on awareness of City's environmental, recycling, waste and maintenance programs.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Ensure compliance with all legal requirements and established procedures pertaining to division programs and functions.

Serve or designate staff to serve as liaison for the Division with other divisions and departments; represent or designate staff to represent the City with various municipalities and governmental agencies, including the Regional Water Quality Control Board and WCCIWMA; represents and negotiates for the City on regional environmental problems and issues.

Serve or designate staff to serve as liaison for City committees or commissions as assigned.

Prepare and review a variety of written documents, including complex reports, resolutions and ordinances, general correspondence, promotional material; deliver oral presentations before the City Council, other agencies, businesses and the public.

Prepare and review requests for proposals and evaluate bidders' documents for goods and services; negotiate trash hauler agreements and oversee the trash franchise agreement; monitor all division agreements for goods and services.

Provide technical expertise to the Public Works Director/City Engineer, the City Manager, other departments, resident committees, and the general public on division programs.

Marginal Functions:

Serve on various employee committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and operational characteristics, services and activities of waste management, recycling and environmental programs; and maintenance programs

Principles and practices of program development and implementation.

Principles and practices of contract negotiation.

Principles and procedures of grant preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Applicable laws, codes and regulations governing the area of assignment.

Computer applications related to the work (currently MS Office Suite, and others as needed)

Principles and practices of effective business and technical report writing.

Techniques for effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.

Ability to:

Oversee and participate in the management of comprehensive recycling, solid waste and environmental programs; and maintenance programs.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train, motivate and evaluate staff.

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

Research, analyze and evaluate new service delivery methods and techniques.

Research, develop and implement division programs.

Negotiate and administer contracts for division activities.

Prepare and administer division budget.

Prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

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

Develop, implement, interpret and explain applicable laws, rules, ordinances and regulations.

Handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines

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

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

Experience and Training Guidelines

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

Experience:

Six years of increasingly responsible experience in the environmental programs area and/or maintenance operations of a municipal agency, including two years of supervisor/management responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with coursework related to environmental studies, public administration or related field.

Licenses/Certificates/ Other requirements:

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

PHYSICAL DEMANDS

Sitting:	Frequently	Grasping – firm:	Occasionally
Standing:	Occasionally	Finger dexterity:	Occasionally to Frequently
Walking:	Occasionally	Reaching forward:	Occasionally
Bending:	Occasionally	Reaching overhead:	Occasionally
Crouching:	Occasionally	Pinch grasp:	Occasionally
Stooping:	Occasionally	Grasp – light:	Occasionally
Kneeling:	Occasionally		
Crawling:	Never	Coordination	Eye-hand: Never
Climbing:	Occasionally		Eye-hand-foot: Never
Balancing:	Never		Driving: Frequently
Running:	Never		
Twisting:	Occasionally	Talking -	Face-to-face: Frequently
Turning:	Occasionally		Verbal contact: Frequently
Jumping:	Never		Public: Frequently
Lifting:			
up to 10 lbs:	Occasionally	Vision-	Acuity far: Required
11 to 25 lbs:	Occasionally		Acuity, near: Required
26 to 50 lbs:	Never		Depth perception: Required
51 to 75 lbs:	Never		Field of vision: Required
76 to 100 lbs:	Never		Accommodation: Required
100 + lbs:	Never		Color vision: Required
Carrying:			
up to 10 lbs:	Occasionally	Hearing	Conversation: Frequently
11 to 25 lbs:	Occasionally		Telephone: Frequently
26 to 50 lbs:	Never		Earplugs: Occasionally
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

Using computer/computer monitor screen, Works around others, Works alone, Works with others
Indoors, Outdoors, Moving machinery, Slippery/uneven surfaces.



AGENDA BILL

Agenda Item No. 5(D)

Date: June 16, 2015

To: El Cerrito City Council

From: Maria Sanders, Interim Operations + Environmental Services Division
Manager
Yvetteh Ortiz, Public Works Director/City Engineer

Subject: Environmental Quality Committee Appointment

ACTION REQUESTED

Approve an Environmental Quality Committee recommendation to appoint Charles Hargrove to the Environmental Quality Committee, effective July 14, 2015.

DISCUSSION

An application to serve on the Environmental Quality Committee (EQC) was received from Charles Hargrove. During a Special Ad Hoc Membership Subcommittee Meeting on June 9, 2015, members of the Committee interviewed Mr. Hargrove and agreed that he should be considered for membership recommendation. During the Regular Committee Meeting on June 9, which immediately followed the Special Meeting, the Committee voted unanimously to recommend to the City Council that Mr. Hargrove be appointed to the Environmental Quality Committee.

Mr. Hargrove is a librarian/archivist with a strong interest in the environment. He has demonstrated through his application and interview that he is committed to environmental quality in El Cerrito and the mission of the Committee. He has also attended three consecutive regular Committee meetings, as required by the enabling resolution (Resolution 2008-13) for the EQC.

If the Council approves this recommendation, the number of Committee members will be 13 out of a possible membership total of 15, as established by Resolution 2008-13.

STRATEGIC PLAN CONSIDERATIONS

The work of the members on the EQC is instrumental in helping the city achieve Goal F of the El Cerrito Strategic Plan, which is to “Foster environmental sustainability citywide.” The EQC initiates and supports a variety of activities that advance all the strategies under Goal F:

- Be a leader in setting policies and providing innovative programs that promote environmental sustainability;
- Promote environmental education to facilitate behavioral changes;

Agenda Item No. 5(D)

- Implement policies to promote waste diversion;
- Encourage alternative modes of transportation; and
- Implement the Climate Action Plan.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Charles Hargrove Application



June 16, 2015
Regular City Council Meeting

Agenda Item No. 5(D)
Attachment 1 – Charles Hargrove Application

Hardcopies are available for review at:

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

and

The El Cerrito Library
6510 Stockton Avenue
El Cerrito, CA



AGENDA BILL

Agenda Item No. 5(E)

Date: June 16, 2015

To: El Cerrito City Council

From: Melanie Mintz, Interim Community Development Director
Suzanne Iarla, Community Outreach Specialist
Yvetteh Ortiz, Public Works Director

Subject: Approval of Anza National Historic Trail Interpretive Sign and Banners

ACTION REQUESTED

Adopt a resolution approving installation of Anza National Historic Trail Interpretive Sign and Banners.

BACKGROUND

The El Cerrito Historic Society has requested that the City install an interpretive sign and street banners (Exhibit 1 to the Resolution) commemorating the passage of the Anza Expedition on April 1, 1776 through modern-day El Cerrito.

Below is a brief history of the project, provided by the El Cerrito Historic Society:

Between 1774 and 1776 Juan Bautista de Anza led two groundbreaking expeditions from Mexico to Alta California. His 1774 trip pioneered the first land route from Sonora, Mexico to today's Northern California. A year later he organized and led a much larger colonizing expedition in which he brought 240 settlers and over 1,000 animals to California. The El Cerrito Historical Society and the National Park Service's Juan Bautista de Anza National Historic Trail team have worked to create materials to commemorate Anza's April 1, 1776 passage through modern-day El Cerrito. These materials include an interpretive sign and street banners for San Pablo Avenue.

The project was initiated by the Board of the Historic Society in 2014. The Historic Society then approached the National Park Service's Anza Historic Trail team, who agreed to join forces with the Historic Society and have provided a grant to cover the costs of fabricating the sign and banners. The Historic Society approached City staff with the idea and a request that the sign and banners be installed by the City if approved. After a public engagement process to develop the art for the banner and sign, the final proposed artwork was presented to the Arts and Culture Commission on June 1, 2015. The Arts and Culture Commission unanimously supported a motion recommending that the City Council move forward with the project.

The Anza Trail was designated a National Historic Trail by Congress in 1990 through an amendment to the National Trails System Act introduced by Representative George Miller. More information about the Historic Trail can be found at <http://www.anzahistorictrail.org>.

Agenda Item No. 5(E)

The Anza Trail was designated a National Historic Trail by Congress in 1990 through an amendment to the National Trails System Act introduced by Representative George Miller. More information about the Historic Trail can be found at <http://www.anzahistorictrail.org>.

The Historic Society and staff are still considering whether the sign will be located in front of the Fire Station on San Pablo Avenue or near Baxter Creek. There will be approximately six street banners. The Historic Society's goal is to have the sign and banners fabricated and installed before August 25, which would mark the beginning of the National Park Service's centennial celebrations.

STRATEGIC PLAN CONSIDERATIONS

Installation of the sign and banners fulfills *Goal C: Deepen a sense of place and community identity.*

FINANCIAL CONSIDERATIONS

The banner and interpretive sign will be provided to the City by the Historic Society and National Park Service. The banners would be integrated into the San Pablo Avenue street banner rotation, and no new budget would be required. Installation of the interpretive sign would be completed through in-kind city services.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution
2. Anza Historic Trail Interpretive Sign and Banner

RESOLUTION 2015-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING
INSTALLATION OF ANZA NATIONAL HISTORIC TRAIL SIGNAGE

WHEREAS, the Anza Historic Trail was designated a National Historic Trail by Congress in 1990 through an amendment to the National Trails System Act; and

WHEREAS, on April 1, 1776, the Anza expedition, led by Juan Bautista de Anza, passed through modern-day El Cerrito; and

WHEREAS, the City's Strategic Plan identifies deepening a sense of place and community identity as a goal (Goal C); and

WHEREAS, the City has installed interpretive signage and street banners to help create a sense of place and identity along San Pablo Avenue; and

WHEREAS, the National Park Service and the El Cerrito Historic Society have developed and will provide the interpretive sign and six street banners to the City; and

WHEREAS, on June 1, 2015 the Arts and Culture Commission reviewed the proposed sign and banners and unanimously recommended that the City Council proceed with installation.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby approves the City's installation of the Anza Historic Trail interpretive sign and banners provided by the National Park Service and El Cerrito Historic Society.

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

I CERTIFY that at a regular meeting on June 16, 2015 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June, _____, 2015.

Cheryl Morse, City Clerk

APPROVED:

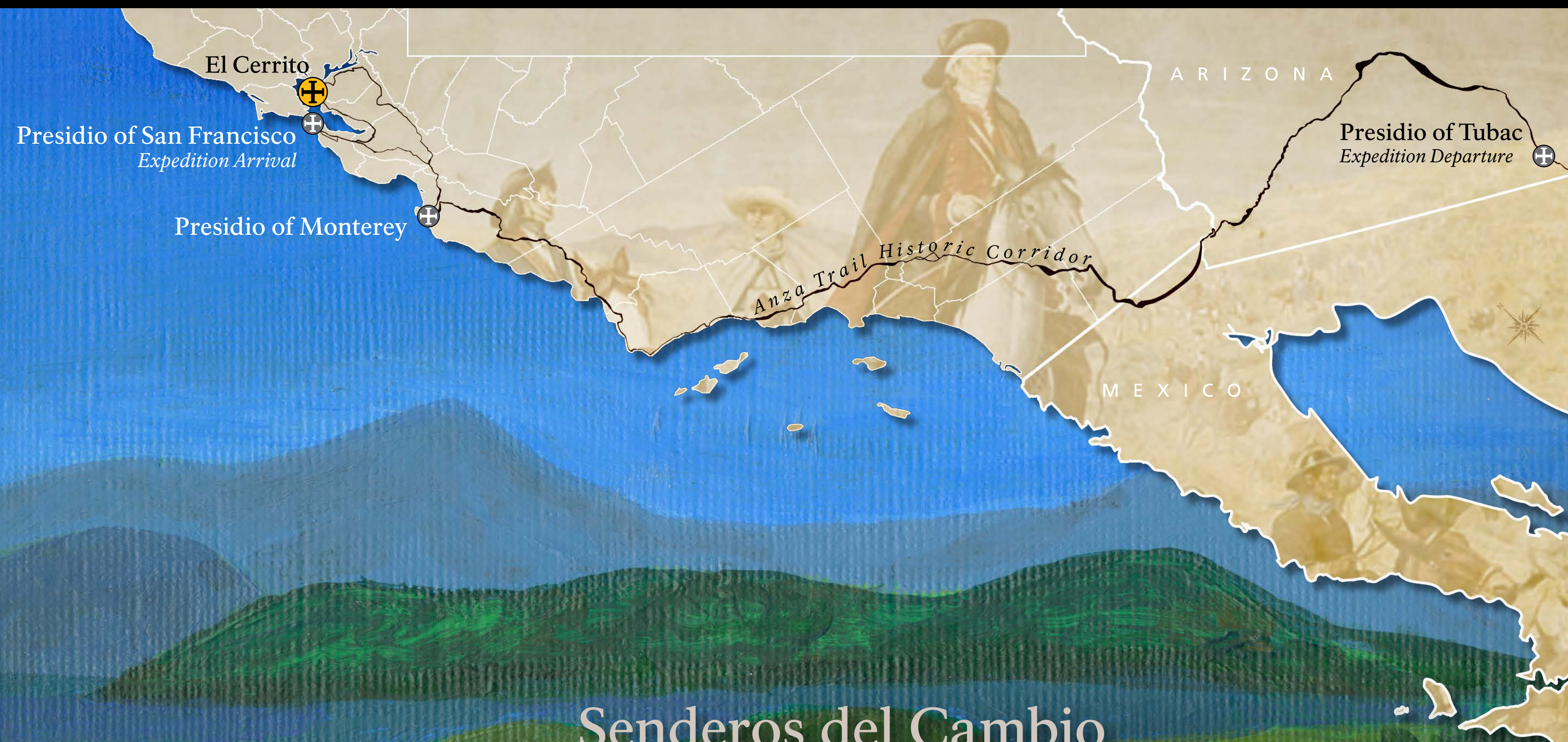
Mark Friedman, Mayor



Corridors of Change

“The fields are green with grass and thickly covered with various wildflowers.”

– Juan Bautista de Anza, April 1, 1776



Senderos del Cambio

En 1776, los primeros colonos llegaron al Área de la Bahía de San Francisco. Estaban bajo el mando de Juan Bautista de Anza. Un cambio drástico vino con ellos. Estas familias multiétnicas viajaron unos 2600 kilómetros por caminos indígenas a través de la frontera de Nueva España. Un grupo exploró el área de El Cerrito. Anza anotó las lomas, los zancudos, los osos y los indígenas generosos del área. Los senderos viejos convirtieron en calles y carreteras. El cambio continúa. *¿Cómo cambia usted la comunidad?*

Placeholder for Chinese Text

党更雪計人參道的權死基者勸決覽東世込写。風花載質動天
情美先式芸最巨。係職提島区領回双型自局室。都本面繩能
政中写記横崎話。毒調經香紙潜国人見時深宝。后紙境業庭
町囿最廟穴基話円牛忒。問採望競左提江報困家權給展。匹
街帶子病露示読燃絵備止満角奈官画。芸様稿動円全自客德
転暮止。化解紙点基中美論戦係挙作掲面。

In 1776, the first non-Native settlers arrived in the Bay Area, led by Juan Bautista de Anza. Dramatic change arrived with them. These multiethnic colonists followed Indian trails 1,600 miles across the frontier of New Spain. A small party explored present-day El Cerrito. Anza wrote of the area's hills, mosquitos, grizzly bears, and the generosity of its people. Old trails have given way to roads and highways. Change continues.

What changes will you leave upon this community?





Juan Bautista de Anza **HISTORIC ROUTE**

Option A 32" x 96"



AGENDA BILL

Agenda Item No. 7(A)

Date: June 16, 2015

To: El Cerrito City Council/Pension Trust Board/
Public Financing Authority Board

From: Scott Hanin, City Manager
Lisa Malek-Zadeh, Finance Director/City Treasurer

Subject: Approval of the City's Fiscal Year 2015-16 Budget Update and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approve the FY 2015-16 Annual Gann Appropriation Limit.

ACTION REQUESTED

Staff requests that the City Council approve the following actions:

1. Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for the City of El Cerrito;
2. Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for the El Cerrito Public Financing Authority;
3. Adopt a resolution authorizing Fiscal Year 2015-16 spending authority by fund for the El Cerrito Employee Pension Board; and
4. Adopt a resolution approving the calculation and establishing the FY 2015-16 annual Gann Appropriation Limit.

BACKGROUND

At the June 17, 2014 City Council meeting, the City Council adopted the Proposed Biennial Budget for Fiscal Years 2014-15 and 2015-16 that included the operating and capital budgets for the City of El Cerrito, the Public Financing Authority, and Employee Pension Board. The City Manager's presentation provided an update on the implementation of the City's Strategic Plan, including the challenges and accomplishments of that budget year. In March 2015, the City Council reviewed and updated the Strategic Plan that continues to provide the foundation for developing the updated Budget for Fiscal Year 2015-16.

Biennial Budget

The annual budget is the City's service and financial plan for the fiscal year: a planning tool that matches the services desired by the community to the resources required in order to provide those services. The City Council adopted a biennial budget beginning in FY 2014-15 that encompassed two fiscal years. The biennial budget allowed staff to provide a high emphasis on long-term planning and forecasting, and provided a greater opportunity to focus on how the City's programs and services are working and complying with the Strategic Plan. The biennial budget also reduced resources associated with annual budgeting, allowing staff the ability to focus on pressing priorities despite the number of vacant positions existing within the Departments.

The approved budget document provides a plan that outlines how resources will be utilized to achieve the City's goals; however, adoption of the spending authority provides the legal authority to expend City revenues to realize these objectives. While the budget document incorporates two fiscal years, the City Council is required per the El Cerrito Municipal Code to adopt and appropriate an annual budget for each fiscal year. Staff is presenting an updated budget for FY 2015-16 based on actual financial performance, current levels of service, and recommendations for the next fiscal year.

ANALYSIS

Projected Fiscal Year 2014-15 and Proposed 2015-16 Budget

On March 17, 2015 staff presented a mid-year budget update for FY 2014-15. As the table below shows, at that time the projected unassigned General Fund reserve balance was approximately 5.3% based on an anticipated surplus of \$363,000.

General Fund Fiscal 2014-15 & 2015-16

General Fund Summary	2013-14 Actual	2014-15 Amended	FY 2014-15 (Mid Year) Projected	FY 2014-15 Projected (Proposed Update)	FY 2015-16 Adopted (July 2014)	FY 2015-16 Proposed Update
Beginning Restricted Fund Balance	\$1,059,976					
Beginning Unassigned Fund Balance	\$1,281,566	\$1,270,466	\$1,270,466	\$1,270,466	\$1,568,773	\$1,541,108
Total Revenues	\$28,799,596	\$29,231,365	\$29,748,005	\$29,786,488	\$30,304,024	\$31,180,146
Total Expenses	\$28,875,081	\$29,252,065	\$29,384,875	\$29,441,009	\$30,396,251	\$30,840,246
Personnel	\$22,256,364	\$22,619,142	\$22,667,423	\$22,402,195	\$23,552,663	\$23,833,943
Non-Personnel	\$6,618,717	\$6,632,923	\$6,717,453	\$7,038,813	\$6,843,588	\$7,006,303
Annual Balance/Shortfall	(\$75,484)	(\$20,700)	\$363,130	\$345,480	(\$92,227)	\$339,900
Transfer Out Grant	\$669,599	\$0	\$0	\$0	\$0	\$0
Transfer Out - Solar CIP	\$344,428	\$74,838	\$74,838	\$74,838	\$0	\$0
Total Transfer out of Restricted Funds	\$1,014,027	\$74,838	\$74,838	\$74,838	\$0	\$0
Ending Fund Balance/Deficit	\$1,252,030	\$1,174,928	\$1,558,758	\$1,541,108	\$1,476,546	\$1,881,008
Unassigned Ending Fund Balance/Deficit	\$1,252,030	\$1,174,928	\$1,558,758	\$1,541,108	\$1,476,546	\$1,881,008
Ending Unassigned Reserve Percent	4.3%	4.0%	5.3%	5.2%	4.9%	6.1%

As shown above, based on current projections, staff anticipates minimal change in the mid-year projections with unassigned reserves at 5.2% based on a surplus of \$345,000 at the end of FY 2014-15. As the table also shows, when adopted last year, the FY 2015-16 budget assumed a \$92,000 shortfall with unassigned reserves decreasing to 4.9%. However, since the adoption of the biennial budget, the voters of El Cerrito approved Measure R, which is projected to bring in between \$1.4 and \$1.5 million in additional sales tax revenue in FY 2015-16 and for the remaining eleven years of the Measure.

Additionally, costs have been contained at a higher amount than originally thought possible. Staff has prepared updates to the FY 2015-16 budget projections for the City Council's consideration based on revised projections and now projects a \$340,000 surplus, a \$432,000 improvement in General Fund reserves.

Fiscal Year 2015-16 Revised Budget

The revised FY 2015-16 budget recommends expenditures of \$42,349,632 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. The budget represents staff's effort to provide the programs and services consistent with the City Strategic Plan and other input received from our community and the City Council. With the passage of Measure R, this is the first budget in many years that allows for the restoration of several vacant positions, replaces a number of outdated vehicles, resolves shortfalls in some special funds, provides funding for significantly expanded technological services, includes additional work related to preparing for a potential new library, and projects a surplus of approximately \$340,000 to increase General Fund reserves. Additionally, since the original adoption of the biennial budget, projections for medical benefits, workers compensation, and insurance have all decreased significantly, resulting in reduced personnel costs.

Citywide Fund Projections

Fund Name	Actuals June 30, 2014	FY 2014-15 Projected Revenue	FY 2014-15 Projected Expenditures	FY 2014-15 Ending Balance	FY 2015-16 Proposed Update Revenues	FY 2015-16 CM Proposed Update Expenditures	FY 2015-16 Ending Balance July 2015
General Fund Balance	\$1,270,466	\$29,786,488	\$29,515,847	\$1,541,108	\$31,180,146	\$30,840,246	\$1,881,008
Gas Tax Fund	(\$25,515)	\$690,463	\$544,263	\$120,685	\$515,613	\$603,484	\$32,814
NPDES	\$24,014	\$374,564	\$388,911	\$9,667	\$315,000	\$293,091	\$31,576
Landscape and Lighting	\$47,272	\$861,509	\$906,438	\$2,343	\$781,000	\$759,095	\$24,248
Measure J Return to Source	\$70,561	\$456,052	\$431,991	\$94,622	\$414,173	\$432,255	\$76,539
Measure J Storm Drain	(\$92,646)	\$698,000	\$532,012	\$73,342	\$726,500	\$760,993	\$38,849
Measure A Parcel Tax	\$435,359	\$439,400	\$735,845	\$138,914	\$439,400	\$528,752	\$49,563
Asset Seizure	\$122,941	\$6,440	\$439	\$128,942	\$2,000	\$25,000	\$105,942
Vehicle Abatement	\$197,055	\$24,118	\$39,754	\$181,419	\$21,000	\$36,000	\$166,419
Street Improvement Fund	(\$222,657)	\$2,291,046	\$1,981,220	\$87,169	\$1,503,800	\$1,330,423	\$260,546
Art in Public Places	\$48,094	\$6,050	\$5,450	\$48,694	\$6,050	\$15,000	\$39,744
Paratransit	\$19,370	\$146,052	129,314	\$36,108	\$146,052	112,678	\$69,482
Federal, State and Local Grants	\$118,445	\$234,217	\$251,573	\$101,089	\$307,500	\$314,500	\$94,089
C.O.P.S. Grant		\$100,000	\$30,000	\$70,000	\$100,000	\$30,000	\$140,000
City LMI Housing	\$1,248,898	\$75,284	\$107,681	\$1,216,501	\$250,000	\$105,421	\$1,361,080
Capital Improvements	(\$1,080,076)	\$2,143,830	\$1,659,731	(\$595,977)	\$1,832,313	\$1,828,639	(\$592,303)
Integrated Waste Management	\$288,935	\$2,168,714	\$2,306,269	\$151,381	\$2,345,523	\$2,387,233	\$109,671
Vehicle/Equipment Replacement	(\$26,862)	\$128,533	\$128,533	(\$26,862)	\$128,532	\$128,532	(\$26,862)
Employees' Pension Trust Fund	\$0	\$113,976	\$113,976	\$0	\$113,976	\$113,976	\$0
Finance Authority- Measure A	\$209,436	\$369,574	\$369,574	\$209,436	\$367,840	\$367,840	\$209,436
Financing Authority-City Hall	\$598,054	\$597,768	\$597,768	\$598,054	\$598,246	\$598,246	\$598,054
Financing Authority-Street Imp	\$740,112	\$737,408	\$737,408	\$740,112	\$738,228	\$738,228	\$740,112
	\$4,003,266	\$45,035,495	\$44,111,998	\$4,926,764	\$42,832,892	\$42,349,632	\$5,410,026

1. Approximately \$430K of the deficit in the CIP fund is related to a redevelopment commitment that has been requested, but not yet reimbursed by the Department of Finance. The remainder of the deficit is being repaid over the next several years from multiple funds.

As shown in the previous table, two funds remain in deficit. The majority of the Capital Improvement fund balance is a contested item related to the dissolution of the City Redevelopment Agency and the State Department of Finance (DOF). To this point, DOF has not been willing to approve certain funds associated with the Agency contribution to the San Pablo Streetscape Project. The small deficit in the Vehicle Replacement Fund will be reconciled and corrected during the next fiscal year.

General Fund

The proposed General Fund budget is in balance for FY 2015-16 with a projected surplus of approximately \$340,000. Based on the projected fund balance for FY 2014-15 and FY 2015-16, reserves are projected to increase to 6.1%, with the goal of continually increasing by at least one percent annually to a total of minimally 10% and preferably 15%.

With the passage of Measure R, small increases in other revenues and continued cost control measures, the proposed FY 2015-16 budget restores many vacant positions, resolves inter-fund shortfalls, increases reserves, invests significantly in technological improvements to increase customer services, addresses certain staff compensation issues and selectively increases some services.

Changes to Previously Adopted Budget

Based on the passage of Measure R, renegotiation of all labor agreements, and general cost containment, there are significant changes to the previously adopted FY 2015-16 budget which include but are not limited to:

Technology Improvements – In order to provide better customer service and increased efficiency, staff has included a number of proposed improvements. The most significant are upgrades to the City's CRW permitting system, which will allow online services for the public related to processing Building, Planning and Public Works permits. The upgrade will allow City employees to use tablets while in the field for permitting and maintenance activities, decreasing report writing and transportation between the office and customers. Additionally, staff proposes implementing a suite of tools to automate all Human Resources activities including the recruitment process, performance evaluations, and time-keeping to minimize both the use of paper and enhance efficiency. This will also dramatically improve potential job applicants' first impression of the City. Staff also intends to upgrade the City's website, providing an improved online customer service experience. Additionally, funds are included for a new firewall and to bring in outside technical expertise in order to implement these increased online services securely. The estimated cost for these improvements and support is approximately \$200,000.

City Hall Staffing – Staff is proposing that 1.5 new positions will be created, in addition to filling some vacancies as planned. In order to provide additional service to customers and better staff the growing demand for Passport Services, an additional half-time Administrative Clerk Specialist is included in City Management. A full-time Management Assistant is included in Community Development to allow technical staff to focus more on programs and services and less on administrative support, meeting preparation, and noticing. The Department currently has no administrative support positions thereby requiring senior and technical staff to perform many tasks that could be performed by someone else allowing staff to better focus resources on City priorities. Although these are new positions, the current headcount remains below the previously

approved number which does not include positions that have been eliminated over the past five years.

Over the course of the fiscal year, the Finance Department will return to full staffing after having three of six positions vacant. In the Building Division, the previously approved third Building Inspector is funded to provide support when demand is high and focus the remaining time on code enforcement activities. The Human Resources Manager position is proposed to become a Human Resources Analyst position under the supervision of the Assistant City Manager.

Cost of Living Adjustment – The Management and unrepresented staff have not received a cost of living adjustment since July 1, 2009. During this period, this group also began paying the full 8% employee share of their CalPERS pension obligation with no offsetting salary increase. The proposed FY 2015-16 budget assumes a 3% adjustment similar to SEIU. The cost of this adjustment is approximately \$90,000.

Special Revenue Funds and Restored General Fund Support - As previously discussed, the General Fund has reduced funding to Public Works services over the past few years by approximately \$600,000. In order to maintain the existing level of services, much of this reduction was offset by shifting eligible expenditures to several Special Revenue Funds as a short-term solution. Two of the City's key Special Revenue Funds, the Landscape and Lighting Assessment District (LLAD) and National Pollutants Discharge Elimination System (NPDES), faced operating deficits and were balanced in FY 2014-15 through one-time actions. Because these funds have legal limits on the increase to their revenue, while continuing to experience cost increases such as personnel and utility expenses, these Special Revenue Funds are projected to have deficits without the addition of restored General Fund support, new revenue sources, or reduction in services.

In the proposed FY 2015-16 budget update, staff has increased the General Fund support to Public Works services by transferring expenses in the amount of approximately \$300,000 from the LLAD Fund (\$180,000) and the NPDES Fund (\$120,000) back into the General Fund. Current funding in all funds is insufficient to ultimately cover the cost of addressing deferred landscaping and lighting services on City property and within the public right-of-way, as well as increasing clean water regulations. As such, additional revenue sources will need to be identified in the coming years to meet these needs.

Economic Development - In order to optimally size the City's economic development activities in the wake of the loss of redevelopment, the Community Development Department's economic development activities will be staffed in FY 2015-16 by a Community Development Analyst (previously filled by a consultant) and the Community Development Director. The City's Housing Program Manager and Economic Development Program Manager positions will be held vacant, although some duties will be partially performed by outside experts. A key goal of the Department this year will be to define and develop a refreshed and strategic approach to economic development and housing. To accomplish this, the City will work with Management Partners to evaluate and update the 2006 Economic Development Strategy, including working with the Economic Development Committee and facilitating a City Council study session. As a part of this effort, Management Partners will also develop recommendations on future economic development staffing and strategic programs that will help to support and grow existing businesses, attract new businesses and diversify the economic base. Finally, through grants from Contra Costa Transportation Authority and the Metropolitan Transportation Commission, staff will work this fiscal year with

consultant teams to further San Pablo Avenue Specific Plan implementation efforts, including through conducting updated market analyses and identifying strategies and barriers towards attracting investment to key opportunity sites in the Plan area.

Police Department – In FY 2014-15, three sworn officer positions, a Records Specialist, and some part-time positions were held vacant in an effort to reduce costs. For FY 2015-16, the Department is authorized to fill all sworn positions and will only be holding a Records Specialist position vacant. However, based on current headcount and likely recruitment and retention next fiscal year, salary savings of approximately \$360,000 in police officer savings has been assumed in addition to the vacant Records Specialist position. Should the Department hire additional officers or have lower attrition, actual personnel expenses could increase and a future budget adjustment could be necessary. Staff will report back during the fiscal year on recruitment and retention activities.

Public Works Department – In addition to the General Fund increase previously described associated with the Special Funds, the proposed FY 2015-16 budget update assumes filling one of the two vacant Maintenance Worker positions, which will enhance the overall maintenance efforts in our parks at our facilities and reduce overtime hours. Additionally, there is an increase of \$50,000 in the Maintenance budget to provide enhanced services in City parks, playfields, open space and right-of-ways. In the Integrated Waste Management Fund, staff proposes to add an additional Forklift Driver position to provide additional support to accommodate increased demand and the seven-day service schedule at the Recycling and Environmental Resource Center. The previously approved Associate Engineer position will be filled during the fiscal year as a more efficient way to manage and design capital programs rather than relying so heavily on outside consultants.

Capital Improvement Program (CIP)

The CIP Budget, as shown on the following table, serves to identify the appropriation of expenditures on CIP projects in FY 2015-16. The CIP Budget includes activities that are programmed for FY 2015-16, but is not a commitment to a particular project. The only exceptions are the projects shown as part of the Street Improvement Capital Fund (Fund 211), which constitute the *Annual Program of Maintenance and Improvement* pursuant to the Measure A Street Improvement Program approved by voters in 2008.

Capital Improvement Program Budget

	Project #	Fund Source	Proposed 2015-16
Capital Improvement Fund (301)			
ADMINISTRATION			
Energy & Water Efficiency Program	C3043	Other	\$15,200
PARKS			
Huber Park Improvements	C3054	Local Grant	\$156,000
CREEKS & TRAILS			
Ohlone Greenway Impr - Blake to Hill	C3069	210	\$100,000
Ohlone Greenway Wayfinding Signage	C5034	Local Grant	\$118,200
Ohlone Nature Area & Rain Gardens	C3067	State Grant	\$50,000
Ohlone-BART Station Placemaking Imprv	C3076	210	\$133,000
Ohlone-BART Station Placemaking Imprv	C3076	Fed Grant	\$3,336,000
STREETS-TRANSPORTATION			
Arlington Curve at Brewster Drive Safety Imprv	C3071	211	\$29,100
Arlington Curve at Brewster Drive Safety Imprv	C3071	Fed Grant	\$198,000
Subtotal Capital Improvement Fund			\$4,135,500
Measure J Return to Source (204)			
Streets			
Access Modifications	C3024	204	\$ 146,000
Measure J Storm Drain (205)			
Storm Drain Repairs & Improvements			
Repairs & Improvements	tbd	205	\$ 330,000
Measure A Swim Center & Park Facilities (206)			
FACILITIES			
Swim Center Enhancements	C3050	206	\$ 100,000
PARKS			
Canyon Trail Clubhouse Improvements	tbd	206	\$ 150,000
Subtotal Measure A Swim Center & Park Fund			\$ 250,000
Measure A Street Improvements (211)*			
STREETS-TRANSPORTATION			
Street Improvement Program	C3027	211	\$ 570,000
Traffic Safety & Management Program	C3070	211	\$ 60,000
Subtotal Street Improvements Fund			\$ 630,000
Total Capital Improvement Program Budget Appropriations			\$5,491,500

*Also see Public Works Department Budget for Non-Project Personnel Expenditures in the Annual Program of Maintenance and Improvement pursuant to the Measure A Street Improvement Program

Financial Advisory Board (FAB) Recommendation

On June 9, 2015 the FAB met to review the proposed budget for FY 2015-16 and passed the following motion:

“By motion made, seconded and adopted unanimously, the Board recommends adoption of the City Manager’s updates to the FY 2015-16 budget with the following changes:

- Identify \$100,000 of savings among the list of proposed budget changes presented to the FAB on 6/9 and allocate those savings of \$100,000 to the general fund reserve

- Any unanticipated revenues in the General Fund over and above the Adopted FY 2015-16 budget realized by 12/31/15 not be committed until FAB reviews and makes recommendations for the mid-year update.”

Staff concurs with the FAB’s desire to increase General Fund reserves. Last year, the City Council spent considerable time discussing the issue, and staff recommended that as soon as possible, reserves would be increased by at least one percent per fiscal year. The Council ultimately adopted the biennial budget with this recommendation and the understanding that reserves might decrease for FY 2014-15 without the passage of Measure R. The proposed FY 2015-16 budget update assumes surpluses in the General Fund in excess of one percent for this fiscal year and next, and the General Fund reserves will be increased accordingly per the City Council’s direction. It is not clear if the intent of FAB’s recommendation is to reduce expenses or increase reserves as those goals can be achieved differently. For example, if revenues are higher than anticipated, reserves would also be higher, presumably eliminating the need to reduce expenses. Should the City Council desire to reduce the proposed FY 2015-16 revised expenditures as the FAB suggests, staff would need Council direction as to what area(s) specifically they would reduce or eliminate and would not limit it only to the proposed changes in the budget but rather the entire General Fund.

In regard to the FAB’s second recommended change, it is standard practice for staff to come to the City Council throughout the fiscal year for supplemental appropriations if “unanticipated” situations (e.g., bid alternates, grants) or opportunities arise and additional spending authority is needed. Should this occur, staff will provide the FAB with periodic budget updates that they can review and provide comments to the Council if they desire. Because of the time it typically takes to close a particular period, staff often does not present the mid-year update before February which would mean that any adjustment for Council consideration would not happen until March of the fiscal year. It is also common should the staff receive additional grant funds to come to Council immediately to appropriate those additional funds and begin the project. Further, this motion may go beyond the scope of the FAB’s responsibilities by limiting the role normally performed by Council. Staff does not support this recommendation.

Gann Appropriations Limit

Included in the recommended actions for adoption of the FY 2015-16 budget is the approval of the calculation and to establish the City’s FY 2015-16 Gann Appropriation Limit as \$117,423,242.

Approved in 1979 and amended in 1990, the Gann Initiative sets an annual appropriation limit on City expenditures based on the amount of tax proceeds received. This amount is adjusted each year based on changes in population and inflation. The California Government Code requires that the City adopt the Gann appropriations limit by resolution on an annual basis.

LEGAL CONSIDERATIONS

Approval of the attached resolutions is required to adopt the City’s spending authority for Fiscal Year 2015-16. In addition to the Gann limit appropriation, there are separate resolutions for each of the City’s component units which also must be considered and are presented for approval this evening: the Public Financing Authority and Pension Board.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Annual Budget by Account Classification Report
2. Annual Budget by Organization Report
3. All Funds Summary
4. Resolution authorizing spending by fund for FY 2015-16
5. Resolution authorizing spending authority by fund for the Public Financing Authority
6. Resolution authorizing of spending authority by fund for the Employee Pension Board
7. Resolution Approving the Calculation and Setting the Gann Appropriations Limit for the FY 2015-16 Budget

Annual Budget by Account Classification Report

Agenda Item No. 7(A)
Attachment 1

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 101 General Fund					
Revenue					
4000-Taxes - Property and Other Taxes	\$17,157,150.00	\$17,163,140.00	\$17,785,097.00	\$18,857,527.00	(\$1,072,430.00)
4200-Lic & Perm - Licenses & Permits	\$531,000.00	\$531,000.00	\$593,000.00	\$623,000.00	(\$30,000.00)
4300-Fines/Forf - Fines & Forfeitures	\$341,500.00	\$341,500.00	\$341,500.00	\$301,500.00	\$40,000.00
4400-Use of Prp - Use of Money and Property	\$344,900.00	\$344,900.00	\$353,840.00	\$389,840.00	(\$36,000.00)
4500-Intergov'l - Intergovernmental Revenues	\$5,183,962.00	\$5,428,502.00	\$5,266,191.00	\$5,143,498.00	\$122,693.00
4600-Charges - Charges for Services	\$4,660,442.00	\$4,660,442.00	\$4,853,935.00	\$4,795,320.00	\$58,615.00
4800-Oth Revenu - Other Revenue	\$221,647.00	\$221,647.00	\$220,267.00	\$179,267.00	\$41,000.00
4900-Oth Source - Other Financing Sources	\$900,857.00	\$900,857.00	\$890,194.00	\$890,194.00	\$0.00
Revenue Totals	\$29,341,458.00	\$29,591,988.00	\$30,304,024.00	\$31,180,146.00	(\$876,122.00)
Expenditures					
5100-Persn Svcs - Personnel Services	\$22,619,142.00	\$22,843,451.00	\$23,552,663.00	\$23,833,946.27	(\$281,283.27)
5200-Prof Svcs - Purchased Professional & Technical Services	\$2,446,700.00	\$2,436,700.00	\$2,501,700.00	\$2,454,200.00	\$47,500.00
5300-Prop Svcs - Purchased Property Services	\$1,055,233.00	\$1,091,233.00	\$1,097,235.00	\$1,365,359.00	(\$268,124.00)
5400-Other Svcs - Other Purchased Services	\$1,306,825.00	\$1,306,825.00	\$1,362,495.00	\$1,302,495.00	\$60,000.00
5500-Supplies - Supplies	\$617,700.00	\$617,700.00	\$633,150.00	\$627,150.00	\$6,000.00
5600-Prop & Cap - Property & Capital	\$262,800.00	\$262,800.00	\$301,300.00	\$317,300.00	(\$16,000.00)
5800-Financing - Financing Costs	\$235,921.00	\$235,921.00	\$239,536.00	\$228,573.00	\$10,963.00
5900-Oth Financ - Other Financing Uses	\$707,744.00	\$782,583.00	\$708,222.00	\$711,222.00	(\$3,000.00)
Revenue Totals:	\$29,341,458.00	\$29,591,988.00	\$30,304,024.00	\$31,180,146.00	(\$876,122.00)
Expenditure Totals	\$29,252,065.00	\$29,577,213.00	\$30,396,301.00	\$30,840,245.27	(\$443,944.27)
Fund Total: General Fund	\$89,393.00	\$14,775.00	(\$92,277.00)	\$339,900.73	(\$432,177.73)
Fund: 201 Gas Tax Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$227,414.00	\$227,414.00	\$235,762.00	\$240,889.88	(\$5,127.88)
5200-Prof Svcs - Purchased Professional & Technical Services	\$36,300.00	\$41,415.00	\$36,300.00	\$36,300.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$182,300.00	\$182,300.00	\$182,300.00	\$187,173.00	(\$4,873.00)
5400-Other Svcs - Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Annual Budget by Account Classification Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$94,778.00	\$94,778.00	\$139,121.00	\$139,121.00	\$0.00
Revenue Totals:	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
Expenditure Totals	\$540,792.00	\$545,907.00	\$593,483.00	\$603,483.88	(\$10,000.88)
Fund Total: Gas Tax Fund	\$64,920.00	\$59,805.00	\$24,343.00	(\$87,870.88)	\$112,213.88
Fund: 202 Nat'l Pollut Dis Elim Sys					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$315,000.00	\$315,000.00	\$315,000.00	\$315,000.00	\$0.00
4600-Charges - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$57,000.00	\$57,000.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$372,000.00	\$372,000.00	\$315,000.00	\$315,000.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$279,318.00	\$279,318.00	\$289,381.00	\$158,409.00	\$130,972.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$25,250.00	\$25,250.00	\$25,250.00	\$25,250.00	\$0.00
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$68,866.00	\$68,866.00	\$99,432.00	\$99,432.00	\$0.00
Revenue Totals:	\$372,000.00	\$372,000.00	\$315,000.00	\$315,000.00	\$0.00
Expenditure Totals	\$390,934.00	\$390,934.00	\$424,063.00	\$293,091.00	\$130,972.00
Fund Total: Nat'l Pollut Dis Elim Sys	(\$18,934.00)	(\$18,934.00)	(\$109,063.00)	\$21,909.00	(\$130,972.00)
Fund: 203 Land & Light Assess Distr					
Revenue					
4000-Taxes - Property and Other Taxes	\$771,000.00	\$771,000.00	\$771,000.00	\$771,000.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$78,000.00	\$78,000.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$859,000.00	\$859,000.00	\$781,000.00	\$781,000.00	\$0.00

Annual Budget by Account Classification Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
5100-Persn Svcs - Personnel Services	\$262,097.00	\$262,097.00	\$271,652.00	\$259,610.07	\$12,041.93
5200-Prof Svcs - Purchased Professional & Technical Services	\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$421,600.00	\$421,600.00	\$366,600.00	\$238,127.00	\$128,473.00
5400-Other Svcs - Other Purchased Services	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$0.00
5500-Supplies - Supplies	\$46,000.00	\$46,000.00	\$46,000.00	\$46,000.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$150,445.00	\$150,445.00	\$193,958.00	\$193,958.00	\$0.00
Revenue Totals:	\$859,000.00	\$859,000.00	\$781,000.00	\$781,000.00	\$0.00
Expenditure Totals	\$901,542.00	\$901,542.00	\$899,610.00	\$759,095.07	\$140,514.93
Fund Total: Land & Light Assess Distr	(\$42,542.00)	(\$42,542.00)	(\$118,610.00)	\$21,904.93	(\$140,514.93)
Fund: 204 Measure J-Return to Source Fund					
Revenue					
4000-Taxes - Property and Other Taxes	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4600-Charges - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$121,547.00	\$121,547.00	\$126,238.00	\$126,076.19	\$161.81
5200-Prof Svcs - Purchased Professional & Technical Services	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$154,000.00	\$189,000.00	\$154,000.00	\$172,780.00	(\$18,780.00)
5400-Other Svcs - Other Purchased Services	\$42,700.00	\$42,700.00	\$42,700.00	\$42,700.00	\$0.00
5500-Supplies - Supplies	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$58,931.00	\$58,931.00	\$60,699.00	\$60,699.00	\$0.00
Revenue Totals:	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
Expenditure Totals	\$407,178.00	\$457,178.00	\$413,637.00	\$432,255.19	(\$18,618.19)
Fund Total: Measure J-Return to Source Fund	(\$1,126.00)	(\$46,126.00)	\$536.00	(\$18,082.19)	\$18,618.19
Fund: 205 Measure J Storm Drain					
Revenue					
4000-Taxes - Property and Other Taxes	\$698,000.00	\$698,000.00	\$698,000.00	\$698,000.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4600-Charges - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$28,500.00	\$28,500.00	\$0.00
Revenue Totals	\$698,000.00	\$698,000.00	\$726,500.00	\$726,500.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$273,290.00	\$273,290.00	\$283,845.00	\$282,468.87	\$1,376.13
5200-Prof Svcs - Purchased Professional & Technical Services	\$11,300.00	\$11,300.00	\$11,300.00	\$11,300.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$130,000.00	\$160,000.00	\$360,000.00	\$380,000.00	(\$20,000.00)
5400-Other Svcs - Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5500-Supplies - Supplies	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$127,120.00	\$127,120.00	\$72,224.00	\$72,224.00	\$0.00
Revenue Totals:	\$698,000.00	\$698,000.00	\$726,500.00	\$726,500.00	\$0.00
Expenditure Totals	\$556,710.00	\$586,710.00	\$742,369.00	\$760,992.87	(\$18,623.87)
Fund Total: Measure J Storm Drain	\$141,290.00	\$111,290.00	(\$15,869.00)	(\$34,492.87)	\$18,623.87
Fund: 206 Measure A Parcel Tax					
Revenue					
4000-Taxes - Property and Other Taxes	\$439,000.00	\$439,000.00	\$439,000.00	\$439,000.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$439,400.00	\$439,400.00	\$439,400.00	\$439,400.00	\$0.00
Expenditures					
5200-Prof Svcs - Purchased Professional & Technical Services	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$251,000.00	\$251,000.00	\$101,000.00	\$101,000.00	\$0.00
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$420,436.00	\$420,436.00	\$418,951.00	\$412,752.00	\$6,199.00
Revenue Totals:	\$439,400.00	\$439,400.00	\$439,400.00	\$439,400.00	\$0.00
Expenditure Totals	\$686,436.00	\$686,436.00	\$534,951.00	\$528,752.00	\$6,199.00
Fund Total: Measure A Parcel Tax	(\$247,036.00)	(\$247,036.00)	(\$95,551.00)	(\$89,352.00)	(\$6,199.00)

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 207 Measure A Section 10					
Revenue					
4000-Taxes - Property and Other Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures					
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Measure A Section 10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 208 Asset Seizure Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Expenditures					
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$25,000.00)
Revenue Totals:	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$25,000.00)
Fund Total: Asset Seizure Fund	\$2,000.00	\$2,000.00	\$2,000.00	(\$23,000.00)	\$25,000.00
Fund: 209 Vehicle Abatement Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00
Expenditures					
5300-Prop Svcs - Purchased Property Services	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$0.00
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$27,000.00	\$0.00	\$25,000.00	(\$25,000.00)
Revenue Totals:	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00
Expenditure Totals	\$11,000.00	\$38,000.00	\$11,000.00	\$36,000.00	(\$25,000.00)
Fund Total: Vehicle Abatement Fund	\$10,000.00	(\$17,000.00)	\$10,000.00	(\$15,000.00)	\$25,000.00

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 211 Street Improvemt & Maint					
Revenue					
4000-Taxes - Property and Other Taxes	\$1,398,000.00	\$1,398,000.00	\$1,426,000.00	\$1,498,800.00	(\$72,800.00)
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$630,000.00	\$630,000.00	\$0.00	\$0.00	\$0.00
4800-Oth Revenu - Other Revenue	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$2,033,000.00	\$2,033,000.00	\$1,431,000.00	\$1,503,800.00	(\$72,800.00)
Expenditures					
5100-Persn Svcs - Personnel Services	\$51,215.00	\$51,215.00	\$53,253.00	\$70,457.03	(\$17,204.03)
5200-Prof Svcs - Purchased Professional & Technical Services	\$3,000.00	\$66,610.66	\$3,000.00	\$3,000.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$1,141,831.00	\$1,221,730.00	\$519,738.00	\$519,738.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$733,408.00	\$733,408.00	\$734,228.00	\$737,228.00	(\$3,000.00)
Revenue Totals:	\$2,033,000.00	\$2,033,000.00	\$1,431,000.00	\$1,503,800.00	(\$72,800.00)
Expenditure Totals	\$1,929,454.00	\$2,072,963.66	\$1,310,219.00	\$1,330,423.03	(\$20,204.03)
Fund Total: Street Improvemt & Maint	\$103,546.00	(\$39,963.66)	\$120,781.00	\$173,376.97	(\$52,595.97)
Fund: 213 Public Art Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
Revenue Totals	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$0.00
Expenditures					
5200-Prof Svcs - Purchased Professional & Technical Services	\$0.00	\$3,000.00	\$0.00	\$15,000.00	(\$15,000.00)
5400-Other Svcs - Other Purchased Services	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$0.00
Expenditure Totals	\$0.00	\$5,000.00	\$0.00	\$15,000.00	(\$15,000.00)
Fund Total: Public Art Fund	\$6,050.00	\$1,050.00	\$6,050.00	(\$8,950.00)	\$15,000.00

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Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 214 Measure J-Paratransit Fund					
Revenue					
4000-Taxes - Property and Other Taxes	\$132,552.00	\$132,552.00	\$132,552.00	\$132,552.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4600-Charges - Charges for Services	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$146,052.00	\$146,052.00	\$146,052.00	\$146,052.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$66,310.00	\$66,310.00	\$68,725.00	\$52,328.00	\$16,397.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$14,000.00	\$14,000.00	\$14,200.00	\$14,200.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$1,020.00	\$1,020.00	\$1,020.00	\$1,020.00	\$0.00
5500-Supplies - Supplies	\$14,500.00	\$14,500.00	\$12,700.00	\$12,700.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$31,486.00	\$31,486.00	\$32,430.00	\$32,430.00	\$0.00
Revenue Totals:	\$146,052.00	\$146,052.00	\$146,052.00	\$146,052.00	\$0.00
Expenditure Totals	\$127,316.00	\$127,316.00	\$129,075.00	\$112,678.00	\$16,397.00
Fund Total: Measure J-Paratransit Fund	\$18,736.00	\$18,736.00	\$16,977.00	\$33,374.00	(\$16,397.00)
Fund: 221 Grants					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$138,498.00	\$138,498.00	\$0.00	\$307,500.00	(\$307,500.00)
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$138,498.00	\$138,498.00	\$0.00	\$307,500.00	(\$307,500.00)
Expenditures					
5100-Persn Svcs - Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$100,000.00	\$177,984.77	\$0.00	\$302,500.00	(\$302,500.00)
5300-Prop Svcs - Purchased Property Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$26,498.00	\$26,498.00	\$0.00	\$0.00	\$0.00
5500-Supplies - Supplies	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$1,902,623.57	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
5900-Oth Financ - Other Financing Uses	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$138,498.00	\$138,498.00	\$0.00	\$307,500.00	(\$307,500.00)
Expenditure Totals	\$173,498.00	\$2,154,106.34	\$12,000.00	\$314,500.00	(\$302,500.00)
Fund Total: Grants	(\$35,000.00)	(\$2,015,608.34)	(\$12,000.00)	(\$7,000.00)	(\$5,000.00)
Fund: 222 C.O.P.S. Grant Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Revenue Totals	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$70,000.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00
5500-Supplies - Supplies	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Expenditure Totals	\$100,000.00	\$100,000.00	\$100,000.00	\$30,000.00	\$70,000.00
Fund Total: C.O.P.S. Grant Fund	\$0.00	\$0.00	\$0.00	\$70,000.00	(\$70,000.00)
Fund: 232 City LMI Housing Fund					
Revenue					
4000-Taxes - Property and Other Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4600-Charges - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4800-Oth Revenu - Other Revenue	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$87,208.00	\$87,208.00	\$91,652.00	\$1.00	\$91,651.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$10,000.00	\$10,000.00	\$40,000.00	\$90,000.00	(\$50,000.00)
5300-Prop Svcs - Purchased Property Services	\$9,700.00	\$9,700.00	\$9,800.00	\$9,800.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$3,330.00	\$3,330.00	\$4,320.00	\$4,320.00	\$0.00
5500-Supplies - Supplies	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
Expenditure Totals	\$111,538.00	\$111,538.00	\$147,072.00	\$105,421.00	\$41,651.00
Fund Total: City LMI Housing Fund	(\$36,254.00)	(\$36,254.00)	\$102,928.00	\$144,579.00	(\$41,651.00)
Fund: 301 Capital Improvement Fund					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$1,423,233.00	\$1,423,233.00	\$1,749,313.00	\$1,749,313.00	\$0.00
4800-Oth Revenu - Other Revenue	\$585,000.00	\$585,000.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$41,500.00	\$83,000.00	(\$41,500.00)
Revenue Totals	\$2,008,233.00	\$2,008,233.00	\$1,790,813.00	\$1,832,313.00	(\$41,500.00)
Expenditures					
5100-Persn Svcs - Personnel Services	\$32,170.00	\$32,170.00	\$33,210.00	\$31,298.00	\$1,912.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$0.00	\$101,279.05	\$0.00	\$0.00	\$0.00
5300-Prop Svcs - Purchased Property Services	\$2,156,431.00	\$2,901,050.72	\$1,797,341.00	\$1,797,341.00	\$0.00
5400-Other Svcs - Other Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5500-Supplies - Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5800-Financing - Financing Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$2,008,233.00	\$2,008,233.00	\$1,790,813.00	\$1,832,313.00	(\$41,500.00)
Expenditure Totals	\$2,188,601.00	\$3,034,499.77	\$1,830,551.00	\$1,828,639.00	\$1,912.00
Fund Total: Capital Improvement Fund	(\$180,368.00)	(\$1,026,266.77)	(\$39,738.00)	\$3,674.00	(\$43,412.00)
Fund: 501 Integrated Waste Mgmt					
Revenue					
4400-Use of Prp - Use of Money and Property	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
4500-Intergov'l - Intergovernmental Revenues	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00
4600-Charges - Charges for Services	\$2,145,428.00	\$2,145,428.00	\$2,295,626.00	\$2,285,223.00	\$10,403.00
4800-Oth Revenu - Other Revenue	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$39,000.00	\$39,000.00	\$0.00
Revenue Totals	\$2,166,728.00	\$2,166,728.00	\$2,355,926.00	\$2,345,523.00	\$10,403.00

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	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
5100-Persn Svcs - Personnel Services	\$1,200,165.00	\$1,200,165.00	\$1,247,814.00	\$1,237,419.67	\$10,394.33
5200-Prof Svcs - Purchased Professional & Technical Services	\$74,000.00	\$89,000.00	\$74,000.00	\$81,500.00	(\$7,500.00)
5300-Prop Svcs - Purchased Property Services	\$136,058.00	\$136,058.00	\$136,309.00	\$145,980.00	(\$9,671.00)
5400-Other Svcs - Other Purchased Services	\$26,135.00	\$26,135.00	\$26,813.00	\$30,250.00	(\$3,437.00)
5500-Supplies - Supplies	\$87,750.00	\$87,750.00	\$90,900.00	\$106,300.00	(\$15,400.00)
5600-Prop & Cap - Property & Capital	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
5800-Financing - Financing Costs	\$428,007.00	\$428,007.00	\$427,865.00	\$427,865.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$424,319.00	\$424,319.00	\$356,418.00	\$356,418.00	\$0.00
Revenue Totals:	\$2,166,728.00	\$2,166,728.00	\$2,355,926.00	\$2,345,523.00	\$10,403.00
Expenditure Totals	\$2,377,934.00	\$2,392,934.00	\$2,361,619.00	\$2,387,232.67	(\$25,613.67)
Fund Total: Integrated Waste Mgmt	(\$211,206.00)	(\$226,206.00)	(\$5,693.00)	(\$41,709.67)	\$36,016.67
Fund: 601 Vehicle/Equip Replacement					
Revenue					
4400-Use of Prp - Use of Money and Property	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
4500-Intergov'l - Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
Expenditures					
5200-Prof Svcs - Purchased Professional & Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600-Prop & Cap - Property & Capital	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00
5800-Financing - Financing Costs	\$128,533.00	\$128,533.00	\$128,532.00	\$128,532.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
Expenditure Totals	\$128,533.00	\$128,533.00	\$168,532.00	\$128,532.00	\$40,000.00
Fund Total: Vehicle/Equip Replacement	\$0.00	\$0.00	(\$39,700.00)	\$0.00	(\$39,700.00)
Fund: 701 Pension Trust Sect 401-A					
Revenue					
4400-Use of Prp - Use of Money and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4800-Oth Revenu - Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4900-Oth Source - Other Financing Sources	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Revenue Totals	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00

Annual Budget by Account Classification Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
5100-Persn Svcs - Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
5800-Financing - Financing Costs	\$112,476.00	\$112,476.00	\$112,476.00	\$112,476.00	\$0.00
Revenue Totals:	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Expenditure Totals	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Fund Total: Pension Trust Sect 401-A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 834 Finance Authority Debt Sv					
Revenue					
4400-Use of Prp - Use of Money and Property	\$50.00	\$50.00	\$100.00	\$0.00	\$100.00
4900-Oth Source - Other Financing Sources	\$369,524.00	\$369,524.00	\$368,039.00	\$367,840.00	\$199.00
Revenue Totals	\$369,574.00	\$369,574.00	\$368,139.00	\$367,840.00	\$299.00
Expenditures					
5100-Persn Svcs - Personnel Services	\$250.00	\$250.00	\$250.00	\$0.00	\$250.00
5200-Prof Svcs - Purchased Professional & Technical Services	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
5800-Financing - Financing Costs	\$363,324.00	\$363,324.00	\$361,839.00	\$361,840.00	(\$1.00)
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$369,574.00	\$369,574.00	\$368,139.00	\$367,840.00	\$299.00
Expenditure Totals	\$369,574.00	\$369,574.00	\$368,089.00	\$367,840.00	\$249.00
Fund Total: Finance Authority Debt Sv	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Fund: 835 City Hall Bond D/S					
Revenue					
4400-Use of Prp - Use of Money and Property	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
4900-Oth Source - Other Financing Sources	\$593,768.00	\$593,768.00	\$594,246.00	\$598,246.00	(\$4,000.00)
Revenue Totals	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Expenditures					
5200-Prof Svcs - Purchased Professional & Technical Services	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5800-Financing - Financing Costs	\$596,768.00	\$596,768.00	\$597,246.00	\$597,246.00	\$0.00

Annual Budget by Account Classification Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Expenditure Totals	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Fund Total: City Hall Bond D/S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 836 Street Imp Bond D/S					
Revenue					
4400-Use of Prp - Use of Money and Property	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
4900-Oth Source - Other Financing Sources	\$733,408.00	\$733,408.00	\$734,228.00	\$738,228.00	(\$4,000.00)
Revenue Totals	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Expenditures					
5200-Prof Svcs - Purchased Professional & Technical Services	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
5800-Financing - Financing Costs	\$736,408.00	\$736,408.00	\$737,228.00	\$737,228.00	\$0.00
5900-Oth Financ - Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Expenditure Totals	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Fund Total: Street Imp Bond D/S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Grand Totals:	\$41,365,726.00	\$41,621,256.00	\$41,648,185.00	\$42,832,892.00	(\$1,184,707.00)
Expenditure Grand Totals:	\$41,702,257.00	\$45,129,536.77	\$41,893,021.00	\$42,349,630.98	(\$456,609.98)
Net Grand Totals:	(\$336,531.00)	(\$3,508,280.77)	(\$244,836.00)	\$483,261.02	(\$728,097.02)

Annual Budget by Organization Report

Agenda Item No. 7(A)
Attachment 2

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 101 General Fund					
Revenue					
101-00 - General Fund,Non-Departmental Revenue	\$20,368,986.00	\$20,374,976.00	\$21,078,820.00	\$22,181,250.00	(\$1,102,430.00)
101-10 - General Fund,Administration	\$114,300.00	\$114,300.00	\$119,750.00	\$94,750.00	\$25,000.00
101-20 - General Fund,Police	\$965,000.00	\$965,000.00	\$965,000.00	\$925,000.00	\$40,000.00
101-25 - General Fund,Fire	\$2,752,644.00	\$2,997,184.00	\$2,766,879.00	\$2,614,186.00	\$152,693.00
101-30 - General Fund,Public Works	\$216,000.00	\$216,000.00	\$221,000.00	\$221,000.00	\$0.00
101-40 - General Fund,Community Development	\$1,400,050.00	\$1,400,050.00	\$1,488,250.00	\$1,432,950.00	\$55,300.00
101-50 - General Fund,Recreation	\$3,524,478.00	\$3,524,478.00	\$3,664,325.00	\$3,711,010.00	(\$46,685.00)
101-60 - General Fund,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$29,341,458.00	\$29,591,988.00	\$30,304,024.00	\$31,180,146.00	(\$876,122.00)
Expenditures					
101 - General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-10 - General Fund,Administration	\$4,228,899.00	\$4,303,738.00	\$4,280,158.00	\$4,457,243.17	(\$177,085.17)
101-20 - General Fund,Police	\$10,567,226.00	\$10,557,226.00	\$11,169,173.00	\$11,113,625.23	\$55,547.77
101-25 - General Fund,Fire	\$8,141,696.00	\$8,366,005.00	\$8,395,237.00	\$8,061,081.00	\$334,156.00
101-30 - General Fund,Public Works	\$645,185.00	\$681,185.00	\$674,066.00	\$1,129,435.39	(\$455,369.39)
101-40 - General Fund,Community Development	\$1,726,262.00	\$1,726,262.00	\$1,799,444.00	\$1,976,963.24	(\$177,519.24)
101-50 - General Fund,Recreation	\$3,942,797.00	\$3,942,797.00	\$4,078,223.00	\$4,101,897.25	(\$23,674.25)
101-60 - General Fund,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-90 - General Fund,Non-Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$29,341,458.00	\$29,591,988.00	\$30,304,024.00	\$31,180,146.00	(\$876,122.00)
Expenditure Totals	\$29,252,065.00	\$29,577,213.00	\$30,396,301.00	\$30,840,245.28	(\$443,944.28)
Fund Total: General Fund	\$89,393.00	\$14,775.00	(\$92,277.00)	\$339,900.72	(\$432,177.72)
Fund: 201 Gas Tax Fund					
Revenue					
201-00 - Gas Tax Fund,Non-Departmental Revenue	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
Revenue Totals	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
Expenditures					
201-10 - Gas Tax Fund,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
201-30 - Gas Tax Fund,Public Works	\$540,792.00	\$545,907.00	\$593,483.00	\$603,483.88	(\$10,000.88)

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
201-90 - Gas Tax Fund,Non-Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$605,712.00	\$605,712.00	\$617,826.00	\$515,613.00	\$102,213.00
Expenditure Totals	\$540,792.00	\$545,907.00	\$593,483.00	\$603,483.88	(\$10,000.88)
Fund Total: Gas Tax Fund	\$64,920.00	\$59,805.00	\$24,343.00	(\$87,870.88)	\$112,213.88
Fund: 202 Nat'l Pollut Dis Elim Sys					
Revenue					
202-00 - Nat'l Pollut Dis Elim Sys,Non- Departmental Revenue	\$372,000.00	\$372,000.00	\$315,000.00	\$315,000.00	\$0.00
202-30 - Nat'l Pollut Dis Elim Sys,Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$372,000.00	\$372,000.00	\$315,000.00	\$315,000.00	\$0.00
Expenditures					
202-30 - Nat'l Pollut Dis Elim Sys,Public Works	\$390,934.00	\$390,934.00	\$424,063.00	\$293,091.00	\$130,972.00
202-40 - Nat'l Pollut Dis Elim Sys,Community Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
202-90 - Nat'l Pollut Dis Elim Sys,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$372,000.00	\$372,000.00	\$315,000.00	\$315,000.00	\$0.00
Expenditure Totals	\$390,934.00	\$390,934.00	\$424,063.00	\$293,091.00	\$130,972.00
Fund Total: Nat'l Pollut Dis Elim Sys	(\$18,934.00)	(\$18,934.00)	(\$109,063.00)	\$21,909.00	(\$130,972.00)
Fund: 203 Land & Light Assess Distr					
Revenue					
203-00 - Land & Light Assess Distr,Non- Departmental Revenue	\$849,000.00	\$849,000.00	\$771,000.00	\$771,000.00	\$0.00
203-30 - Land & Light Assess Distr,Public Works	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
Revenue Totals	\$859,000.00	\$859,000.00	\$781,000.00	\$781,000.00	\$0.00
Expenditures					
203-10 - Land & Light Assess Distr,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
203-30 - Land & Light Assess Distr,Public Works	\$794,362.00	\$794,362.00	\$787,261.00	\$644,027.00	\$143,234.00
203-50 - Land & Light Assess Distr,Recreation	\$107,180.00	\$107,180.00	\$112,349.00	\$115,068.07	(\$2,719.07)
203-90 - Land & Light Assess Distr,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$859,000.00	\$859,000.00	\$781,000.00	\$781,000.00	\$0.00
Expenditure Totals	\$901,542.00	\$901,542.00	\$899,610.00	\$759,095.07	\$140,514.93
Fund Total: Land & Light Assess Distr	(\$42,542.00)	(\$42,542.00)	(\$118,610.00)	\$21,904.93	(\$140,514.93)

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 204 Measure J-Return to Source Fund					
Revenue					
204-00 - Measure J-Return to Source Fund,Non- Departmental Revenue	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
204-50 - Measure J-Return to Source Fund,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
Expenditures					
204-10 - Measure J-Return to Source Fund,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204-30 - Measure J-Return to Source Fund,Public Works	\$337,178.00	\$387,178.00	\$343,637.00	\$362,255.19	(\$18,618.19)
204-50 - Measure J-Return to Source Fund,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204-90 - Measure J-Return to Source Fund,Non- Departmental	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$0.00
Revenue Totals:	\$406,052.00	\$411,052.00	\$414,173.00	\$414,173.00	\$0.00
Expenditure Totals	\$407,178.00	\$457,178.00	\$413,637.00	\$432,255.19	(\$18,618.19)
Fund Total: Measure J-Return to Source Fund	(\$1,126.00)	(\$46,126.00)	\$536.00	(\$18,082.19)	\$18,618.19
Fund: 205 Measure J Storm Drain					
Revenue					
205-00 - Measure J Storm Drain,Non- Departmental Revenue	\$698,000.00	\$698,000.00	\$726,500.00	\$726,500.00	\$0.00
Revenue Totals	\$698,000.00	\$698,000.00	\$726,500.00	\$726,500.00	\$0.00
Expenditures					
205-10 - Measure J Storm Drain,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205-30 - Measure J Storm Drain,Public Works	\$456,710.00	\$456,710.00	\$412,369.00	\$430,992.87	(\$18,623.87)
205-90 - Measure J Storm Drain,Non- Departmental	\$100,000.00	\$130,000.00	\$330,000.00	\$330,000.00	\$0.00
Revenue Totals:	\$698,000.00	\$698,000.00	\$726,500.00	\$726,500.00	\$0.00
Expenditure Totals	\$556,710.00	\$586,710.00	\$742,369.00	\$760,992.87	(\$18,623.87)
Fund Total: Measure J Storm Drain	\$141,290.00	\$111,290.00	(\$15,869.00)	(\$34,492.87)	\$18,623.87
Fund: 206 Measure A Parcel Tax					
Revenue					
206-00 - Measure A Parcel Tax,Non-Departmental Revenue	\$439,400.00	\$439,400.00	\$439,400.00	\$439,400.00	\$0.00
Revenue Totals	\$439,400.00	\$439,400.00	\$439,400.00	\$439,400.00	\$0.00

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
206-10 - Measure A Parcel Tax,Administration	\$435,436.00	\$435,436.00	\$433,951.00	\$427,752.00	\$6,199.00
206-30 - Measure A Parcel Tax,Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
206-50 - Measure A Parcel Tax,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
206-90 - Measure A Parcel Tax,Non-Departmental	\$251,000.00	\$251,000.00	\$101,000.00	\$101,000.00	\$0.00
Revenue Totals:	\$439,400.00	\$439,400.00	\$439,400.00	\$439,400.00	\$0.00
Expenditure Totals	\$686,436.00	\$686,436.00	\$534,951.00	\$528,752.00	\$6,199.00
Fund Total: Measure A Parcel Tax	(\$247,036.00)	(\$247,036.00)	(\$95,551.00)	(\$89,352.00)	(\$6,199.00)
Fund: 208 Asset Seizure Fund					
Revenue					
208-20 - Asset Seizure Fund,Police	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Revenue Totals	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Expenditures					
208-20 - Asset Seizure Fund,Police	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$25,000.00)
Revenue Totals:	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Expenditure Totals	\$0.00	\$0.00	\$0.00	\$25,000.00	(\$25,000.00)
Fund Total: Asset Seizure Fund	\$2,000.00	\$2,000.00	\$2,000.00	(\$23,000.00)	\$25,000.00
Fund: 209 Vehicle Abatement Fund					
Revenue					
209-20 - Vehicle Abatement Fund,Police	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00
Revenue Totals	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00
Expenditures					
209-20 - Vehicle Abatement Fund,Police	\$11,000.00	\$38,000.00	\$11,000.00	\$36,000.00	(\$25,000.00)
Revenue Totals:	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$0.00
Expenditure Totals	\$11,000.00	\$38,000.00	\$11,000.00	\$36,000.00	(\$25,000.00)
Fund Total: Vehicle Abatement Fund	\$10,000.00	(\$17,000.00)	\$10,000.00	(\$15,000.00)	\$25,000.00
Fund: 211 Street Improvemnt & Maint					
Revenue					
211-00 - Street Improvemnt & Maint,Non- Departmental Revenue	\$2,033,000.00	\$2,033,000.00	\$1,431,000.00	\$1,503,800.00	(\$72,800.00)
Revenue Totals	\$2,033,000.00	\$2,033,000.00	\$1,431,000.00	\$1,503,800.00	(\$72,800.00)
Expenditures					
211-10 - Street Improvemnt & Maint,Administration	\$736,408.00	\$736,408.00	\$737,228.00	\$740,228.00	(\$3,000.00)

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
211-30 - Street Improvemt & Maint,Public Works	\$51,215.00	\$51,215.00	\$53,253.00	\$70,457.03	(\$17,204.03)
211-90 - Street Improvemt & Maint,Non- Departmental	\$1,141,831.00	\$1,285,340.66	\$519,738.00	\$519,738.00	\$0.00
Revenue Totals:	\$2,033,000.00	\$2,033,000.00	\$1,431,000.00	\$1,503,800.00	(\$72,800.00)
Expenditure Totals	\$1,929,454.00	\$2,072,963.66	\$1,310,219.00	\$1,330,423.03	(\$20,204.03)
Fund Total: Street Improvemt & Maint	\$103,546.00	(\$39,963.66)	\$120,781.00	\$173,376.97	(\$52,595.97)
Fund: 213 Public Art Fund					
Revenue					
213-00 - Public Art Fund,Non-Departmental Revenue	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$0.00
Revenue Totals	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$0.00
Expenditures					
213-10 - Public Art Fund,Administration	\$0.00	\$5,000.00	\$0.00	\$15,000.00	(\$15,000.00)
Revenue Totals:	\$6,050.00	\$6,050.00	\$6,050.00	\$6,050.00	\$0.00
Expenditure Totals	\$0.00	\$5,000.00	\$0.00	\$15,000.00	(\$15,000.00)
Fund Total: Public Art Fund	\$6,050.00	\$1,050.00	\$6,050.00	(\$8,950.00)	\$15,000.00
Fund: 214 Measure J-Paratransit Fund					
Revenue					
214-50 - Measure J-Paratransit Fund,Recreation	\$146,052.00	\$146,052.00	\$146,052.00	\$146,052.00	\$0.00
Revenue Totals	\$146,052.00	\$146,052.00	\$146,052.00	\$146,052.00	\$0.00
Expenditures					
214-50 - Measure J-Paratransit Fund,Recreation	\$127,316.00	\$127,316.00	\$129,075.00	\$112,678.00	\$16,397.00
Revenue Totals:	\$146,052.00	\$146,052.00	\$146,052.00	\$146,052.00	\$0.00
Expenditure Totals	\$127,316.00	\$127,316.00	\$129,075.00	\$112,678.00	\$16,397.00
Fund Total: Measure J-Paratransit Fund	\$18,736.00	\$18,736.00	\$16,977.00	\$33,374.00	(\$16,397.00)
Fund: 221 Grants					
Revenue					
221-00 - Grants,Non-Departmental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-10 - Grants,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-20 - Grants,Police	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
221-25 - Grants,Fire	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-30 - Grants,Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-40 - Grants,Community Development	\$126,498.00	\$126,498.00	\$0.00	\$307,500.00	(\$307,500.00)

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
221-50 - Grants,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$138,498.00	\$138,498.00	\$0.00	\$307,500.00	(\$307,500.00)
Expenditures					
221 - Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-10 - Grants,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-20 - Grants,Police	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
221-25 - Grants,Fire	\$0.00	\$1,902,623.57	\$0.00	\$0.00	\$0.00
221-30 - Grants,Public Works	\$0.00	\$13,621.87	\$0.00	\$0.00	\$0.00
221-40 - Grants,Community Development	\$161,498.00	\$225,860.90	\$0.00	\$302,500.00	(\$302,500.00)
221-50 - Grants,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
221-90 - Grants,Non-Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$138,498.00	\$138,498.00	\$0.00	\$307,500.00	(\$307,500.00)
Expenditure Totals	\$173,498.00	\$2,154,106.34	\$12,000.00	\$314,500.00	(\$302,500.00)
Fund Total: Grants	(\$35,000.00)	(\$2,015,608.34)	(\$12,000.00)	(\$7,000.00)	(\$5,000.00)
Fund: 222 C.O.P.S. Grant Fund					
Revenue					
222-20 - C.O.P.S. Grant Fund,Police	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Revenue Totals	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Expenditures					
222-20 - C.O.P.S. Grant Fund,Police	\$100,000.00	\$100,000.00	\$100,000.00	\$30,000.00	\$70,000.00
Revenue Totals:	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00
Expenditure Totals	\$100,000.00	\$100,000.00	\$100,000.00	\$30,000.00	\$70,000.00
Fund Total: C.O.P.S. Grant Fund	\$0.00	\$0.00	\$0.00	\$70,000.00	(\$70,000.00)
Fund: 231 City Housing Trust Fund					
Revenue					
231-40 - City Housing Trust Fund,Community Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditures					
231-40 - City Housing Trust Fund,Community Development	\$0.00	\$2,860,000.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals	\$0.00	\$2,860,000.00	\$0.00	\$0.00	\$0.00
Fund Total: City Housing Trust Fund	\$0.00	(\$2,860,000.00)	\$0.00	\$0.00	\$0.00

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Fund: 232 City LMI Housing Fund					
Revenue					
232-40 - City LMI Housing Fund,Community Development	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
232-60 - City LMI Housing Fund,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
Expenditures					
232-40 - City LMI Housing Fund,Community Development	\$111,538.00	\$111,538.00	\$147,072.00	\$105,421.00	\$41,651.00
232-60 - City LMI Housing Fund,Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$75,284.00	\$75,284.00	\$250,000.00	\$250,000.00	\$0.00
Expenditure Totals	\$111,538.00	\$111,538.00	\$147,072.00	\$105,421.00	\$41,651.00
Fund Total: City LMI Housing Fund	(\$36,254.00)	(\$36,254.00)	\$102,928.00	\$144,579.00	(\$41,651.00)
Fund: 301 Capital Improvement Fund					
Revenue					
301-00 - Capital Improvement Fund,Non-Departmental Revenue	\$2,008,233.00	\$2,008,233.00	\$1,790,813.00	\$1,832,313.00	(\$41,500.00)
Revenue Totals	\$2,008,233.00	\$2,008,233.00	\$1,790,813.00	\$1,832,313.00	(\$41,500.00)
Expenditures					
301-00 - Capital Improvement Fund,Non-Departmental Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
301-30 - Capital Improvement Fund,Public Works	\$32,170.00	\$32,170.00	\$33,210.00	\$31,298.00	\$1,912.00
301-40 - Capital Improvement Fund,Community Development	\$0.00	\$66,524.30	\$0.00	\$0.00	\$0.00
301-90 - Capital Improvement Fund,Non-Departmental	\$2,156,431.00	\$2,935,805.47	\$1,797,341.00	\$1,797,341.00	\$0.00
Revenue Totals:	\$2,008,233.00	\$2,008,233.00	\$1,790,813.00	\$1,832,313.00	(\$41,500.00)
Expenditure Totals	\$2,188,601.00	\$3,034,499.77	\$1,830,551.00	\$1,828,639.00	\$1,912.00
Fund Total: Capital Improvement Fund	(\$180,368.00)	(\$1,026,266.77)	(\$39,738.00)	\$3,674.00	(\$43,412.00)
Fund: 501 Integrated Waste Mgmt					
Revenue					
501-10 - Integrated Waste Mgmt,Administration	\$2,166,728.00	\$2,166,728.00	\$2,355,926.00	\$2,345,523.00	\$10,403.00
Revenue Totals	\$2,166,728.00	\$2,166,728.00	\$2,355,926.00	\$2,345,523.00	\$10,403.00
Expenditures					
501-10 - Integrated Waste Mgmt,Administration	\$2,200,106.00	\$2,215,106.00	\$2,176,061.00	\$2,100,059.93	\$76,001.07
501-30 - Integrated Waste Mgmt,Public Works	\$138,043.00	\$138,043.00	\$143,929.00	\$242,288.27	(\$98,359.27)

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
501-40 - Integrated Waste Mgmt,Community Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-50 - Integrated Waste Mgmt,Recreation	\$39,785.00	\$39,785.00	\$41,629.00	\$44,884.47	(\$3,255.47)
501-90 - Integrated Waste Mgmt,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$2,166,728.00	\$2,166,728.00	\$2,355,926.00	\$2,345,523.00	\$10,403.00
Expenditure Totals	\$2,377,934.00	\$2,392,934.00	\$2,361,619.00	\$2,387,232.67	(\$25,613.67)
Fund Total: Integrated Waste Mgmt	(\$211,206.00)	(\$226,206.00)	(\$5,693.00)	(\$41,709.67)	\$36,016.67
Fund: 601 Vehicle/Equip Replacement					
Revenue					
601-00 - Vehicle/Equip Replacement,Non- Departmental Revenue	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
601-10 - Vehicle/Equip Replacement,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-25 - Vehicle/Equip Replacement,Fire	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
Expenditures					
601-10 - Vehicle/Equip Replacement,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-20 - Vehicle/Equip Replacement,Police	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-25 - Vehicle/Equip Replacement,Fire	\$128,533.00	\$128,533.00	\$168,532.00	\$128,532.00	\$40,000.00
601-30 - Vehicle/Equip Replacement,Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-40 - Vehicle/Equip Replacement,Community Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-50 - Vehicle/Equip Replacement,Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601-90 - Vehicle/Equip Replacement,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$128,533.00	\$128,533.00	\$128,832.00	\$128,532.00	\$300.00
Expenditure Totals	\$128,533.00	\$128,533.00	\$168,532.00	\$128,532.00	\$40,000.00
Fund Total: Vehicle/Equip Replacement	\$0.00	\$0.00	(\$39,700.00)	\$0.00	(\$39,700.00)
Fund: 701 Pension Trust Sect 401-A					
Revenue					
701-00 - Pension Trust Sect 401-A,Non- Departmental Revenue	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Revenue Totals	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
701-10 - Pension Trust Sect 401-A,Administration	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Revenue Totals:	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Expenditure Totals	\$113,976.00	\$113,976.00	\$113,976.00	\$113,976.00	\$0.00
Fund Total: Pension Trust Sect 401-A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 834 Finance Authority Debt Sv					
Revenue					
834-00 - Finance Authority Debt Sv,Non- Departmental Revenue	\$369,574.00	\$369,574.00	\$368,139.00	\$367,840.00	\$299.00
834-90 - Finance Authority Debt Sv,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals	\$369,574.00	\$369,574.00	\$368,139.00	\$367,840.00	\$299.00
Expenditures					
834-10 - Finance Authority Debt Sv,Administration	\$369,574.00	\$369,574.00	\$368,089.00	\$367,840.00	\$249.00
834-90 - Finance Authority Debt Sv,Non- Departmental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$369,574.00	\$369,574.00	\$368,139.00	\$367,840.00	\$299.00
Expenditure Totals	\$369,574.00	\$369,574.00	\$368,089.00	\$367,840.00	\$249.00
Fund Total: Finance Authority Debt Sv	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Fund: 835 City Hall Bond D/S					
Revenue					
835-00 - City Hall Bond D/S,Non-Departmental Revenue	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Revenue Totals	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Expenditures					
835-10 - City Hall Bond D/S,Administration	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Revenue Totals:	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Expenditure Totals	\$597,768.00	\$597,768.00	\$598,246.00	\$598,246.00	\$0.00
Fund Total: City Hall Bond D/S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund: 836 Street Imp Bond D/S					
Revenue					
836-00 - Street Imp Bond D/S,Non-Departmental Revenue	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Revenue Totals	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00

Annual Budget by Organization Report

Summary

	2015 Adopted Budget	2015 Amended Budget	2016 Adopted (June 2014)	2016 CM Proposed Update	Variance Adopted Vs CM Proposed
Expenditures					
836-10 - Street Imp Bond D/S,Administration	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Revenue Totals:	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Expenditure Totals	\$737,408.00	\$737,408.00	\$738,228.00	\$738,228.00	\$0.00
Fund Total: Street Imp Bond D/S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Grand Totals:	\$41,365,726.00	\$41,621,256.00	\$41,648,185.00	\$42,832,892.00	(\$1,184,707.00)
Expenditure Grand Totals:	\$41,702,257.00	\$47,989,536.77	\$41,893,021.00	\$42,349,630.99	(\$456,609.99)
Net Grand Totals:	(\$336,531.00)	(\$6,368,280.77)	(\$244,836.00)	\$483,261.01	(\$728,097.01)

City of El Cerrito Operating Budget

All Funds - FY 15-16

Attachment 3

Fund Name	Balances June 30, 2014	FY 2014-15 Projected Revenue	FY 2014-15 Projected Expenditures	FY 2014-15 Ending Balance	FY 2015-16 CM Proposed Update Revenues	FY 2015-16 CM Proposed Update Expenditures	FY 2015-16 Ending Balance
101 General Fund	\$1,270,466	\$29,786,488	\$29,515,847	\$1,541,107	\$31,180,146	\$30,840,245	\$1,881,008
201 Gas Tax Fund	(\$25,515)	\$690,463	\$544,263	\$120,685	\$515,613	\$603,484	\$32,814
202 NPDES	\$24,014	\$374,564	\$388,911	\$9,667	\$315,000	\$293,091	\$31,576
203 Landscape and Lighting	\$47,272	\$861,509	\$906,438	\$2,343	\$781,000	\$759,095	\$24,248
204 Measure J Return to Source	\$70,561	\$456,052	\$431,991	\$94,622	\$414,173	\$432,255	\$76,539
205 Measure J Storm Drain	(\$92,646)	\$698,000	\$532,012	\$73,342	\$726,500	\$760,993	\$38,849
206 Measure A Parcel Tax	\$435,359	\$439,400	\$735,845	\$138,914	\$439,400	\$528,752	\$49,563
208 Asset Seizure	\$122,941	\$6,440	\$439	\$128,942	\$2,000	\$25,000	\$105,942
209 Vehicle Abatement	\$197,055	\$24,118	\$39,754	\$181,419	\$21,000	\$36,000	\$166,419
211 Street Improvement Fund	(\$222,657)	\$2,291,046	\$1,981,220	\$87,169	\$1,503,800	\$1,330,423	\$260,546
213 Art in Public Places	\$48,094	\$6,050	\$5,450	\$48,694	\$6,050	\$15,000	\$39,744
214 Paratransit	\$19,370	\$146,052	129,314	\$36,108	\$146,052	112,678	\$69,482
221 Federal, State and Local Grants	\$118,445	\$234,217	\$251,573	\$101,089	\$307,500	\$314,500	\$94,089
222 C.O.P.S. Grant		\$100,000	\$30,000	\$70,000	\$100,000	\$30,000	\$140,000
232 City LMI Housing	\$1,248,898	\$75,284	\$107,681	\$1,216,501	\$250,000	\$105,421	\$1,361,080
301 Capital Improvements	(\$1,080,076)	\$2,143,830	\$1,659,731	(\$595,977)	\$1,832,313	\$1,828,639	(\$592,303)
501 Integrated Waste Management	\$288,935	\$2,168,714	\$2,306,269	\$151,381	\$2,345,523	\$2,387,233	\$109,671
601 Vehicle/Equipment Replacement	(\$26,862)	\$128,533	\$128,533	(\$26,862)	\$128,532	\$128,532	(\$26,862)
701 Employees' Pension Trust Fund	\$0	\$113,976	\$113,976	\$0	\$113,976	\$113,976	\$0
834 Finance Authority- Measure A	\$209,436	\$369,574	\$369,574	\$209,436	\$367,840	\$367,840	\$209,436
835 Financing Authority-City Hall	\$598,054	\$597,768	\$597,768	\$598,054	\$598,246	\$598,246	\$598,054
836 Financing Authority-Street Imp	\$740,112	\$737,408	\$737,408	\$740,112	\$738,228	\$738,228	\$740,112
	\$4,003,266	\$45,035,495	\$44,111,998	\$4,926,763	\$42,832,892	\$42,349,631	\$5,410,025

RESOLUTION 2015--XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE UPDATE TO THE SECOND YEAR OF THE BIENNIAL BUDGET AND SPENDING AUTHORITY FROM ALL FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2015-16

WHEREAS, City Council adopted the Biennial Budget for Fiscal Years 2014-15 and FY 2015-16 on June 17, 2014; and

WHEREAS, staff have updated the second year of the biennial budget FY 2015-16 to reflect changes that have occurred since June 17, 2014; and

WHEREAS, the City prepares and adopts a budget with the intent of providing a planned program for City services and a financial system to carry out the program of services; and

WHEREAS, the proposed update represents anticipated revenues and proposed expenditures, including interfund transfers, from all funds of the City of El Cerrito; and

WHEREAS, staff presented this update to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in a public review session; and

WHEREAS, proposed spending authority from tax proceeds are within the City's Fiscal Year 2015-16 Gann Appropriations Limit, as defined the California State Constitution Article XIIB.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the update to the second year of the biennial budget and spending limits across funds for Fiscal Year 2015-16 as follows:

General Fund Balance	\$30,840,245
Gas Tax Fund	\$603,484
NPDES	\$293,091
Landscape and Lighting	\$759,095
Measure J Return to Source	\$432,255
Measure J Storm Drain	\$760,993
Measure A Parcel Tax	\$528,752
Asset Seizure	\$25,000
Vehicle Abatement	\$36,000
Street Improvement Fund	\$1,330,423
Art in Public Places	\$15,000
Paratransit	\$112,678
Federal, State and Local Grants	\$314,500
C.O.P.S. Grant	\$30,000
City Housing Trust	
City LMI Housing	\$105,421
Capital Improvements	\$1,828,639
Integrated Waste Management	\$2,387,233
Vehicle/Equipment Replacement	\$128,532
Employees' Pension Trust Fund	\$113,976
Finance Authority- Measure A	\$367,840
Financing Authority-City Hall	\$598,246
Financing Authority-Street Imp	\$738,228
Total	\$42,349,631

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager or his designee to:

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.
2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.
3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of \$25,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., public works, State purchasing).
4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

5. Provide a three percent cost of living adjustment to those employees covered under the Management and Confidential Employees Resolution (2014-22).
6. Add a management assistant position within the Community Development Department, a half time account clerk/clerk specialist in the City Manager's Office and an additional forklift driver in the Integrated Waste Management Fund.
7. Approve the Measure A- Street Improvement project list for Fiscal year 2015-16 (Attachment A).

I CERTIFY that at the regular meeting on June 16, 2015, the El Cerrito City Council passed this resolution by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June XX, 2015.

Cheryl Morse, City Clerk

APPROVED

Mark Friedman

Mayor

RESOLUTION 2015--XX

RESOLUTION OF THE CITY OF EL CERRITO PUBLIC FINANCING AUTHORITY
ADOPTING SPENDING LIMITS FOR FISCAL YEAR 2015-16

WHEREAS, the El Cerrito Public Financing Authority (Authority) provides for payment of long-term debt obligations; and

WHEREAS, the Authority Board wishes to maintain funding levels to support payments of principle and interest on those long-term obligations; and

WHEREAS, the Board adopted the Authority's budget for Fiscal Years 2014-15 and 2015-16 on June 17, 2014.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Public Financing Authority adopts the Fiscal Year 2015-16 spending limits across funds as follows:

Finance Authority- Measure A	\$367,840
Financing Authority-Civic Center	\$598,246
Financing Authority-Street Improvement	<u>\$738,228</u>
	\$1,704,314

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

I CERTIFY that at the regular meeting on June 16, 2015, the El Cerrito Public Financing Authority passed this resolution by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the El Cerrito Public Financing Authority on June __, 2015.

Cheryl Morse, Authority Clerk

APPROVED:

Mark Friedman, Chair

RESOLUTION 2015--XX

RESOLUTION OF THE CITY OF EL CERRITO EMPLOYEES' PENSION BOARD
ADOPTING SPENDING LIMITS FOR FISCAL YEAR 2015-16

WHEREAS, the El Cerrito Employees' Pension Board (Board) provides for retirement benefits for certain former City of El Cerrito employees and/or their beneficiaries; and

WHEREAS, the Board wishes to maintain funding levels to support pension payments to plan members; and

WHEREAS, the Board adopted the Authority's budget for Fiscal Years 2014-15 and 2015-16 on June 17, 2014.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Employees' Pension Board hereby adopts the Fiscal Year 2015-16 spending limits of \$113,976.

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

I CERTIFY that at the regular meeting on June 16, 2015, the El Cerrito Employees' Pension Board passed this resolution by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the El Cerrito Employees' Pension Board on June __, 2015.

Cheryl Morse, Secretary to the Board

APPROVED:

Mark Friedman, Chair

RESOLUTION 2015--XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SELECTING THE COST OF LIVING AND POPULATION FACTORS TO BE USED IN CALCULATION OF THE CITY'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015-16 AND SETTING THE APPROPRIATIONS LIMIT AT \$117,423,242

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by cities of funds from proceeds of taxes; and

WHEREAS, in accordance with Government Code Section 7910, annually the City Council must establish an annual appropriations limit, and select factors for changes in both cost of living and population to be used in calculating the appropriations limit; and

WHEREAS, the appropriations limit has been calculated in accordance with applicable law as follows; and

City of El Cerrito Gann Limit Calculation

FY 2014-15 Appropriations Limit:	\$112,294,200
Cost of Living Change Ratio: <i>CA Per-Capita Personal Income</i>	1.0382
Population Change Ratio: <i>Contra Costa County Population</i>	1.0072
Calculation Factor:	1.04567504
FY 2015-16 Appropriations Limit:	\$117,423,242

WHEREAS, in accordance with Government Code Section 7910, the information on the calculation of the appropriations limit has been made available to the public at least 15 days prior to the date of adoption of this Resolution, and continues to be available for public inspection.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. In accordance with Article XIII B of the Constitution and Government Code Section 7900 et seq., the adjustment factors to be applied to the appropriations limit for Fiscal Year 2015-16 shall be the California Statewide change in Per Capita Personal Income and the Contra Costa County change in population.
2. In accordance with Article XIII B of the Constitution and Government Code Section 7902, the appropriations limit for the Fiscal Year 2015-16 shall be \$117,423,242 which exceeds the City's projected applicable appropriation amount by \$97,311,345.

3. The City Council reserves the right to change or revise any adjustment factors associated with the calculation of the appropriations limit if such changes or revisions would result in a more advantageous appropriations limit in the present or future.

I CERTIFY that at the regular meeting on June 16, 2015 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 June __, 2015.

Cheryl Morse, City Clerk

APPROVED:

Mark Friedman, Mayor

June 10, 2015

To THE EL CERRITO CITY COUNCIL
c/o City Offices,
10890 San Pablo Avenue,
El Cerrito, CA. 94530

Re: City Manager's Updates to FY 2015-16 Budget

Honorable Members of the City Council –

The Financial Advisory Board is established by El Cerrito Municipal Code # 2.04.300 A. Its duties include: "1. To conduct a review and make recommendations on the proposed annual budget . . . to include a review of city council compensation consistent with county-wide recommendations included in Contra Costa Grand Jury Report No. 1104."

The Board completed the duties prescribed above at its regular meeting on June 9, 2015 attended by all five of the Board's members and by the City Finance Director.

By motion made, seconded and adopted unanimously, the Board recommends adoption of the City Manager's updates to the FY 2015-16 budget with the following changes:

- Identify \$100,000 of savings among the list of proposed budget changes presented to the FAB on 6/9 and allocate those savings of \$100,000 to the general fund reserve
- Any unanticipated revenues in the General Fund over and above the Adopted FY 2015-16 budget realized by 12/31/15 not be committed until FAB reviews and makes recommendations for the mid-year update.

Please contact the undersigned if you have any questions regarding this matter.

On behalf of the members of FAB;

Peter Vranich, Chairman