



AGENDA

SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

Monday, June 9, 2014 – 6:30 p.m.

Hillside Conference Room

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

Monday, June 9, 2014 – 7:00 p.m.

City Council Chambers

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Janet Abelson – Mayor

Mayor Pro Tem Rebecca Benassini
Councilmember Jan Bridges

Councilmember Mark Friedman
Councilmember Greg Lyman

6:30 p.m. ROLL CALL

CONVENE SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

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ANNOUNCEMENT OF CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (*Pursuant to Government Code Section 54957.6*)

Agency Designated Representatives: Scott Hanin, City Manager, Karen Pinkos, Assistant City Manager, Glenn Berkheimer, Labor Negotiator, and Sky Woodruff, City Attorney.

Employee Organizations: Service Employees International Union Local 1021

International Association of Fire Fighters Local 1230

El Cerrito Police Employees Association

El Cerrito Public Safety Management

Unrepresented Employees

ORAL COMMUNICATIONS FROM THE PUBLIC (*Comments are limited to three minutes per speaker and to items listed on this special agenda only.*)

RECESS INTO CLOSED SESSION

ADJOURN SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

ROLL CALL**7:00 p.m.****CONVENE SPECIAL CITY COUNCIL MEETING**

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

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. PRESENTATION – None

5. ADOPTION OF THE CONSENT CALENDAR – Item No. 5A

A. November 4, 2014 General Municipal Election

Adopt a Resolution: 1) Ordering and calling for a general municipal election to be held in the City of El Cerrito on Tuesday, November 4, 2014, for the purpose of electing two members of the City Council for full terms of four years each; 2) Requesting and consenting to consolidation of the municipal election with the general election to be held on November 4, 2014; 3) Requesting the services of the Contra Costa County Registrar of Voters; 4) Providing for Notice of the election; and 5) Setting specifications of the Election Order to include limiting candidate statements to 250 words, requiring candidates to pay for the costs of their candidate statement, establishing the estimated cost of each candidate statement to be \$275 payable at the time of filing; and determining that, in the event of a tie vote, the winner shall be determined by lot at a time and place designated by the City Council.

The Contra Costa County Elections Division has requested that the City Clerk provide this information to the County no later than July 2, 2014.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

CONCURRENT CITY COUNCIL / PUBLIC FINANCING AUTHORITY AND PENSION TRUST BOARD ITEM

A. Fiscal Year 2014-2015 and 2016 Presentation and Study Session

Presentation and discussion of the City's Fiscal Year 2014-15 and 2016 budgets including strategic plan goals, FY 2013-14 accomplishments, challenges and objectives for FY 2014-15 and 2015-16. Adoption of the FY 2014-2015 budget is scheduled for consideration on June 17, 2014.

B. Establish Salaries, Benefits and Conditions of Employment for Management and Confidential Employees

Adopt two separate resolutions approving the following actions: 1) Adopt a resolution establishing the salaries, benefits and conditions of employment for management and

confidential employees and rescinding all previous amendments for same; and 2) Adopt a resolution approving a modification to pension plan benefits and reimbursement for management and confidential employees.

8. COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENT REPORTS

Mayoral and City Council communications regarding local and regional liaison assignments and committee reports. *(Held over from the June 2, 2014 meeting.)*

9. ADJOURN SPECIAL CITY COUNCIL MEETING in memory of Andy Gooden, Sr., known for his public service as a former member of the El Cerrito Recycling Task Force and also for his involvement in fulfilling the mission of the Gooden College Connection Scholar and Outreach programs which ensure that low-income students from the public high schools of West Contra Costa County, who demonstrate the drive and desire to succeed, are prepared to successfully compete for entrance into college.

The next City Council meeting is Tuesday, June 17, 2014 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.



AGENDA BILL

Agenda Item No. 5(A)

Date: June 9, 2014
To: El Cerrito City Council
From: Cheryl Morse, City Clerk
Subject: November 4, 2014 General Municipal Election

ACTION REQUESTED

Adopt a Resolution: 1) Ordering and calling for a general municipal election to be held in the City of El Cerrito on Tuesday, November 4, 2014, for the purpose of electing two members of the City Council for full terms of four years each; 2) Requesting and consenting to consolidation of the municipal election with the general election to be held on November 4, 2014; 3) Requesting the services of the Contra Costa County Registrar of Voters; 4) Providing for Notice of the election; and 5) Setting specifications of the Election Order to include limiting candidate statements to 250 words, requiring candidates to pay for the costs of their candidate statement, establishing the estimated cost of each candidate statement to be \$275 payable at the time of filing; and determining that, in the event of a tie vote, the winner shall be determined by lot at a time and place designated by the City Council.

The Contra Costa County Elections Division has requested that the City Clerk provide this information to the County no later than July 2, 2014.

BACKGROUND

Two seats on the City Council will be open this November. To conduct its municipal election, the City must adopt a resolution calling for the election. In addition, to the consolidation of the municipal election with the November 2014 general election, the City must adopt a resolution to that effect. State law requires that the resolution calling for a municipal election and requesting consolidation with the statewide election be adopted and filed with the County elections official.

The City may also increase the length of candidate statements from 200 words up to 400 words, and set the amount of the deposit for printing and distributing the statement.

The City customarily authorizes the County to conduct its elections; the County has in fact conducted most aspects of the general election for many years. The staff time, special equipment and skills associated with printing, duplicating, mailing, establishing polling locations, canvassing, counting and certifying ballots and discharging other tasks associated with the election make this arrangement cost-effective.

Agenda Item No. 5(A)

The City Clerk will continue to act as the local Elections Official and be responsible for processing nomination papers and candidate statements, conducting research and responding to inquiries from candidates and the public regarding candidacy and other election matters and will also function as the Filing Officer for Fair Political Practices Commission campaign disclosure filings.

Candidates will be able to procure nomination documents from the City Clerk during the period of July 14, 2014 to August 8, 2014. If an incumbent does not file for re-election by this deadline, the nomination period is automatically extended by five calendar days per California Elections Code Sections 10225 and 10407 to August 13, 2014 for non-incumbents only.

In the past, the City Council has set the word count for candidate statements at 300 words. For this election, the County has estimated the cost to publish a 250 word candidate statement for the City of El Cerrito at approximately \$237.50, including the state mandated Spanish translation. A majority of cities in Contra Costa County have routinely set a 200-250 word count limit for each election. The cost of publishing statements consisting of between 251 and 400 words would double this cost for all candidates. Therefore, staff recommends limiting candidate statements to 250 words, and charging candidates \$275 to cover any publication anomalies or unforeseen overages at the time all nomination forms are filed. Overpayments will be refunded promptly and underpayments will be billed. The filing of a candidate statement is optional, not mandatory.

ANALYSIS

City Council action is required to call a general municipal election for Tuesday, November 4, 2014, for the purpose of electing two members of the City Council for full terms of four years each, publish the required notices and authorize the County to conduct the election on behalf of the City.

Staff also recommends setting the length of the candidate statement at 250 words rather than 300 to 400 words to achieve consistency with many other cities in Contra Costa County and to also achieve cost savings for any candidates who wish to file a candidate statement and run for City Council. Some of the other cities in Contra Costa County limit candidate statements to 200 words, but the costs of printing and distributing statements up to 250 words would not result in any substantial processing inefficiencies and therefore does not affect the County's estimate of \$237.50 per statement. The option of 251–400 words is also available, but doubles the printing cost because a candidate statement in excess of 250 words is likely to result in less statements being printed per page or run onto a second page in the voter pamphlet.

The City Council must also determine whether the candidate or City will pay for the candidate statement. Based on the County Election Division's estimate of \$237.50 per candidate statement for a city the size of El Cerrito, staff recommends requiring the estimated cost of \$275 to be paid by each candidate. This amount would be due at the time of filing the statement with the City Clerk, presuming the candidate chooses to file a statement, which is optional. Alternatively, the City Council could choose to have the

Agenda Item No. 5(A)

City assume the cost of printing all candidate statements resulting in expenditure of additional funds for the election. The City could also forgo requiring payment of the estimated cost by the candidate at the time the statement is filed, and require the payment at some later date. However, there is no assurance that staff will be able to collect funds from a candidate once the election is over.

Finally, the City Council must determine the method of resolving a tie vote – either by choosing a winner by lot, or ordering a special run-off election. Previous City election consolidation resolutions have specified resolving a tie vote by lot. In this instance, the City Council would summon the candidates who received an equal number of votes to appear before them at a time and place designated by the City Council. The City Council would then resolve the tie vote by lot by selecting a person to either toss a coin, or by placing each candidate's name in an unmarked, sealed envelope, drawing the envelope and reading the name of the winning candidate. Alternatively, the City Council could direct that a special runoff election be conducted involving those candidates who receive an equal number of votes. However, a special run-off election would delay seating a new City Councilmember and the City would also incur substantial costs conducting a separate special run-off election. California Election Code Section 15651(b) requires a special run-off election to be held on a Tuesday not less than 40 nor more than 125 days after certification of the election.

It is important to note that adopting the provisions for a run-off election in the event of a tie vote will remain in effect for all future elections unless the Council later rescinds the authority for special runoff elections. Previous election consolidation resolutions have specified resolving a tie vote by lot. Staff recommends action consistent with this practice as established by resolution for past general municipal elections.

In the attached resolution, staff recommendations are underlined and with the exception of the word limit for candidate statements, are consistent with prior election orders for candidate elections adopted by the City Council.

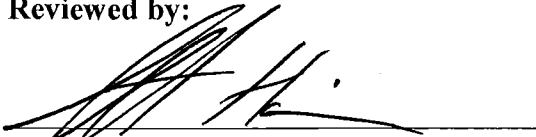
FINANCIAL CONSIDERATIONS

The County estimates that the 2014 General Municipal Candidate Election will cost approximately \$1.25 per registered voter. As of May 30, 2014 there were 13,718 registered voters in the City of El Cerrito and 528,415 in Contra Costa County. This number is expected to increase prior to November. The November 2014 candidate municipal election is estimated to cost approximately \$20,500 including public noticing and printing fees and any temporary personnel that might be needed. However, the Contra Costa Elections Division has cautioned that because of the number of variables involved in preparing for and conducting an election, it is not possible to pre-determine the final, actual cost of the election. Should the Council decide to provide for a special runoff election in the event of a tie vote rather than resolving a tie by lot, the Registrar of Voters has estimated the additional cost of a stand-alone special run-off election to be approximately \$48,013.

LEGAL CONSIDERATIONS

Election code requirements are fulfilled by adoption of the attached resolution.

Reviewed by:

A handwritten signature in black ink, appearing to read 'S. Hanin', is written over a horizontal line.

Scott Hanin, City Manager

Attachments:

1. Proposed Resolution
2. Contra Costa County Registrar of Voters estimate of candidate statement costs by City
3. Sample of 250-word statements as they would appear in the voter information portion of the "Sample Ballot and Voter Information Pamphlet"
4. November 4, 2014 Candidate Election Calendar

RESOLUTION NO. 2014-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ORDERING AND CALLING A GENERAL MUNICIPAL ELECTION TO FILL TWO CITY COUNCIL SEATS; REQUESTING AND CONSENTING TO CONSOLIDATION OF THE MUNICIPAL ELECTION WITH THE GENERAL ELECTION TO BE HELD ON NOVEMBER 4, 2014; REQUESTING THE SERVICES OF THE CONTRA COSTA COUNTY REGISTRAR OF VOTERS; PROVIDING FOR NOTICE OF ELECTION; AND SETTING SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, the term of two members of the City of El Cerrito (“City”) Council are due to expire and the positions must be filled; and

WHEREAS, the City Council has ordered a Municipal Election to be held on Tuesday, November 4 2014, to fill those offices; and

WHEREAS, other elections may be held in whole or in part of the territory of the city and it is to the advantage of the City to consolidate its municipal election pursuant to California Elections Code Section 10400; and

WHEREAS, California Elections Code Section 10400 provides that a City Council may request the Contra Costa County (“County”) Board of Supervisors to consolidate a general municipal election with the statewide general election; and

WHEREAS, California Elections Code Section 10242 provides that the City Council shall determine the hours of opening and closing the polls; and

WHEREAS, California Elections Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

WHEREAS, California Elections Code Section 13307 requires that before the nominating period opens the City Council must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; and may estimate the cost and determine whether the estimate must be paid in advance; and

WHEREAS, California Elections Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the City; and

WHEREAS, tie votes shall be determined by lot unless the City Council adopts the provisions of California Elections Code Section 15651(b) prior to the conduct of the election resulting in the tie vote.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY RESOLVE AND ORDER that an election be held in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The City Council hereby calls for a general municipal election in and for the City of El Cerrito. The Election shall be held on Tuesday, the 4th day of November, 2014. The purpose of the election is to choose successors for the following offices:

Councilmember	4 year term
Councilmember	4 year term

2. The El Cerrito City Council hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the City, as provided in California Elections Code 10400.
4. The City hereby designates the hours the polls are to be kept open shall be from 7:00 A.M. to 8:00 P.M.
5. The City will reimburse the County for the actual costs incurred in conducting the election upon receipt of a bill stating the amount due as determined by the elections official.
6. The City Council has determined that the candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the full estimated cost at the time of filing. The City Council hereby establishes the estimated cost for a candidate statement as \$275.00.
7. The City Clerk is hereby authorized and directed to publish a Notice of Election in the West Contra Costa Times, which is a newspaper of general circulation that is published daily in the city.

8. In the event of a tie vote for a City Council seat the method to resolve it will be determined by lot at a time and place designated by the Election Board (City Council).
9. The City Council directs the City Clerk to file a certified copy of this Resolution with the Registrar of Voters and the Board of Supervisors of Contra Costa County.

I CERTIFY that the foregoing resolution was adopted upon motion of Councilmember _____ and seconded by Councilmember _____ at a regular meeting on June 9, 2014 by the City Council of the City of El Cerrito who passed this resolution by the following vote:

AYES:	Councilmembers
NOES:	Councilmembers
ABSENT:	Councilmembers
ABSTAIN:	Councilmembers

Cheryl Morse, City Clerk

Approved:

Janet Abelson, Mayor

**Agenda Item No. 5(A)
Attachment 2**

CITY	COST ESTIMATE	WORD LIMIT*	PAID BY
Antioch	\$600.00	250	Candidate
Brentwood	\$387.50	250	Candidate
Clayton	\$150.00	250	Candidate
Concord	\$762.50	250	Candidate
Danville	\$400.00	250	Candidate
El Cerrito	\$237.50	250	Candidate
Hercules	\$212.50	250	Candidate
Lafayette	\$262.50	250	Candidate
Martinez	\$325.00	250	Candidate
Moraga	\$187.50	250	Candidate
Oakley	\$262.50	250	Candidate
Orinda	\$225.00	250	Candidate
Pinole	\$187.50	250	Candidate
Pittsburg	\$387.50	250	Candidate
Pleasant Hill	\$300.00	250	Candidate
Richmond	\$587.50	250	Candidate
San Pablo	\$162.50	250	Candidate
Walnut Creek	\$575.00	250	Candidate

* Word limit could be 200 - 250 depending on resolution from the district. Cost estimate remains the same for either word limit.

Below are samples of 250-word statements as they would appear in the voter information portion of the "Sample Ballot and Voter Information Pamphlet." Statements will appear in the same order as the candidates appear on the ballot.

CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD JANE DOE Occupation: Businesswoman Education and Qualifications: I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.	CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD JANE DOE Occupation: Businesswoman Education and Qualifications: I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.
CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD JANE DOE Occupation: Businesswoman Education and Qualifications: I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district. I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows. If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children. I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.	

November 4, 2014 General Election Candidate Calendar

	APPLIES TO	DATES
Filing Period – Candidate Nomination Papers	All Cities, School and Special Districts	Jul. 14 – Aug. 8 E-113 – 88
Last day for candidates to file and pay for “Candidate Statement”	All candidates	Aug. 8 E-88
Extended Filing Period	If no incumbent files nomination papers by August 8, the filing period is extended for non-incumbents	Aug. 9 – 13 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 9 – 18 E-87 – 78
	For “Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 14 - 23 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 11 E-85
	Candidates who filed during the extended filing period	Aug. 14 E-82
Last day to file a petition forcing a contest on the General Election ballot	Applies only to contests with insufficient candidates	Aug. 13 E-83
Randomized alphabet drawing for ballot placement	All candidates	Aug. 14 E-82
First Pre-Election Campaign Statement Due	All candidates and committees	Oct. 6 E-29
Deadline to register to vote in the November 4, 2014 General Election	All voters	Oct. 20 E-15
Second Pre-Election Campaign Statement Due	All candidates and committees	Oct. 23 E-12
Voter Information & Sample Ballot Pamphlet mailing period.	All voters	Sept. 25-Oct. 14 E- 40 - 21
Election Day	Polls are open from 7:00am to 8:00pm	November 4, 2014
Deadline to certify the General Election	County Registrar	Dec. 2 E+28
Semi-Annual Campaign Statement Due	All candidates and committees	Jan. 31, 2015

CITY OF EL CERRITO

Proposed Biennial Budget

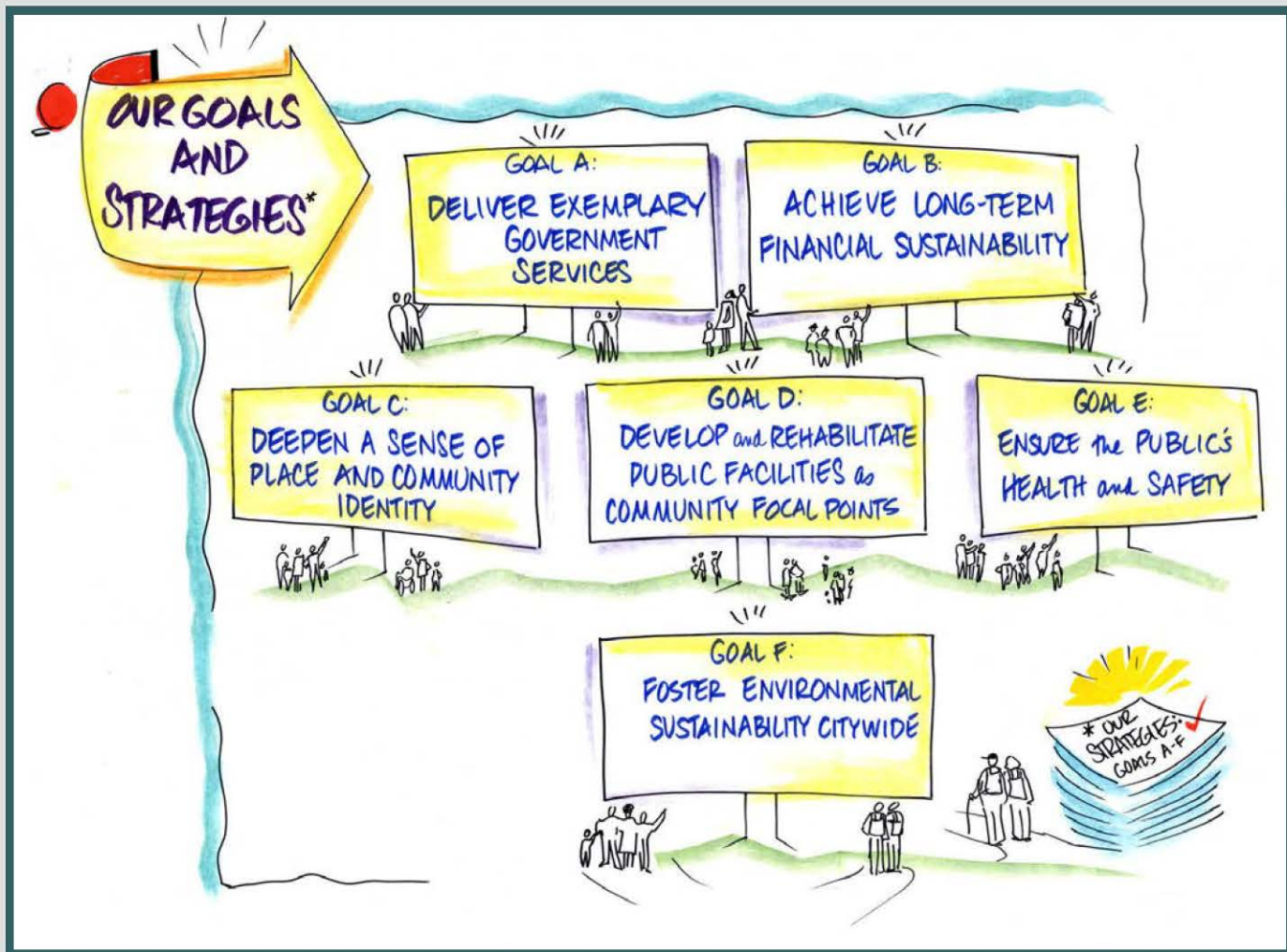
Fiscal Years 2014-15 & 2015-16



AGENDA

- Budget Overview
 - Strategic Plan Goals
 - FY 2013-14 Accomplishments
 - Challenges
 - Objectives for Fiscal Years 2014-15 and 2015-16
- City Finances
 - Citywide Budget Overview
 - General Fund
 - Assumptions
 - Budget Considerations
- Departmental Overviews
- City Council Next Steps

STRATEGIC PLAN GOALS



FY 2013-14 ACCOMPLISHMENTS

Deliver Exemplary Government Services

- Continued moving more services online to increase productivity internally and flexibility for our customers
- Managed to largely keep up with continued technology changes with a limited technology budget
- For the first time, held four neighborhood budget meetings to solicit input from the community on the City's fiscal priorities

FY 2013-14 ACCOMPLISHMENTS

Deliver Exemplary Government Services

- Expanded the City's social media presence through our new website, Twitter, Facebook, Nixle and other regular electronic outreach and launched "Open El Cerrito" with Peak Democracy
- Received 11 "Best of" Contra Costa County Awards from Parents' Press Magazine including: Best Arts Camps, Best Child Care, Best Circus & Sports Camps, Best Fair/Festival – City of El Cerrito/worldOne Fourth of July Festival, Best General Summer Camps, Best Gymnastics, Best Preschool – Casa Cerrito Preschool, Best Science Summer Camp, Best Spring Break Camp, Best Swim Classes and Best Winter Break Camp



FY 2013-14 ACCOMPLISHMENTS

Achieve Long Term Financial Sustainability

- Secured outside funding for several City projects, including: \$3,468,547 One Bay Area Grant (OBAG) to complete Ohlone Greenway and Pedestrian Safety Improvements adjacent to both BART stations; \$100,000 Safe Routes to Transit grant to further the San Pablo Avenue Complete Streets effort, \$302,500 for del Norte Precise Plan, and \$251,525 for acquisition of the Hillside Natural Area
- Summer Camp sign ups and revenue increased by over 10%
- Achieved \$40,000 in savings by bringing citywide custodial duties in house under the Recreation Department
- Negotiated a \$100,000 increase in SRO reimbursement from the WCCUSD

FY 2013-14 ACCOMPLISHMENTS

Achieve Long Term Financial Sustainability

- Received the award for Excellence in Financial Reporting from the Governmental Finance Officers Association (GFOA)
- Received the award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers and the Distinguished Budget Award from the GFOA
- Issued Tax Revenue Anticipation Notes to carefully manage cash flow



FY 2013-14 ACCOMPLISHMENTS

Deepen a Sense of Place and Community Identity

- Broadened the City's hiring and volunteerism through our EC Stars High School Internship Program, expanded Police Explorer Program, 2nd Police Citizens Academy and identified eight new *Volunteers in Police Service* recruits
- Facilitated opening of Off the Grid weekly food truck
- Negotiated loan terms, facilitated financing and celebrated groundbreaking for Ohlone Gardens affordable housing project



FY 2013-14 ACCOMPLISHMENTS

Deepen a Sense of Place and Community Identity

- Installed “12 Wind Sculptures” along San Pablo Avenue
- Held re-opening Ohlone Greenway walk/run/bike celebration



FY 2013-14 ACCOMPLISHMENTS

Develop & Rehabilitate Public Facilities as Community Focal Points

- Upgraded the irrigation system at Cerrito Vista park using City staff and in partnership with El Cerrito Youth Baseball, rebuilt three baseball infields
- Implemented a Tree Maintenance Agreement that reduced per tree costs by half while pruning twice as many trees

FY 2013-14 ACCOMPLISHMENTS

Ensure the Public's Health & Safety

- Reduced overall part one crimes through the use of data, flexible deployments and continued crime analysis
- Received Homeland Security grants for new fire ladder truck, new Automatic Cardiac Compression Devices and rescue equipment valued at over \$1 million.
- Added a 2nd K-9 and handler to expand Police capabilities
- Implemented five grant funded transportation/streets related projects to help improve vehicle, bicycle and pedestrian safety throughout the community

FY 2013-14 ACCOMPLISHMENTS

Foster Environmental Sustainability Citywide

- Completed and released Draft Specific Plan (Form Based Code, Complete Streets) and Draft Environmental Impact Report
- Installed energy efficient water heaters at the swim center
- Installed solar panels at five city facilities to reduce energy costs

CHALLENGES

- Continuing to increase technological solutions to improve customer service
- Managing the continued increases in technology demands with reduced staff to manage, research and implement solutions
- Finding the time with current vacancy level to focus on continuous quality improvements, data driven analysis, succession planning, continuing education and other staff driven improvements while maintaining current service levels
- Managing significant increases in pension costs

CHALLENGES

- Recruitment and retention of excellent staff with flat budgets and flat or decreasing compensation in an increasingly improving market
- Identifying funds to maintain our aging facilities, parks, open space, playgrounds and playfields
- Identifying resources to successfully advance affordable housing and economic development goals without Redevelopment funding and support
- Attracting aging baby boomers to outdated, low functioning senior center

KEY OBJECTIVES

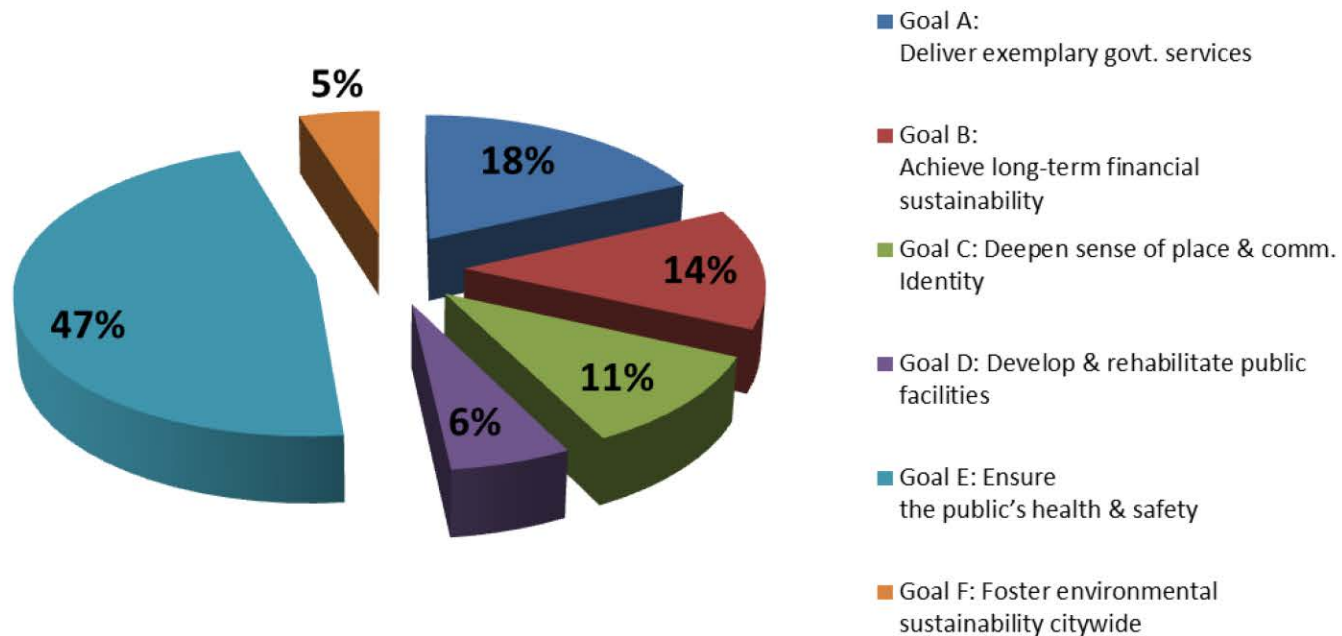
- Identify a site for a new library/community center
- In order to maintain local control, develop and pass an extension and possible increase to the City's general sales tax (Measure R)
- Increase efficiency and competitiveness in contract services
- Successful implementation of the November General Election
- Bringing the San Pablo Avenue Specific Plan, Urban Greening Plan, Active Transportation Plan through to adoption (Fall 2014) and implementation

KEY OBJECTIVES

- Continue and expand the City's disaster preparedness training
- Begin implementation of a new Storm Drain Master Plan and perform small storm drain improvement projects
- Continue to actively seek and win grants which further implement the Mission and Vision of the City
- Leverage funding and begin a General Plan update
- Develop recreation Marketing Plan to provide more focused outreach and increased revenue potential

A SNAPSHOT OF SPENDING BY GOAL

**Departmental Budget Allocation
to Strategic Plan Goals**



FIRST TIME COMMUNITY BUDGET MEETINGS



- Four meetings in March, held in various neighborhoods throughout the City

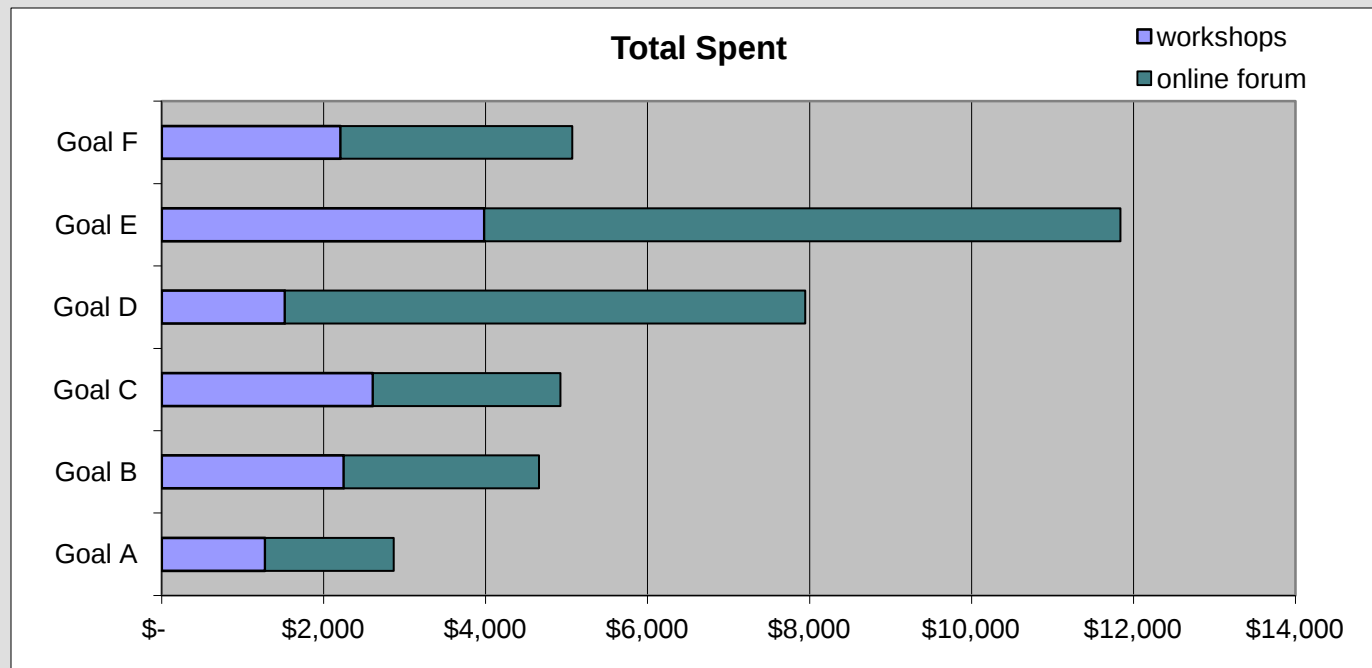
- 37 residents (plus two children and two dogs)

- Staff presentation followed by activities for residents to provide feedback and ideas



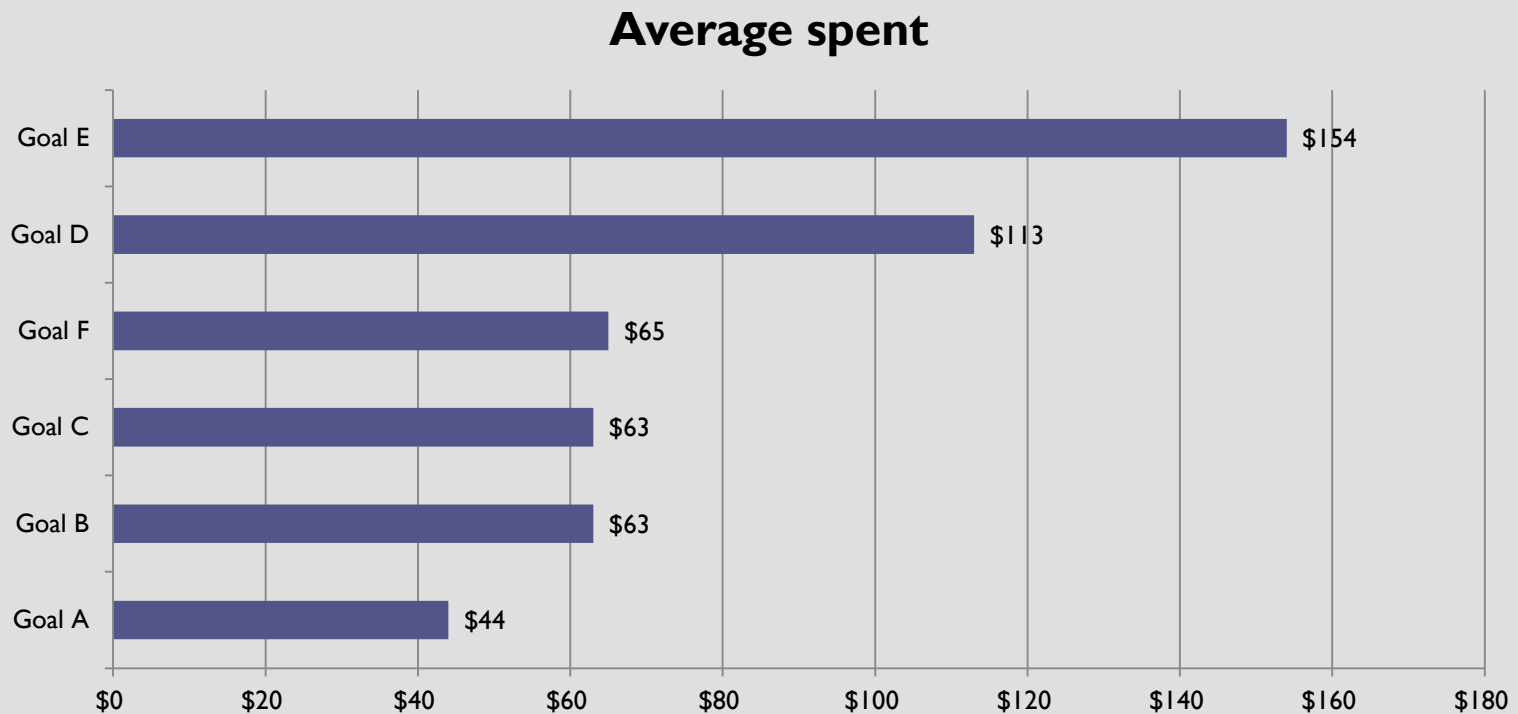
COMMUNITY ENGAGEMENT OUTCOME

- At 4 neighborhood meetings a new online forum, “Open El Cerrito”, the City invited community members to allocate \$500 towards the strategic plan goals most important to them.
- 77 people completed the exercise.

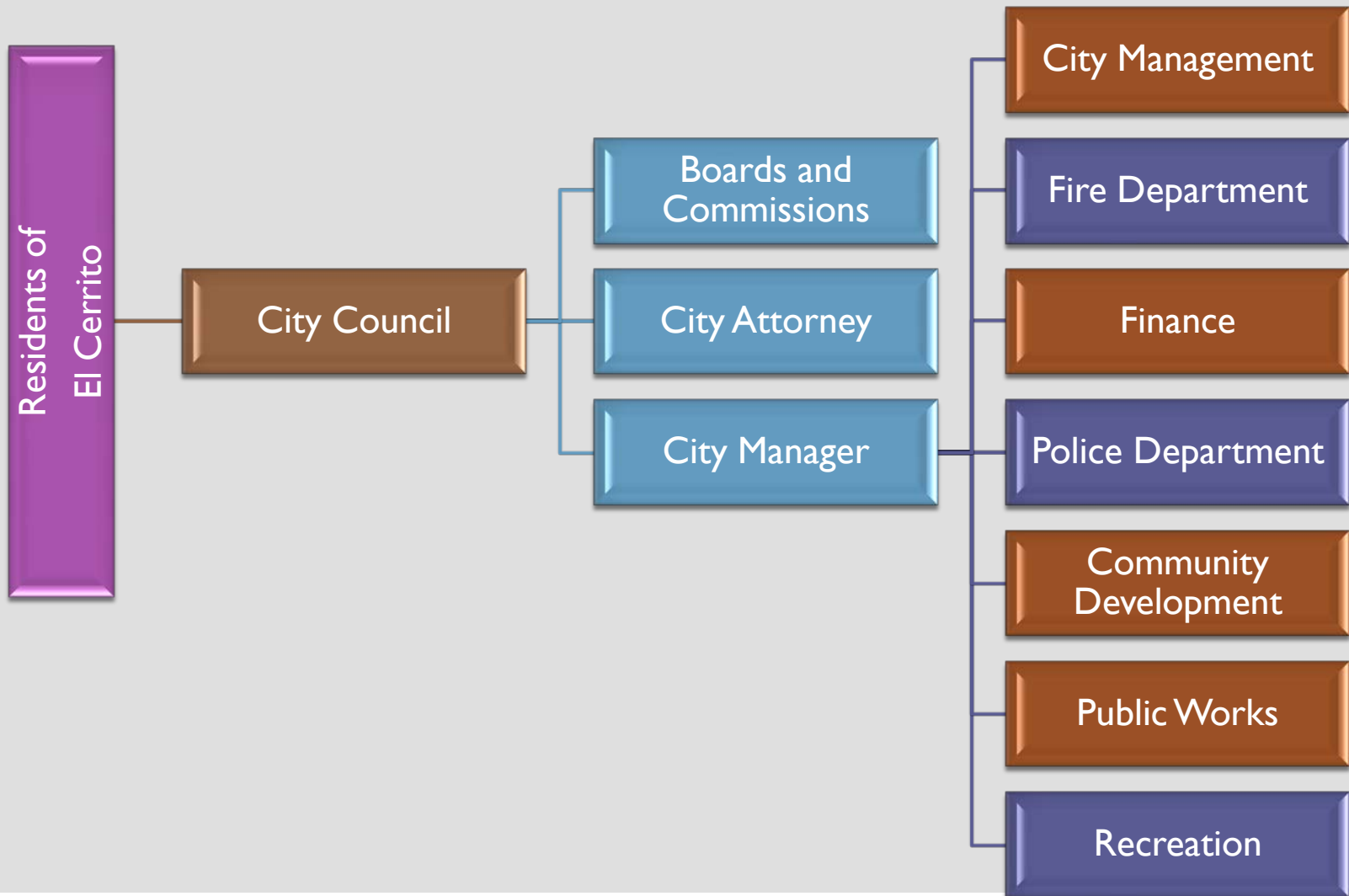


HIGHEST PRIORITIES

- Goal E: Ensure the public's health and safety
- Goal D: Develop and rehabilitate public facilities as community focal points



CITY ORGANIZATION REMAINS THE SAME



CITY FINANCES

- Citywide Budget
- General Fund
- Special Funds

KEY ASSUMPTIONS

- No reductions to current, filled staff positions
- Fifteen vacancies will remain, five more than the current fiscal year
- An increase of four percent by non-public safety management and unrepresented professional staff in their contributions to their pension costs
- Approximately \$600,000 of economic development related grant funds from a prior grant from the Municipal Services Corporation are no longer available
- Overall salary savings from vacancies equals approximately \$1.9 million
- Overall salary savings of approximately \$539,000 in Police based on current staffing levels and the need to maintain vacancies to balance the budget. The three vacant sworn positions will be re-evaluated at mid-year and allowed to be filled should additional revenues be identified through a ballot initiative

KEY ASSUMPTIONS

- The Fire Department, while fully staffed operationally with three recent hires, will rely on overtime rather than fill the three authorized “coverage” positions, similar to recent years (results in approximate \$150,000 in savings)
- Capital projects funded outside of the General Fund will progress as planned but once again, no General Fund contributions are included for capital or facility improvements
- Contract help in certain areas, including economic development and human resources will continue or increase until revenues stabilize at a sustainable level
- \$50,000 for professional services and public education costs associated with a possible ballot initiative in November are included
- No additional use of unrestricted General Fund reserves

PROPOSED CITYWIDE REVENUES

ALL FUNDS

Revenue Category	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Taxes					
Property Taxes	\$8,396,623	\$5,467,008	\$6,322,213	\$6,442,256	\$6,636,620
Sales Taxes	\$6,560,971	\$6,251,355	\$6,093,750	\$6,003,000	\$6,319,960
Utility User Tax	\$3,163,978	\$3,066,580	\$3,605,000	\$3,677,100	\$3,750,642
Local Parcel Taxes	\$1,908,237	\$1,908,470	\$1,908,000	\$1,908,000	\$1,908,000
Franchise Taxes	\$1,020,930	\$1,065,858	\$1,177,000	\$1,393,175	\$1,434,970
Business License Tax	\$691,948	\$660,931	\$750,000	\$770,495	\$785,905
Other Taxes	\$592,386	\$681,582	\$702,015	\$807,728	\$829,725
Total Taxes	\$22,335,073	\$19,101,784	\$20,557,978	\$21,001,754	\$21,665,822
Licenses & Permits	\$518,276	\$516,703	\$606,000	\$531,000	\$593,000
Fines and Forfeitures	\$215,336	\$288,781	\$306,500	\$341,500	\$341,500
Use of Money and Property	\$494,979	\$473,706	\$451,682	\$485,943	\$495,272
Intergovernmental Revenues	\$7,958,811	\$10,187,663	\$14,190,858	\$8,442,405	\$8,094,330
Charges for Services	\$6,274,008	\$6,842,104	\$6,839,538	\$6,819,370	\$7,163,061
Other Revenues	\$1,751,600	\$512,435	\$266,431	\$891,231	\$479,567
Total Revenues before Transfers	\$39,548,083	\$37,923,176	\$43,218,987	\$38,513,203	\$38,832,552
Interfund Transfers	\$11,271,935	\$9,517,061	\$5,486,390	\$2,852,533	\$2,815,683
Total	\$50,820,018	\$47,440,236	\$48,705,377	\$41,365,736	\$41,648,235

PROPOSED CITYWIDE EXPENDITURES

ALL FUNDS

Department	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
City Management	\$2,685,267	\$2,822,685	\$2,762,692	\$2,646,502	\$2,622,912
Finance	\$4,333,064	\$5,737,757	\$3,466,881	\$2,773,386	\$2,849,109
Police	\$10,106,417	\$10,546,965	\$10,519,445	\$10,690,226	\$11,292,173
Fire	\$10,708,768	\$11,037,456	\$9,350,128	\$8,270,229	\$8,563,769
Public Works	\$5,311,382	\$5,284,964	\$4,484,688	\$4,600,229	\$4,655,934
Community Development	\$2,983,548	\$2,673,464	\$6,178,746	\$1,964,298	\$1,946,516
Recreation	\$4,168,183	\$4,143,703	\$4,175,483	\$4,185,592	\$4,328,846
Capital Outlay	\$1,709,469	\$2,945,720	\$6,868,896	\$3,719,262	\$2,818,079
Total Before Transfers	\$42,006,098	\$45,192,714	\$47,806,959	\$38,849,724	\$39,077,338
Transfers	\$10,229,261	\$5,405,261	\$5,486,390	\$2,852,533	\$2,815,683
Total Expenditures	\$52,235,359	\$50,597,975	\$53,293,349	\$41,702,257	\$41,893,021

CITYWIDE SPENDING BY TYPE

ALL FUNDS

	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel	\$25,430,585	\$25,288,500	\$25,475,967	\$25,290,126	\$26,324,445
Professional Services	\$3,429,087	\$2,802,725	\$3,480,386	\$2,734,300	\$2,719,300
Purchased Property Services	\$4,126,128	\$7,580,457	\$8,654,877	\$5,663,153	\$4,749,523
Other Services	\$1,439,634	\$1,519,458	\$1,519,458	\$1,434,658	\$1,465,498
Supplies	\$865,537	\$849,850	\$842,646	\$854,250	\$871,050
Property & Capital	\$2,124,614	\$313,500	\$1,349,481	\$264,300	\$342,800
Financing Costs	\$5,138,635	\$3,092,992	\$3,092,992	\$2,608,937	\$2,604,722
Other Financing Uses	\$8,043,755	\$4,359,990	\$8,877,542	\$2,852,533	\$2,815,683
Total	\$50,597,975	\$45,807,472	\$53,293,349	\$41,702,257	\$41,893,021

GENERAL FUND OVERVIEW

General Fund Summary	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2013-14 Projected	2014-15 Proposed	2015-16 Proposed
Beginning Restricted Fund Balance	\$598,957	\$0	\$1,059,976	\$1,059,976		
Beginning Unassigned Fund Balance	\$2,608,745	\$2,909,552	\$1,281,566	\$1,281,566	\$1,479,380	\$1,568,773
Total Revenues	\$29,366,108	\$28,479,079	\$28,809,734	\$29,054,141	\$29,341,458	\$30,304,024
Total Expenses	\$28,947,137	\$28,453,592	\$28,929,497	\$28,860,545	\$29,252,065	\$30,396,301
Personnel	\$22,728,201	\$23,649,427	\$23,836,894	\$22,180,815	\$24,151,835	\$25,161,615
Salary Savings	(\$28,480)	(\$1,467,048)	(\$1,467,048)	(\$22,858)	(\$1,532,693)	(\$1,608,952)
Non-Personnel	\$6,247,416	\$6,271,213	\$6,559,651	\$6,702,589	\$6,632,923	\$6,843,638
Annual Balance/Shortfall	\$418,970	\$25,487	(\$119,763)	\$193,596	\$89,393	(\$92,277)
Transfer Out Grant			\$598,957	\$598,957		
Transfer Out - Solar CIP	\$1,134,584		\$456,801	\$456,801		
Total Transfer out of Restricted Funds	\$1,134,584	\$0	\$1,055,758	\$1,055,758	\$0	\$0
Ending Fund Balance/Deficit	\$2,492,088	\$2,935,039	\$1,166,021	\$1,479,380	\$1,568,773	\$1,476,496
Unassigned Ending Fund Balance/Deficit	\$2,492,088	\$2,935,039	\$1,166,021	\$1,479,380	\$1,568,773	\$1,476,496
Ending Unassigned Reserve Percent	8.6%	10.3%	4.0%	5.1%	5.4%	4.9%

GENERAL FUND REVENUE PROJECTIONS

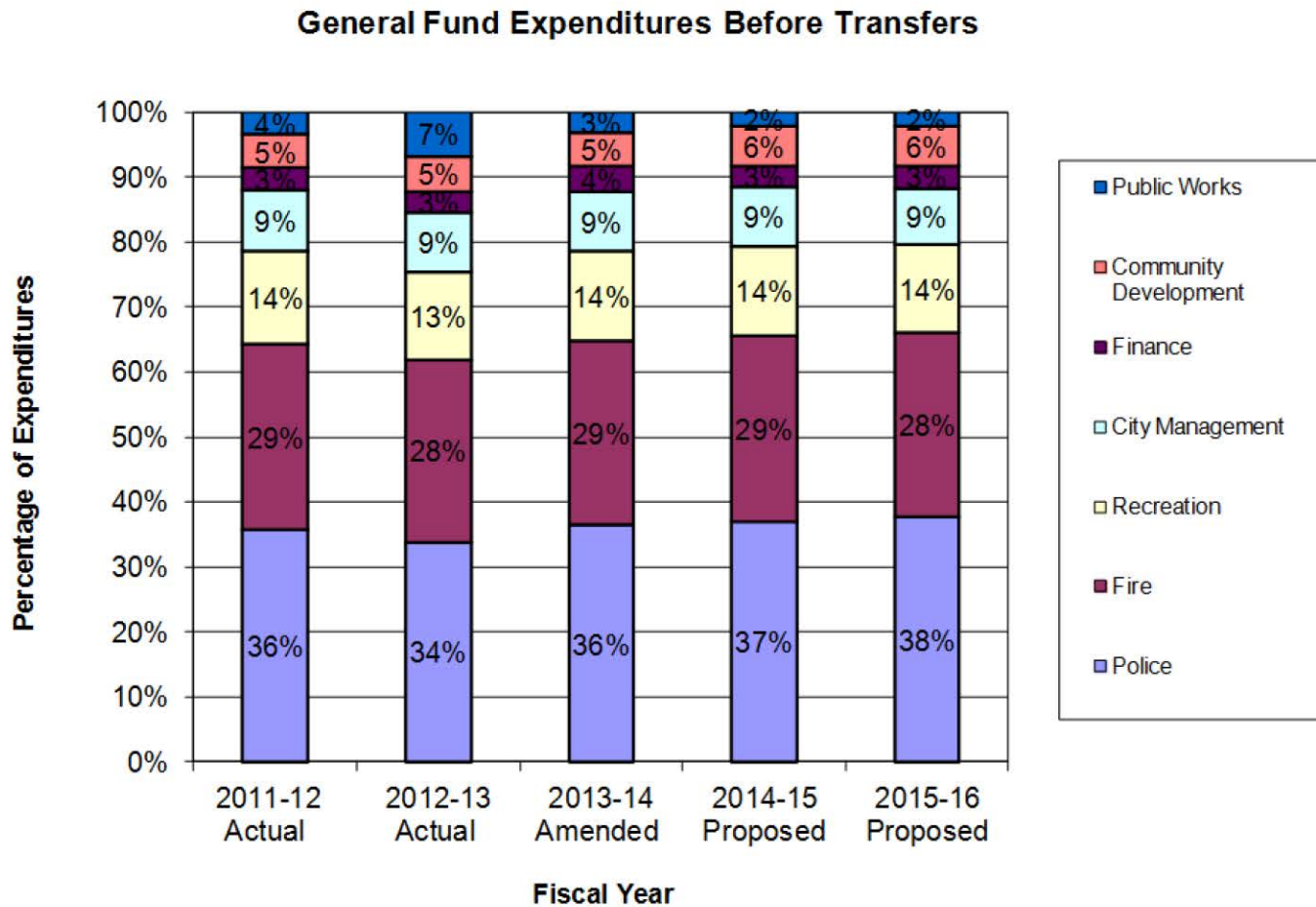
General Fund Revenues	2012-13 Actual	2013-14 Adopted	2013-14 Amended	2013-14 Projected	2014-15 Proposed	2015-16 Proposed
Property Taxes	\$5,564,453	\$6,407,213	\$6,407,213	\$6,029,710	\$6,577,256	\$6,778,620
Sales Taxes	\$5,109,397	\$4,593,750	\$4,593,750	\$5,018,143	\$4,605,000	\$4,893,960
Franchise Taxes	\$1,065,858	\$1,177,000	\$1,177,000	\$1,303,157	\$1,393,175	\$1,434,970
Utility Users Taxes	\$3,066,580	\$3,605,000	\$3,605,000	\$3,605,000	\$3,677,100	\$3,750,642
Other Taxes	\$845,880	\$951,400	\$951,400	\$962,060	\$996,119	\$1,022,405
Total Taxes	\$15,652,169	\$16,734,363	\$16,734,363	\$16,918,070	\$17,248,650	\$17,880,597
Licenses & Permits	\$516,703	\$606,000	\$606,000	\$559,000	\$531,000	\$593,000
Fines & Forfeitures	\$277,222	\$290,000	\$290,000	\$325,000	\$325,000	\$325,000
Intergovernmental Revenues	\$5,027,113	\$4,900,128	\$5,120,649	\$5,035,238	\$5,183,962	\$5,266,191
Charges for services	\$4,938,694	\$4,626,362	\$4,736,496	\$4,847,018	\$4,585,442	\$4,774,935
Misc Revenues	\$606,679	\$517,847	\$517,847	\$535,161	\$566,547	\$574,107
Transfer Ins	\$752,228	\$804,379	\$804,379	\$834,654	\$900,857	\$890,194
Total Other Revenues	\$12,118,639	\$11,744,716	\$12,075,371	\$12,136,071	\$12,092,808	\$12,423,427
Total Revenues (Before 1-Time)	\$27,770,808	\$28,479,079	\$28,809,734	\$29,054,141	\$29,341,458	\$30,304,024
Loan Proceeds- 1 Time	\$1,595,300	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$29,366,108	\$28,479,079	\$28,809,734	\$29,054,141	\$29,341,458	\$30,304,024

GENERAL FUND

EXPENDITURE PROJECTIONS

Department	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
City Management	\$2,614,045	\$2,752,049	\$2,631,140	\$2,584,245	\$2,559,116
Finance	\$923,606	\$929,669	\$1,119,705	\$936,910	\$1,012,820
Police	\$9,910,485	\$9,982,363	\$10,384,068	\$10,567,226	\$11,169,173
Fire	\$7,935,101	\$8,323,854	\$8,157,992	\$8,141,696	\$8,395,237
Public Works	\$986,862	\$2,031,554	\$909,026	\$645,185	\$674,066
Community Development	\$1,432,331	\$1,604,559	\$1,491,688	\$1,726,262	\$1,799,444
Recreation	\$4,010,750	\$3,964,611	\$3,890,629	\$3,942,797	\$4,078,223
Transfers	\$4,711,737	\$730,384	\$1,401,007	\$707,744	\$708,222
Total	\$32,524,916	\$30,319,042	\$29,985,255	\$29,252,065	\$30,396,301

EXPENDITURE PROJECTIONS



KEY REVENUE ASSUMPTIONS

- **Taxes** revenues are projected to increase \$1.1 million by FY 2015-16 as a result of conservative increases in property and sales taxes. About 40% of Proposition 8 reductions are anticipated to increase. Some growth is also expected in the utility users tax and franchise fees
- **Licenses and Permits** have remained fairly consistent in the last few years. Some revenue growth is projected due to building projects anticipated by FY 2015-16
- **Use of Money & Property** is primarily related to rental of City facilities, and is expected to increase slightly in addition to an approved 4% fee increase in FY 2014-15

KEY REVENUE ASSUMPTIONS

- **Intergovernmental Revenues** are paid to the City by other agencies for providing services such as fire protection services for Kensington and school resources officers at Portola Middle School and El Cerrito High. Minimal increases in FY 2014-15 and FY 2015-16
- **Charges for Services** include fees for planning and inspections, weekly curbside collection of recyclables and fees for various recreation programs. A 4% increase was approved for some recreation and planning and inspection fees in FY 2014-15 and an 8% fee increase was approved for the integrated waste management fees for recycling
- **Other Revenues** include revenues from various sources including donations. The projected revenue in FY 2014-15 is slightly higher due to the anticipation of one-time revenue related to a capital improvement project

KEY EXPENDITURE ASSUMPTIONS

- **Personnel** costs for FY 2014-15 remain relatively flat. Assumptions include the following:
 - Fifteen vacancies will remain saving \$1.9 million
 - A four percent increase in pension contributions by non-public safety management and unrepresented professional staff
 - Overall salary savings of approximately \$539,000 in Police based on current staffing levels and the need to maintain vacancies to balance the budget. The three sworn positions will be re-evaluated at mid-year and allowed to be filled should additional revenues be identified through a ballot initiative.
 - The Fire Department, while fully staffed operationally with three recent hires, will rely on overtime rather than fill the three authorized “coverage” positions, similar to recent years (results in approximate \$150,000 in savings)

KEY EXPENDITURE ASSUMPTIONS

- **Personnel costs** in **FY 2015-16** increases by approximately \$1 million, the result of increases in medical and pension costs
- **Professional Services** remain flat with the exception of contractual annual increases for services such as dispatch, police records management and animal control and \$50,000 for public education costs associated with a possible ballot initiative in November
- **Purchased Property Services** declines by approximately \$2 million, the majority related to the completion of several capital projects and a reduction in landscape expenses

EXPENDITURE ASSUMPTIONS

- **Other Services** include costs for insurance and utilities such as phone and internet services and remains flat in FY 2014-15 and FY 2015-16
- **Supplies** used for to account for costs such as fuel, uniforms, and other operating supplies assumes minimal changes in in FY 2014-15 and FY 2015-16
- **Property & Capital** will return to the FY 2013-14 Adopted budget levels. Increases in the previous year were due to one-time grants used to purchase specialized equipment in the Fire and Police departments
- **Financing Costs** are reduced in FY 2014-15 and FY 2015-16 due to the payoff of the storm bonds in FY 2013-14
- **Other Financing Uses** include transfers made between funds and has been reduced due to the elimination of several transfers that occurred in the past between funds

PROPOSED STAFFING FY 14-15

	FY 2014-15		
	Approved	Actual	Vacant
City Council	5	5	0
City Management	9	8	1
Finance Department	6	5	1
Community Development	13.5	12.5	1
Fire	37	33	4
Police	56.4	52.4	4
Public Works	23.8	20.8	3
Recreation	23	22	1
Total	173.7	158.7	15

- 15 approved positions will remain vacant in FY 2014-15 (9%)
- In fiscal year 2009, the Council authorized just over 178 positions; an approximately 16% reduction in actual staffing in five years.
- Staffing is proposed to remain the same in fiscal year 2016

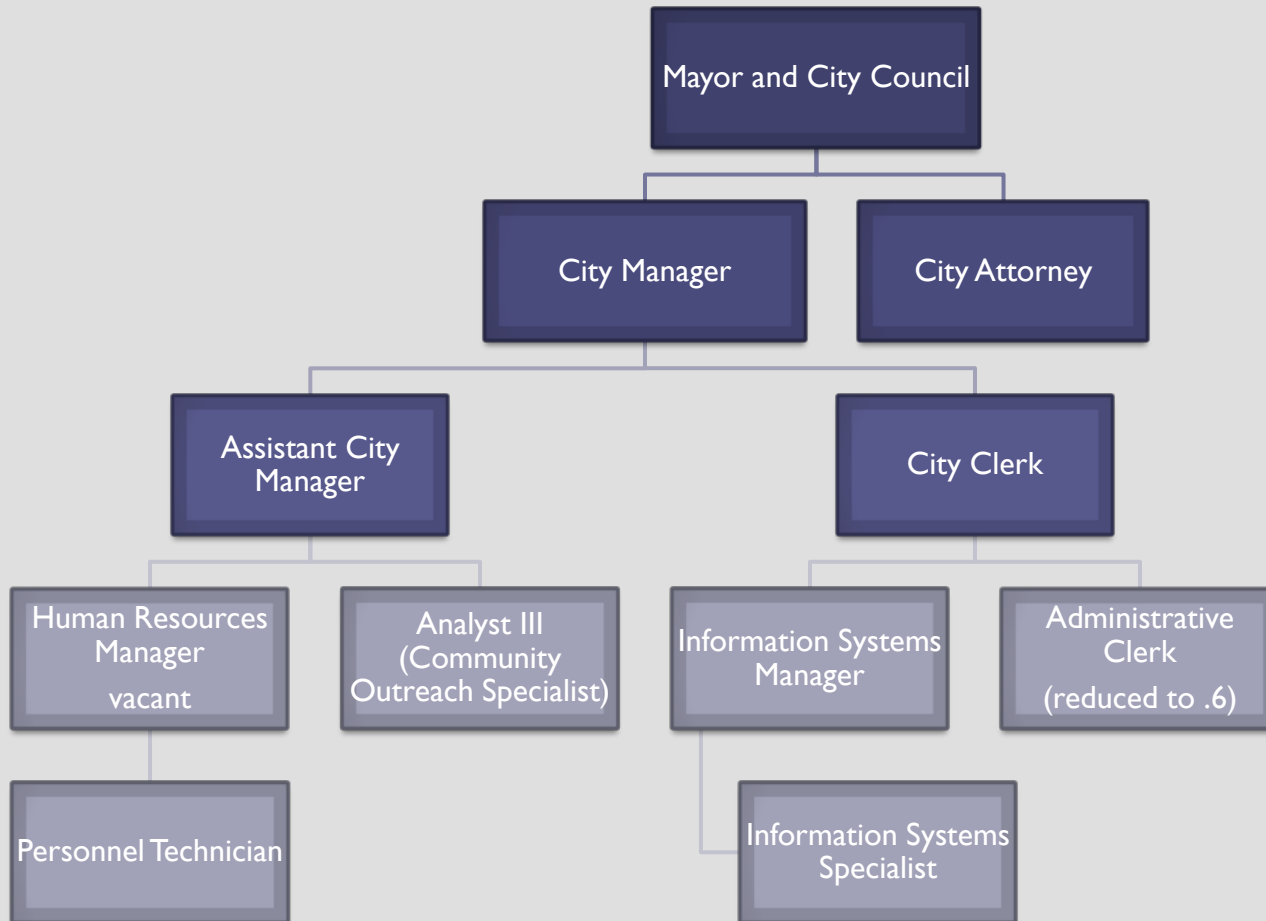
DISSOLUTION OF REDEVELOPMENT STILL LINGERS

- General Fund impact of redevelopment dissolution = \$600,000 next fiscal year
- City prevailed in litigation against State Department of Finance to reverse attempted “claw back” of \$1.7 million of City funds.
- Second lawsuit against State Department of Finance is now being heard in Sacramento
- Vacant Economic Development Program Manager position will not be filled
- Entrepreneur Training class discontinued
- Remaining small budget reduced further

ITEMS CONSIDERED, BUT NOT INCLUDED

- Development of a restricted reserve fund, primarily for one-time needs and not utilized for cash flow
- A larger increase in general fund reserves
- Development of a capital facilities reinvestment fund to identify funds for the repair and replacement of aging facilities
- An update of our cost allocation model and fee study
- Replacement of vacant Human Resources Manager position
- Some additional financial support for playfields, open space, older facilities and playgrounds
- A Cost of Living Adjustment for management and unrepresented employees

CITY MANAGEMENT

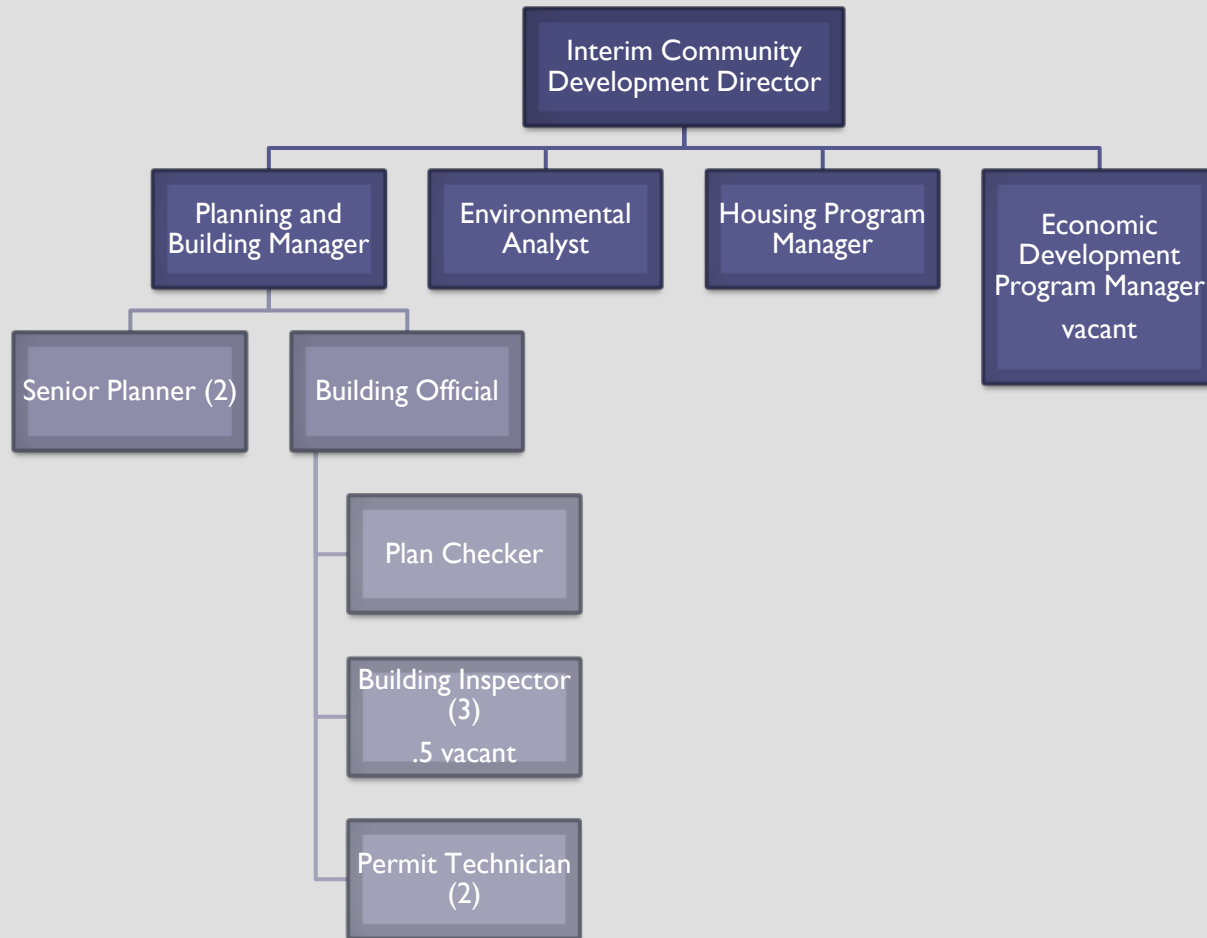


CITY MANAGEMENT BUDGET

All Funds (No City Council or City Attorney)	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$ 1,436,280	\$ 1,458,532	\$ 1,447,228	\$ 1,303,714	\$ 1,343,964
Purchased Professional & Technical Services	184,411	219,542	146,500	249,500	146,500
Purchased Property Services	922	1,749	4,800	4,800	4,800
Other Purchased Services	549,757	679,016	744,450	679,825	695,375
Supplies	36,125	40,176	39,800	34,300	41,300
Property & Capital	24,453	28,242	36,000	37,000	37,500
Total Expenditures	\$ 2,231,948	\$ 2,427,258	\$ 2,418,778	\$ 2,309,139	\$ 2,269,439

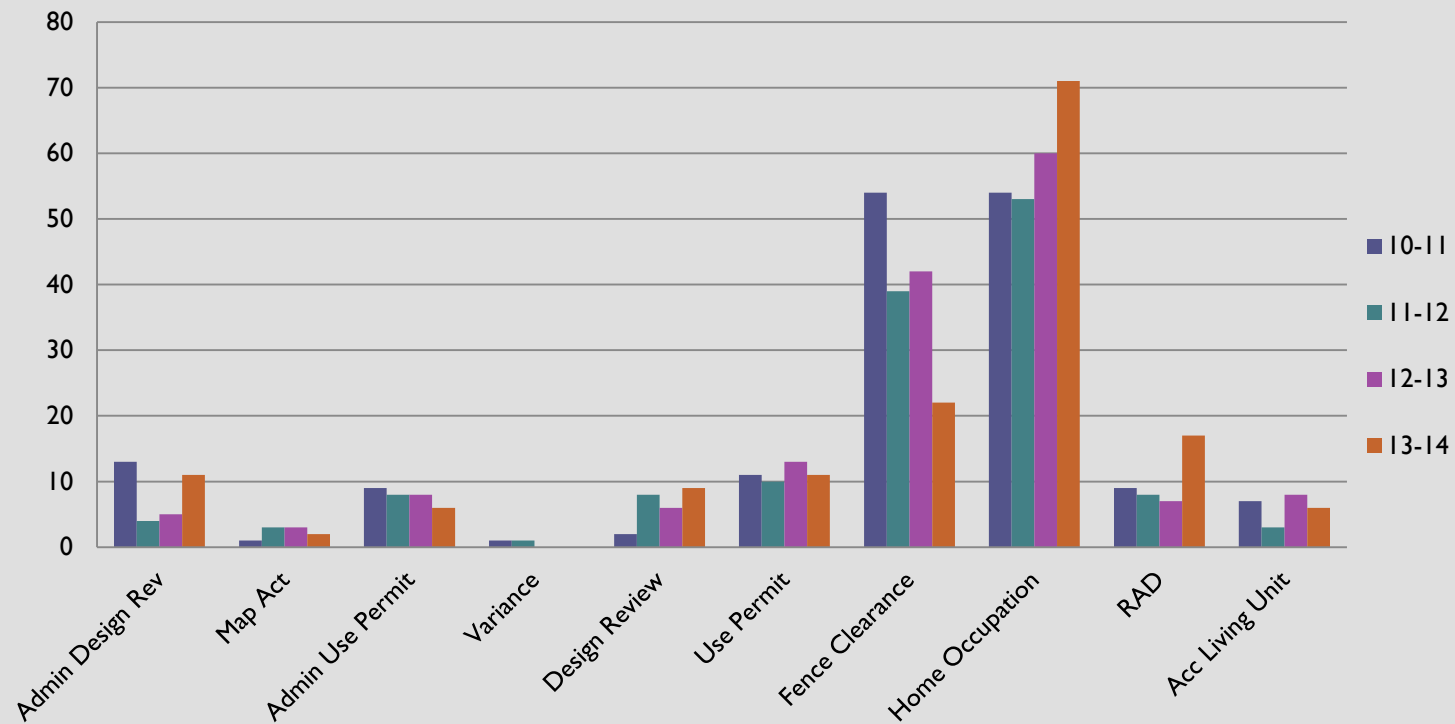
- No personnel additions in City Management
- Professional services increased to account for \$50,000 related to Measure R and small backfill for other personnel reductions
- City Attorney budget remains flat
- City Council budget reduced slightly and assumes Council Members paying the employee share of pension costs similar to management employees

COMMUNITY DEVELOPMENT DEPARTMENT



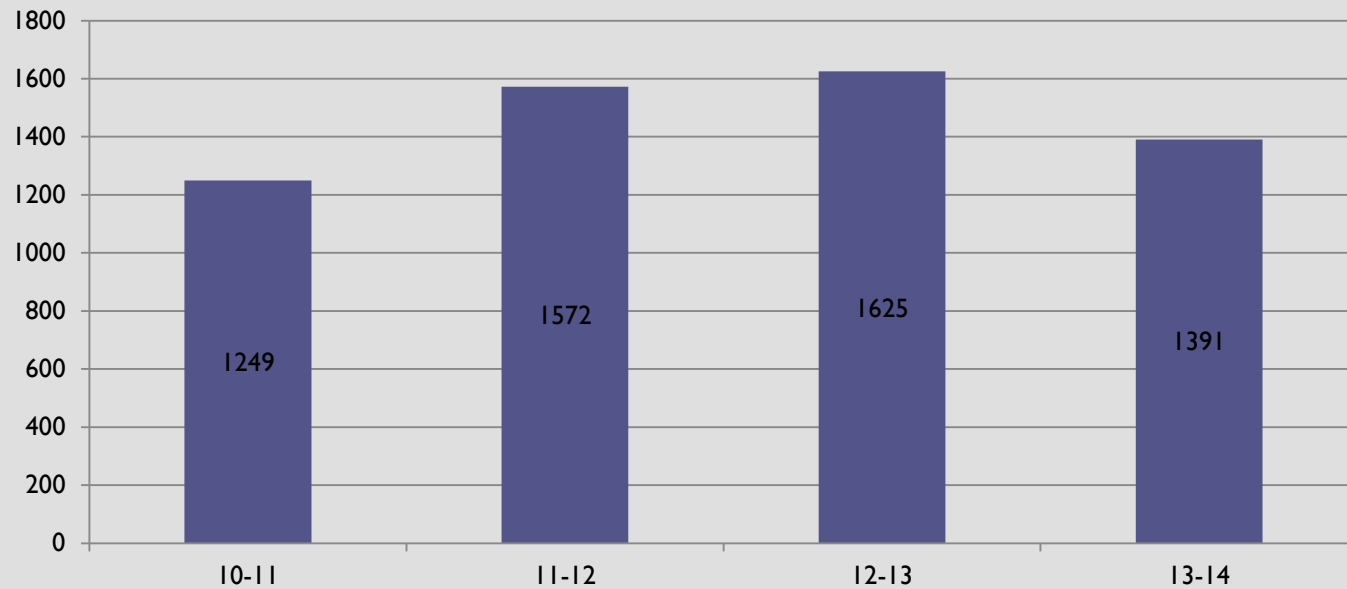
PLANNING – WORKLOAD HIGHLIGHTS

Planning Permits by Fiscal Year



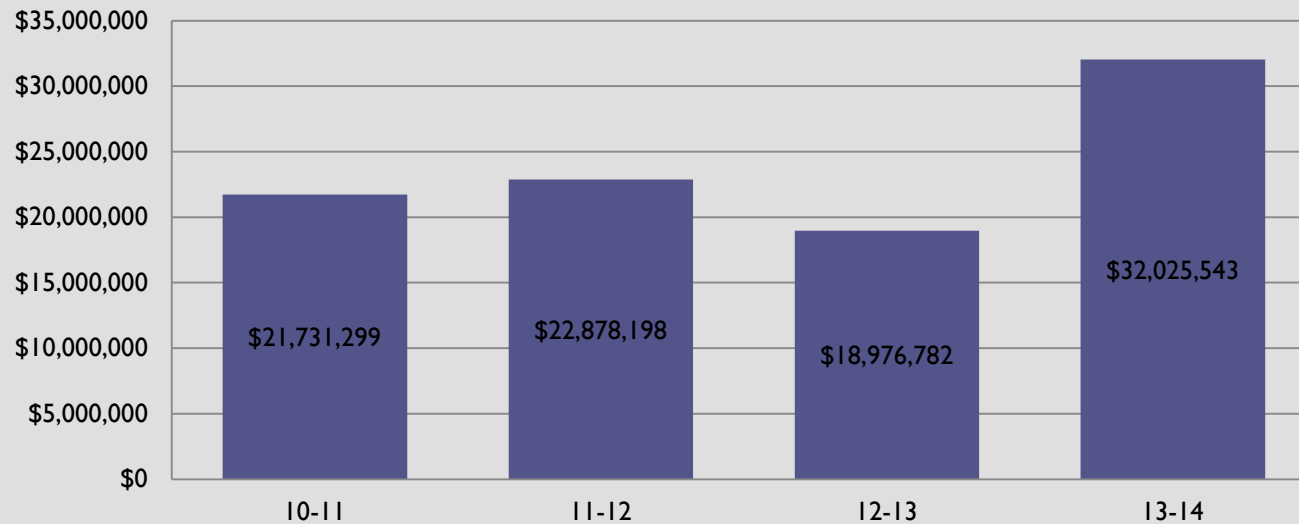
BUILDING – WORKLOAD HIGHLIGHTS

**Total Building Permits Issued by
Fiscal Year**

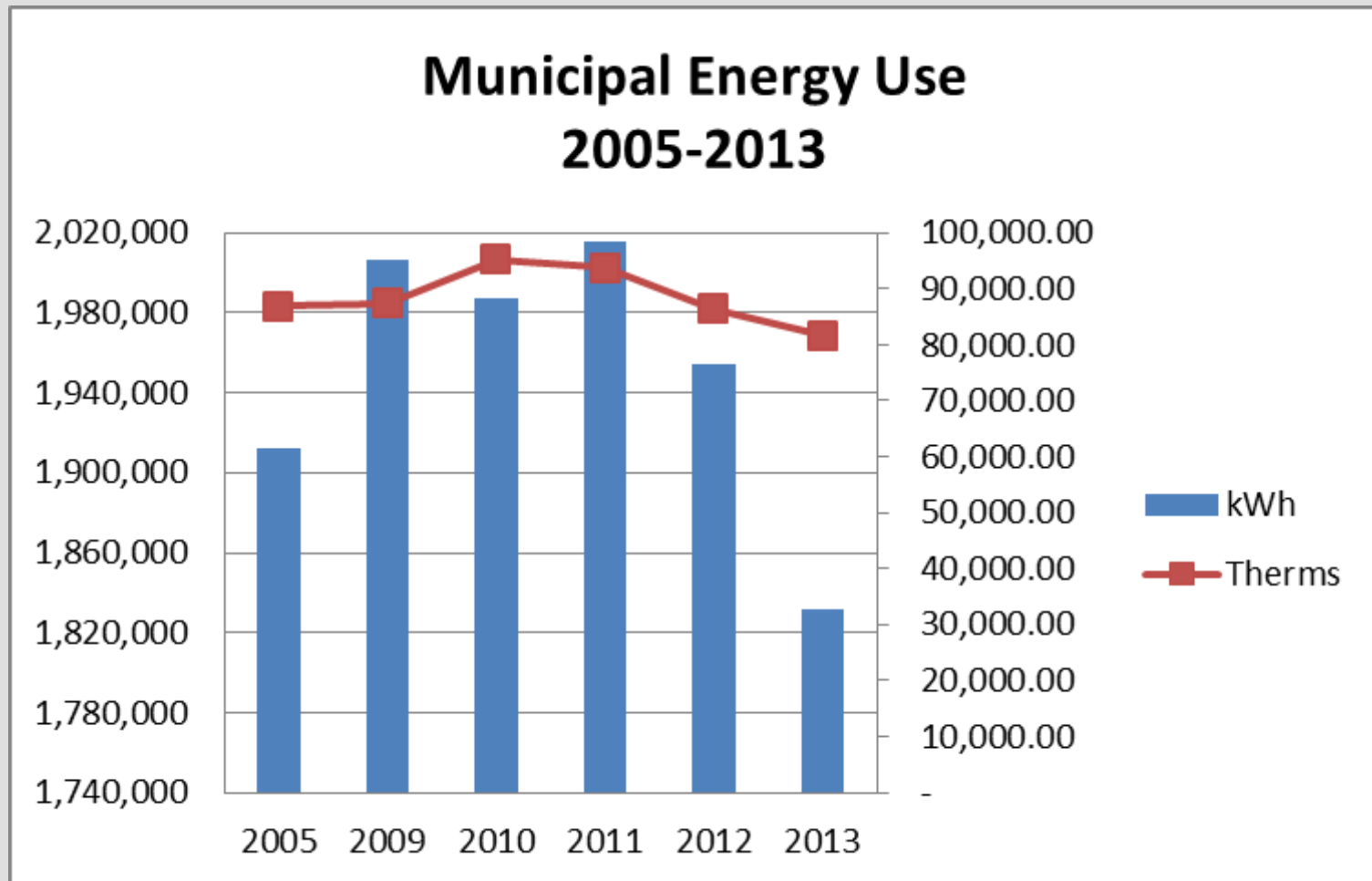


BUILDING – WORKLOAD HIGHLIGHTS

**Building Permit Total Construction Valuation
by Fiscal Year**



COMMUNITY SUSTAINABILITY – ENERGY USE



PUBLIC ENGAGEMENT HIGHLIGHTS

Community Engagement Statistics

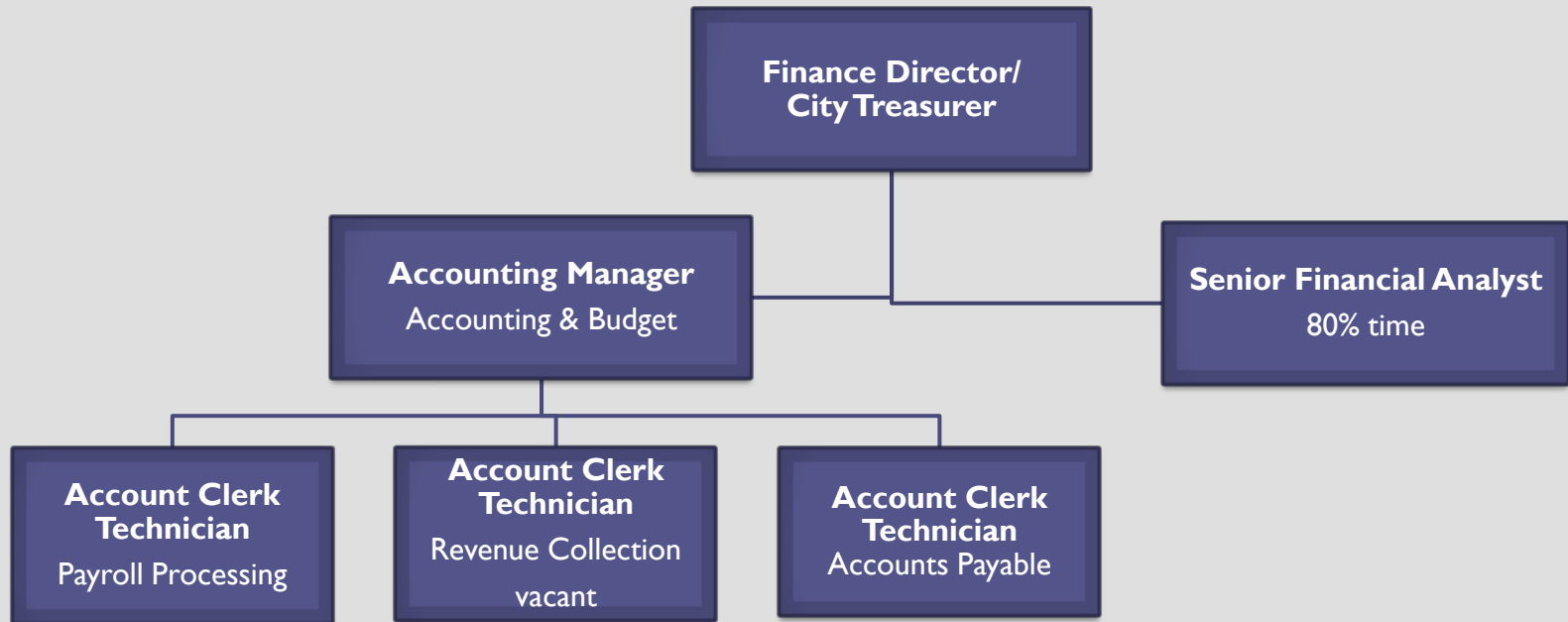
Community Input	Community Engagement Statistics		
	Meetings	# of Meetings	Participants
	Urban Greening Plan Task Force	2	9
	Urban Greening Survey		822
	4-Plan Community Workshops	2	91
	Eden Senior Housing Community Workshop	1	20
	Active Transportation Plan Bicycle Tour	1	10
	Active Transportation Plan Walking Tour	1	13
Educational Workshops	Workshops/Events		
		# of Events	Participants
	Entrepreneur Training Series	1	8
	ADA Compliance Workshop	1	14
	EQC Eco-Film Series	2	212
	Green Home Workshop Series	2	140
Totals	Meetings/Events		Participants
			1339

COMMUNITY DEVELOPMENT BUDGET

All Funds	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$ 1,567,991	\$ 1,364,845	\$ 1,549,771	\$ 1,505,770	\$ 1,566,896
Purchased Professional & Technical Services	75,967	334,876	1,072,625	323,500	259,500
Purchased Property Services	32,400	10,094	19,980	14,700	19,300
Other Purchased Services	36,665	49,163	113,718	94,328	75,320
Supplies	15,312	21,005	25,800	20,300	19,800
Property & Capital	6,845	893,482	5,700	5,700	5,700
Other Objects	2,418,523	-	-	-	-
Other Financing Uses	4,956,360	-	3,391,152	35,000	-
Total Expenditures	\$ 9,110,064	\$ 2,673,464.01	\$ 6,178,746	\$ 1,999,298	\$ 1,946,516

- One time projects associated with affordable housing funding were completed this fiscal year
- Budget reflects hiring of a full time Building Official offset by a reduction in professional services associated with the position
- Budget assumes suspension of Rental Inspection Program for evaluation and possible changes

FINANCE DEPARTMENT

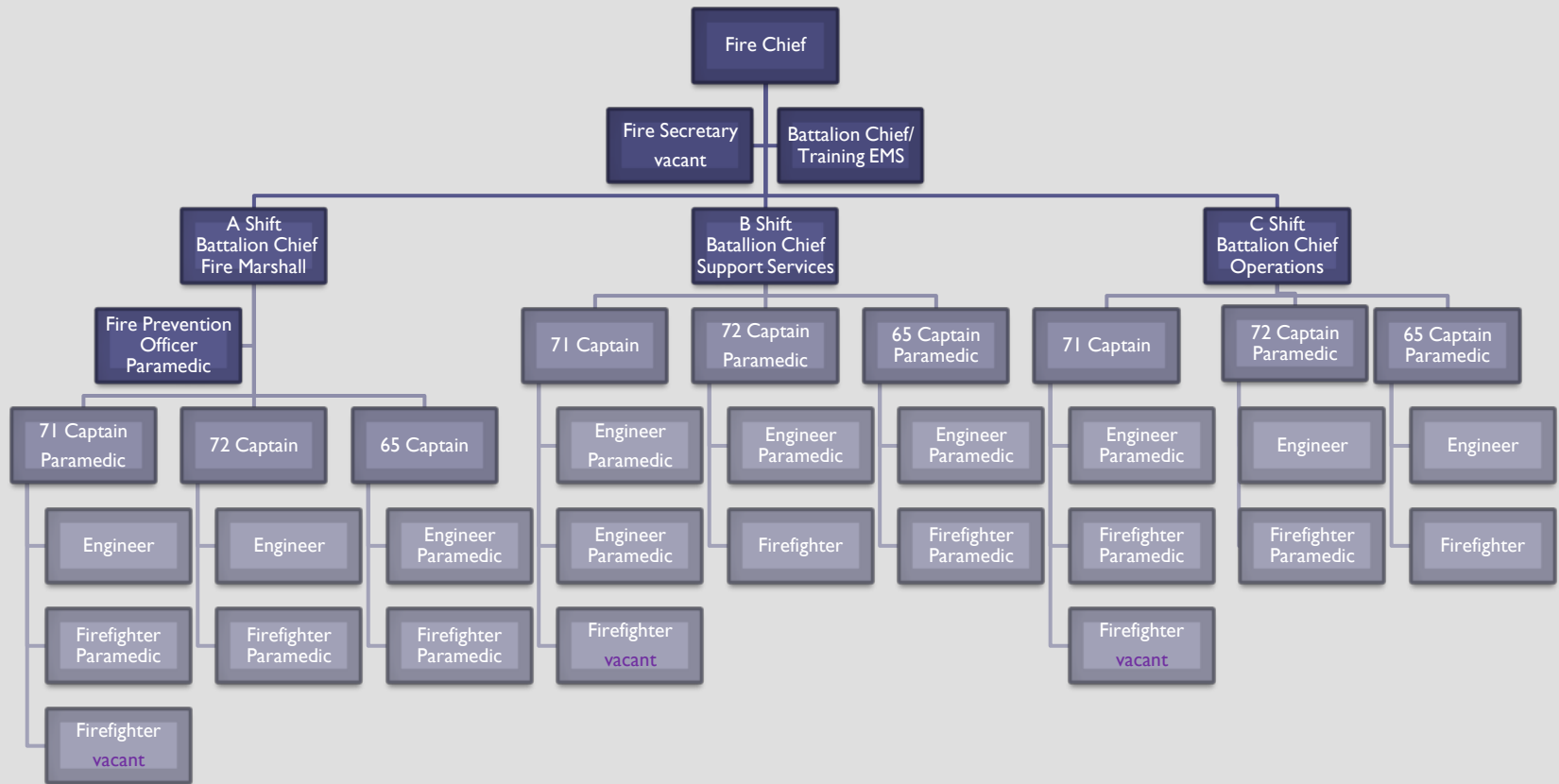


FINANCE DEPARTMENT BUDGET

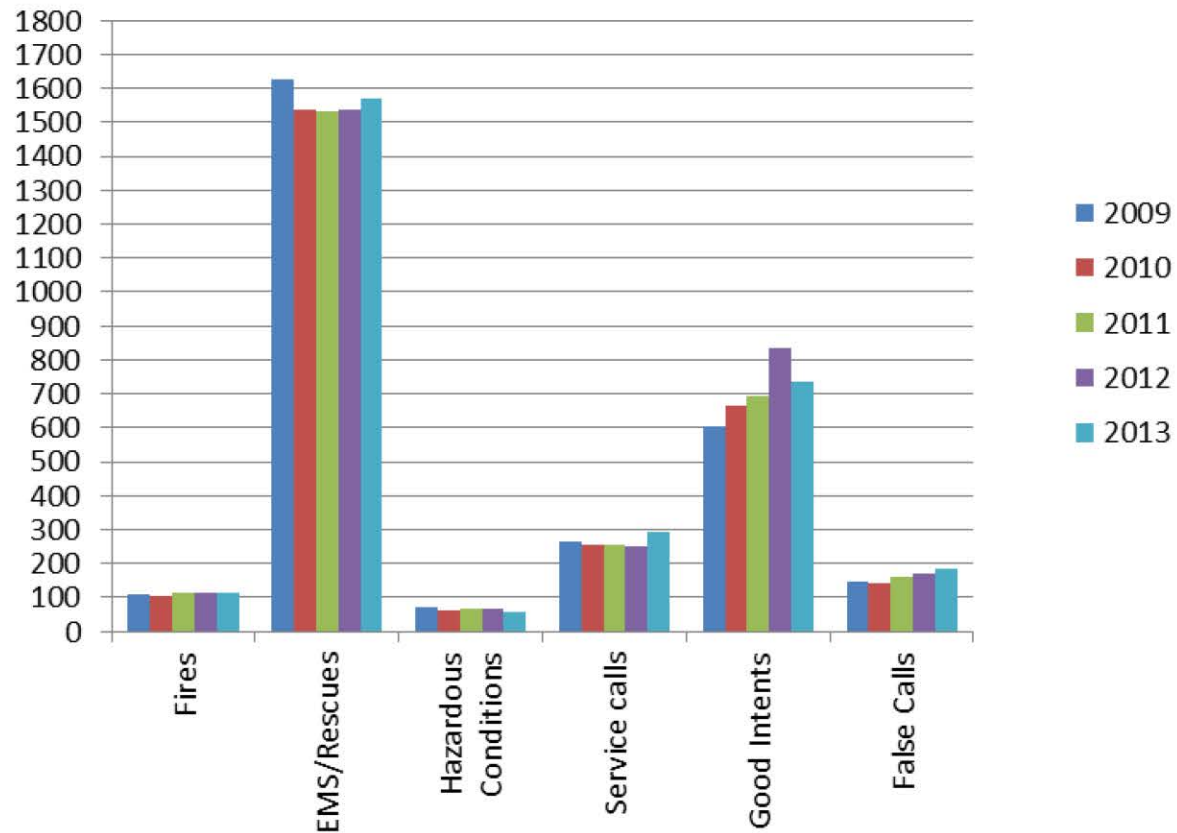
All Funds	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$ 632,896	\$ 598,052	\$ 710,332	\$ 600,189	\$ 624,484
Purchased Professional & Technical Services	232,944	263,755	238,200	168,500	212,500
Other Purchased Services	14,717	10,474	20,900	15,800	20,900
Supplies	9,980	9,024	10,000	10,000	10,000
Property & Capital	18,993	1,319	1,000	1,000	1,000
Other Objects	3,423,534	4,855,132	2,486,449	1,977,897	1,980,225
Other Financing Uses	3,103,323	3,237,351	4,097,735	1,861,588	1,861,401
Total Expenditures	\$ 7,436,388	\$ 8,975,108	\$ 7,564,616	\$ 4,634,974	\$ 4,710,510

- Assumes vacant accounts receivable clerk position offset by some temporary support
- Assumes increased productivity and reduction in city wide contract costs

FIRE DEPARTMENT



FIRE WORKLOAD HIGHLIGHTS



FIRE WORKLOAD HIGHLIGHTS

Public Education Contacts

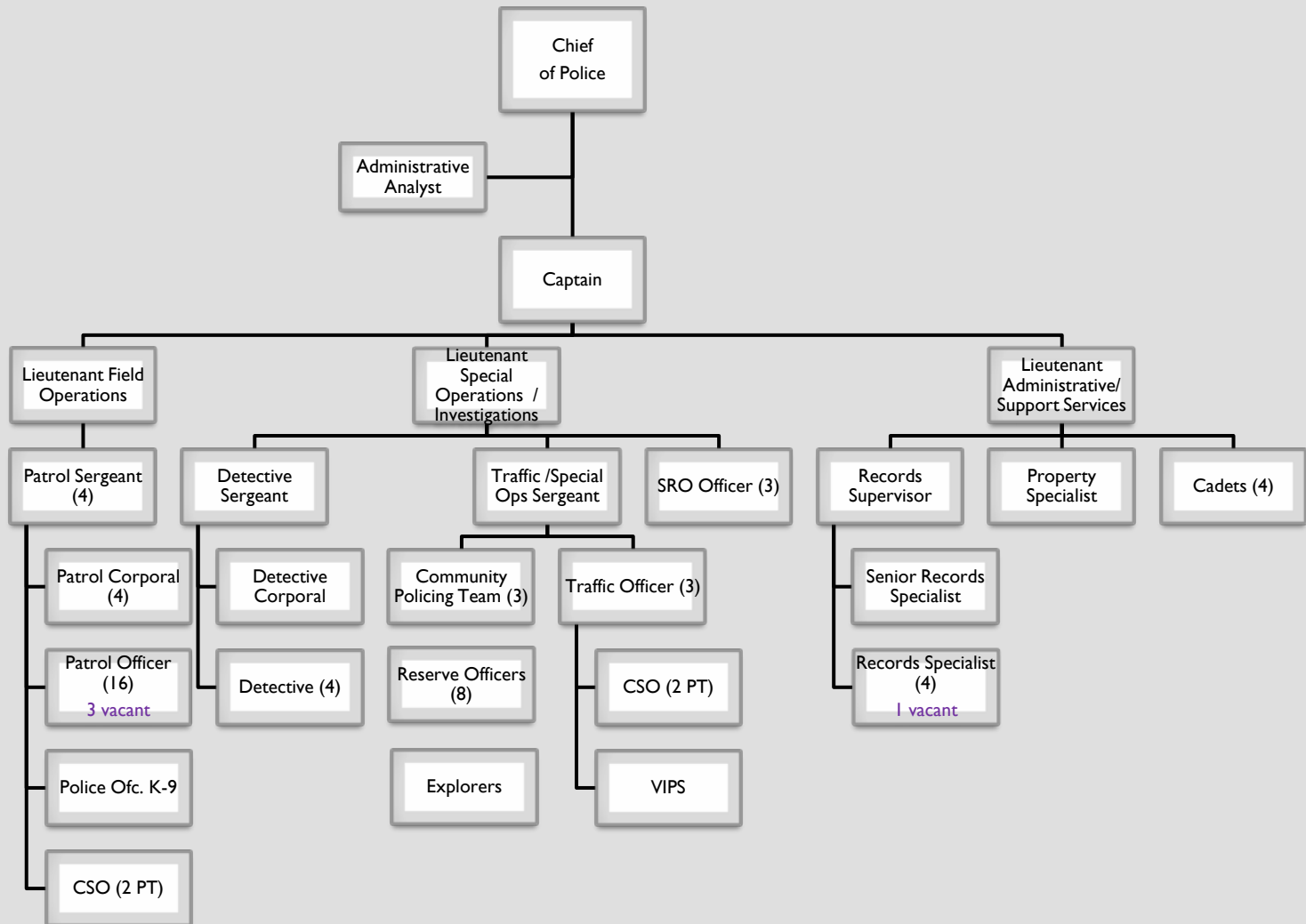
Contact Type	2009	2010	2011	2012	2013
Station Tours	245	331	150	177	245
Preschool Programs	407	516	477	493	430
Open Houses	400	35	201	147	400
School Age Programs K-4	373	456	830	606	350
School Age Programs 5-8	238	239	672	497	205
Senior Programs	27	58	25	63	29
First Aid/ CPR	59	230	140	169	60
Car Seats	N/A	N/A	56	49	70
Total	1,749	2,865	2,495	2,201	1,781

FIRE DEPARTMENT BUDGET

All Funds	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$ 7,412,529	\$ 7,749,047	\$ 7,617,213	\$ 7,587,863	\$ 7,837,254
Purchased Professional & Technical Services	28,512	30,618	11,500	21,500	21,500
Purchased Property Services	261,019	331,716	322,183	331,033	322,183
Other Purchased Services	84,975	75,864	81,000	73,000	81,000
Supplies	119,409	111,777	100,096	102,300	107,300
Property & Capital	336,137	36,152	1,088,604	25,000	65,000
Other Objects	32,140	65,885	129,532	129,533	129,532
Other Financing Uses	2,706,596	2,641,765	70,642	-	-
Total Expenditures	\$ 10,981,318	\$ 11,042,824	\$ 9,420,770	\$ 8,270,229	\$ 8,563,769

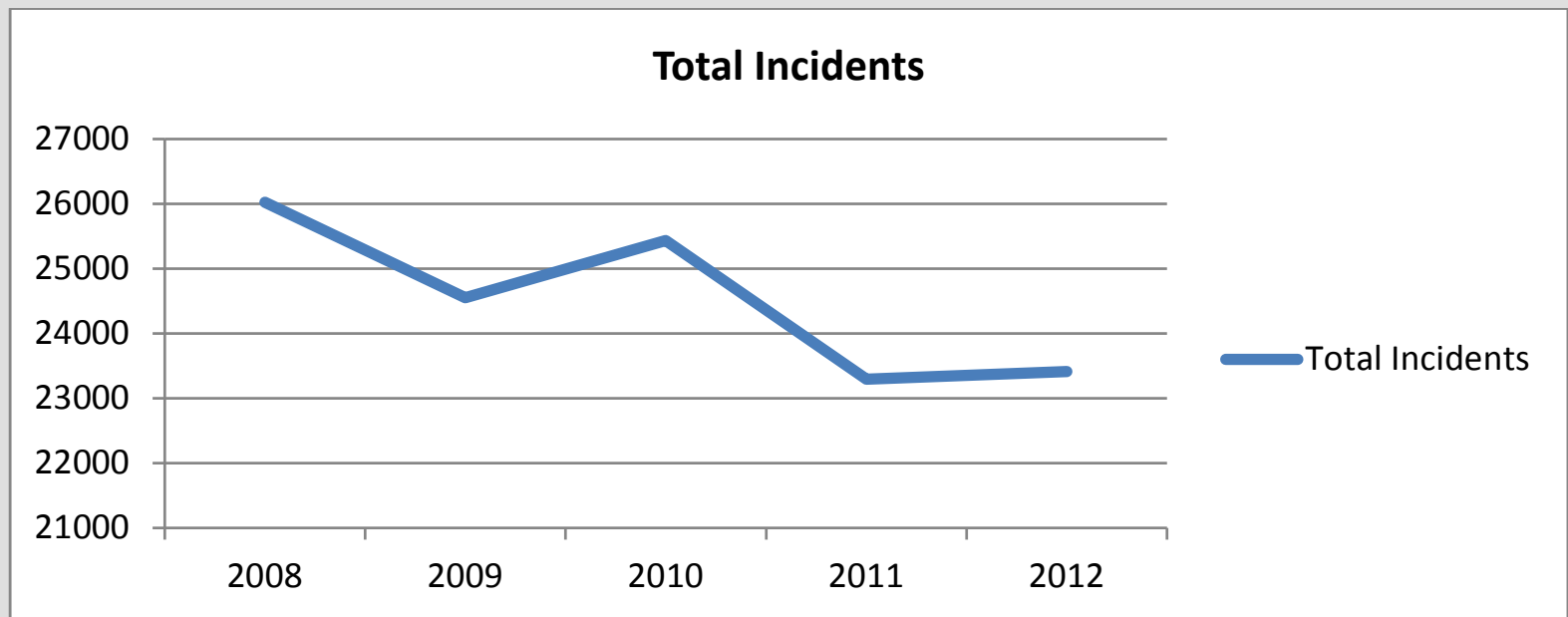
- Assumes 4 vacancies (3 sworn) but remain fully staffed through the use of overtime, for an approximate savings of \$150,000
- Calls for service will remain relatively flat over the next 2 years
- Current Fire Prevention activities will continue as normal
- Provides adequate funding for apparatus and equipment maintenance
- Provides minimal support for long term station maintenance
- Postpones the replacement of a Battalion Chief Command vehicle

POLICE DEPARTMENT



POLICE WORKLOAD HIGHLIGHTS

El Cerrito Police Dept. Total CAD Incidents / Calls for Service- Past 5 years

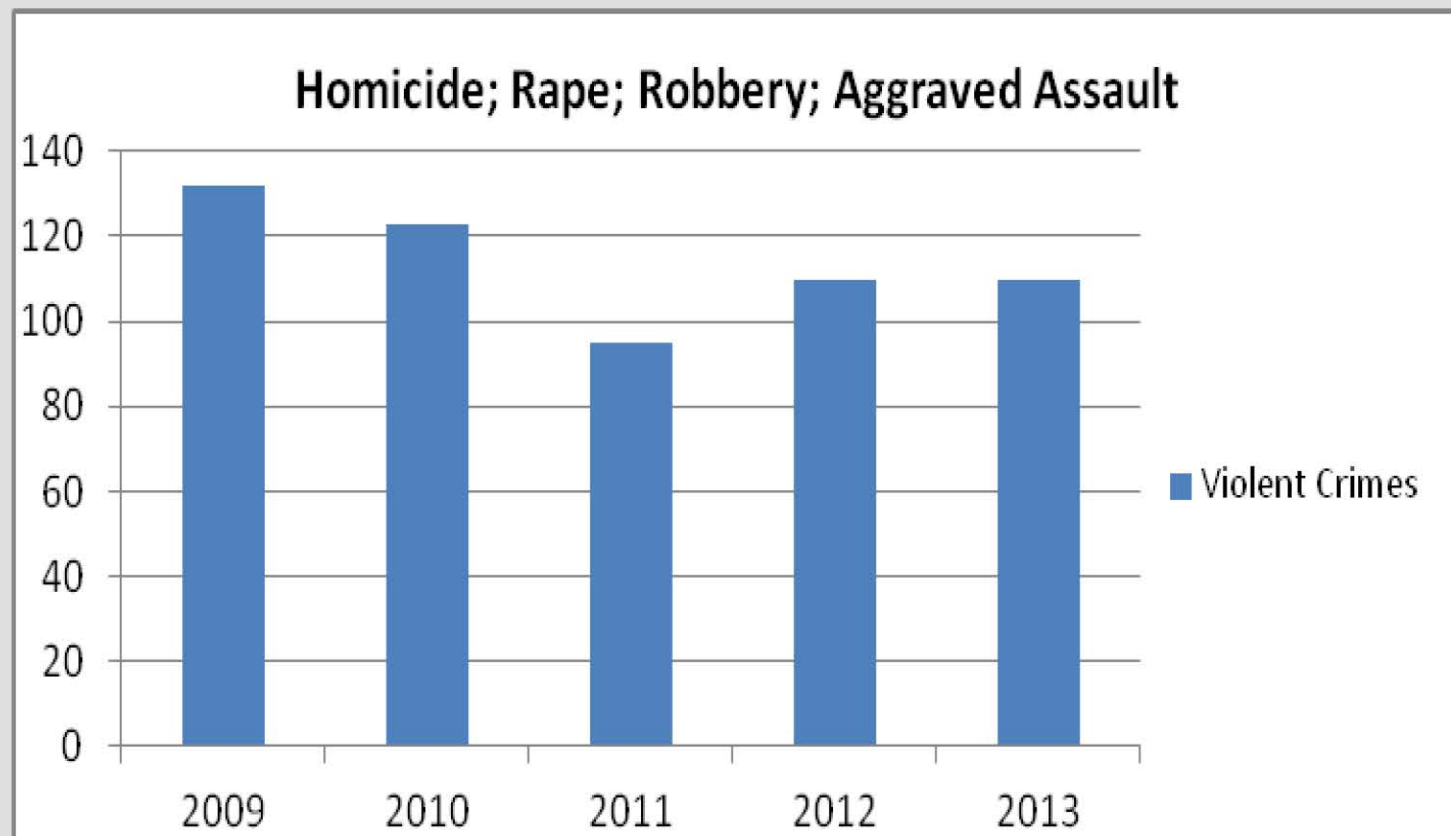


POLICE WORKLOAD HIGHLIGHTS

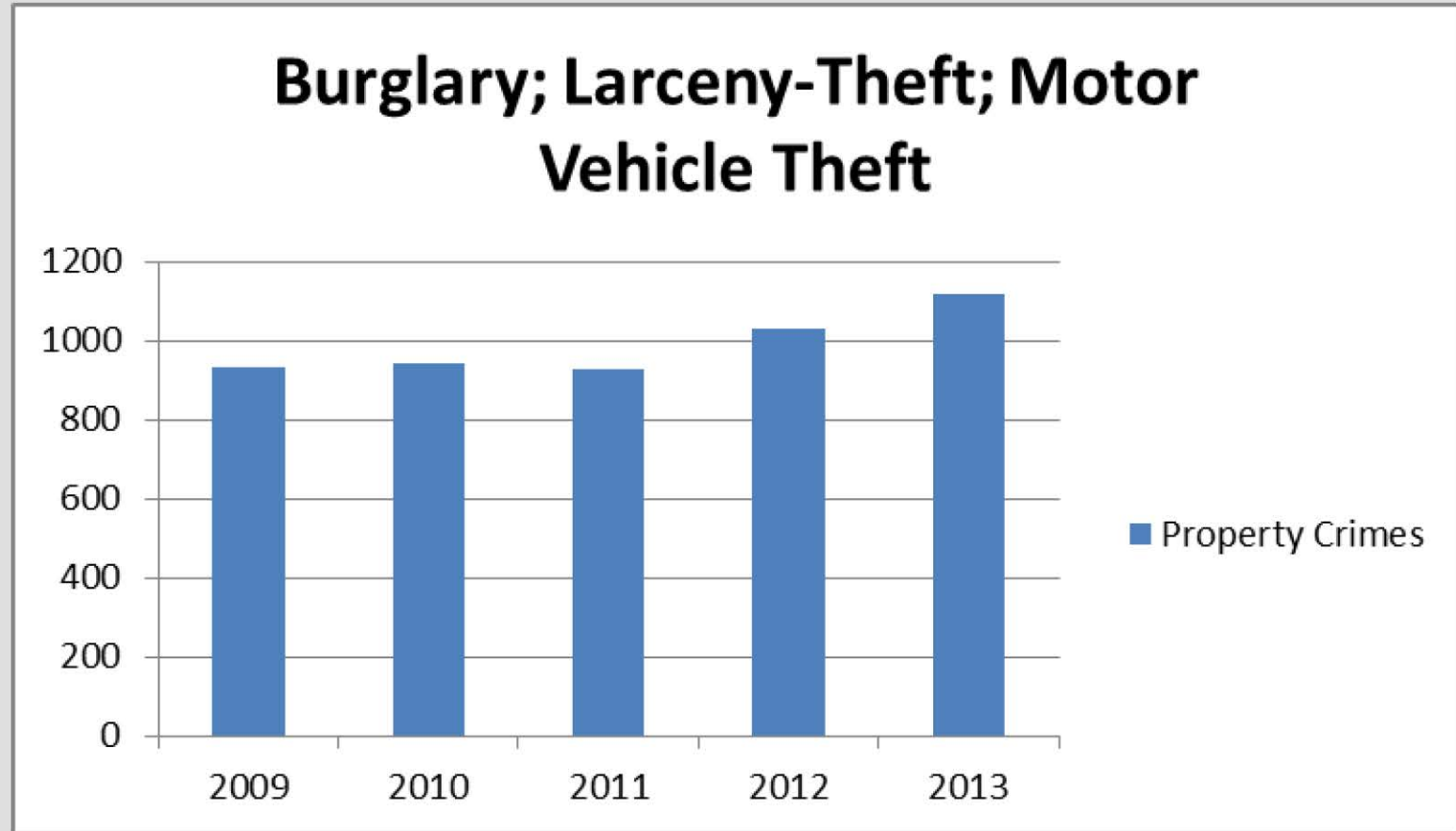
El Cerrito Police Department Priority One Offenses- Past 5 years

CRIME	2009	2010	2011	2012	2013	Average
PART ONE VIOLENT CRIMES						
Homicide	0	0	0	0	0	0
Rape	6	2	3	2	2	3
Robbery	78	75	60	79	63	71
Aggravated Assault	48	46	32	29	29	37
Part I (Person) Crimes Total	132	123	95	110	110	
PART ONE PROPERTY CRIMES						
Burglary	215	206	231	243	281	235
Larceny	611	589	588	637	716	628
Motor Vehicle Theft	106	150	111	150	122	128
Part I (Property) Crimes Total	932	945	930	1030	1,119	
Crime total	1064	1068	1025	1140	1229	

CHANGES IN VIOLENT CRIME



PROPERTY CRIMES HAVE INCREASED

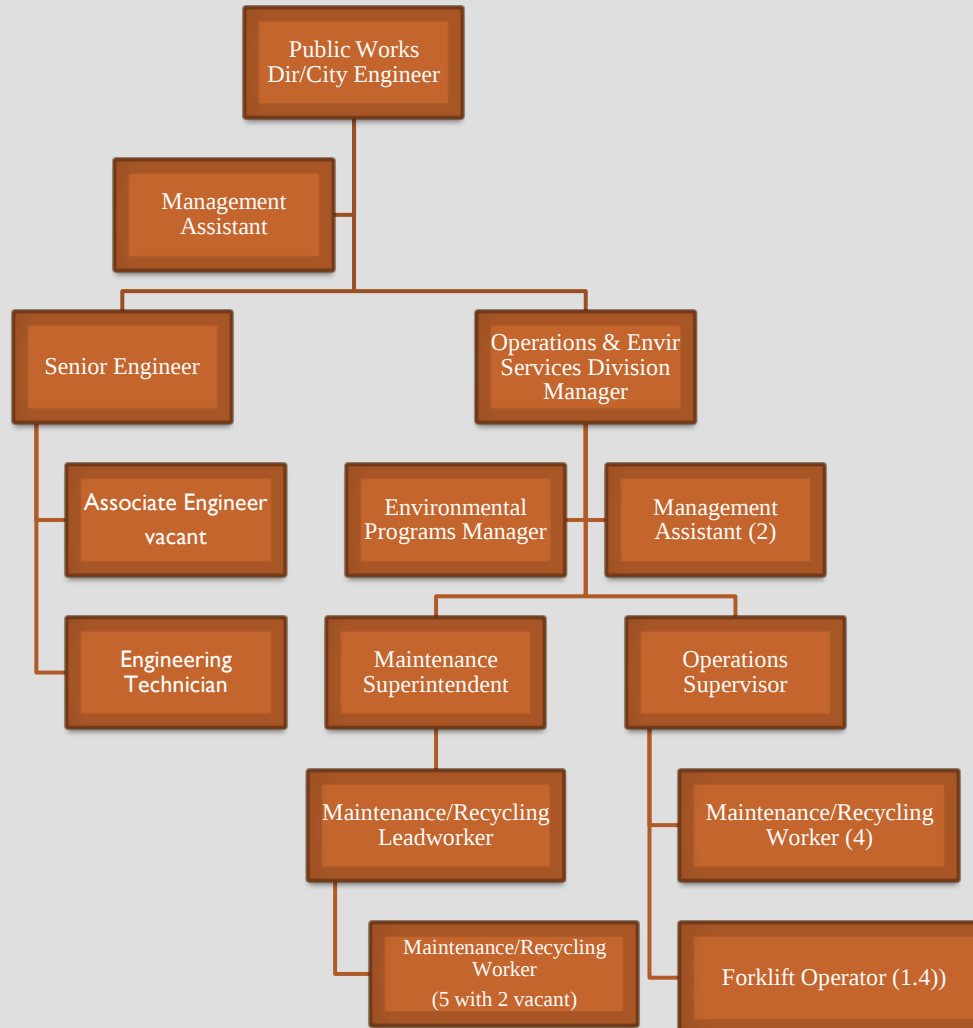


POLICE DEPARTMENT BUDGET

All Funds	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$8,465,399	\$8,484,046	\$8,690,846	\$8,871,376	\$9,339,301
Purchased Professional & Technical Services	\$904,805	\$911,911	\$1,108,500	\$1,144,500	\$1,218,500
Purchased Property Services	\$158,400	\$177,750	\$157,352	\$139,100	\$156,952
Other Purchased Services	\$118,897	\$192,163	\$164,220	\$154,550	\$166,270
Supplies	\$230,238	\$240,866	\$213,350	\$240,700	\$231,150
Property & Capital	\$227,458	\$539,010	\$185,177	\$140,000	\$180,000
Other Objects	\$1,219	\$1,218	\$0	\$0	\$0
Total Expenditures	\$10,106,417	\$10,546,965	\$10,519,445	\$10,690,226	\$11,292,173

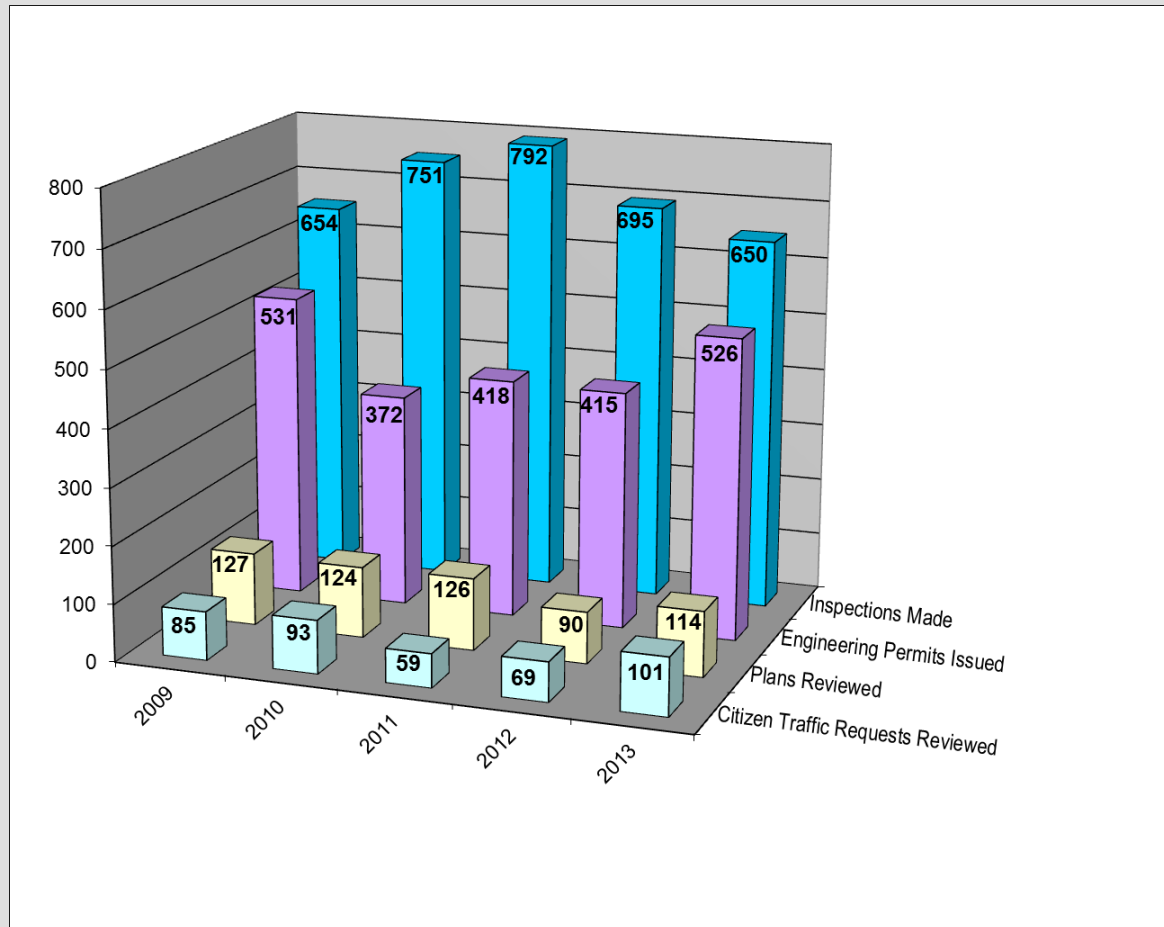
- Cost of external services (dispatch, records management, animal control) all increased much greater than inflation
- Salary savings (~\$539,000) for three officers and one records specialist
- Includes hiring of Community Service Officers

PUBLIC WORKS



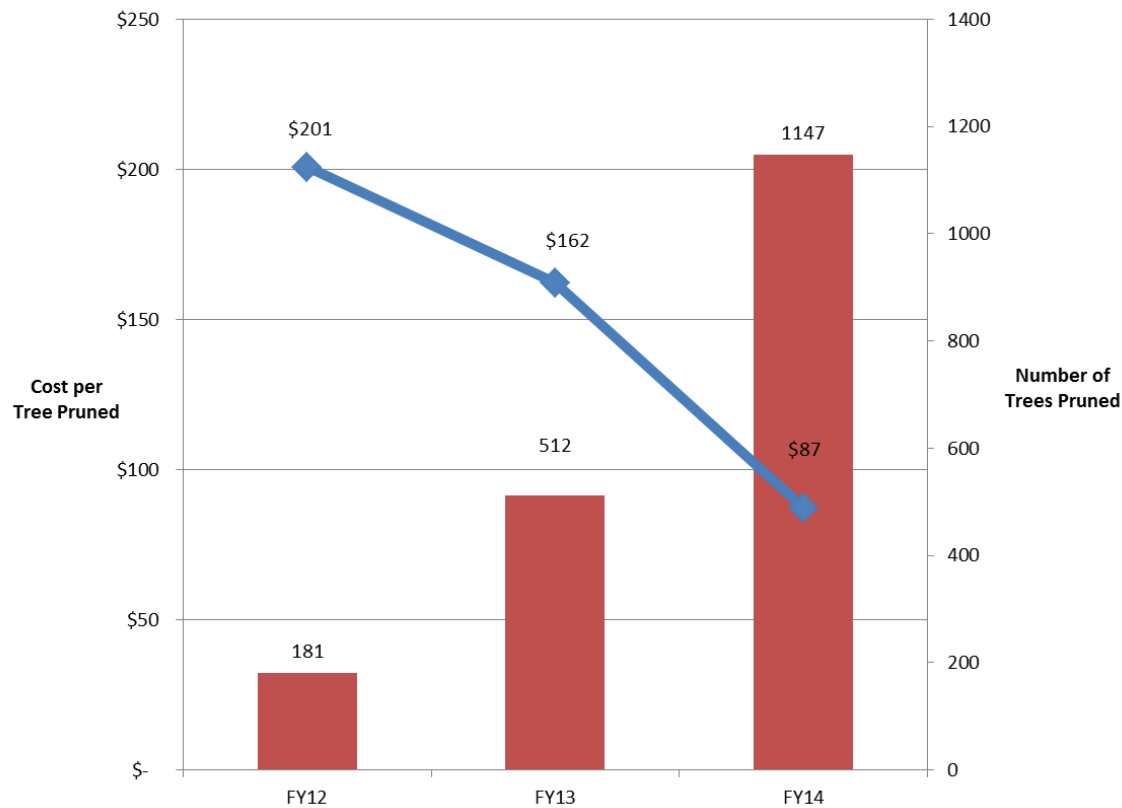
PUBLIC WORKS WORKLOAD HIGHLIGHTS

Engineering Service Indicators by Calendar Year



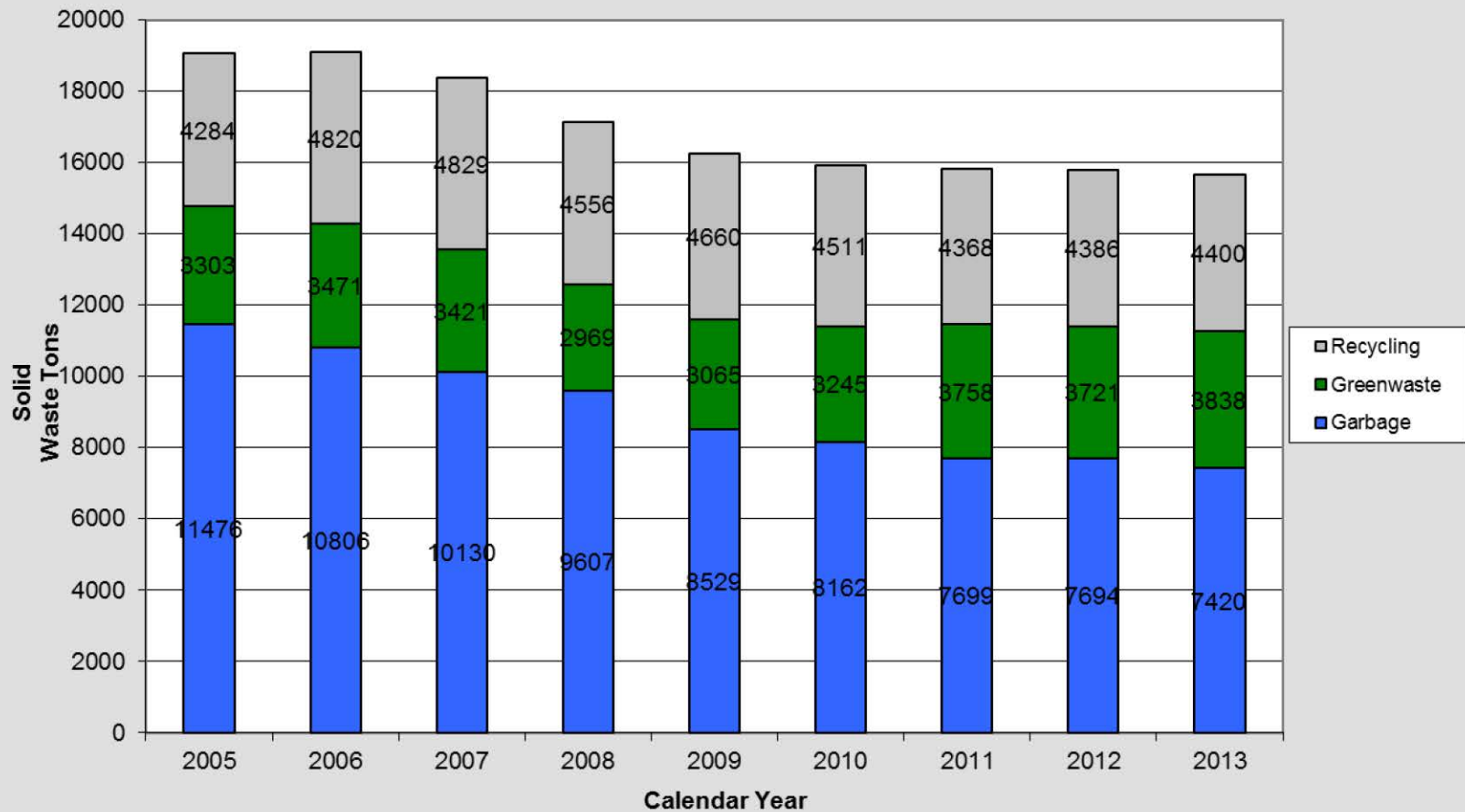
PUBLIC WORKS WORKLOAD HIGHLIGHTS

Cost per City Tree Pruned and Number of Trees Pruned
By Fiscal Year

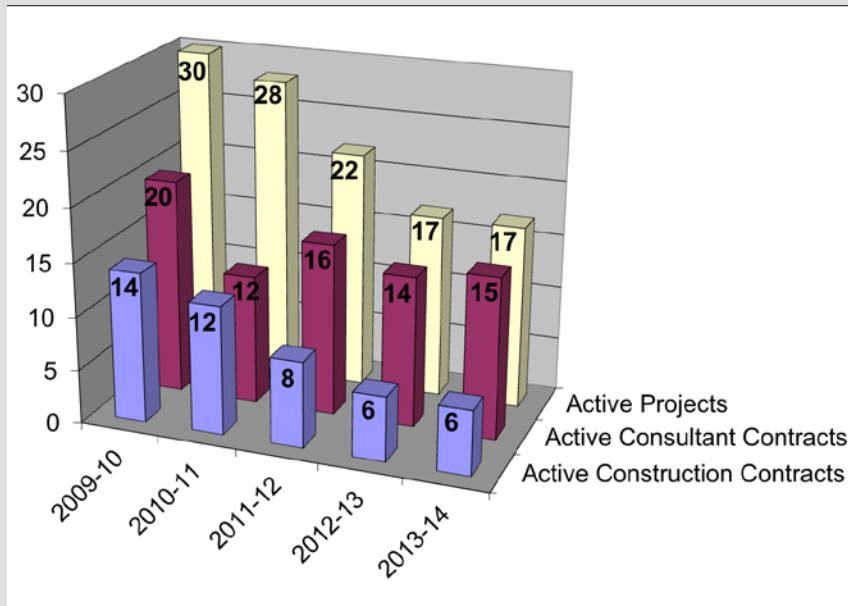


INTEGRATED WASTE MANAGEMENT

**El Cerrito
Solid Waste Tonnage by Year**



CAPITAL IMPROVEMENT PROGRAM



■ Ten-Year CIP includes 32 identified projects:

- Canyon Trail Clubhouse Enhancements - funded
- Hillside Natural Area Improvements (Acquisition, Trails and Landscaping) – Acquisition funded
- Park Facilities Rehabilitation & Improvements (Building, Fields, Pathways, Landscaping and Lighting) – unfunded
- Urban Forest Management Program - unfunded
- Creek Major Maintenance & Restoration - unfunded
- Citywide Path/Stairway/Boardwalk Rehabilitation & Improvement - unfunded

CAPITAL IMPROVEMENT PROGRAM

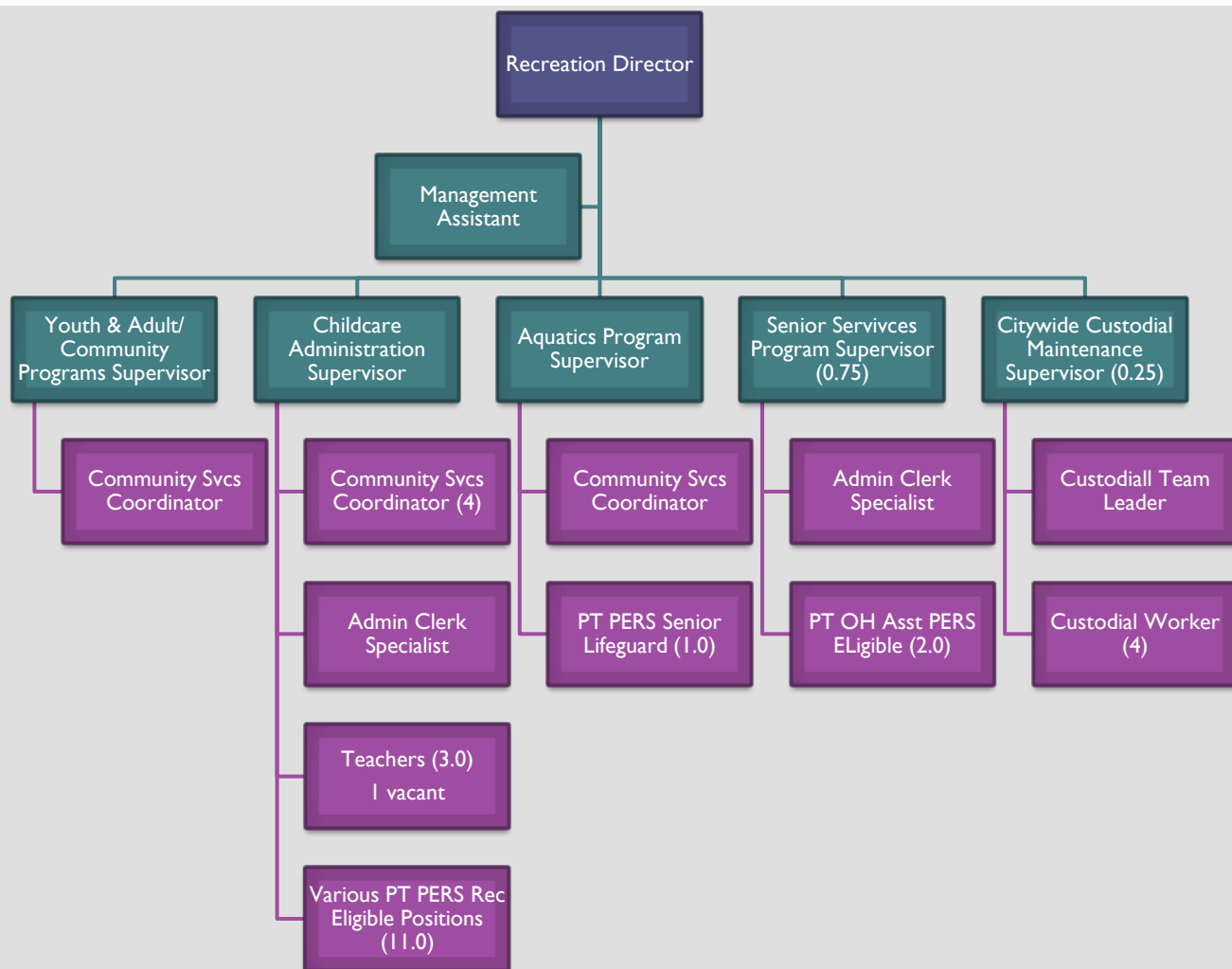
- Major Projects (largely funded through grants)
 - Construction of Ohlone Nature Area & Rain Gardens (Goals C, E and F)
 - Acquisition of the Madera property to expand the Hillside Natural Area (Goals C and F)
 - Design of the Ohlone Greenway-BART Station Area Access, Safety and Placemaking Improvements (Goals C, E and F)
 - Construction of two paving projects (Goal E)
 - Construction Huber Park Improvements (Goals C, D and E)
 - Design of Arlington Curve at Brewster Drive Safety Improvements (Goal E)

PUBLIC WORKS EXPENSES

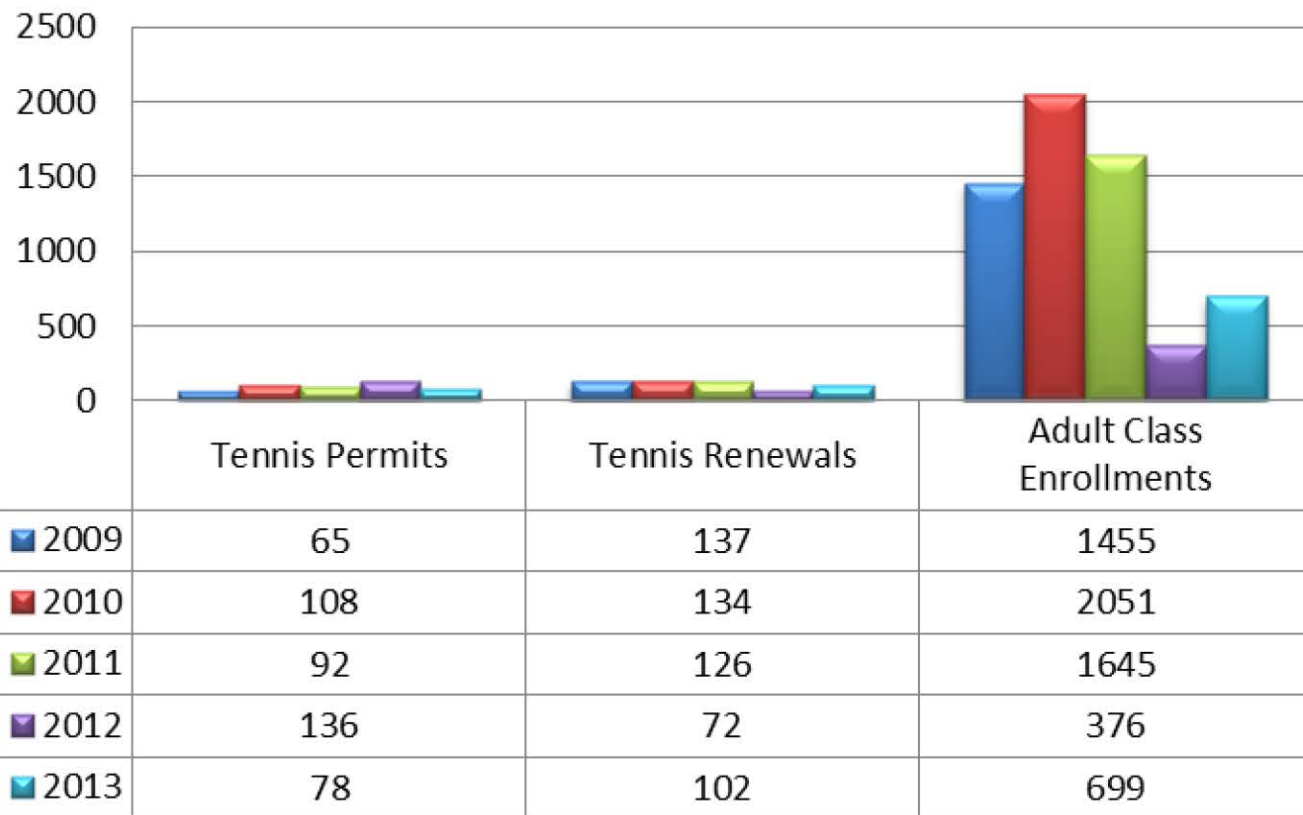
All Funds	2011-12 Actual	2012-13 Actual	2013-14 Amended	2014-15 Proposed	2015-16 Proposed
Personnel Services	\$ 2,590,843	\$ 2,628,716	\$ 2,343,027	\$ 2,350,679	\$ 2,439,947
Purchased Professional & Technical Services	332,264	326,742	172,900	178,300	178,300
Purchased Property Services	1,064,469	1,233,514	1,187,500	1,277,758	1,248,009
Other Purchased Services	169,310	156,661	131,850	133,935	134,613
Supplies	239,610	224,579	212,000	216,550	219,700
Property & Capital	575,757	560,514	11,000	7,500	7,500
Financing Costs	317,405	152,140	426,411	435,507	427,865
Other Financing Uses	697,007	1,852,646	1,179,993	924,459	921,852
Total Expenditures	\$ 5,986,666	\$ 7,135,512	\$ 5,664,681	\$ 5,524,688	\$ 5,577,786

- Personnel reflects three vacancies: 2 Maintenance Workers and the Associate Engineer for Salary Savings of \$303,000
- Increases in Purchased Property Services expenses for building, vehicle and other maintenance needs that cannot be deferred
- Decrease in landscape maintenance services to better balance available revenues, which results in longer tree trimming rotation and minimal maintenance of some low-use landscaped areas
- Other non-personnel expenses remain relatively flat
- Eliminated one recycling worker position

RECREATION

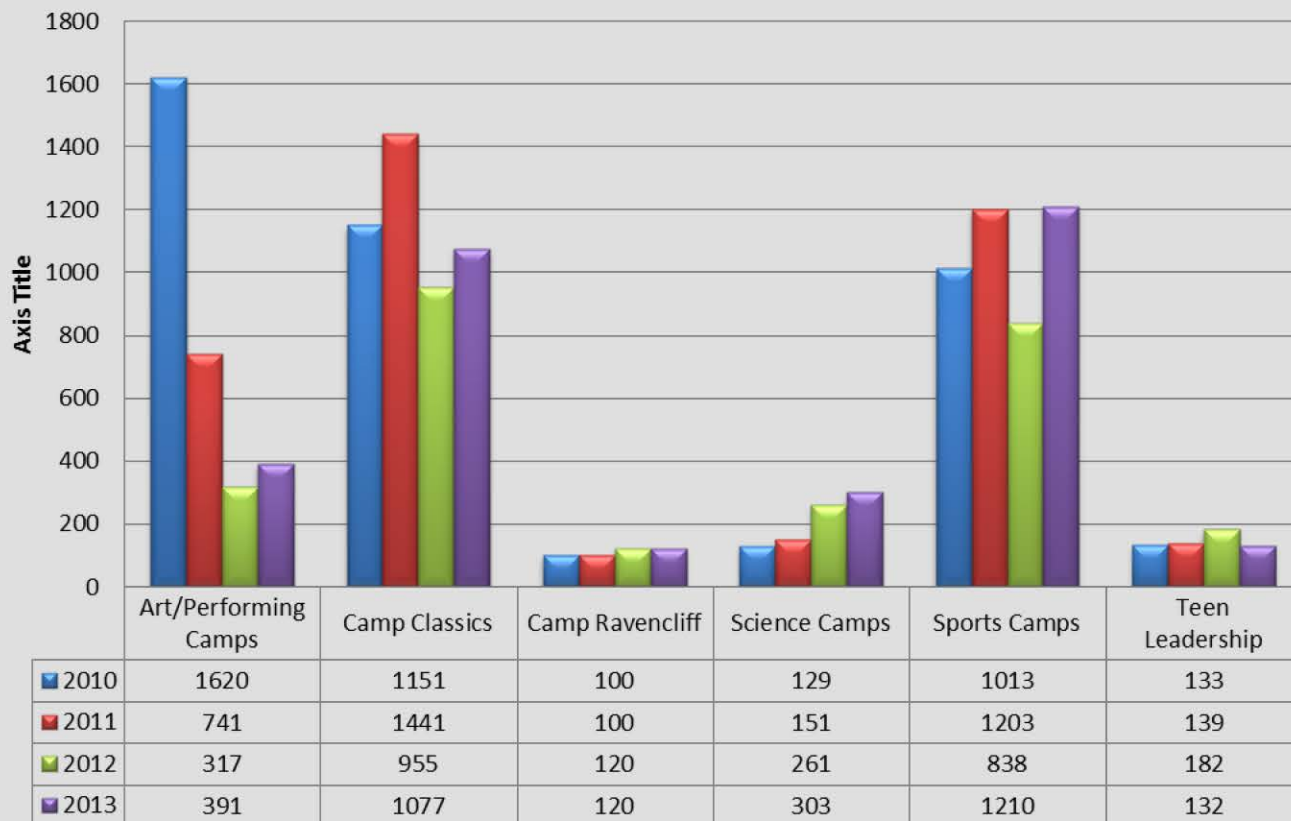


ADULT PROGRAMS WORKLOAD HIGHLIGHTS



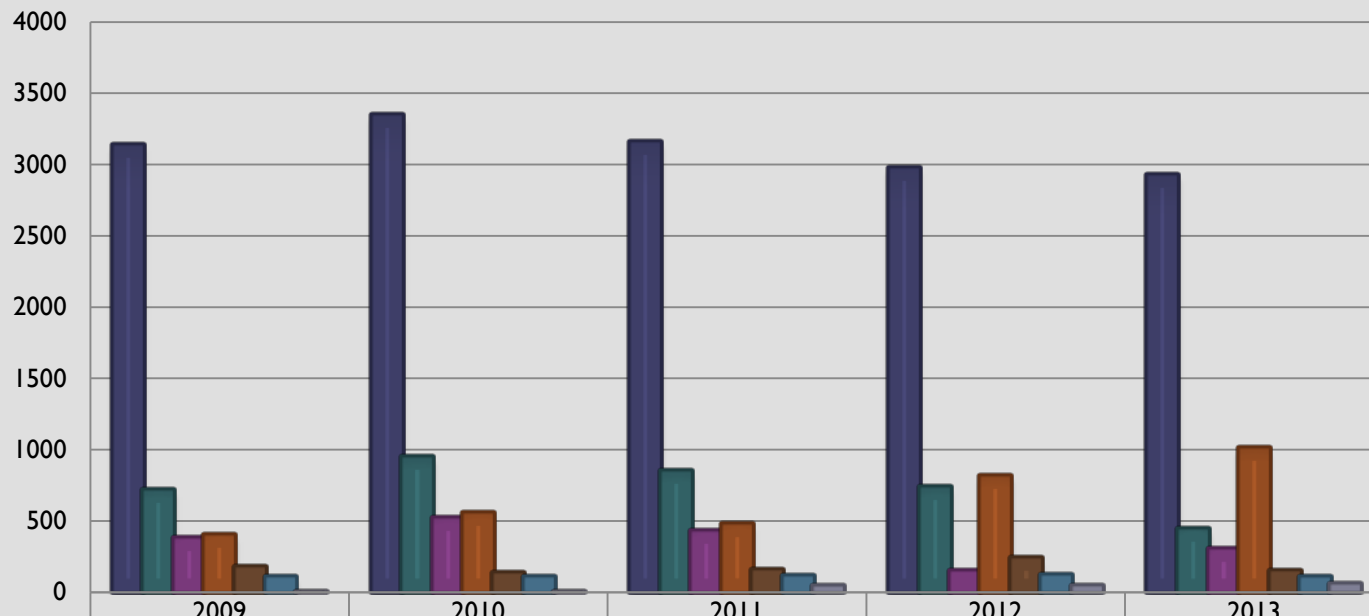
YOUTH SERVICES HIGHLIGHTS

Summer Camps Enrollment By Type, Calendar Year



WORKLOAD HIGHLIGHTS- AQUATICS

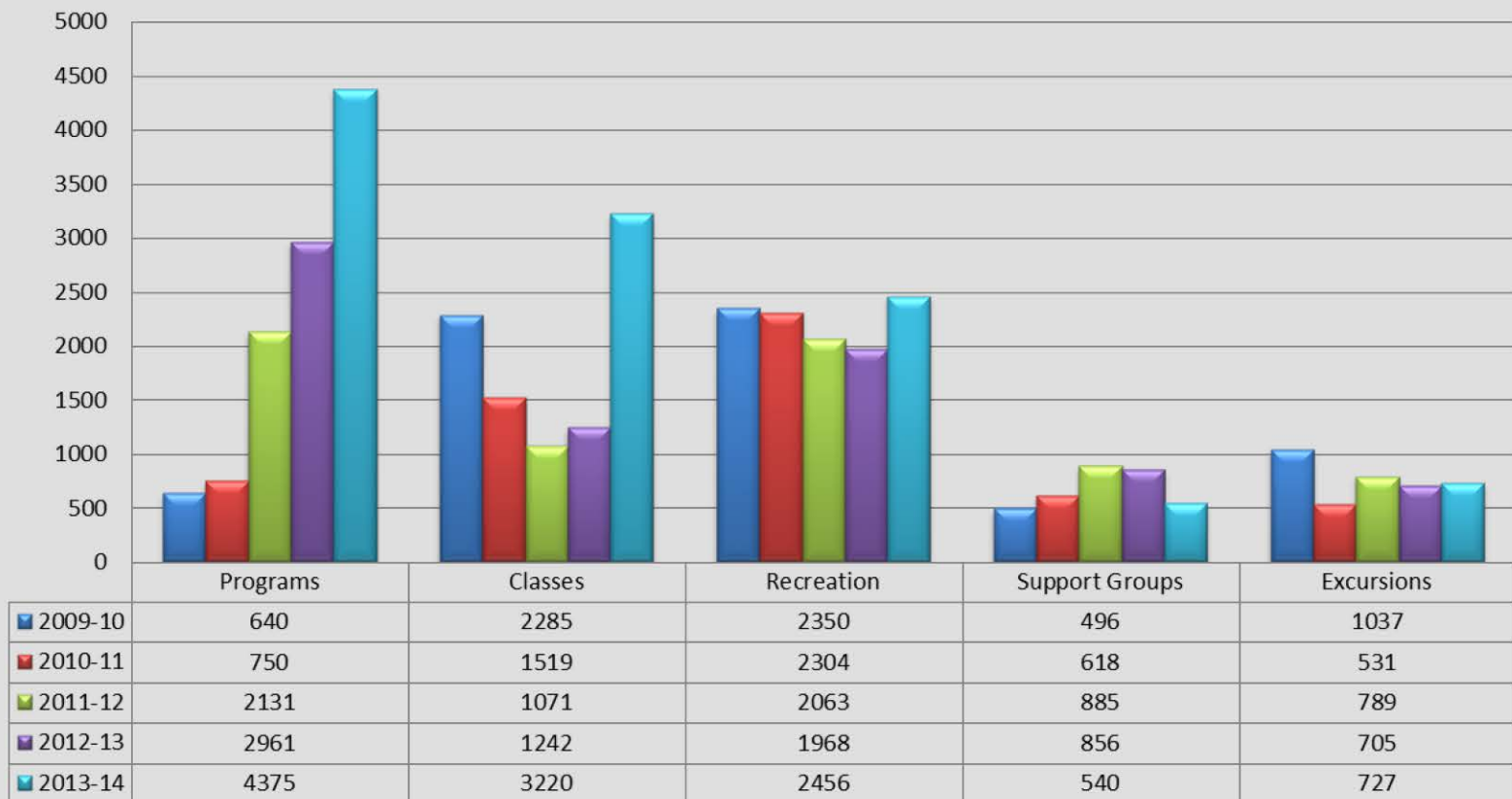
Swim Center Enrollments & Rentals, Calendar Year



Learn to Swim	3138	3344	3159	2977	2928
Gators Swim Team	717	946	849	737	444
Swim Camps	378	516	431	147	305
Adult Lessons	400	558	475	817	1009
Fee Classes	176	136	159	238	151
Pool Rentals	110	105	111	119	102
Splash Park Rental	0	0	39	47	56

SENIOR SERVICES ACTIVITIES

Senior Center Enrollments by Type, Fiscal Year



RECREATION EXPENSES

All Funds	2012 Actual	2013 Actual	2014 Amended	2015 Proposed	2016 Proposed
Personnel Services	\$ 3,092,827	\$ 3,023,573	\$ 3,083,136	\$ 3,037,172	\$ 3,138,626
Purchased Professional & Technical Services	350,034	355,930	352,500	364,500	388,500
Purchased Property Services	214,884	222,636	187,827	176,500	180,200
Other Purchased Services	222,513	232,476	239,120	264,520	267,820
Supplies	239,305	214,816	240,300	228,800	240,500
Property & Capital	1,729	30,012	22,000	48,100	46,100
Other Objects	46,890	64,260	50,600	66,000	67,100
Other Financing Uses	51,137	51,993	52,875	31,486	32,430
Total Expenditures	\$ 4,219,320	\$ 4,195,696	\$ 4,228,358	\$ 4,217,078	\$ 4,361,276

- Personnel numbers remain flat (including one vacancy held over from FY 2014). Budget increases mainly due to rising costs in PERS, health benefits, etc
- All other expenses remain flat with slight adjustments based on estimated CPI

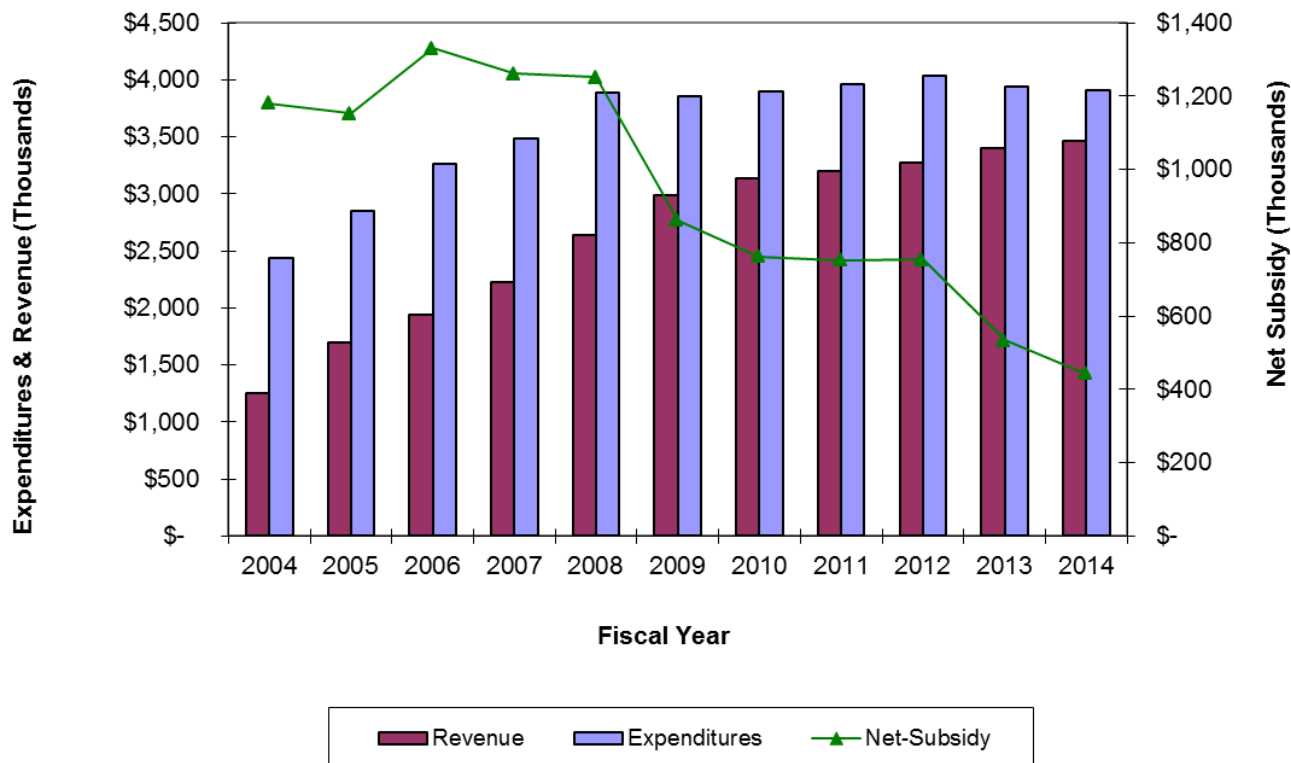
RECREATION REVENUES

All Funds	2012 Actual	2013 Actual	2014 Amended	2015 Proposed	2016 Proposed
Property & Other Taxes	\$ 99,421	\$ 104,371	\$ 124,467	\$ 132,552	\$ 132,552
Use of Money & Property	193,129	227,143	210,000	244,200	253,140
Charges for Services	2,968,915	2,971,320	3,160,212	3,182,092	3,307,435
Other Revenue	98,225	64,574	81,700	80,200	84,820
Other Financing Sources	28,537	29,393	30,275	31,486	32,430
Total Revenues	\$ 3,388,227	\$ 3,396,801	\$ 3,606,654	\$ 3,670,530	\$ 3,810,377

- Revenue projections are conservative but do contain “stretch goals” in Childcare, Adult & Youth Services, and Senior Services for increased participation/enrollments and new fundraising efforts

RECREATION AND THE GENERAL FUND

Recreation Department Net General Fund Support



- The Recreation Department's impact on the General Fund has continued to decrease each year. In eight years, the General Fund subsidy has been reduced by nearly \$1 million.

- After factoring in revenues, less than 2% of the General Fund is dedicated to the Recreation Department.

OPEN ITEMS/AREAS FOR POSSIBLE DIRECTION

- Ongoing labor negotiations
- Level of General Fund Reserves
- Other??

FOR CITY COUNCIL CONSIDERATION

- Reasonableness of Assumptions
- Consistency with City Council Mission, Vision and Goals
- Consistent with Overall Council Policy

NEXT STEPS

- Beginning tonight, Review and Provide Comments and Questions
- Consider Overall Budget for Adoption
- Next Meeting(s) and Possible Adoption
 - June 17th (regular meeting)
 - June 24th and 30th if necessary

SPECIAL THANKS TO.....

- Residents and businesses of El Cerrito for their continued support and trust
- City Council
- Financial Advisory Board
- City Staff for their hard work and commitment
- Department Heads for their leadership and dedication
- Lisa, Karen, Sukari, Lori and Geoff for the hard work on the budget

Questions, comments or clarifications?





June 9, 2014
Special Concurrent City Council Meeting / Public Financing
Authority and Pension Trust Board Meeting
Attachment

Agenda Item No. 7(A) – Proposed Fiscal Year 2014-15 Budget

On June 6 a hardcopy of the proposed budget book and appendices will be available for review at:

The El Cerrito Library
6510 Stockton Avenue
El Cerrito, CA

A copy will also be available for review beginning June 9 at:

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



AGENDA BILL

Agenda Item No. 7(B)

Date: June 9, 2014

To: El Cerrito City Council

From: Karen Pinkos, Assistant City Manager

Subject: Adoption of Resolutions Establishing the Salaries, Benefits, and Conditions of Employment for Management and Confidential Employees and Modification of Employer Paid Member Contribution (EPMC) for Management and Confidential Employees

ACTION REQUESTED

Adopt two separate resolutions approving the following actions:

1. Adopt a resolution establishing the Salaries, Benefits and Conditions of Employment for Management and Confidential Employees and rescinding all previous resolutions and amendments for same; and
2. Adopt a resolution approving a modification to pension plan benefits and reimbursement for Management and Confidential Employees

BACKGROUND

Employees designated as “Management” and “Confidential” are those that are not represented by a recognized bargaining unit of the City. Management employees consist of all non-Public Safety (Police and Fire) managers and supervisors, including professional staff such as analysts and project managers. Confidential employees are hourly employees and include technical and specialized staff. The salaries, benefits and conditions of employment for both groups have been established by City Council Resolution, most recently Resolution 2005-84 for Confidential employees and 2006-52 for Management employees. Over time, these resolutions have been amended as necessary to reflect various changes including updates to salaries and control points, classifications, and pension benefits.

As part of the balancing measures discussed in the budget presentation to City Council on April 22, 2014, the City considered increased employee contributions to California Public Employees Retirement System (PERS) benefits. Since both Management and Confidential employees are unrepresented, City Council may impose changes on these groups by resolution. In reviewing the resolutions for both groups, staff determined that the various amendments over time necessitated an updated, clean resolution; further, since there is similar language in each that pertained to both groups, staff recommends including both groups into one resolution that will cover Management and Confidential employees going forward. No changes to salaries are proposed in this resolution.

ANALYSIS

Pension Benefits

Management and Confidential employees are members of the PERS plan with a 2.7% at 55 retirement formula integrated with Social Security, which has an eight percent (8%) employee contribution. Currently, the employee contribution is shared by the City and the employees. Since 2012, Management employees have paid 4% of the total cost of the employee's contribution to PERS and the City contributes the remaining 4%, also known as the Employer Paid Member Contribution (EPMC). Historically, the compensation and other employment factors for Confidential employees mirror those for employees represented by the SEIU bargaining unit, therefore Confidential employees currently pay 3% of salary of the total cost of the employee's contribution to PERS and the City contributes the remaining 5% of EPMC.

The proposed resolution eliminates the City's contribution to EPMC for Management and Confidential employees, requiring both groups to pay the full 8% effective July 1, 2014. This change would also be implemented for the City Manager. This would result in a savings of \$135,000 for this fiscal year, with the long-term benefit of reducing personnel expenditures to the City. Further, the proposed resolution states that newly hired Management and Confidential 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.

Vacation Accrual

The proposed resolution makes changes to the vacation benefits for both Management and Confidential employees. Employees are encouraged to use vacation time annually, as it is well known that employees' wellness, morale, performance and productivity are all improved when paid vacation time is taken. Employees also have the option to cash-out vacation time annually once a set amount of vacation time has been used. Staff is recommending improvements to this important benefit that will standardize and improve efficiency in the process of vacation accrual, and allows additional flexibility to employees.

Currently, employees have a "soft cap" of 112.50 hours of vacation each year, and any hours in excess of the cap may be cashed out or carried over with the approval of the City Manager. Staff recommends changing this benefit to a "hard cap", whereby the employee will no longer accrue vacation once the cap is reached; however, the cap is proposed to be increased to two times the employee's annual accrual rate, which is based on years of service. For example, this would mean the cap for an employee with ten years of service would increase to 270 hours. Employees who currently have vacation hours in excess of two times their annual accrual rate will have those excess hours placed into a separate vacation bank that can be used in the same manner as regular vacation hours until those excess hours are exhausted.

Additionally, it is proposed that the vacation cash-out regulations are changed to increase the amount of available vacation cash-out from 10 vacation days to 16 vacation days, provided that they have taken a minimum of 16 vacation days (or administrative

Agenda Item No. 7(B)

leave for Management employees) in the previous 12-month period and maintain a vacation balance of 37.5 hours at the time of vacation cash out. Employees may also elect to cash-out a maximum of two times annually instead of once. These changes help the City by reducing the accrued vacation balances on the "books" that are often paid out in large sums upon employee separation from the City.

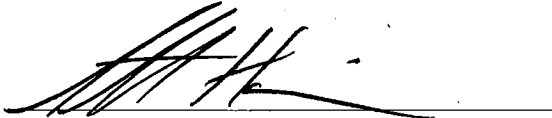
Additional Updates

- The inclusion of Confidential employees within the same resolution as Management employees no longer necessitates that group mirroring the benefits of the SEIU bargaining unit. Accordingly, longevity pay was removed and rolled into the salaries of the employees previously subject to longevity pay. All other benefits and conditions of employment within the resolution that are not specifically designated to Management employees now include Confidential employees.
- The classification of Recycling Operations Supervisor has been added to the resolution. This classification had not been previously designated to a particular group.
- Bereavement leave has been increased from 3 days to 5 days.

FINANCIAL CONSIDERATIONS

The elimination of the City's payment of the EPMC contribution for Management and Confidential employees will annually save the City \$135,000 over all funds; of that total \$105,000 is specifically General Fund savings.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution Establishing Salaries, Benefits and Conditions of Employment for Management and Confidential Employees and rescinding all prior resolutions and amendments for these groups
2. Resolution Modifying Reporting and Payment of Employer Paid Member Contribution for Management and Confidential Employees

RESOLUTION NO. 2014-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING SALARIES, BENEFITS AND CONDITIONS OF EMPLOYMENT FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES EFFECTIVE JULY 1, 2014; AND RESCINDING RESOLUTIONS 2005-84 AND 2006-52 AND ALL RESOLUTIONS AMENDATORY

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.

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

CHAPTER 1
EMPLOYEES

- 1.1 Management employees are, for purposes of this section, those actively involved in the following classifications:

Accounting Supervisor
Administrative Analyst I,II,III
Assistant City Manager
Assistant to the City Manager
Building Official
City Clerk
Community Development Director
Development Services Manager
Environmental Services Manager
Finance Director
Human Resources Manager
Information Systems Manager
Maintenance Services Superintendent
Program Manager
Public Works Director/City Engineer
Recreation Director
Recycling Operations Supervisor
Senior Engineer
Senior Planner
Senior Program Manager

- 1.2 Confidential employees are, for the purposes of this section, those actively involved in the following classifications:

Accountant II
Fire Secretary
Human Resources Technician

CHAPTER 2 SALARIES AND BENEFITS

- 2.1 Salary Control Points and Ranges

- A. The following control points shall apply and serve as the midpoint of approved monthly salary ranges for management employees:

Accounting Supervisor	7,593
Administrative Analyst I	5,827
Administrative Analyst II	6,411
Administrative Analyst III	7,051
Asst. to the City Manager	7,533
Assistant City Manager	11,158
Building Official	9,578
City Clerk	11,247
Community Development Director	11,856
Development Services Manager	9,033
Environmental Services Manager	8,563
Finance Director	11,840
Human Resources Manager	10,711
Information Systems Manager	10,711
Maintenance Services Superintendent	7,051
Program Manager	7,051
Public Works Director/City Engineer	11,985
Recreation Director	11,750
Recycling Operations Supervisor	6,373
Recreation Supervisor	7,051
Senior Engineer	9,555
Senior Planner	7,332
Senior Program Manager	7,911

- B. A salary range of 25% above and below the control point shall be created, within which a Department Head or the City Manager may approve salary adjustments of up to 5% or 10% per calendar year, respectively.

2.2 The following base monthly salaries for confidential employees are as follows:

Accountant II	5,006	5,256	5,519	5,795	6,084
Fire Secretary	4,131	4,317	4,512	4,718	4,933
Human Resources Technician	4,264	4,470	4,701	4,937	5,269

2.3 Pension Plan Benefits and Reimbursement

- A. Employees are members of the California Public Employees Retirement System (PERS) plan, with a 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.
- B. 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.
- C. Effective July 1, 2014, the City shall no longer contribute toward the PERS employee contribution rate.

2.4 Flexible Benefits Plan

The City has a Flexible Benefits Plan 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.

Effective July 2014, the lowest cost medical plan rate is Kaiser HMO.

- 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.
- F. The City may establish a Citywide task force for the purpose of exploring alternate health plans, including PERS Health, for both active and retired employees. The City will include members of the unrepresented management.

2.5 Dental Plan

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

2.6 Life Insurance

The City will provide a term life insurance policy for management and confidential employees. The principal sum shall be equal to the annual salary rounded to the nearest \$1,000 (up to a maximum of \$100,000), effective the first day of the month following City Council adoption of any changes in the Pay Plan.

2.7 Auto Allowance

The City will supply an automobile to management employees who, in the opinion of the City Manager, require a City vehicle as an integral part of their work. Alternately, the City will provide a cash allowance of up to \$325 per month in lieu of use of a City automobile. Confidential employees required to use their own automobiles for City business shall be reimbursed at the Internal Revenue Service allowable rate.

2.8 Short-term/Long term Disability Insurance

The City shall provide employees with short-term/long term disability insurance with coverage of two-thirds salary up to the maximum monthly salary limit of \$10,000 and a thirty-day elimination period. Like regular wages, this benefit is taxable.

2.9 Benefit Status

- A. The salary and benefits contained within this Resolution are granted only to employees who are in a current pay status. The City shall incur no cost, nor shall benefits accrue, for 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
HOLIDAYS

3.1 Holidays

- A. The following holidays are recognized as municipal holidays for pay purposes:

New Year's Day	Veteran's Day
Dr. M.L. King Jr. Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day (July 4)	Christmas Day
Labor Day	½ Day New Year's Eve

- B. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay purposes. In the event that any of the aforementioned days fall on a Saturday, the preceding Friday shall be considered a holiday for pay purposes. (Department Heads may make changes in the above schedule in accordance with the needs of their departments.) The afternoon of New Year's Eve, commencing at 12 noon, shall be considered a holiday for pay purposes. In the event New Year's Eve falls on a Sunday or a Monday, the preceding Friday afternoon shall be considered a holiday for pay purposes. Some adjustments may be made if necessitated by an alternative work schedule.

3.2 Birthday and Floating Holidays

- A. In addition to the recognized municipal holidays, employees shall receive annually three (3) floating holidays, subject to the same requirements for scheduling vacation under Section 5.2 of this agreement. For new employees, the floating holidays are pro-rated quarterly based on date-of-hire. Floating holidays

must be taken during the fiscal year they are received and may not be carried over and accumulated.

- B. Employees are allowed an additional holiday in recognition of their birthday. This birthday holiday shall be posted upon appointment to City service and at the beginning of each fiscal year thereafter.

3.3 Compensation for Municipal Holidays

- A. An employee on leave of absence without pay shall not receive any compensation for holidays occurring during such leave.
- B. Regular employees must be in a pay status on the workday preceding a holiday to be eligible to be compensated for the holiday.

CHAPTER 4

SICK LEAVE, WORKERS' COMPENSATION, FAMILY SICK LEAVE, AND OTHER LEAVES

4.1 Accrual of Sick Leave Rate

- A. Sick leave shall accrue at the rate of eight hours and 45 minutes per calendar month worked, providing the employee has worked or been authorized leave with pay for at least ten working days in the month.
- B. Employees with 20 or more years of service shall accrue sick leave at the rate of 11 hours and 25 minutes per calendar month worked, provided the employee has worked or been authorized leave with pay for at least ten working days in the month.

4.2 Sick Leave Maximum Accrual

Accumulation of sick leave is unlimited.

4.3 Activity During Sick Leave

No employee who is absent from work on sick leave shall engage in any work or other activity that would interfere with the employee's ability to return to work to perform regular duties.

4.4 Retirement Benefit

Upon retirement from City service, an employee shall be entitled to compensation for one fourth of the accumulated sick leave on the books at the time of such retirement, with a maximum payment equivalent to twenty-five (25) days pay, at the employee's option. Actual sick leave remaining on the books will be reported to PERS in accordance with PERS regulations governing the sick leave credit contract option. In no case will

unearned sick leave be reported for the purpose of increasing the member's retirement as prohibited by PERS.

4.5 On the Job Injury

When an employee is off work as a result of an on the job injury, the City shall continue to pay full salary for up to 90 calendar days.

4.6 Workers' Compensation Disability Payments

An employee receiving disability payments under the Workers' Compensation laws may use accumulated sick leave and vacation leave in order to maintain regular income. Under these circumstances, the employee shall be paid the difference between full salary and the disability payments received. Such sick leave and vacation leave shall be drawn in proportion to the salary payments required to provide the employee with his/her regular income.

4.7 Family Sick Leave

Under Labor Code Section 233, employees may utilize accrued sick leave to care for an ill or injured child, spouse or parent. The City has extended this provision to include domestic partners and their dependent children. There is no requirement that the illness or injury reach the level of seriousness provided for under the Family and Medical Leave Acts. However, if the illness or injury qualifies under the Family and Medical Leave Act, it also satisfies the "family sick leave" criteria. The maximum "family sick leave" allowed each calendar year that is subject to this provision is one-half (1/2) of the employee's annual accrual of sick leave. Additional family sick leave may be taken subject to departmental regulations and approval of the Department Head and City Manager.

4.8 Bereavement Leave

A. Employees are entitled to time off with pay when there is a death or anticipated death in the immediate family. Bereavement leave shall not exceed five (5) consecutive days when death is anticipated. Bereavement leave after death shall not exceed that period of time between death and the day of the funeral, providing the funeral is held within five days following death. Additional time may be granted and charged as sick leave when, in the opinion of the Department Head, unusual circumstances identify the need for additional time off.

B. Immediate family is defined as spouse, domestic partner, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, daughter-in-law, or any other relative of the employee or employee's spouse residing in the same household, or who has resided with the employee in the same household for three or more years. In cases where death has occurred involving someone other than the immediate family, the Department Head shall make the decision as to qualification for bereavement leave.

4.9 Administrative Leave

Management employees shall receive administrative leave in recognition of extraordinary working hours and conditions. The City Manager will annually approve the number of leave days by individual employee based on the amount of overtime performed and the quality of work produced. The annual amount of time assigned shall not exceed ten days. Unused administrative leave cannot be carried over from year to year or cashed out at year end or upon separation.

4.10 Family and Medical Leave

Pursuant to State and Federal law, the City will provide family and medical care leave for eligible employees. The City Family Care and Medical Leave policy sets forth employees' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth in the City's policy are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA") and the regulations of the California State Pregnancy Disability Act and the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA") (Government Code Section 12945.2). Unless otherwise provided by the City's policy or this resolution, "Leave" under this article shall mean leave pursuant to the FMLA.

CHAPTER 5
VACATION

5.1 Eligibility

Employees shall be eligible to take a paid vacation at the end of the first year of continuous service, and annually thereafter, unless otherwise provided by the City Manager.

5.2 Scheduling

The scheduling of annual vacation leave and the amount to be taken at any one time shall be determined by the Department Head in accordance with departmental regulations and with regard for the needs of the City and the preference of the employee.

5.3 Vacation at Termination

Employees leaving the municipal service with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination. Payment for accrued vacation shall be at the employee's current rate of pay.

5.4 Effect of Extended Military Leave

A management employee who interrupts his/her City service because of extended military leave shall be compensated for accrued vacation at the time the military leave becomes effective.

5.5 Sick Leave During Vacation

Vacation leave may be converted to sick leave subject to the review and approval of the Department Head and the City Manager if an employee is injured or sick during the vacation for a period in excess of 24 hours.

5.6 Vacation Cap and Implementation

A. Vacation Cap through December 31, 2014

Employees are encouraged to utilize vacation time annually. Carryover of more than 25 days of vacation to the following calendar year shall be authorized by the employee's department head and the City Manager. Employees may annually cash-out up to 10 days (75 hours) of vacation leave provided that they have taken a minimum of 10 vacation days (or administrative leave for management employees) in the previous 12 month period and maintain a vacation balance of 20 hours of vacation at the time of the cash-out. Employees seeking to cash out vacation shall provide a request to the City Manager by the end of the final pay period of November and cash-out payments shall be paid during the month of December.

B. Vacation Cap Effective January 1, 2015

Effective January 1, 2015, the vacation cap shall be two (2) times the employee's annual vacation accrual rate. Thereafter, at any time an employee reaches the maximum accrual, the employee will cease accruing vacation hours until such time as the balance falls below the cap. After January 1, 2015, no employee will be allowed to accrue vacation hours above the cap.

C. Implementation

Effective January 1, 2015, any employee who has vacation hours in excess of two (2) times the annual accrual rate, the excess hours will be placed in a separate vacation bank.

5.7 Separate Vacation Bank

Effective January 1, 2015, any accrued vacation in excess of two (2) times the annual vacation accrual rate will be placed in a separate Vacation Bank for each affected employee. This will be a single, one time process. Employees shall be entitled to use or sell the hours in the Bank for vacation in the same manner as regular vacation hours. The hours shall be paid out at the employee's current rate of pay.

5.8 Vacation Cash-Out

Effective August 1, 2014, employees may annually cash-out up to 16 days (120 hours) of vacation provided that they have taken a minimum of 16 vacation days (or administrative leave for management employees) in the previous 12-month period and maintain a vacation balance of 37.5 hours at the time of vacation cash out. Employees may elect to cash-out a maximum of two (2) times annually and each cash-out request must be a minimum of 8 days (60 hours). All requests must be in writing to the Human Resources Manager for initial review with final approval by the City Manager.

5.9 Accrual

Unless otherwise provided by the City Manager, vacation leave will be accrued from the first day of employment when a management or confidential employee is in a pay status and will be credited on a monthly basis. Municipal holidays shall not be counted during vacation. The vacation accrual schedule is based on the years of service with the City.

VACATION ACCRUAL – MANAGEMENT AND CONFIDENTIAL

Years of Service	Days	Hrs Earned/Yr (37.5 hrs/wk)
During 1st Year	11	82.50
2-3	12	90.00
4	13	97.50
5	15	112.50
6-7	16	120.00
8-9	17	127.50
10-11	18	135.00
12-13	19	142.50
14-15	20	150.00
16-17	21	157.50
18-19	22	165.00
20-21	23	172.50
22-23	24	180.00
24-25	25	187.50
26-27	26	195.00
28-29	27	202.50
30-31	28	210.00
32-33	29	217.50
34-35	30	225.00
36-37	31	232.50
38-39	32	240.00
40	33	247.50

**CHAPTER 6
WORK SCHEDULE**

6.1 Workweek

The number of hours worked in the workweek for management and confidential employees is as required by the City. The normal workday varies by department depending upon the standard or designated alternative work schedule. The workweek for those assigned to the nine-day schedule in a two week period begins at noon on Friday and concludes immediately before noon the following Friday.

CHAPTER 7
EDUCATION BENEFITS

7.1 Tuition Refund Plan

- A. Management employees are eligible for educational cost reimbursement up to a maximum of \$1,000 per year for work related studies at a recognized college, university or professional school. Course content should relate to one of the following:

Knowledge or skills needed by an employee in his/her present job.

Preparation for promotional opportunities or advancement in the same or different field within the City organization.

The requirements of a program leading to a degree, at an approved institution, which enhances the employee's job knowledge or on the job skills.

- B. Procedures for obtaining reimbursement and limitations regarding reimbursement may be found in the City of El Cerrito administrative procedure on educational expense reimbursement.

CHAPTER 8
MISCELLANEOUS POLICIES FOR MANAGEMENT EMPLOYEES

8.1 Continuing Education

It is the policy of the City that management employees take part in some educational or training course each year, and the City Council will attempt to provide funds in each budget for such purpose.

8.2 Membership

It is the policy of the City to provide paid membership in approved professional associations for management employees. This policy shall include publications associated with membership and other educational materials as may be approved.

8.3 Conferences

It is the policy of the City that each management employee attend (as a member) a professional conference of his or her peers each year at City expense; however, travel outside the state of California may be discouraged due to budgetary restraints.

CHAPTER 9
MISCELLANEOUS POLICIES FOR CONFIDENTIAL EMPLOYEES

9.1 Overtime

A. Policy – Definition

1. It is the policy of the City that overtime work is to be kept at a minimum consistent with the protection of the lives and property of

El Cerrito citizens and the efficient operation of the departments and activities of the City. Overtime must be authorized by both the supervisor and department manager and is subject to such other rules and procedures as the City Manager may prescribe.

2. Overtime shall be defined as time worked beyond the hours worked in the normal workweek, defined in Section 6.1 herein as 37.5 hours for full-time confidential employees. Hours worked are defined as all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. Sick leave, vacation, holidays and other paid leave are considered to be part of the normal workweek and unpaid leave shall not be included as time worked. Overtime shall commence at the time an employee is released or the work is completed, whichever is earlier.

B. Overtime Compensation

1. For hours worked in excess of the normal workweek, but not in excess of forty hours in a workweek, one of the following shall occur at the discretion of the department manager and in consultation with the employee:
 - a. Employee shall accrue compensatory time off on a time-and-one-half basis (this will not count toward the FLSA compensatory time ceiling of 240 hours, but will count toward the City's 40-hour compensatory time cap)
 - b. Overtime shall be paid at time-and-one-half the regular hourly rate of pay.
2. For hours worked in excess of forty in any workweek, one of the following shall occur at the discretion of the employee:
 - a. Employee shall accrue compensatory time off on a time-and-one-half basis (this will count toward the FLSA compensatory time ceiling of 240 hours as well as the City's 40-hour compensatory cap); or
 - b. Overtime shall be paid at time-and-one-half the regular hourly rate of pay.

C. Maximum Accumulation of Compensatory Time

Confidential employees may not accrue more than 40.0 hours of compensatory time-off without permission of the department manager. Time off for compensatory time must be approved by the department manager or delegate.

9.2 Uniform Allowance

The City shall provide uniforms in accordance with department procedures and subject to approval by the Department Head and City Manager for management and confidential employees required to wear one.

BE IT FURTHER RESOLVED that Resolution 2005-84 and all resolutions amendatory, and Resolution 2006-52 and all resolutions amendatory are hereby rescinded.

I CERTIFY that at a regular meeting on June 9, 2014, 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 XX, 2014.

Cheryl Morse, City Clerk

APPROVED:

Janet Abelson, Mayor

RESOLUTION 2014-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
MODIFYING REPORTING AND PAYMENT OF EMPLOYER PAID MEMBER
CONTRIBUTIONS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

WHEREAS, the City Council, as the governing body of the City of El Cerrito, has the authority to implement Government Code Section 20691; and

WHEREAS, the City Council of the City of El Cerrito has had written agreements with management and confidential employees that specifically provided for a portion of the normal member contributions to be paid by the employer; and

WHEREAS, the City's contribution for management and confidential employees to the California Public Employees Retirement System (PERS) for the employer paid member contribution (EPMC) will end June 30, 2014; and

WHEREAS, the City Council of City of El Cerrito has identified the following conditions:

- This resolution shall apply to all management and confidential employees;
- This benefit shall consist of the City paying zero (0%) of the normal member contributions as EPMC;
- Management and confidential employees will pay the entire member contribution of eight percent (8%) to PERS;
- The effective date of this resolution is July 1, 2014.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby modify reporting and payment of employer paid member contributions to PERS as set forth in the conditions above, effective July 1, 2014.

I CERTIFY that at a regular meeting on June 9, 2014, the El Cerrito City Council passed this resolution by the following vote:

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

* * * * *

Agenda Item No. 7(B)
Attachment 2

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on June X, 2014.

Cheryl Morse, City Clerk

APPROVED:

Janet Abelson, Mayor