



AGENDA

SPECIAL CITY COUNCIL MEETING
Tuesday, December 18, 2012 – 6:30 p.m.
Hillside Conference Room

REGULAR CITY COUNCIL MEETING
Tuesday, December 18, 2012 – 7:00 p.m.
City Council Chambers

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

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Jan Bridges

Councilmember Rebecca Benassini
Councilmember Mark Friedman

ROLL CALL

6:30 p.m. CONVENE SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

ANNOUNCEMENT OF CLOSED SESSION

Conference with Legal Counsel – Existing Litigation (*Pursuant to Government Code Section 54956.9(a)*)

City of El Cerrito v. Robert R. Campbell, et al., Sacramento Superior Court, Case No. 34-2012-80001200

ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are limited to 3 minutes per person and are limited to items listed on this special City Council meeting agenda only.

RECESS INTO CLOSED SESSION

ADJOURN SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

ROLL CALL

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

1. PLEDGE OF ALLEGIANCE TO THE FLAG – Councilmember Friedman

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 limited to 3 minutes per person. Please state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. PRESENTATIONS

Recycling and Environmental Resource Center Achieves Leadership in Energy and Environmental Design (LEED) Platinum Certification from the U.S. Green Building Council – Presentation by Melanie Mintz, Environmental Services Division Manger.

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

Consent Calendar items are considered to be routine by the City Council and will be enacted by one motion unless a request for removal for discussion or explanation is received prior to the time Council votes on the motion to adopt the Consent Calendar.

A. Minutes for Approval

Approve the December 4, 2012 Regular City Council Meeting Minutes.

B. Financial Advisory Board Enabling Ordinance Clean-Up

Adopt Ordinance No. 2012–03 amending El Cerrito Municipal Code Section 2.04.300 – Financial Advisory Board, to delete references to the former redevelopment agency and further clarify the Financial Advisory Board’s function and duties. (*Approved first reading November 20, 2012; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Absent – Councilmember Cheng*).

C. Amendment of El Cerrito Municipal Code Chapter 8.12 – Collection and Disposal of Waste Stream

Adopt Ordinance No. 2012–04 amending El Cerrito Municipal Code Chapter 8.12 – Collection and Disposal of Waste Stream, to include provisions for salvage and regulation of certain activities at the El Cerrito Recycling and Environmental Resource Center. (*Approved first reading with amendments on November 20, 2012; Ayes – Councilmembers Benassini, Lyman and Mayor Jones; Noes – Councilmember Abelson; Absent – Councilmember Cheng*).

D. Employee Classification Plan and Specification Amendments

Adopt a resolution amending the City’s employee classification plan to: 1) Establish the classification of Development Services Manager; 2) Revise the class specification of Building Official; 3) Establish the classification of Intern and establish the salary range as recommended; 4) Re-title and revise the class specification of Program Supervisor to Recreation Supervisor, establish the salary range as recommended and eliminate the classification of Recreation

Supervisor II; and 5) Revise the class specifications of the Personnel Technician and Employee Services Manager and re-title the classifications to Human Resources Technician and Human Resources Manager.

E. Accept Offer of Dedication – Bates Avenue

Adopt a resolution accepting the offer of dedication for the 25-foot widening of Bates Avenue as shown on Parcel Map MS 451-09, a four-lot subdivision of 801 Bates Avenue (Assessor's Parcel No. 505-282-027)

F. Arlington Boulevard at Madera and Brewster Drives Safety Improvement Project

Adopt a resolution approving plans, accepting bids, and authorizing the City Manager to execute a contract in the amount of \$129,648 with Ray's Electric and to approve change orders in an amount not to exceed \$19,447 (15%) for the construction of the Arlington Boulevard at Madera and Brewster Drives Safety Improvement Project, City Project No. C-3047, Federal Project No. SRTS-5239(016).

G. On-Call Construction Administration – Professional Services Agreements

Adopt a resolution authorizing the City Manager to execute professional services agreements with three consultant firms, BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc. for on-call construction management services for periods of three years with options to extend for an additional two years.

H. Support for the West Contra Costa Unified School District Request for Waiver of Statutory Bonding Capacity

Adopt a resolution in support of the West Contra Costa Unified School District's application to the State Board of Education for a waiver of the statutory bonding capacity.

I. Reschedule the January 2, 2013 City Council Meeting

Approve a recommendation to cancel the January 2, 2013 City Council meeting and schedule a Special City Council meeting on Monday, January 7, 2012 for the purpose of conducting board and commission interviews.

6. PUBLIC HEARING

Proposed Integrated Waste Management Fees and East Bay Sanitary Commercial and Extra Residential Green Waste Collection and Processing Rates – Effective January 1, 2013

1. Conduct a public hearing and upon conclusion adopt a resolution fixing and setting rates for the Integrated Waste Management (IWM) fee, effective January 1, 2013.
2. Conduct a public hearing and upon conclusion adopt a resolution setting maximum allowable commercial green waste and extra residential green waste collection and disposal (processing) rates, effective January 1, 2013.

7. POLICY MATTERS

A. Annual City Council Liaison Reorganization and Appointments

Discuss City Council appointments to regional bodies and liaison appointments to local boards,

commissions and committees and approve appointments for 2013.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS (*Councilmembers Abelson, Benassini and Mayor Lyman will report on meetings attended since the City Council last met on November 20, 2012.*)

A. Mayor Lyman Assignments: Contra Costa County Mayors' Conference, Municipal Services Corporation Chair, Pension Board Chair and West County Mayors' & Supervisors' Association. *Additional assignments to be determined.*

B. Mayor Pro Tem Abelson Assignments: Contra Costa County Mayors' Conference Alternate, Municipal Services Corporation Vice-Chair, Pension Board Alternate and West County Mayors' & Supervisors' Association Alternate. *Additional assignments to be determined.*

C. Councilmember Benassini Assignments. *Assignments to be determined.*

D. Councilmember Bridges Assignments. *Assignments to be determined.*

E. Councilmember Friedman Assignments. *Assignments to be determined.*

9. ADJOURN REGULAR CITY COUNCIL MEETING

- 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. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/ind-ex.aspx?NID=114>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email cmorse@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

El Cerrito, CA

Project ID: 1000012604
 Status: Certified
 Certification level:
 Platinum
 Certification date:
 12/11/2012

El Cerrito Recycling Center

LEED for New Construction & Major Renovations (v2009)

Attempted: 55, Denied: 4, Pending: 0, Awarded: 82 of 110 points

SUSTAINABLE SITES		12 OF 26
SSp1	Construction Activity Pollution Prevention	Y
SSc1	Site Selection	1 / 1
SSc2	Development Density and Community Connectivity	0 / 5
SSc3	Brownfield Redevelopment	1 / 1
SSc4.1	Alternative Transportation-Public Transportation Access	0 / 6
SSc4.2	Alternative Transportation-Bicycle Storage and Changing Rooms	1 / 1
SSc4.3	Alternative Transportation-Low-Emitting and Fuel-Efficient Vehicles	3 / 3
SSc4.4	Alternative Transportation-Parking Capacity	2 / 2
SSc5.1	Site Development-Protect or Restore Habitat	0 / 1
SSc5.2	Site Development-Maximize Open Space	1 / 1
SSc6.1	Stormwater Design-Quantity Control	0 / 1
SSc6.2	Stormwater Design-Quality Control	1 / 1
SSc7.1	Heat Island Effect, Non-Roof	0 / 1
SSc7.2	Heat Island Effect-Roof	1 / 1
SSc8	Light Pollution Reduction	1 / 1

WATER EFFICIENCY		10 OF 10
WEp1	Water Use Reduction-20% Reduction	Y
WEc1	Water Efficient Landscaping	4 / 4
WEc2	Innovative Wastewater Technologies	2 / 2
WEc3	Water Use Reduction	4 / 4

ENERGY AND ATMOSPHERE		30 OF 35
EAp1	Fundamental Commissioning of the Building Energy Systems	Y
EAp2	Minimum Energy Performance	Y
EAp3	Fundamental Refrigerant Mgmt	Y
EAc1	Optimize Energy Performance	19 / 19
EAc2	On-Site Renewable Energy	7 / 7
EAc3	Enhanced Commissioning	0 / 2
EAc4	Enhanced Refrigerant Mgmt	2 / 2
EAc5	Measurement and Verification	0 / 3
EAc6	Green Power	2 / 2

MATERIALS AND RESOURCES		8 OF 14
MRp1	Storage and Collection of Recyclables	Y
MRc1.1	Building Reuse-Maintain Existing Walls, Floors and Roof	0 / 3
MRc1.2	Building Reuse, Maintain 50% of Interior	0 / 1
MRc2	Construction Waste Mgmt	2 / 2
MRc3	Materials Reuse	1 / 2
MRc4	Recycled Content	2 / 2

MATERIALS AND RESOURCES		CONTINUED
MRc5	Regional Materials	2 / 2
MRc6	Rapidly Renewable Materials	0 / 1
MRc7	Certified Wood	1 / 1

INDOOR ENVIRONMENTAL QUALITY		13 OF 15
IEQp1	Minimum IAQ Performance	Y
IEQp2	Environmental Tobacco Smoke (ETS) Control	Y
IEQc1	Outdoor Air Delivery Monitoring	1 / 1
IEQc2	Increased Ventilation	0 / 1
IEQc3.1	Construction IAQ Mgmt Plan-During Construction	1 / 1
IEQc3.2	Construction IAQ Mgmt Plan-Before Occupancy	1 / 1
IEQc4.1	Low-Emitting Materials-Adhesives and Sealants	1 / 1
IEQc4.2	Low-Emitting Materials-Paints and Coatings	1 / 1
IEQc4.3	Low-Emitting Materials-Flooring Systems	1 / 1
IEQc4.4	Low-Emitting Materials-Composite Wood and Agrifiber Products	1 / 1
IEQc5	Indoor Chemical and Pollutant Source Control	1 / 1
IEQc6.1	Controllability of Systems-Lighting	1 / 1
IEQc6.2	Controllability of Systems-Thermal Comfort	1 / 1
IEQc7.1	Thermal Comfort-Design	1 / 1
IEQc7.2	Thermal Comfort-Verification	0 / 1
IEQc8.1	Daylight and Views-Daylight	1 / 1
IEQc8.2	Daylight and Views-Views	1 / 1

INNOVATION IN DESIGN		5 OF 6
IDc1.1	Innovation in Design	1 / 1
IDc1.2	Innovation in Design	0 / 1
IDc1.3	Innovation in Design	1 / 1
IDc1.4	Innovation in Design	1 / 1
IDc1.5	Innovation in Design	1 / 1
IDc2	LEED® Accredited Professional	1 / 1

REGIONAL PRIORITY CREDITS		4 OF 4
SSc4.1	Alternative Transportation-Public Transportation Access	0 / 1
SSc7.1	Heat Island Effect, Non-Roof	0 / 1
WEc2	Innovative Wastewater Technologies	1 / 1
WEc3	Water Use Reduction	1 / 1
EAc2	On-Site Renewable Energy	1 / 1
IEQc8.1	Daylight and Views-Daylight	1 / 1

TOTAL **82 OF 110**

40-49 Points
CERTIFIED

50-59 Points
SILVER

60-79 Points
GOLD

80+ Points
PLATINUM

EL CERRITO CITY COUNCIL

MINUTES

REGULAR CITY COUNCIL MEETING Tuesday, December 4, 2012 – 7:00 p.m. City Council Chambers

Meeting Location

El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Bill Jones – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Rebecca Benassini

Councilmember Ann Cheng
Councilmember Janet Abelson

ROLL CALL

Councilmembers Abelson, Benassini, Cheng, Lyman and Mayor Jones all present.

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

Mayor Jones convened the regular City Council meeting at 7:04 p.m.

1. **PLEDGE OF ALLEGIANCE TO THE FLAG** was led by Councilmember Benassini.

2. COUNCIL / STAFF COMMUNICATIONS

Karen Pinkos, Assistant City Manager, welcomed and introduced Liz Ruhland, the new manager of the El Cerrito Library. Ms. Ruhland stated that she has worked for the Contra Costa Library for twelve years and previously worked for the Kensington Library for seven years. Ms. Ruhland said that she is very familiar with this part of the County and is excited to be serving the El Cerrito community. Ms. Ruhland also noted that she will be working with library staff to improve services and welcomes comments from the City Council and the community.

Mayor Pro Tem Lyman announced that the Pacific Gas and Electric Company (PG&E) will be convening public meetings on the smart meter program. Meeting dates and other information about the smart meter program is available from the California Public Utilities Commission website, cpuc.ca.gov/puc. Mayor Pro Tem Lyman also announced that there are a number of vacancies on the City's boards and commissions and encouraged all residents to take a look at vacancy information posted on the City's website and apply by December 10.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Al Miller, El Cerrito, invited everyone to help with the Sundar Shadi holiday display installation on December 15. Mr. Miller thanked the City Council, particularly Mayor Jones and

Councilmember Cheng, for their work on the City Council, and stated that he is thankful for all efforts to keep the City Council and the City going.

4. PRESENTATIONS

A. Proclamation Recognizing Teri McKeever

Present and approve a proclamation recognizing and commending Teri McKeever on her accomplishments not only as the head coach of the U.S. Olympic Women's Swim Team for the 2012 Summer Olympics in London and as head coach of the California Golden Bears Womens Swim Team but also for making strides for female coaches in athletics and the field of swimming.

Action: Proclamation approved and presented to Ms. McKeever.

B. Proclamation Recognizing Carol Tang, Ph.D.

Approve and present a proclamation recognizing and commending Dr. Carol Tang on her designation as one of twelve women honored as "Leading Women in Science, Technology, Engineering and Math (STEM)," and for her significant contributions in working to advance and recognize the importance of education for youth.

Action: Proclamation approved and presented to Dr. Tang.

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

Moved, seconded (Benassini/Abelson) and carried unanimously to approve Consent Calendar Item Nos. 5A through 5C as indicated below.

A. Minutes for Approval

Approve the November 20, 2012 Regular City Council meeting minutes.

Action: Approved minutes.

B. Declaring and Confirming the Results of the November 6, 2012 General Election *(To be delivered)*

Adopt a resolution declaring and confirming the results of the November 6, 2012 election.

Action: Adopted Resolution No. 2012–88 including final election results certified by the Contra Costa County Registrar of Voters and the City Clerk.

The total number of votes cast in the City of El Cerrito was 12,437 votes. The following candidates for City Council were elected to terms ending in 2016, and each received the total number of votes, including absent votes, as set forth after their names as follows:

Mark Friedman	6732
Greg Lyman	6338
Jan Bridges	6223

C. Co-Sponsored Groups – Grant to the Community Alliance for Learning for the Writer-Coach Connection Program

At the request of Councilmember Benassini, accept an application from the Community Alliance for Learning for the Writer Coach Connection Program and approve a one-time grant in the amount of \$2,500 for Fiscal Year 2012-2013 off-cycle from the budget process.

Action: Application accepted and grant approved in the amount of \$2,500.

6. RECOGNITION OF CITY COUNCIL MEMBERS LEAVING OFFICE

Special recognition of Mayor Bill Jones (City Council 2004–2012, Mayor December 2007– 2008 and December 2011 – 2012); and Councilmember Ann Cheng (City Council 2008 – 2012, Mayor December 2010 – December 2011).

Councilmember Cheng stated that her husband Wiley Osborne was a rock of support throughout her term in office and also thanked her family for their support. Councilmember Cheng reflected on her history and path to the City Council and noted the incredible leadership of City Manager Hanin. Councilmember Cheng stated that it has been her privilege to live and serve in El Cerrito and to be a part of the leadership group in El Cerrito. The level of cooperation, congeniality, and respect shared among the City Councilmembers is rare in the region. Councilmember Cheng stated that she was lucky to experience such harmony among past and current council members. El Cerrito is beginning to be recognized throughout the county as the little city that gets things done. Everyone from the street maintenance crew to the childcare workers, public safety, the community, and community leaders do an amazing job. It has been an amazing gift to experience this first hand. Councilmember Cheng stated that she has more hope in humanity because of what everyone does and contributes despite witnessing the dissolution of redevelopment. There has been incredible change in the past four years including the beautiful new streets, a new hometown brewery and a great theater. El Cerrito's heritage and collective identity is full of leaders who are also humble and contribute without any expectations of gratitude and this is what gets things done. Councilmember Cheng concluded by thanking the public for the opportunity to serve on the City Council, expressed her appreciation for the opportunity to meet so many people and said she is looking forward to being a part of the community again. She extolled the many benefits and resources of the city and expressed her pride in being an El Cerritan.

Mayor Jones acknowledged family members present including his wife of thirty eight years, Gail, his son Christopher and daughter Haley who is expecting her first child in June and her husband James and Mayor Jones sister Nancy, and her husband Brian. Mayor Jones stated that he had formerly worked for local cities and hesitated before he ran for office. He realized, as an elected official, that he would be representing his family as well as himself. Mayor Jones also thanked his wife Gail for her support over the past eight years and also thanked his kids. He expressed appreciation for the opportunity to work together with the Council, Commissions, staff and the community toward what the residents want. Mayor Jones also thanked City Manager Hanin for shaping and encouraging an environment of service, expertise, hard work and transparency in operations at all levels of the organization. When things are not on track employees have the desire, ability and creativity to correct and improve situations and go forward in a positive and productive manner. Mayor Jones expressed sincere appreciation for all the men and women who work for the residents of the City and stated that city employees take pride in providing services to the residents of El Cerrito and also thanked Mary Dodge, Administrative Services Director and Jerry Bradshaw, Public Works Director, for all of their years of service to the City.

Mayor Jones noted that it has been a pleasure to serve with the current City Councilmembers as well as past members Sandi Potter, Letitia Moore and past and new Councilmember Jan Bridges. Mayor Jones thanked the current Council leadership and noted that Councilmember Abelson is most appreciated for her work on regional boards and helping to secure grants. Mayor Pro Tem Lyman is greatly appreciated for his attention to detail which has served El Cerrito well, particularly on the Integrated Waste Management Authority Board and the Sports Field Joint Powers Authority. Councilmember Cheng taught him about sustainability and transportation and Councilmember Benassini is admired for her critical analysis of the city's issues and for her continuing interest in education.

Mayor Jones emphasized the necessity of trust – and how the promotion of trust is in the best interests of the city. He never doubted the sincerity of the Council or any of the Councilmembers

he has worked with. Mayor Jones shared the following quote from the ancient Greek statesman, Pericles, “What you leave behind is not engraved on stone monuments but what is woven into the lives of others” and thanked the residents of El Cerrito for the opportunity to serve. He noted the faith, support and trust of the City’s forward thinking resident base and called attention to the residents’ consistent support of issues that serve the community well such as the streets and operations sales tax, building quality schools, and support for civic projects such as the community center, swim center, recycling center, and new City Hall. He is always proud to tell people about El Cerrito and even prouder when people take the opportunity to come up and tell him about the city. Mayor Jones stated that for him, serving on the City Council is the pinnacle of public service. He has enjoyed every minute of working for a special community the past eight years and thanked the community for making it possible. Mayor Jones also thanked the City Clerk for her service.

Mayor Pro Tem Lyman stated that it has been a pleasure to serve with Councilmember Cheng and noted that he is looking forward to seeing Councilmember Cheng involved in the community. Mayor Pro Tem Lyman also expressed appreciation for Mayor Jones, particularly his interest and passion in serving the community, his preparation and professionalism, his patience in working through items, his leadership during the state’s dissolution of redevelopment and also his sense of justice.

Councilmember Benassini thanked Mayor Jones and Councilmember Cheng and expressed appreciation for their passion and enthusiasm on the City Council. Councilmember Benassini said she has loved coming to meetings and hearing the Council’s positions on different items and acknowledged how much has been accomplished. Councilmember Benassini thanked Councilmember Cheng for inspiring her to participate not only in Bike to Work Day but also to purchase and ride a bicycle to work. Councilmember Benassini stated that she looks forward to seeing Councilmember Cheng working out in the community and also thanked Mayor Jones for his ability to listen and for being an example of how to act on the Council.

Councilmember Abelson stated that she has really enjoyed working with individual Councilmembers and as a team. She will miss Mayor Jones and Councilmember Cheng on the Council and noted that she will always consider them as family. Councilmember Abelson expressed appreciation for Councilmember Cheng’s enthusiasm and willingness to try new things, say yes and stick with it and also stated that she appreciates her friendship with Mayor Jones. It has been a pleasure to work with each councilmember and experience the respect that the Council shares for each other. Councilmember Abelson looks forward to seeing Mayor Jones and Councilmember Cheng out in the community and at city events and knows that both will continue as good citizens of the City.

7. BRIEF RECESS

8. SWEARING IN AND SEATING OF NEWLY ELECTED OFFICIALS

Administration of the Oath of Office and Presentation of Certificate of Election:

Mark Friedman, elected to the City Council to a term ending 2016. Mr. Friedman previously served on the El Cerrito City Council April 1997– December 2004.

Greg Lyman, re-elected to the City Council to a term ending 2016. Mayor Pro Tem Lyman’s first term on the City Council was 2008 – 2012.

Jan Bridges, will be sworn in prior to the December 18, 2012 City Council meeting. Ms. Bridges previously served on the City Council 2004 – 2008.

Action: City Clerk Morse administered the Oath of Office to Councilmember Friedman and Mayor Pro Tem Lyman and presented each with a Certificate of Election.

9. POLICY MATTERS

City Council Reorganization

Election of City Council Officers.

Mayor Pro Tem Lyman called for the reorganization of the City Council.

City Clerk Morse declared the Offices of Mayor and Mayor Pro Tempore vacant and called for nominations for the office of Mayor.

Councilmember Benassini nominated Mayor Pro Tem Lyman to the office of Mayor.

Moved, seconded (Abelson/Friedman) and carried unanimously to close nominations and select Mayor Pro Tem Lyman as Mayor of the City of El Cerrito.

Mayor Lyman called for nominations for office of Mayor Pro Tem.

Councilmember Friedman nominated Councilmember Abelson to the office of Mayor Pro Tem.

Moved, seconded (Friedman/Benassini) and carried unanimously to close nominations and select Councilmember Abelson as Mayor Pro Tem.

Mayor Pro Tem Abelson stated that this new Council, just like the prior City Council, will be great to work with and that she looks forward to facing the challenges ahead in a way that is effective for the residents of El Cerrito. Mayor Pro Tem Abelson also thanked the Council for their support and congratulated Mayor Lyman.

Mayor Lyman stated that he is humble, grateful and optimistic. He is grateful for the foundation and support that his parents, Virginia and Sandy, gave him as well as the support of his wife Mary, his daughter Hannah, his friends and the voters of El Cerrito who re-elected him. Mayor Lyman explained that like any public project, it took him a lot of time and a lot of support to get to the place of where he is this evening. He thanked everyone who has helped him along the way. Mayor Lyman stated he is humbled that the voters re-elected him and extended their trust in him. With four years of service behind him he realizes now, how much prior City Councils contributed to the foundation of the Council's recent successes such as new street paving, San Pablo Avenue streetscape and rebuilding of the Recycling Center. Mayor Lyman said he realizes this coming year and every year is a new foundation for future Council successes. City Councilmembers are temporary stewards of the public's trust and the public expects the Council to keep the city's services and businesses moving. He acknowledged his gratitude for the voters who trust him and elected him to office.

Mayor Lyman said that he accepts the assignment of Mayor with humility and noted his responsibility for transparent, efficient, professional and civil discourse of both the Council and the public at Council meetings. Mayor Lyman also stated that he is optimistic that this coming year will set the foundation for the Council to finish the City's Strategic Plan, see the San Pablo Avenue art icons installed, adopt the San Pablo Avenue Specific Plan and attract new businesses to El Cerrito. He hopes to see the beginning of the General Plan update this year and solidify support for upgrading the City's major city infrastructure including the library, senior center and public safety buildings. He is optimistic that city revenues will stabilize and that the City Council will adopt a balanced budget and be in a position to support these long awaited initiatives.

Councilmember Friedman thanked the voters for electing himself and Councilmember Bridges and for re-electing Mayor Lyman. Councilmember Friedman said that when he was considering running for office he had a lot of great memories from his prior service on the City Council and some other memories that were not quite as pleasant. Everyone told him that the Council is great and that staff is also great and that the City is entering a period where people are getting along and working together on behalf of all the residents in a really positive and wonderful way. Councilmember Friedman stated that this was also his observation and noted that this is why he is able to serve with his colleagues. Councilmember Friedman thanked his campaign treasurer Scott Lyons and his wife Carolyn Said and also stated that it is really an honor to serve on the City Council and that he knows there are a number of priorities that are really important. He hopes to offer his skills and talents to meld with the wonderful team that is already in place and also reflected on the contrast between meetings held in the old community center versus the beautiful new city hall that exists today. Councilmember Friedman concluded by saying he is happy to be serving the public again.

10. ADJOURNED CITY COUNCIL MEETING at 8:19 p.m.

ORDINANCE NO. 2012-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING EL CERRITO MUNICIPAL CODE SECTION 2.04.300 – FINANCIAL ADVISORY BOARD

WHEREAS, the Financial Advisory Board was established by Ordinance 2000-3 and codified as El Cerrito Municipal Code 2.04.300 for the purpose of providing citizen input on financial matters related to the City; and

WHEREAS, Ordinance 2007-2 was adopted to revise El Cerrito Municipal Code Section 2.04.300 relating to the appointment of FAB members; and

WHEREAS, Ordinance 2010-1 amended El Cerrito Municipal Code Section 2.04.300 to further clarify the duties and responsibilities of the Financial Advisory Board; and

WHEREAS, the Financial Advisory Board recently reviewed El Cerrito Municipal Code Section 2.04.300 and recommends deleting references to the Redevelopment Agency due to the dissolution of the Redevelopment Agency by the State of California and also recommends further amendment of the El Cerrito Municipal Code to further refine and clarify the Financial Advisory Board's duties and responsibilities, including an annual review of City Council compensation.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby ordain as follows:

SECTION 1: Chapter 2.04.300 of the El Cerrito Municipal Code is hereby amended with the following additions and deletions to read as follows (additions in underline; deletions in ~~striketthrough~~):

2.04.300 Financial Advisory Board.

A. There shall be a financial advisory board consisting of five members who reside in the city and have demonstrated expertise in financial management, accounting, fiscal analysis, computer applications, economic analysis or related skills. The financial advisory board shall have the powers and duties stated below, and such other duties as the council shall decide:

1. To conduct a review and make recommendations on the proposed annual budget and long-term financial plan for the city and ~~the redevelopment agency~~all component units each year to assist the city council ~~and redevelopment agency~~ in making decisions on major expenditures and revenue sources, ~~and to include a review of the~~City Council compensation consistent with county-wide recommendations included in Contra Costa Grand Jury Report No. 1104;
2. To monitor the city ~~and redevelopment agency~~ expenditure and revenue patterns and recommend adjustments to the long-term financial plans as necessary;
3. To conduct an annual review of the ~~city's Comprehensive Financial Policy and city's investment~~Investment policies Policy and make recommendations regarding the managing of the city's financial reserves to assure maximum returns on approved investments;

Agenda Item No. 5B

4. When requested by the city council, ~~redevelopment agency board~~, or staff to evaluate proposals, programs and contracts for both long- and short-term financial consequences, assess alternatives and make appropriate recommendations;
5. To review the annual audit and management letter and provide the city council ~~and the redevelopment agency~~ with recommended changes in financial practices;
6. To review and make recommendations on all proposed bonds, ~~or~~ other debt instruments ~~or long term obligations~~ to be issued ~~or assumed~~ by the city ~~or the redevelopment agency~~; and
7. To review the form and format of budget documents, agenda bills and other recurring financial reports prepared by the city and issue recommendations to the city council and the city manager regarding how the form and format of these documents may be modified to allow for greater clarity in the manner financial information is reported.

SECTION 2

This rdinance shall take effect and be enforced thirty (30) days after the date of its adoption, and prior to the expiration of fifteen (15) days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of El Cerrito on November 20, 2012 and approved by the following vote:

AYES: Councilmembers Abelson, Benassini, Lyman and Mayor Jones
NOES: None
ABSENT: Councilmember Cheng
ABSTAIN: None

At a regular meeting of the City Council of the City of El Cerrito held on December 18, 2012 this Ordinance was adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Gregory B. Lyman, Mayor

ATTEST:

Cheryl Morse, City Clerk

Agenda Item No. 5B

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December ____, 2012.

Cheryl Morse, City Clerk



AGENDA BILL

Agenda Item No. 5(C)

Date: December 18, 2012

To: El Cerrito City Council

From: Garth Schultz, Environmental Analyst

Subject: Ordinance Amending Chapter 8.12 of the El Cerrito Municipal Code

ACTION REQUESTED

Adopt Ordinance 2012-04 amending El Cerrito Municipal Code (ECMC) Chapter 8.12 – Collection and disposal of waste stream to include provisions for salvage and regulation of certain activities at the El Cerrito Recycling + Environmental Center.

BACKGROUND & ANALYSIS

The Council adopted first reading of an ordinance amending ECMC Chapter 8.12 on November 20, 2012. During that meeting, staff was asked to seek input from the Environmental Quality Committee (EQC) regarding the draft Rules of Conduct and draft Salvage Permit Application form in order to ensure that the Recycling and Environmental Resource Center (Center) patrons utilizing the site as intended feel welcome and retain the ability to participate in recycling, reuse, reduction, and salvage activities at the Center. Staff gathered input from the EQC on December 11, 2012 and will utilize that input in finalizing the draft Rules and Application form and in ongoing enforcement.

Changes to the language of the Ordinance suggested by the Council have been incorporated into the draft Ordinance included with this second reading, and the draft Salvage Application form has been edited to demonstrate that permission for legitimate salvage will be granted or denied at the time the application is received. The form may be changed over time to assure effectiveness while maintaining the goal of providing customer-friendly access to the Center and compliance with the Ordinance.

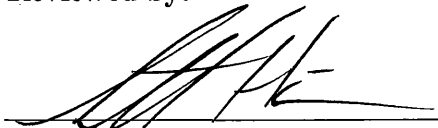
FINANCIAL CONSIDERATIONS

There is no direct financial impact of amending the El Cerrito Municipal Code as proposed. If the City Council amends the code and the City Manager directs staff to finalize the Rules and post signs, the costs of producing the signs will be incurred within the Integrated Waste Management Fund budget. There may be a need for a small mid-year adjustment to that budget to account for printing the additional signs.

LEGAL CONSIDERATIONS

The City Attorney has reviewed this code amendment and found that legal considerations have been addressed.

Reviewed by:

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

Scott Hanin, City Manager

Attachments:

1. Draft Ordinance
2. Draft Rules of Conduct for City Manager approval
3. Draft Salvage Permit application

ORDINANCE NO. 2012-04

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING EL CERRITO MUNICIPAL CODE CHAPTER 8.12 – COLLECTION AND DISPOSAL OF WASTE STREAM

The City Council of the City of El Cerrito does hereby ordain as follows:

SECTION I. Chapter 8.12 is hereby amended with the following additions and deletions to read as follows (additions in underline; deletions in ~~strike through~~):

8.12.020 – Definitions.

As used in this chapter:

- A. "Compost" means the product resulting from the managed and controlled biological decomposition of organic material, which is separated for this purpose from the solid waste stream.
- B. "Compostable material" means those organic materials of the solid waste stream, which can, through controlled biological decomposition, produce a useable compost product. Compostable materials include but are not limited to food and food scraps, food scrap soiled paper, green waste plant debris, untreated wood, and other items as determined by the city. Compostable materials do not include human or animal waste or fluids or any items that have been in contact with human or animal waste or fluids.
- C. "Contractors" means such persons, firms or corporations holding a contract with the city for the collection and disposal of garbage, recyclable materials or green waste.
- D. "Garbage" means those elements of the solid waste stream other than hazardous waste, universal waste, or those materials which have been separated, set aside, handled, packaged or offered for collection separately from other discards for the purpose of recycling, reuse or composting.
- E. "Hazardous waste" means discarded material or solid waste which exhibits one or more of the following characteristics: (1) ignitability, (2) corrosivity, (3) reactivity, or (4) toxicity, and because of its quantity, concentration, physical, chemical or infectious property may cause a substantial present or potential hazard to human health or the environment. Hazardous waste and low-level radioactive waste are regulated under Chapter 7.5 (commencing with Section 25800) of Division 20 of the State Health and Safety Code and Title 22, Chapter 11 of the State Code of Regulations.

- | F. "Health officer," unless otherwise described, means the city manager or his or her designee.
- | G. "Recyclable materials" means those discarded materials which, when separated from other discarded materials and properly processed, can be turned into useful products through reprocessing or remanufacturing. Recyclable materials include, but are not limited to, glass, metals, plastic and paper, and other items as determined by the city.
- | H. "Recycle-recycling" means the process of collecting, sorting, cleansing, treating and reconstituting materials that would otherwise be discarded as garbage, and returning them as raw material for new, reused or reconstituted products which meet the quality standards necessary for use in the marketplace.
- | I. "Reuse" occurs when an item of the solid waste stream is reused in its manufactured form without reprocessing. Reusable materials include but are not limited to clothing, indoor and outdoor furnishings, clean fill dirt, architectural detailing, art and art supplies, books and antiques.
- | J. "Restricted drop-off items" means those items collected at the El Cerrito Recycling and Environmental Resource Center that, for reasons of safety, health, security, and/or cost-efficiency, are locked, secured, or otherwise made inaccessible to the public without the assistance of city staff. The proper procedure for dropping off restricted items at the Center shall be posted at each restricted drop-off area, and shall instruct patrons how to get staff assistance with those items.
- | K. "Salvage" means the act of accessing and taking those materials from the El Cerrito Recycling and Environmental Resource Center that can be reused or repurposed by individuals while providing equal or greater community and environmental benefits than would be realized if those items were recycled by the city. Salvage also means to access and take such materials.
- | L. "Salvage permit" means a granted exemption to Section 8.12.140B of this code. Salvage permits are subject to the provisions in Section 8.12.140G150.
- | ~~J~~.M. "Special waste" means materials, whether classified as hazardous or nonhazardous, identified in the solid waste stream, that present a hazard to human health or the environment if not properly handled, or waste that requires unique handling or disposal methods because of its physical characteristics. Special wastes include, but are not limited to, tires, asbestos, grease trap pumpings, incinerator ash, medical waste, sewage sludge, street sweepings, catch basin debris and tires. Medical waste is regulated pursuant to the Medical Waste Management Act, Chapter 6.1 (commencing with Section 25015) of Division 20 of the State Health and Safety Code.

- | ~~K.N.~~ "Sharps" means any potential biohazard device having acute rigid corners, edges, or protuberances capable of cutting or piercing, such as hypodermic needles, hypodermic needles with syringes, lancets, blades, needles with attached tubing, syringes contaminated with biohazardous waste, acupuncture needles, root canal files, broken glass items such as Pasteur pipettes and blood vials contaminated with biohazardous waste, and any item capable of cutting or piercing that is contaminated with biohazardous waste, and any item capable of cutting or piercing that is contaminated with trauma scene waste. "Sharps" does not mean household disposable razors, box cutting knives, craft tools, or household glass.
- | ~~L.O.~~ "Pharmaceuticals and personal care products (PPCPs)" means chemical substances, including prescription and over-the-counter therapeutic drugs, fragrances, cosmetics, sunscreen agents, diagnostic agents, nutraceuticals, and biopharmaceuticals.
- | ~~M.P.~~ "Universal wastes" are hazardous wastes, including but are not limited to electronic devices, fluorescent lamps, cathode ray tubes, instruments that contain mercury, batteries, and many other items, as determined by the California Department of Toxic Substance Control pursuant to the California Code of Regulations (Title 22 Universal Waste Rule).

8.12.040 – Unlawful disposal.

- | A. It is unlawful for any person to throw, place, or bury any solid waste or other discarded materials anywhere in the city other than in an authorized container or public receptacle.
- | B. It is illegal to place sharps in solid waste collection containers including recycling, garbage and green waste containers. All sharps must be taken to an appropriate medical waste disposal facility, the El Cerrito Recycling and Environmental Resource Center, or the household hazardous waste facility, if they are accepted there.
- | C. PPCPs shall not be placed in solid waste containers and must be taken to a household hazardous waste facility or the El Cerrito Recycling and Environmental Resource Center for appropriate disposal. A list of such products shall be available from the household hazardous waste facility for residents.
- | D. The state of California has deemed it illegal to dispose of universal wastes in landfills. Universal wastes must be properly disposed or recycled pursuant to state law. Most Universal wastes are accepted daily at the El Cerrito Recycling and Environmental Resource Center.

- | E. Special wastes must be handled and disposed of or recycled in a manner that protects human health and the environment and in accordance with all applicable regulations.
- | F. It is unlawful for any person to place or dispose of items at the El Cerrito Recycling and Environmental Resource Center that are not accepted at that facility. Unlawful disposal includes, but is not limited to: placing garbage, compostable material, certain Hazardous wastes, Special wastes, and other items not listed as accepted anywhere in the facility; placing any acceptable items in the incorrect containers; and placing Restricted drop-off items anywhere in the facility without gaining appropriate access for Restricted items.

8.12.140 – Illegal collection of material.

- | A. It is unlawful for any person other than the contractors selected pursuant to Section 8.12.110 to ~~scavenge~~ take materials left on city curbs for collection.
- | B. Except for materials designated by the El Cerrito Recycling and Environmental Resource Center staff as being available for salvage, it is unlawful for any person, other than authorized employees of the city (on city business) or the contractors selected pursuant to Section 8.12.110, to remove recyclable material from ~~the city recycling center~~ any container, patron, contractor, employee, vehicle or area at El Cerrito Recycling and Environmental Resource Center or from public bins designated for the collection of such.
- | C. Any violation of this section is a nuisance per se punishable by fine or imprisonment as specified in Chapter 1.08 of this code.

8.12.150 – Salvage and application for salvage permit.

- | A. The city manager or his or her designee may grant an exemption to Section 8.12.140B to individuals removing certain items collected at the El Cerrito Recycling and Environmental Resource Center for legitimate salvage. Certain categories of items, as designated and specially marked by city staff, may be designated for ongoing salvage and/or reuse available to all patrons ~~without a salvage permit.~~

Salvage of all other categories of materials that are not designated by city staff for ongoing salvage and/or reuse shall require an exemption via a salvage permit application by the individual seeking permission to salvage the materials. Such salvage permit application is subject to the following qualifications:

- | 1. Applicant must demonstrate that the salvaged materials will be legitimately reused or repurposed through, for example: use as-is; repair

and use; use in an art, school, or other project; use as parts; use in collections (e.g. stamps); or other personal uses.

2. Applicant must sign a statement, under penalty of perjury, that no materials taken for salvage will be sold as recyclable materials.
3. Applicant will be subject to any limits on the quantity of salvaged material that may be taken, as determined by the city manager or his or her designee. The city manager or his or her designee may require that applicants salvaging materials above certain limits purchase those materials at fair market value from the city. Applicant must sign a statement, under penalty of perjury, that the applicant will abide by all salvage limits.
4. Applicant must demonstrate that any salvage proposed by applicant does not constitute a nuisance as specified in Chapter 8.34 of the El Cerrito Municipal Code and is not in violation of any other El Cerrito Municipal Code provisions.
5. The mere payment of fees that fund curbside recycling collection, the El Cerrito Recycling and Environmental Resource Center and El Cerrito environmental programs shall not constitute grounds for the granting of an salvage permit.

B. The salvage permit application procedure is as follows:

- ~~a1.~~ Applicants may must supply all required proof of qualifications in writing together with the application submittal. Applicants may be required to provide information in forms provided by the city. Applicants may be required to show proof of information provided on the application form. Salvage activities are subject to inspection prior to approval of a permit.
- ~~b2.~~ Applicant shall pay an application fee as provided in the city's master fee schedule, if one is established.
- ~~c3.~~ Applicant may be required to meet with city staff or attend an application hearing as the city manager or his or her designee deems necessary to provide all required information and proof.
- ~~d4.~~ Upon the determination of the city manager or his or her designee, a written notification of the approval or denial of permit shall be issued to the applicant.
- ~~e5.~~ A salvage permit may be granted only to an individual.

§6. If the application is denied or permit revoked, the applicant may re-apply following the above process.

§7. The city manager or his or her designee may revoke a salvage permit at any time if a nuisance as defined in Chapter 8.34 of the El Cerrito Municipal Code is found to be a result of the salvage and/or if the City determines that any permitted salvage results in volumes that materially impact the City Recycling and Environmental Resource Center operations.

C. Permittees shall provide their written approved salvage permit to city staff when engaging in permitted Salvage activities or when the city manager or his or her designee requests verification.

C.D. Any violation of this section is a nuisance per se punishable by fine or imprisonment as specified in Chapter 1.08 of this code.

8.12.160 – Activities-Control.

Whenever the city manager shall find that the welfare of any person will be best served by restricting the use of any portion of the El Cerrito Recycling and Environmental Resource Center, he or she shall control activities which are deemed to be of a hazardous nature, or of a nature which would endanger property, or which are not in the best interest of the citizens of the city. These activities may include, but are not limited to, restricting the total length of all daily visits to the El Cerrito Recycling and Environmental Resource Center by an individual and limiting the duration of parking at the El Cerrito Recycling and Environmental Resource Center. The city manager shall cause signs or notices to be posted setting forth the controlled activities.

8.12.170 – Activities-Unlawful participation.

Any person entering, being or remaining in the El Cerrito Recycling and Environmental Resource Center shall comply with the provisions of this chapter, all other related provisions of this code, and any rules posted by the city manager or his or her designee as provided by Section 8.12.160.

SECTION II. This Ordinance shall take effect and be enforced thirty (30) days after the date of its adoption, and prior to the expiration of fifteen (15) days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

* * * * *

| The foregoing ordinance was introduced at a regular meeting of the City Council
on November 20, 2012, and passed by the following vote:

| AYES: Councilmembers Benassini, Lyman and Mayor Jones
 NOES: Councilmember Abelson
 ABSENT: Councilmember Cheng

| Adopted and ordered published at a regular meeting of the City Council held on
December 18, 2012 and passed by the following vote:

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

APPROVED:

Gregory B. Lyman, Mayor

ATTEST:

Cheryl Morse, City Clerk

 IN WITNESS of this action, I sign this document and affix the corporate seal of
the City of El Cerrito on December ____, 2012.

Cheryl Morse, City Clerk

| 1991836.2



El Cerrito Recycling and Environmental Resource Center
Rules of Conduct - DRAFT

SUPERVISE your children and leave pets at home

NOTIFY STAFF of any issues and call 911 in an emergency

NO LOITERING – Limit daily visitation to 2 hours total, **maximum**

NO DUMPING – Place accepted items in designated areas only

DO NOT park over 30 minutes at a time within this facility

DO NOT get in or move any equipment or enter staff areas

DO NOT take items from drop-off areas, other customers, or vehicles without City permission or as designated*

* Exchange Zone, Packaging, Bicycle, and Planter Pot areas exempt from this provision

* See staff for more details regarding permitted salvage activities

DO NOT take more than one file box of books per day from the Exchange Zone

Failure to comply with these rules may result in action per ECMC 8.12.040, 8.12.140, 10.60.010, and CPC 602(l).

TRESSPASSING & LOITERING PROHIBITED BY LAW
AREA UNDER 24 HOUR VIDEO SURVEILLANCE



City of El Cerrito
Recycling + Environmental Resource Center

Salvage Permit | Application

The City of El Cerrito recognizes the environmental and community benefit realized by salvage and reuse of appropriate materials that would otherwise be strictly recycled. The City permits salvaging by individuals who wish to salvage certain materials in limited quantities from the Recycling + Environmental Resource Center. Permitted salvage must be for legitimate reuse (**not resale**) including, but not limited to, art projects, school projects, landscaping projects, building projects, etc. Full details are listed in ECMC 8.12.150 (see back side of this form).

Getting a Salvage Permit for legitimate reuse is easy:

- Applications may be turned in to any staff member during Center operating hours
- Upon receiving a completed application, City of El Cerrito staff will immediately review the application and determine whether the proposed salvage activities meet the definition of salvage per the ECMC.
- Applicants will be informed at the time they turn in their completed application form as to whether the permit application has been granted, denied, or held pending further review (rare).
- Applicants to whom Salvage Permits are granted will immediately be provided with a copy of this form that will need to be presented upon request.

Permitted salvagers who take less than (10) pounds of salvage materials per day may collect salvage materials at no cost. The City may sell salvage materials to permitted salvagers who take more than ten (10) pounds per day of salvaged materials (based on market price). Permitted salvagers may choose to make a donation to the City in lieu of purchase.

Applicant Information (please fill out completely and legibly):

Full Name:

Phone Number:

Email Address:

Photo ID (*attach copy if applicable*):

Home / Business Address:

Vehicle Make/Model/Color/Plate Number (*if applicable*):

Description of Salvage Activity:

What are you looking to salvage? Why are you looking to salvage those items? Please attach additional information as necessary to fully explain your intent.

Salvage Permits are free, may be revoked at any time, and expire one year from date of issuance. Use of the Recycling Center is at your own risk. All items taken are "as-is." The City is not responsible for any damage or injury caused by items taken for reuse, and persons using the Center agree, as a condition of taking the items, to indemnify the City and hold it harmless from any and all claims of damage related to the items. By signing below you declare under penalty of perjury that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of permit.

Signature

Date

Staff Use Only

Reviewed by:

Application Granted: Y / N

Reason:



AGENDA BILL

Agenda Item No. 5(D)

Date: December 18, 2012
To: El Cerrito City Council
From: Sukari Beshears, Employee Services Manager
Karen Pinkos, Assistant City Manager
Subject: City Employee Classification Plan Amendments

ACTION REQUESTED

Adopt a Resolution amending the City's Classification Plan to:

- 1) Establish the classification of Development Services Manager;
- 2) Revise the class specification of Building Official;
- 3) Establish the classification of Intern and establish the salary range as recommended;
- 4) Re-title and revise the class specification of Program Supervisor to Recreation Supervisor, establish the salary range as recommended and eliminate the class of Recreation Supervisor II; and
- 5) Revise the class specifications of the Personnel Technician and Employee Services Manager and re-title the classifications to Human Resources Technician and Human Resources Manager.

BACKGROUND

In recent years, the City Manager has reorganized and restructured some Departments and Divisions within the City organization to improve and better align services with City Council goals and priorities. These changes and positions have been authorized through the budget process. Employee Services has worked closely with the Departments to ensure that class specifications are created and/or modified in accordance with organizational changes. With the recent retirement of several long-time City staff, Department Directors have been reviewing staffing within their respective departments to consider additional opportunities for reorganization and restructuring in order to sustain services provided by the departments and continue the City's focus on City Council priorities and goals.

ANALYSIS

Development Services Manager & Building Official

In 2010, the Environmental and Development Services Department was created as a result of combining the Environmental Services, Planning and Building Divisions. The purpose of the restructure was to provide a comprehensive focus on operational, environmental and development services for residents and businesses. As part of the restructure, Development Services was formed which includes the Planning and Building Divisions.

The Building Official classification is proposed to be updated by formalizing the reporting structure of the position to the Development Services Manager as well as strengthening the qualifications for the classification, including education, experience and licensure. These changes are consistent with the requirements for Building Official positions throughout the state, and also incorporates the high standard that the City wishes to attract for this position in the future.

As a result of this change, the classification of Development Services Manager has been created, replacing the Planning Manager position and reflecting the current duties and responsibilities of the two Divisions. In terms of the reporting structure, the Building Official reports to the Development Services Manager and the Development Services Manager reports directly to the Department Director, which is currently a role filled by the Assistant City Manager. The salary range will remain the same as the Planning Manager classification.

Intern

Although the City has periodically used interns, staff is interested in developing an internship program for college students enrolled in an accredited college or university in order to gain work experience during school breaks or recent graduates seeking entry-level skills. This affords an opportunity to gain local government experience related to their educational and professional goals. Individuals will gain practical work experience while working towards an undergraduate or graduate degree or develop a knowledge base to build upon a future career in local government. The interns will receive close supervision from an experienced higher-level City employee.

Staff recommends the Intern class be paid an hourly rate, be at-will and unrepresented and receive no benefits. The proposed hourly rate for this position is \$10.00-\$20.00, depending on experience. The interns will work no more than 999 hours in a fiscal year to remain part time and not eligible for CalPERS benefits.

Recreation Supervisor

The Recreation Department underwent a classification study for all permanent positions that was conducted by an outside consultant, Koff & Associates. The purpose of the study was to conduct a job analysis of current positions, ensure all positions are appropriately classified and to create career ladders within the department. After the study was completed, staff determined it would be appropriate to move forward with the

Agenda Item No. 5(D)

most substantial change proposed by the consultant which impacts the Program Supervisor and Recreation Supervisor II classes.

Based on the nature and scope of duties performed by the Program Supervisor, the consultant determined and staff concurred that it is appropriate to re-title and revise the job description of Program Supervisor to Recreation Supervisor and move the proposed class of Recreation Supervisor to the management/unrepresented group. Staff recommends that the control point be established for the Recreation Supervisor at \$7,051, similar to the already existing Program Manager and Administrative Analyst positions. The salary recommendation is based on internal equity of managers in the City. The Recreation Supervisor II class will be eliminated.

The Program Supervisor was formerly represented by Service Employees International Union (SEIU). During the contract negotiation process earlier this spring, SEIU proposed to remove the class of Program Supervisor from the list of classes that their bargaining group represents. As a result, SEIU no longer represents the Program Supervisor class.

Human Resources Technician & Human Resources Manager

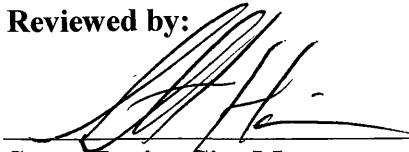
The Employee Services Division is currently a division of the Administrative Services Department. With the recent retirement of the Administrative Services Director, the City Manager has reorganized the Administrative Services Department to the former reporting structure with a separate Finance Department which will report to the City Manager, and an Employee Services Division which will report to the Assistant City Manager. The City is currently recruiting for a Finance Director.

Additionally, to align the Employee Services Division with the evolution of a personnel-based focus to the current human resources-based focus, the name of the "Employee Services" Division will be changed to the "Human Resources" Division and proposes updates to the job descriptions, correspondence and all public communication to formally recognize the division as Human Resources.

FINANCIAL CONSIDERATIONS

The cost of the proposed changes in FY 2012-13 is approximately \$18,000 for the Recreation Department which will be covered within the current General Fund budget. There will be no additional costs of the proposed changes to the Environmental and Development Services Department or the City Manager's Office. Departments who hire interns will absorb the costs in their adopted budget through existing vacancies.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution

Exhibit A, Class Specification – Development
Services Manager

Exhibit B, Class Specification – Intern

Exhibit C, Class Specification – Building Official

Exhibit D, Class Specification – Recreation Supervisor

Exhibit E, Class Specification – Human Resources
Technician

Exhibit F, Class Specification – Human Resources
Manager

RESOLUTION 2012-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE CITY CLASSIFICATION PLAN TO INCLUDE: DEVELOPMENT SERVICES MANAGER, INTERN, RECREATION SUPERVISOR, HUMAN RESOURCES TECHNICIAN AND HUMAN RESOURCES MANAGER; AND AMENDING RESOLUTION 2006-52, WHICH SPECIFIES COMPENSATION AND WORKING CONDITIONS FOR MANAGEMENT/UNREPRESENTED EMPLOYEES

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

WHEREAS, the current Classification Plan does not include a class specification for Development Services Manager that was created as a result of the formation of Development Services which includes the Planning and Building divisions; and

WHEREAS, the current Classification Plan does not include a class specification for Intern, which position will afford individuals an opportunity to gain work experience in local government related to their educations and professional goals; and

WHEREAS, the Building Official position requires an amendment to the current class specification to reflect changes in reporting structure and educational requirements for the position; and

WHEREAS, the Program Supervisor position is to be retitled as "Recreation Supervisor" and should be moved to the management/unrepresented group based on a study of the position and the nature of duties and responsibilities performed. These changes require an amendment to the current class specification; and

WHEREAS, the "Employee Services: Division is to be formally recognized as the "Human Resources" Division, which requires a change in titles for the Personnel Technician and Employee Services Manager to Human Resources Technician and Human Resources Manager, respectively. These changes require an amendment to the current class specifications.

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

1. Amends the City's Classification Plan to:
 - a. Establish the class specifications for Development Services Manager, as specified in Exhibit A and Intern, as specified in Exhibit B to this resolution;
 - b. Revise the class specification for Building Official, as specified in Exhibit C to this resolution;
 - c. Re-title and revise the class specifications for Program Supervisor to Recreation Supervisor, as specified in Exhibit D to this resolution;

Agenda Item No. 5(D)

Attachment 1

- d. Re-title and revise the class specification of Personnel Technician to Human Resources Technician, as specified in Exhibit E to this resolution; and
 - e. Re-title and revise the class specification of Employee Services Manager to Human Resources Manager, as specified in Exhibit F to this resolution.
- 2. Establishes the hourly salary of Intern as \$10.00-\$20.00.
 - 3. Amends Resolution 2006-52 for management employees to add Recreation Supervisor with a control point of \$7,051 effective the pay period in which the action is approved by City Council.

I CERTIFY that at a regular meeting on December 18, 2012, the El Cerrito City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December XX, 2012.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor

CITY OF EL CERRITO

DEVELOPMENT SERVICES MANAGER

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

DEFINITION

To direct, plan, manage and oversee the activities and operations of the Development Services Department including building and planning services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Assistant City Manager.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Assume full management responsibility for all department services and activities including building and planning services; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Serves as the zoning administrator; enforce applicable zoning ordinances and codes.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through assigned staff, the Development Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Provide assistance to developers, property owners and business owners regarding development proposals; answer questions and inquiries.

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

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Essential Functions (continued):

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Represent the Development Services Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the Assistant City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive building and planning program.

Principles and practices of land use, planning and building services.

Principles and practices of program development and administration.

Methods and techniques of planning, zoning, subdivision and building design.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations governing zoning, land use, environmental protection and building code.

Ability to:

Manage and direct a comprehensive building and planning program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of assigned staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Prepare clear and concise administrative and financial reports.

Prepare and administer program budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.
Assimilate information, process logically, and make sound decisions.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading writing and operating assigned equipment.
Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible professional building or planning experience including two years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban studies, public administration, business administration or a related field.

PHYSICAL DEMANDS

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

PHYSICAL DEMANDS (continued)

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

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

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

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

CITY OF EL CERRITO

INTERN

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

DEFINITION

To receive work experience and instruction in performing a wide variety of tasks that may include public contact and/or research; assists in the performance of skilled clerical, technical or professional duties.

CLASS CHARACTERISTICS

Incumbents in this class are restricted to at-will, unrepresented, non-benefited employment status. This class is designed to afford college students or recent graduates seeking entry-level skills to gain practical work experience through projects which are related to educational and professional goals. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level departmental employees. As experience is acquired, the employee performs with less immediate supervision. Individuals employed in this class may be assigned to various City departments.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from a higher level employee.

Exercises no supervision

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Learn to assist with technical or professional work.

Learn to provide information to the public.

Learn to conduct studies, gather and analyze research data using standardized procedures.

Participate in assignments related to agency organization, procedures, and budget requirements; gather tabulates and analyze data for studies using computers and assists in developing presentations, charts, spreadsheets and other documents and materials.

Learn to prepare appropriate documentation for activities including administrative reports, progress reports, completion of forms or other work products.

Learn to interpret agency policies, rules and regulations.

Act as a resource to other departments by providing or researching information or referring to other organizations, agencies, programs and individuals in the course of assigned duties.

Attend and participate in standard activities such as staff meetings, in-service training, and workshops.

QUALIFICATIONS

Knowledge of:

Basic goals and principles of Public Administration.

General principles of organization, administration and management.

Methods used in budget and administrative analysis.

Ability to:

Learn to research, comprehend, interpret, and apply laws/legislation, rules, regulations, procedures, and related information; comply with laws, regulations, and professional practices.

Learn to collect and analyze data to establish/identify needs and evaluate program effectiveness.

Learn to initiate studies and prepare reports on administrative issues.

Plan, organize, and prioritize daily assignments and work activities.

Use computer assistance to gather and analyze data.

Maintain accurate records and document actions taken; use proper grammar, spelling, and punctuation.

Effectively communicate and interact with City management staff, department managers, the general public, and all other groups involved in the activities of the department both orally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperaments.

Demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

Experience and Training Guidelines

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

Experience:

No Experience Required

Training:

Current enrollment in or recent graduate of an accredited college or university.

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

Proof of enrollment in or degree received from an accredited college or university must be provided.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may not work more than 999 hours per fiscal year; unless approved the by the City Manager.

PHYSICAL DEMANDS

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

Intern

		Verbal contact: Public:	Occasionally Occasionally
Vision	-	Acuity far: Acuity, near: Depth perception: Field of vision:	Required Required Required Required
<u>PHYSICAL DEMANDS (continued)</u>			
		Accommodation: Color vision:	Required Required
Hearing	-	Conversation: Telephone: Earplugs:	Frequently Occasionally to Frequently Never

MENTAL REQUIREMENTS

Interpret instructions, Detailed uninvolved instruction, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Speaking-signaling, Serving, Taking instructions-helping, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Perform varied-complex tasks.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

CITY OF EL CERRITO

BUILDING OFFICIAL

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

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Building ~~Services~~ Division within the Environmental and Community Development Services Department including ~~structural, electrical, plumbing and mechanical~~ inspections, plan check, permitting, and code enforcement; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the ~~Community Development Director~~ Development Services Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the ~~Community Development~~ Services ~~Director~~ Manager. The incumbent may also receive direction from the Environmental and Development Services Director or his/her designee.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS -- *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Assume management responsibility for assigned services and activities of the Building ~~Services~~ Division including structural, electrical, plumbing and mechanical inspections, plan check, permitting, and code enforcement.

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

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

Plan, direct, and coordinate ~~and review~~ the work plan for ~~b~~ Building Inspection Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Supervise and participate in plan checking, ~~and~~ permitting, building inspection and code enforcement activities; ~~ensure ADA compliance of City facilities.~~

~~i~~ Interpret, apply and enforce applicable building codes; receive and investigate reports of building code violations; recommend building code revisions.

Authorize and initiate payments for repairs and maintenance of City facilities and buildings; ensure ADA compliance of City facilities.

Essential Functions: (continued)

Select, train, motivate and evaluate ~~b~~Building ~~inspection-Division~~ personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

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

Serve as the liaison for the Building ~~Services-d~~Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the ~~Community Development~~Development Services ~~Director~~Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection, ~~plan check~~ and code enforcement.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a building services ~~and inspection~~ program, ~~including inspections, permitting, plan checking, and code enforcement.~~

Principles and practices of structural design.

Principles and practices of program development and administration.

Methods and techniques of building plan review.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations including uniform building, plumbing, mechanical and electrical codes, and ADA provisions.

Ability to:

Oversee and participate in the management of a comprehensive building services ~~and inspection~~ program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Analyze, interpret and check complex plans and specifications for applicable code compliance.

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

Ability to: (continued)

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Interpret, apply and enforce applicable building codes.

Communicate clearly and concisely, both orally and in writing.

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

Assimilate information, process logically, and make sound decisions

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

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

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience in building design, construction, inspection or engineering involving application of building, plumbing, and/or electrical codes, including at least the inspection of public, commercial, industrial or residential buildings including two years of administrative and supervisory responsibility, preferably in local government.

Training:

Equivalent to an Associates degree-a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, construction management, public or business administration, or a related field.

License/Certification:

1. Possession of a valid California Driver's License.
2. 2. ———Certification from the International Code Council as a plans examiner and combination commercial inspector, building official, or equivalent.
3. Registration as a professional engineer or architect in the State of California, certification in green building LEED AP, certification by the Division of State Architect as a Certified Access Specialist (CASP), and energy certificate are desirable. Possession of a certificate as a Building Official from the Council of American Building Officials and possession of a Certified Plans Examiner certificate issued by the International Conference of Building Officials are strongly desired.

|

PHYSICAL DEMANDS

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

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others, Required-hard hat, Required-protective clothing.

Agenda Item No. 5(D)
Resolution No. 2012-XX, Exhibit D

CITY OF EL CERRITO

PROGRAM RECREATION SUPERVISOR

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

DEFINITION

~~To coordinate and implement specialized community services activities such as adult and youth sports, aquatic programs, child care, daycamp, pre-school services, facility management, senior services, nutrition, health, transportation, education and special events; and to assist in program development.~~

~~Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation and community programs, services, and activities, which may include: childcare, before and after school care, enrichment classes, aquatics, senior center, transportation services, facilities management, instructional classes, adult and youth programs, summer programs, and/or community events; performs a variety of technical tasks and professional recreation work relative to assigned division(s) and area of responsibility; provides professional support to the Director of Recreation; and performs related work as required.~~

DISTINGUISHING CHARACTERISTICS

~~This class is a program section supervisor, which has responsibility over a broad area of program activities, and provides professional planning and direction to para-professional, clerical and other employees performing program supporting activities.~~

SUPERVISION RECEIVED AND EXERCISED

Receives ~~direction~~ general supervision from the Recreation Director.

Exercises direct and general supervision over ~~full-time, part-time and seasonal employees~~ assigned staff, contracts, and volunteers ~~staff in assigned division(s).~~

ESSENTIAL FUNCTIONS STATEMENT

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

Essential Functions:

~~Coordinate, promote, implement and evaluate aquatic, recreation, senior, adult, youth and children's activities and programs including nutrition, health, transportation, education and special events as assigned.~~

~~Organize and schedule program activities such as excursions, special events, athletics, child care, pre-school, and City-wide programs focused on children, youth, and adults, including programs for senior citizens.~~

~~Recruit, train, supervise and evaluate employees and volunteers.~~

~~Monitor program compliance with laws, rules and regulations related to provision of services.~~

~~Direct and participate in fundraising efforts involving community networks and groups, resource development and community awareness.~~

Program Recreation Supervisor

~~Coordinate and, as needed, prepare program publicity, including news releases, flyers, pamphlets, and brochures.~~

~~Monitor the facility management program including scheduling, maintenance, staffing and activities.~~

~~Maintain awareness of new developments in program area of responsibility; incorporate as appropriate into programs.~~

~~Act as staff liaison to various boards, community groups, and commissions in the program area of responsibility.~~

Essential Functions: (continued)

~~Maintain close contact with community groups, outside organizations and, as applicable, school officials, regarding program offerings and coordination of services.~~

~~Schedule working hours for part time and full time staff, and assign staff to appropriate programs.~~

~~Participate in the development of the annual budget for assigned program areas; recommend the purchase of necessary equipment and supplies; monitor budget and expenditures.~~

~~Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain accurate and detailed records for registrations and fees collected.~~

~~Plan, implement, schedule, and evaluate special events and activities relating to the program assigned.~~

Plan, organize, assign, supervise, and review the work of assigned staff in one or more recreation and community facilities, programs, services, and activities, which may include childcare, before and after school care, enrichment classes, aquatics, senior center, transportation services, facilities management, instructional classes, adult and youth programs, summer programs, and/or community events; administer multiple recreation and community programs and community events.

Participate in the development and implementation of goals, objectives, policies, and priorities for the assigned division(s) and department; recommend within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Participate in the selection, motivation, and evaluation of assigned personnel; provide or coordinates staff training; work with employees on performance issues in coordination with Human Resources; implements discipline and termination procedures; coordinate professional development and training programs for assigned staff.

Participate in the development, administration, and oversight of assigned division budget; prepares grant and special funding applications and reports; monitor and controls grant and funding expenditures.

Monitor, plan, and lay out maintenance work projects for assigned facilities; monitor and control supplies and equipment; order supplies and materials as necessary; prepare documents for equipment procurement; participate in the bid process for maintenance and repair projects.

Develop, plan, supervise, implement, and evaluate one or more recreation programs, activities, and/or systems at one or multiple sites; establish schedules and methods for providing community and recreation services.

Act as a representative to school officials, special district officials, educational institutions, social service

Program-Recreation Supervisor

providers, community groups, private businesses, government and regulatory agencies, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.

Supervise and oversee the effectiveness of the recreation program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.

Direct and participate in marketing and fundraising efforts involving community networks and groups, resource development, and community awareness.

Oversee the development, negotiation, and monitoring of recreation contract administration and use agreements.

Evaluate community recreation needs and interests; prepare community surveys; analyze data and recommends new recreation programs or improvements to meet community needs.

Develop, maintain, and review staff, financial, and statistical reports related to grants, attendance records, program participation and analysis, expenditures, and revenues.

Coordinate first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for Recreation and City staff.

Participate in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintain and updates all records required by Federal, State, and local regulatory agencies.

Supervise the preparation of and executes program publicity brochures, press releases, flyers, and forms.

Provide administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.

Serve as advisor and/or staff support to various committees, boards, and community groups; attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of recreation and community services; research emerging products and enhancements and their applicability to City needs.

Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and takes necessary corrective action.

May drive a motor vehicle to transport supplies, equipment, seniors, and youth in the course of the work.

May participate in interdepartmental/interagency planning sessions specific to critical issues.

May participate in the development and administration of the department budget.

May conduct a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

May manage and provide complex professional assistance to the Director on department-wide initiatives and special projects.

Program-Recreation Supervisor

Marginal/Non-Essential Functions:

~~Facilitate and teach various educational, cultural classes and workshops, as required.~~

~~May participate in city wide committees as assigned.~~

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

~~Procedures for developing and implementing a variety of community services activities and programs for all ages and abilities.~~

~~Program content for specialized community recreation, aquatic, child care, daycamp or senior activities.~~

~~Recreational, cultural, and social needs of the community.~~

~~Principles and practices of organization, administration, and personnel management.~~

~~Modern office practices, procedures, methods and equipment.~~

~~Facility maintenance requirements, including equipment, tools, chemicals and related supplies.~~

~~Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.~~

~~Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.~~

~~Principles, practices, and service delivery needs related to facility rentals, social services, classes, and community events.~~

~~Procedures for planning, implementing, and maintaining a variety of recreation and community service activities and programs through community participation.~~

~~Recreational, cultural, age-specific, and social needs of the community.~~

~~Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.~~

~~Principles and practices of contract administration and evaluation.~~

~~Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.~~

~~Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.~~

~~Principles and practices of public relations techniques.~~

Principles and procedures of record-keeping and report preparation.

Safe driving rules and practices.

Modern office practices, methods, and computer equipment and applications.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

~~Coordinate, organize, and implement community services activities and specialized events.~~

~~Prepare and distribute publicity concerning new or on-going community programs.~~

~~Select, train, supervise, and evaluate full-time, part-time employees and volunteers.~~

~~Understand community needs in a variety of program areas and evaluate activities according to those needs.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Monitor program compliance with related laws and regulations.~~

~~Operate power tools and equipment, depending on assignment.~~

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

~~Operate programs within allocated budget.~~ Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.

Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.

Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.

Program Recreation Supervisor

Prepare and monitor program budgets.

Negotiate and administer contracts.

Prepare clear and concise reports, correspondence, and other written materials.

Safely operate a vehicle, observe legal and defensive driving practices, and maintain a safe driving record.

Make accurate business arithmetic and statistical computations.

Operate modern office equipment including computer equipment and software programs.

Maintain accurate logs, records, and basic written records of work performed.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

~~Four years of experience (including one year supervising and directing programs) in the implementation of activities and programs in one or several of the following areas; recreation, aquatics, child care, or senior activities and programs.~~

Three (3) years of responsible recreational programming experience, including one (1) year of lead or supervisory experience.

Training:

~~Bachelor's degree or significant major course work towards a Bachelor's Degree from an accredited college or university with major work in recreation, human development, sociology, gerontology, public administration, or related field.~~

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, child development, psychology, sociology, gerontology, public or business administration, or a related field.

Licenses/Certificates/Other requirements

Possession of, or ability to obtain, an ~~an appropriate~~ valid California ~~De~~river's ~~L~~icense by the time of appointment.

~~Possession of, or ability to obtain special licensing or certification as required by assigned area of program activities. For aquatics programs, need lifeguarding/water safety instruction and first aid training.~~

May be required to possess and maintain a valid California Driver's Class B License.

Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire. Must maintain and renew certification per the American Red Cross guidelines.

If assigned to licensed childcare program, must possess, or ability to obtain, certification as licensed school-age childcare site director issued by the State of California, within one (1) year of employment.

PHYSICAL DEMANDS

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

Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

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

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

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Frequently

Program Recreation Supervisor

		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

PHYSICAL DEMANDS (continued)

Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002
Rev. & Ret. 12/2012
Formerly:
Program Supervisor and Recreation Supervisor II

CITY OF EL CERRITO

~~PERSONNEL~~HUMAN RESOURCES-TECHNICIAN

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

DEFINITION

Under general supervision, performs a wide variety of administrative and paraprofessional human resource management tasks to support the ~~personnel~~human resources operational functions. A combination of technical, clerical and administrative tasks are performed in the areas of recruitment, selection, classification, compensation and benefits, labor relations and related functions of the ~~personnel~~human resources management system. Similar tasks are performed in the processing of workers' compensation and liability claims.

DISTINGUISHING CHARACTERISTICS

Incumbents perform varied, complex and responsible paraprofessional, technical and clerical duties. Work performed is normally within established policy and guided by underlying legal requirements. This classification is distinguished from clerical classifications in that the ~~Personnel~~Human Resources Technician manages recruitment and selection activities ensuring compliance with equal opportunity and civil service requirements, coordinates citywide employee programs, and performs a variety of paraprofessional work. The classification is distinguished from Management Assistant in that the ~~Personnel~~Human Resources-Technician conducts selection activities and administers employee benefits programs within legal guidelines, maintains complex ~~personnel~~human resources systems, processes claims against the City and coordinates/participates in various citywide employee and related programs. ~~The Personnel Technician acts as Deputy City Clerk as needed.~~ This is a confidential position gathering, analyzing and providing labor relations information, as requested.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the ~~Employee Services~~Human Resources Manager; assists and provides other information to department managers.

May provide technical and functional supervision to clerical and technical staff, if assigned.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Implement equal opportunity and civil service compliant recruitment of City personnel, including preparation of job announcements and coordination of publicizing announcements; update City's job hotline; maintain mailing lists of recruitment resources.

Review and screen employment applications for meeting basic job requirements and forward to ~~the Employee Services~~Human Resources Manager and/or operating departments for further review; consult with ~~Employee Services~~Human Resources Manager and work with operating departments to develop supplemental application forms and interview questions; advise on and procure written examinations.

Coordinate, schedule and proctor written examinations, if required; coordinate the oral board appraisal process including assembling the interview panel; may advise the panel on standard procedures and review results; advise ~~Employee Services~~Human Resources Manager of any problems or discrepancies; tabulate final examination scores, prepare lists of eligible candidates and provide candidate material to the

Personnel Human Resources Technician (continued)

operating departments for consideration and selection; prepare and transmit written communication to candidates at various stages of the recruitment and selection process to complete an equitable and successful process.

Essential Functions: (continued)

Arrange for and schedule pre-employment physicals and/or fingerprinting. Conduct initial employee processing and orientation, including enrolling new employees in City compensation and benefits program; process employee payroll/~~personnel~~human resources changes.

Administer City's Employee Benefits Program, including basic problem/discrepancy resolution. Conduct/coordinate benefits open enrollment process annually.

Create and maintain confidential employee files, including separate medical files, both hard copy and within the City's in-house payroll/~~personnel~~human resources system; maintain employee history and service records; notify supervisors/managers of pending performance evaluations; respond to routine requests for employment verification; forward detailed requests to ~~Employee Services~~Human Resources Manager; respond appropriately to unemployment claims.

Provide assistance to current and former employees regarding City administrative policies and procedures, including requests/queries regarding their employment or benefits; advise and refer complex issues to the ~~Employee Services~~Human Resources Manager, especially as these might relate to harassment or discrimination claims, grievances and the like.

Conduct compensation surveys and respond to other agencies' request for compensation data, as assigned; gather, analyze and provide information for labor contract negotiations, as requested; implement various aspects of the contracts of bargaining units within the City.

Provide assistance with workers' compensation and liability complaints and claim processing; maintain related records and communicate with third-party administrators regarding claims activities; ensure scheduling of routine Council action as required .

Coordinate various citywide training programs and maintain appropriate records; attend Wellness Committee meetings, serve as Wellness Coordinator, and administer the City's wellness program; coordinate or assist in coordination of employee social and ~~personnel~~Human Resources-sponsored events.

Prepare and post agendas for the Civil Service Commission and other assigned meetings; take minutes at meetings as required; ~~assist City Clerk in distribution of biweekly Council packets~~; prepare variety of letters, reports, resolutions, ordinances, announcements and ~~personnel~~human resources actions using word processing and spreadsheet software.

Provide information that assists in the development of the ~~personnel services~~human resources budget; process invoices for division supplies and services.

Represent ~~Personnel~~Human Resources Division and coordinate various activities with other departments, outside agencies, and the public in effectively performing daily job functions.

Marginal / Non-Essential Functions:

As needed, may attend labor negotiation sessions.

As needed, provide information/assistance to ~~Financial Services Manager~~Finance Director during annual audit as relates to

Personnel Human Resources Technician (continued)

~~Personnel~~human resources functions.

~~In the absence of the City Clerk, acts as Deputy City Clerk to prepare City Council information packets, take minutes at City Council meetings and other duties associated with City Clerk position.~~

Related duties as assigned

QUALIFICATIONS**Knowledge of:**

Basic public ~~personnel~~human resources administration practices and standard civil service rules, regulations and procedures, particularly as related to recruitment, selection, compensation and benefits administration.

Basic familiarity with workers' compensation claims processing.

Standard business practices and procedures including grammar, spelling, punctuation, mathematics, use of modern office equipment and practices, and word/data processing.

Fluent in oral and written use of English language.

Ability to:

Understand, analyze, interpret, and apply rules, regulations, policies, laws and ordinances; explain necessary information to employees and other departments.

Develop and implement effective recruitment plans and techniques.

Gather and analyze data, as directed.

Establish and maintain effective filing systems and confidential files; maintain accurate and complete records and reports.

Organize work, set priorities, and meet deadlines; coordinate multiple concurrent projects.

Maintain confidentiality with regards to employee information.

Learn and skillfully use various software applications that relate to ~~personnel~~human resources administration.

Communicate effectively, both in writing and orally.

Establish and maintain cooperative working relationships.

Exercise sound judgment within established guidelines.

Experience and Training Guidelines

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

Experience:

Two years progressively responsible technical and clerical ~~personnel~~human resources administration, including experience in implementation of recruitment, employee benefits, ~~personnel~~human resources records systems, and test administration. Proficient in modern office practices, procedures and methods.

Personnel Human Resources Technician (continued)**Training:**

High school diploma plus Associate of Arts degree or equivalent supplemented by college-level courses in ~~personnel~~human resources, statistics, and/or business practices.

Licenses/Certificates/ Other requirements:

Valid California Class C driver's license

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally (binders, boxes of paper)
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

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

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

Coordination	-	Eye-hand: Occasionally <u>Frequently</u> Eye-hand-foot: Never Driving: Occasionally
Talking	-	Face-to-face: Frequently Verbal contact: Frequently Public: Occasionally <u>to Frequently</u>
Vision	-	Acuity, far: Required Acuity, near: Required Depth perception: Not Required

Personnel-Human Resources Technician (continued)

Field of vision: ~~Not~~ Required
Accommodation: ~~Not~~ Required
Color vision: ~~Not~~ Required

PHYSICAL DEMANDS (continued)

Hearing - Conversation: Frequently
Telephone: Frequently
Earplugs: Never

MENTAL REQUIREMENTS

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

WORK ENVIRONMENT

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

CITY OF EL CERRITO

EMPLOYEE SERVICES HUMAN RESOURCESMANAGER

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

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the ~~Employee Services~~ Human Resources division within the City Manager's department including recruitment, selection, benefits administration, workers' compensation, labor relations, affirmative action, training, and the City's risk management function; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Assume management responsibility for assigned services and activities of the ~~Employee Services~~ Human Resources division including recruitment, selection, benefits administration, workers' compensation, labor relations, affirmative action, training, and the City's risk management function.

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

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

Plan, direct, coordinate and review the work plan for employee service staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Confer with and advise staff on a variety of personnel issues including performance evaluations, grievances, disciplinary matters and other employee concerns.

Coordinate the examination and handling of unemployment and workers' compensation claims.

Participate in labor relations activities; conduct wage surveys within labor market; determine competitive wage and benefit compensation.

~~Employee Services~~ Human Resources Manager

Essential Functions:

Plan, organize and manage the City's position classification and compensation plan; assist with organizational analysis.

Develop and implement a variety of employee service programs including training and development, employee wellness and safety, performance appraisals and employee assistance programs.

Supervise the establishment and maintenance of all personnel correspondence, files and records; ensure confidentiality of employee records.

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

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

Serve as the liaison for the ~~Employee Services~~ Human Resources division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff for the Civil Service Commission; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Assistant City Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

Operational characteristics, services and activities of an ~~employee services~~ human resources program.

Principles and practices of recruitment, selection, benefits administration, affirmative action and training.

Principles and practices of program development and administration.

Principles and practices of labor relations and negotiations.

Methods and techniques used to conduct and analyze wage surveys.

Principles and practices of municipal budget preparation and administration.

Knowledge of: (continued)

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations governing personnel practices.

Ability to:

| Oversee and participate in the management of a comprehensive ~~employee services~~ human resources program, including a comprehensive risk management program.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

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

Prepare and administer large program budgets.

Advise staff on a variety of personnel issues.

Conduct wage surveys within labor market to determine competitive wage and benefit compensation.

Prepare and maintain a variety of confidential employee records.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Interpret and apply Federal, State and local policies, laws and regulations governing personnel practices.

Communicate clearly and concisely, both orally and in writing.

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

Assimilate information, process logically, and make sound decisions.

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

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

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible ~~personnel~~ human resource management experience including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, human resources or a related field.

PHYSICAL DEMANDS

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

PHYSICAL DEMANDS (continued)

Talking	-	Face-to-face:	Occasionally
		Verbal contact:	Occasionally
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Occasionally <u>Frequently</u>
		Telephone:	Occasionally
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.



AGENDA BILL

Agenda Item No. 5(E)

Date: December 18, 2012
To: El Cerrito City Council
From: Yvetteh Ortiz, Engineering Manager
Jerry Bradshaw, Public Works Director/City Engineer
Subject: Accept Offer of Dedication – Bates Avenue

ACTION REQUESTED

Adopt a resolution accepting the offer of dedication for the 25-foot widening of Bates Avenue as shown on Parcel Map MS 451-09, a four-lot subdivision of 801 Bates Avenue (Assessor's Parcel No. 505-282-027).

DISCUSSION

The minor subdivision of 801 Bates Avenue, a four-lot subdivision located on the west side of Bates Avenue at its intersection with Roberta Drive, was approved by the El Cerrito Subdivision Committee by Resolution SC11-01 on January 10, 2011. The subdivision includes a 25-foot widening of the Bates Avenue right-of-way for a length of approximately 218 feet to provide access to all four lots. This will provide a street right-of-way of 50 feet to match the existing right-of-way just north of 801 Bates Avenue. The street cross-section will be 30 feet from curb-to-curb with 10 feet on each side to include landscaping and sidewalk areas.

The street improvements generally consist of asphalt paving, sidewalk, curb, gutter and minor drainage modifications. The Engineer's Estimate to construct these improvements is \$123,578. The owner of the subdivision will be executing a Subdivision Improvement Agreement with the City and providing bonds in the amount of the Engineer's Estimate to guarantee completion of the improvements. The City Attorney has reviewed and commented on the draft versions of the agreement and bonds. The final versions will be subject to the review of the City Attorney. These documents do not require City Council approval, but need to be provided to the City Clerk prior to filing the map with the Contra Costa County Recorder. The Parcel Map offers for dedication in fee to the City of El Cerrito the 25-foot widening of Bates Avenue. City staff requests that the City Council accept this offer of dedication.

The Parcel Map also offers for dedication to the City storm drain easements on each of the four lots. These easements have been established for areas where stormwater treatment facilities are to be constructed when the subdivision is developed in order to comply with the California Regional Water Quality Control Boards', National Pollutant Discharge Elimination System (NPDES) Permit, C.3 requirements, which apply to developments that create or replace more than 10,000 square feet of impervious surface.

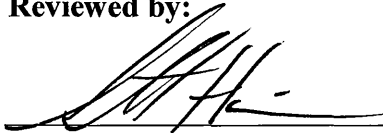
Agenda Item No. 5(E)

The dedication of these easements to the City will ensure that no improvements other than those approved by the City can be constructed in those areas. However, because the City is not assuming the obligation for operation or maintenance of the stormwater treatment facilities, the City will not accept or reject this dedication. Under the law, the dedication remains open for acceptance anytime in the future.

FINANCIAL CONSIDERATIONS

The maintenance of the new sidewalk will be the responsibility of the fronting property owner for each lot. The City will be responsible for maintenance of new curb, gutter and asphalt paving. Given the small area of these improvements, which is less than 3,500 square feet and generally equates to an annual cost of less than \$1,000, staff considers the additional maintenance costs for the Bates Avenue widening to have a de minimus impact on the City's budget.

Reviewed by:

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

Scott Hanin, City Manager

Attachment:

1. Accompanying Resolution
2. Parcel Map

RESOLUTION 2012-XX

RESOLUTION OF THE EL CERRITO CITY COUNCIL ACCEPTING AN OFFER OF DEDICATION FOR THE 25-FOOT WIDENING OF BATES AVENUE AS SHOWN ON PARCEL MAP MS 451-09, A FOUR-LOT SUBDIVISION OF 801 BATES AVENUE (ASSESSOR'S PARCEL NO. 505-282-027)

WHEREAS, the minor subdivision of 801 Bates Avenue, a four-lot subdivision, was approved by the El Cerrito Subdivision Committee by Resolution SC11-01 on January 10, 2011; and

WHEREAS, the subdivision includes a 25-foot widening of the Bates Avenue right-of-way to provide access to all four lots; and

WHEREAS, the widening will provide a street right-of-way of 50 feet to match the existing right-of-way north of 801 Bates Avenue; and

WHEREAS, the Engineer's Estimate to construct the street improvements is \$123,578; and

WHEREAS, the owner of the subdivision will be executing a Subdivision Improvement Agreement with the City and providing bonds in the amount of the Engineer's Estimate to guarantee completion of the improvements prior to filing of the Parcel Map with the Contra Costa County Recorder.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito accepts the offer of dedication for the 25-foot widening of Bates Avenue as shown on Parcel Map MS 451-09.

BE IT FURTHER RESOLVED, that the City Council of the City of El Cerrito is not accepting or rejecting the offer of dedication for the storm drain easements shown on Parcel Map MS 451-09; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be recorded with the Contra Costa County Recorder.

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

I CERTIFY that at a regular meeting on December 18, 2012 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December XX, 2012.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor

OWNER'S STATEMENT

THE UNDERSIGNED, BEING THE ONLY PARTY HAVING A RECORD TITLE INTEREST IN THE LANDS DELINEATED AND EMBRACED WITHIN THE HEAVY BLACK LINES UPON THIS MAP, DOES HEREBY JOIN IN AND CONSENT TO THE MAKING AND RECORDATION OF THE SAME, AND DOES HEREBY DEDICATE IN FEE THE AREA MARKED "25' BATES AVENUE WIDENING" TO THE CITY OF EL CERRITO FOR PUBLIC USE.

THE AREAS MARKED "STORM DRAIN EASEMENT" ARE OFFERED FOR DEDICATION TO THE CITY OF EL CERRITO FOR STORMWATER TREATMENT PURPOSES PER THE APPROVED STORMWATER CONTROL PLAN DATED NOVEMBER, 2012, PREPARED BY MORAN ENGINEERING, INC. ON FILE WITH THE CITY OF EL CERRITO. THE EASEMENT AREAS MAY BE LANDSCAPED IN A MANNER CONSISTENT WITH THE APPROVED STORMWATER TREATMENT CONTROL PLAN; HOWEVER, NO BUILDING OR STRUCTURE MAY BE PLACED ON SAID EASEMENTS, NOR SHALL ANYTHING BE DONE THEREON WHICH MAY INTERFERE WITH THE APPROVED STORMWATER TREATMENT CONTROL PLAN WITHOUT PRIOR APPROVAL BY THE CITY OF EL CERRITO CITY ENGINEER.

THIS MAP SHOWS ALL EASEMENTS ON THE PREMISES, OR OF RECORD.

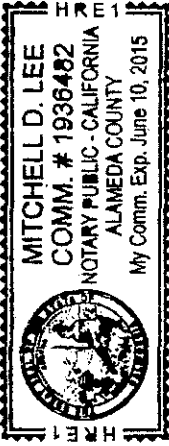
MEILIN LAU, AS TRUSTEE OF THE MEILIN LAU TRUST, U.D.T. ("UNDER DECLARATION OF TRUST"), DATED MAY 26, 1998, BY:

Meilin Lau
MEILIN LAU, TRUSTEE

OWNER'S ACKNOWLEDGMENT

STATE OF CALIFORNIA

COUNTY OF Alameda



ON November 21, 2012 BEFORE ME, Mitchell D. Lee
A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED MEILIN LAU, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME IN HER AUTHORIZED CAPACITY, AND BY HER SIGNATURE ON THE INSTRUMENT THE PERSON, OR THE ENTITY UPON BEHALF OF WHICH THE PERSON ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

SIGNATURE OF NOTARY PUBLIC: *Mitchell D. Lee*

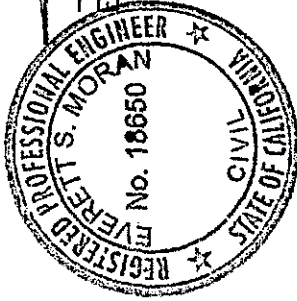
PRINTED NAME OF NOTARY: Mitchell D. Lee

PRINCIPAL PLACE OF BUSINESS: Alameda Co

COMMISSION EXPIRES: June 10, 2015

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF MEILIN LAU IN APRIL, 2008. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY. I HEREBY STATE THAT THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.



Everett S. Moran
EVERETT S. MORAN, RCE 18650

11/21/2012
DATE

CITY ENGINEER'S STATEMENT

I, JERRY BRADSHAW, CITY ENGINEER OF THE CITY OF EL CERRITO, HEREBY STATE THAT I HAVE EXAMINED THE HEREON EMBODIED PARCEL MAP ENTITLED "PARCEL MAP MS 451-09"; THAT SAID SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS THAT APPEARING ON THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS THEREOF; AND THAT ALL OF THE PROVISIONS OF CHAPTER TWO OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES GOVERNING THE FILING OF SUBDIVISION MAPS APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, IF REQUIRED, HAVE BEEN COMPLIED WITH.

JERRY BRADSHAW, RCE 48845
CITY ENGINEER/PUBLIC WORKS DIRECTOR
CITY OF EL CERRITO

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS ____ DAY OF ____ 2012.

DAVID TWA
CLERK OF THE BOARD OF SUPERVISORS
AND COUNTY ADMINISTRATOR
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA

BY: _____
DEPUTY CLERK

SUBDIVISION COMMITTEE STATEMENT

THIS MAP HAS BEEN APPROVED BY THE SUBDIVISION COMMITTEE OF THE CITY OF EL CERRITO BY RESOLUTION SC11-01 AT THEIR MEETING OF JANUARY 10, 2011. CONDITIONS REQUIRED BY THE RESOLUTION PRIOR TO THE RECORDING OF THE PARCEL MAP HAVE BEEN MET. WHEN RECORDED THIS MAP BECOMES THE OFFICIAL MAP OF THIS LAND DIVISION.

JENNIFER CARMAN
DEVELOPMENT SERVICES MANAGER
CITY OF EL CERRITO
STATE OF CALIFORNIA

CITY CLERK'S STATEMENT

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF EL CERRITO, STATE OF CALIFORNIA, AT THEIR MEETING OF ____, 2012, DID DULY ACCEPT ON BEHALF OF THE PUBLIC THE OFFER OF DEDICATION OF THE 25' BATES AVENUE WIDENING AS SHOWN ON THIS MAP AND DID NOT ACCEPT OR REJECT ON BEHALF OF THE PUBLIC THE STORM DRAIN EASEMENTS SHOWN HEREON.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE SEAL OF SAID CITY THIS ____ DAY OF ____ 2012.

CHERYL MORSE
CITY CLERK
CITY OF EL CERRITO
STATE OF CALIFORNIA

CITY SURVEYOR'S STATEMENT

I, PATRICK M. REI, ACTING CITY SURVEYOR OF THE CITY OF EL CERRITO, HEREBY STATE THAT I HAVE EXAMINED THIS MAP ENTITLED "PARCEL MAP MS 451-09", AND I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

PATRICK M. REI, P.L.S. 8178
ACTING CITY SURVEYOR
CITY OF EL CERRITO

DATE

GEOTECHNICAL REFERENCE

THE APPROXIMATE SURFACE FAULT TRACE AND FAULT SETBACK AS SHOWN ON THE HEREIN PARCEL MAP ARE AS DELINEATED IN THE "REVISED SURFACE FAULT RUPTURE HAZARDS AND GEOTECHNICAL INVESTIGATION AND RESPONSE TO CITY OF EL CERRITO PEER REVIEW COMMENTS" DATED JUNE 24, 2009, PREPARED BY GEOTRINITY CONSULTANTS, INC., ON FILE WITH THE CITY OF EL CERRITO.

CLERK OF THE BOARD OF SUPERVISORS STATEMENT

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

I CERTIFY, AS CHECKED BELOW, THAT:

☐ A TAX BOND ASSURING PAYMENT OF ALL TAXES WHICH ARE NOW A LIEN, BUT NOT YET PAYABLE HAS BEEN RECEIVED AND FILED WITH THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA.

☐ ALL TAXES DUE HAVE BEEN PAID, AS CERTIFIED BY THE COUNTY REDEMPTION OFFICER.

RECORDER'S STATEMENT

FILED THIS ____ DAY OF ____, 2012, AT ____ M. IN BOOK ____ OF PARCEL MAPS, AT PAGES ____, AT THE REQUEST OF CHICAGO TITLE COMPANY.

STEPHEN L. WEIR
COUNTY RECORDER
CONTRA COSTA COUNTY, CALIFORNIA

BY: _____
DEPUTY COUNTY RECORDER

OWNER:
MEILIN LAU TRUST
MEILIN LAU, TRUSTEE
801 BATES AVENUE
EL CERRITO, CA 94530

PARCEL MAP MS 451-09

ASSESSOR'S PARCEL NO. 505-282-027
A PORTION OF LOT 3, "SAN PABLO RANCHO"

FILED MARCH 1, 1894

CITY OF EL CERRITO, CONTRA COSTA COUNTY, CALIFORNIA
NOVEMBER 2012

MORAN ENGINEERING, INC.

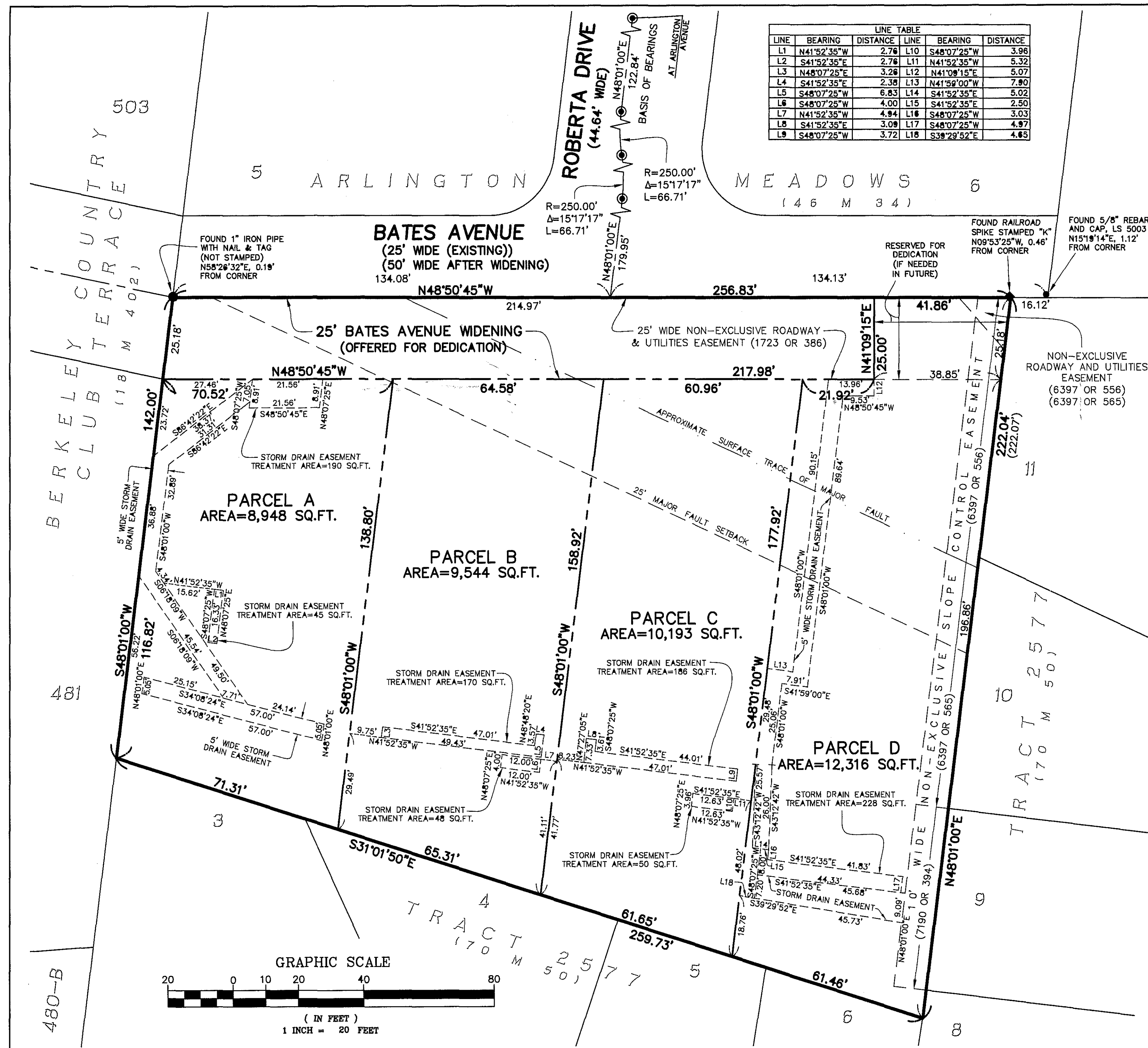
CIVIL ENGINEERS \ LAND SURVEYORS
1930 SHATTUCK AVENUE, SUITE A
BERKELEY, CALIFORNIA 94704
(510) 848-1930

F.B. NO. 1219,1221,1227,1281

BATES P.M.DWG JOB NO. 08-7283

APN 505-282-027

SHEET 1 OF 2





AGENDA BILL

Agenda Item No. 5(F)

Date: December 18, 2012
To: El Cerrito City Council
From: Jerry Bradshaw, Public Works Director / City Engineer
Yvetteh Ortiz, Engineering Services Manager
Subject: Arlington Boulevard at Madera and Brewster Drives Safety Improvements Project

ACTION REQUESTED

Adopt a resolution approving plans, accepting bids, and authorizing the City Manager to execute a contract in the amount of \$129,648 with Ray's Electric and to approve change orders in an amount not to exceed \$19,447 (15%) for the construction of the Arlington Boulevard at Madera and Brewster Drives Safety Improvements Project, City Project No. C-3047, Federal Project No. SRTS-5239 (016).

BACKGROUND

Public Works staff applied for a federal grant from the Safe Routes to School (SRTS) Program and was successful in being awarded a grant of \$230,470 for the Arlington Boulevard at Madera and Brewster Drives Safety Improvements Project.

This project will improve safety for students walking to Madera Elementary School along Arlington Boulevard. Arlington Boulevard is a minor arterial street, which is designated as a "Pedestrian Route" in the El Cerrito Circulation Plan for Bicyclists and Pedestrians. This route links several key destinations in the City including Madera Elementary School and Arlington Park. Uncontrolled school crosswalks serving Madera Elementary School are located on the south leg of Arlington Boulevard at Madera Drive and north leg of Arlington Boulevard at Brewster Drive.

The project consists of the following specific improvements:

- 1) Installation of curb bulb-outs at the crosswalks on Arlington Drive at Madera Drive and Brewster Drive;
- 2) Installation of new in-pavement flashing lights with pedestrian detection devices, enhanced pedestrian crosswalk warning signs with rectangular flashing beacons, and interconnected advance flashing beacons and warning signs for the crosswalk at Madera Drive; and
- 3) Construction of ADA-compliant ramps at both intersections.

The project was advertised for bid in the West County Times on October 15 and 22, 2012. Notices were mailed directly to all contractors on our bidders list and several plan rooms.

ANALYSIS

Seven bids were received on November 10, 2012 with the following results:

<u>Name</u>	<u>Location</u>	<u>Bid</u>
Ray's Electric	Oakland	\$ 129,648.00
California Constructores	San Pablo	\$ 142,822.48
AJW Construction	Oakland	\$ 143,184.00
Golden Bay Construction	Hayward	\$ 145,818.50
Redgwick Construction Company	Newark	\$ 157,244.00
Sposeto Engineering	Livermore	\$ 1,284,460.80
Synergy Project Management	San Francisco	\$ 210,335.00
Engineer's Estimate		\$ 149,753.97

** Contained an error in the unit price that resulted in an unintended and extraordinarily high cost for one of the bid items. Prior to the correction, their apparent bid was \$195,460.*

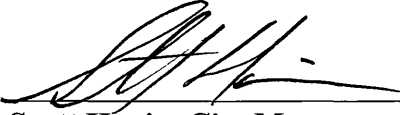
The low bid of \$129,648 is approximately 13% below the engineer's estimate of \$149,753.97. One likely reason for this is that Ray's Electric will perform the major element of work, the in-road lighting system, by itself. This work is typically done under subcontract to a prime contractor, as the other bidders on this project intended to do. Since Ray's Electric is qualified to do this work and has the appropriate license, they eliminate the mark-up that a typical prime contractor would add to this item of work.

Staff recommends award of the project to Ray's Electric.

FINANCIAL CONSIDERATIONS

This project is included in the current Capital Improvement Program. Full and adequate funding for this project is provided by a Federal Safe Routes to School (SRTS) Grant of \$230,470 for both design and construction. Because there is adequate funding in the grant, staff recommends authorizing change orders at the 15% level, or \$19,447.

Reviewed by:



Scott Hanin, City Manager

Attachment:

1. Accompanying Resolution

RESOLUTION 2012 – XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING PLANS AND SPECIFICATIONS AND AWARDING A CONTRACT TO RAY'S ELECTRIC, FOR CONSTRUCTION OF THE ARLINGTON BOULEVARD AT MADERA AND BREWSTER DRIVES SAFETY IMPROVEMENTS PROJECT, CITY PROJECT NO. C-3047, FEDERAL PROJECT NO. SRTS-5239 (016) AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$129,648 AND APPROVE CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$19,447

WHEREAS, the City Council previously authorized bids for this project as part of the Capital Improvement Program; and

WHEREAS, the project was advertised for bids on October 15 and 22, 2012 and seven bids were received on November 10, 2012; and

WHEREAS, the lowest responsive, responsible bidder's base bid, in the amount of \$129,648.00, was Ray's Electric; and

WHEREAS, full and adequate funding for this project is provided by a Federal Safe Routes to School (SRTS) grant.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito approves plans, accepts bids, and authorizes the City Manager to execute a contract in the amount of \$129,648 with Ray's Electric and to approve change orders in an amount not to exceed \$19,447 (15%) for the construction of the Arlington Boulevard at Madera and Brewster Drives Safety Improvements Project, City Project No. C-3047, Federal Project No. SRTS-5239 (016).

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

I CERTIFY that at a regular meeting on December 18, 2012 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December ____, 2012.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor



AGENDA BILL

Agenda Item No. 5(G)

Date: December 18, 2012

To: El Cerrito City Council

From: Jerry Bradshaw, Public Works Director / City Engineer
Yvetteh Ortiz, Engineering Services Manager

Subject: On-Call Construction Administration – Professional Services Agreements

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute professional services agreements with three consultant firms, BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc., for on-call construction management services for periods of three years with options to extend for an additional two years.

DISCUSSION

The City occasionally requires the services of a consultant firm to perform construction management work for various projects in the City of El Cerrito. This type of work usually does not vary in scope other than for the particular type and size of construction project. As a result, most cities, big and small, enter into on-call agreements with consultant firms to assign work as needed.

Government Code Section 4526 requires the State and local agencies to select consultant firms such as these on the basis of “demonstrated competency and on professional qualifications.” Because of this the consultant selection is not based on cost proposals. This approach is reinforced by the nature of an on-call agreement where the exact scope of work is not specified ahead of time. Therefore, in soliciting these services, staff issued a Request for Qualifications (RFQ) instead of a Request for Proposals (RFP).

The City of El Cerrito has not had any firms under contract for on-call construction services for many years. Many cities choose to enter into on-call agreements with multiple firms in order to assure that a consultant’s workload issues will not get in the way of a city’s critical-path needs, and also to allow staff to best fit the expertise of a particular firm with the specific needs of an assignment. For certain projects, a city may ask for task proposals from more than one of their on-call firms to further ensure compatibility. Since El Cerrito’s demand for these services is only anticipated to be significant for the next two years, Public Works staff chose to craft the RFQ to select no more than three firms.

The selected firms will provide services and have staffing within the specialized categories listed below:

- Traffic Signals, lighting and other electrical systems

- Roadway rehabilitation
- Streetscape and rain gardens.

Staff sent the RFQ to 25 firms on October 23, 2012 requesting Statements of Qualifications (SOQs), which were due on November 6, 2012. Seven responses were received. The SOQs were evaluated by City staff and three firms rose to the top of the list: BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc. All three firms possess all the requested areas of expertise, have vast experience handling on-call services for municipalities, and are available to commence services immediately.

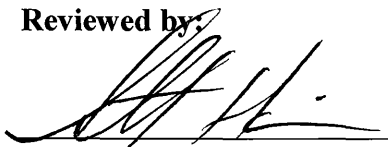
The contract is crafted as a master agreement, with specific scope of work and cost to be determined on an as-needed basis. The contracts have an initial term of three years with the option to extend for up to two additional years. This time frame will allow the City and the respective consultants to develop significant relationships to better serve the City's residents. All firms have submitted billing rate sheets for the various skill levels and specific team members listed in their SOQs along with other charge conditions such as direct costs and mileage. These have been reviewed and agreed to by staff. The terms for the agreements are three years, with options to renew for up to two additional years.

As needs arise, one or more of the firms will be asked to propose on the scope for an individual task. Once a proposal is agreed upon, the Public Works Director will issue a notice to proceed and work will begin.

FINANCIAL CONSIDERATIONS

The on-call agreements do not have dollar amounts directly associated with them. The agreed upon proposal for each task will be subject to funding available for that project or operational need. The fiscal controls are the various budgets for related projects and operations accounts.

Reviewed by:



Scott Hanin, City Manager

Attachment:

1. Accompanying Resolution

RESOLUTION 2012-XX

RESOLUTION OF THE EL CERRITO CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS WITH BKF, INC., HARRIS & ASSOCIATES, INC., AND HARRISON ENGINEERING, INC. FOR ON-CALL CONSTRUCTION MANAGEMENT SERVICES

WHEREAS, the City occasionally requires the services of a consultant firm to perform construction management work for various projects in the City of El Cerrito; and

WHEREAS, it is customary for a city to enter into one or more agreements for these services on an as-needed basis; and

WHEREAS, Government Code Section 4526 requires state and local agencies to select professional services firms such as these on the basis of demonstrated competency and on professional qualifications; and

WHEREAS, the City issued a Request for Qualifications to 25 firms for on-call construction management services; and

WHEREAS, BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc. were selected from a field of seven proposing consultants, as the most qualified for the requested services.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby authorizes the City Manager to execute professional services agreements with three consultant firms – BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc., for on-call construction management services for periods of three years with options to extend for an additional two years.

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

I CERTIFY that at a regular meeting on December 18, 2012 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on January XX, 2012.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor

RESOLUTION 2012--XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO EXPRESSING ITS SUPPORT OF THE WCCUSD GENERAL WAIVER REQUEST OF THE STATUTORY BONDING CAPACITY

WHEREAS, the West Contra Costa Unified School District (the “School District”) serves to educate the children of the City of El Cerrito; and

WHEREAS, El Cerrito requires quality schools capable of serving its children and their families; and

WHEREAS, the City of El Cerrito and its residents are beneficiaries of the School District’s \$1.63 billion facility improvement bond program that began in June 1998. The purpose of the program is to bring all School District facilities to a common standard with regard to seismic/structural safety, upgrades to building systems, new classrooms, technology upgrades, and safety/security; and

WHEREAS, the School District’s bond program has renovated and/or rebuilt schools in the City of El Cerrito including Madera and Harding Elementary Schools and El Cerrito High School with construction for a new Portola Middle School soon to be underway; and

WHEREAS, the School District’s bond program has broad community support as evidenced by the six successful bond elections that the School District has held since June 1998, including the passage in 2012 of Measure E – a \$360 million bond authorization approved by 64% of voters in November 2012; and

WHEREAS, the California Education Code limits the amount of bonds that a unified school district can have outstanding to 2.5% of its then-current assessed valuation, but also gives the State Board of Education the authority to waive this limitation. The State Board of Education has done so many times in the past for school districts across the state; and

WHEREAS, because the bonding capacity limitation is based on assessed value, school districts that are the same size as West Contra Costa Unified in more affluent areas have much larger bonding capacities. In some cases the disparity produces bonding capacities that are as much as two to five times the bonding capacity of West Contra Costa Unified; and

WHEREAS, by providing for voter input and by limiting tax rate impact, Proposition 39 has provided significant taxpayer protection. In addition, the School Board has acted in good faith regarding its political and legal commitment to taxpayers even in the face of difficult economic circumstances; and

WHEREAS, there have been forty-seven separate tax rates that have been established on behalf of the School District bond program over the past fifteen years in connection with five

Agenda Item No. 5(H)

separate bond authorizations and each of those forty-seven tax rates have been at or below targeted maximums; and

WHEREAS, the School District's financing plan indicates that, assuming that a waiver is granted and that the School District can move forward under its proposed plan, the School District will be able to issue all \$360 million of 2012 Measure E bonds without causing tax rates to exceed the targeted maximums and the School District's Board of Education will consider adjusting the pace and structure of the bond issues in order to meet these tax rate targets; and

WHEREAS, residents of the City of El Cerrito will benefit from the planned rebuilding of Fairmont Elementary School and Cameron Special Needs School which will be significantly delayed if the waiver limit is not approved by the State Board of Education.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito does hereby support the West Contra Costa Unified School District's application to the State Board of Education for a waiver of the statutory bonding capacity.

I CERTIFY that at a regular meeting on December 18, 2012, the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December XX, 2012.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor

BACKGROUND INFORMATION PROVIDED BY SUPERINTENDENT HARTER:

In order to complete the Bond program school renovation and reconstruction projects which are allocated under Measure E 2012, the West Contra Costa Unified School District will need to sell the bonds approved under that measure. The District does not currently have sufficient bonding capacity to issue any of the \$360 million in voter-authorized Measure E 2012 Bonds. Based on the 2012-2013 assessed valuation, the District's current bonding capacity is \$591 million. The District currently has \$797 million in outstanding debt, with no remaining bonding capacity for Measure E 2012. In order to keep the bond program on track and finish current projects, the District is applying for a waiver of the bonding capacity limits from the State Board of Education. Approval of the District's request for a ten year increase in its bonding capacity from 2.5% of assessed valuation to 6.0% of assessed valuation will allow the District to issue the full \$360 million of the voter authorized Measure E 2012 bonds. Because of tax rate limitations and other factors, the District plans to issue these bonds in series over time. The bond language for Measure E 2012 includes reference to the need for a potential waiver of the bonded indebtedness limit. Voters approved Measure E 2012 with 64.4% in favor of the bond measure.

Bruce Harter, Superintendent
West Contra Costa Unified School District
Richmond, CA 94803



AGENDA BILL

Agenda Item No. 6

Date: December 18, 2012

To: El Cerrito City Council

From: Garth Schultz, Environmental Analyst
Melanie Mintz, Environmental Services Manager
Karen Pinkos, Assistant City Manager

Subject: Proposed Integrated Waste Management Fees and East Bay Sanitary Garbage & Green Waste Collection and Processing Rates -- Effective January 1, 2013

ACTIONS REQUESTED

1. Conduct a public hearing and upon conclusion adopt a Resolution fixing and setting rates for the Integrated Waste Management (IWM) fee, effective January 1, 2013.
2. Conduct a public hearing and upon conclusion adopt a Resolution setting maximum allowable East Bay Sanitary (EBS) garbage and green waste collection, disposal and processing rates, effective January 1, 2013.

BACKGROUND & ANALYSIS

Integrated Waste Management Fee

In 1990 the City of El Cerrito established the Integrated Waste Management (IWM) fee to cover Integrated Waste Services including the City-run operations of the El Cerrito Recycling Center, curbside collection of recyclable materials, and other waste collection, reduction, recycling and environmental programs operated by the Environmental Services Division (ESD). IWM fee revenues are collected by East Bay Sanitary Company (EBS) as part of the garbage bills, and are transferred in whole to the City of El Cerrito's Integrated Waste Management fund. Over the past several years the City Council has considered and adopted several increases to the IWM fee. Prior to 2006 the IWM fee had not been increased in 13 years.

As part of the FY 2012-13 Operating Budget the City Council reviewed and approved a 10-year Financial Plan (Plan) for the IWM fund that includes a projected 5% increase in IWM fee revenue for FY 12-13, effective January 1, 2013. Staff is proposing to implement the projected increase since the IWM fund is currently on track to meet operating budget assumptions for FY 12-13. The Plan currently projects 2012 IWM fee revenue collections of \$1,679,056; the proposed 2013 IWM fees were calculated to meet this projection. The fees are set given current EBS subscription levels (on which the fees are charged).

East Bay Sanitary Garbage and Green Waste Rates

In contrast to the IWM fee (which the City sets and charges and EBS collects), EBS sets and charges the rates for garbage and green waste collection based upon maximum rates authorized by the City, pursuant to City of El Cerrito Municipal Code Chapter 8.12. With the exception of rates for new commercial green waste services that were added on January 1, 2012, EBS rates have not increased since January 1, 2011 pending completion of a Rate and Operations Review.

The City and EBS recently completed the Rate and Operations Review that culminated in Council's adoption of a Fifth Amendment to the Franchise Agreement (Resolution 2012-89, November 20, 2012). The Amendment provides for lower rates, greater services, and an extension of the Franchise Agreement through December 31, 2025. The Review process resulted in the development of the EBS 2013 Rate Application (see Agenda Packet for November 20, 2012, Agenda Item No. 7(A), Attachment 2b). The Rate Application stipulates EBS expenses that can be charged via rates, the sum of which total to a 2013 Revenue Requirement – less disposal and processing costs – of \$3,866,466. The proposed 2013 EBS collection rates were calculated to meet the Revenue Requirement figure given current subscription levels. At the end of next calendar year, any over (or under) collection of rate revenue (based on subscription levels) will offset (or increase) next year's rate revenue requirement via the Balancing Account established by the Fifth Amendment.

Figure 1 – 2013 EBS rate and IWM fee Calculation

Garbage Container Size	12/4/12 Container Census	2013 EBS rates (proposed)	EBS 2013 Projected Revenue	2013 IWM fees (proposed)	IWM 2013 Projected Revenue
20 Gallon	3,272	\$16.13	\$633,328	\$8.75	343,560
35 Gallon	6,260	23.08	1,733,770	8.75	657,300
64 Gallon	484	45.66	265,193	18.00	104,544
35 Gallon (GW)	1	25.22	303	-	-
64 Gallon (GW)	45	48.80	26,352	-	-
Commercial + Rental	722.5 yards	144.21	1,104,364	63.66	551,932
Debris Box	NA	Market	103,288	75.00	21,912
Total Projection			3,866,598		1,679,248
Revenue Requirement			3,866,446		1,679,056

Figure 2 – Monthly IWM fees by year

Garbage Container Size ¹	2013 IWM fee (proposed)	2012 IWM fee	2011 IWM fee
20 Gallon	\$8.75	\$8.54	\$8.37
35 Gallon	8.75	8.64	8.37
64 Gallon	18.00	17.29	16.74
One Cubic Yard	63.66	56.20	50.66
Two Cubic Yards	127.31	112.41	101.31
Compacted per Yard	63.66	56.20	50.66
Debris Box per Load	75.00	75.00	75.00

Figure 3 – Monthly EBS rates by year

Garbage Container Size ²	2013 EBS rate (proposed)	2012 EBS rate	2011 EBS rate
20 Gallon	\$16.13	\$13.64	\$13.64
35 Gallon	23.08	21.61	21.61
64 Gallon	45.66	41.58	41.58
One Cubic Yard	144.21	126.30	126.30
Two Cubic Yards	273.54	238.65	238.65
Compacted per Yard	365.13	348.87	348.87
35 Gallon GW	25.22	25.22	NA
64 Gallon GW	48.80	48.80	NA

¹ In previous years bulk commercial fees/rates (e.g. one yard, two yard, and compacted) were listed as weekly fees/rates. This created confusion among some rate payers and businesses, and made commercial rates difficult to calculate. All proposed January 1, 2013 fees/rates are now listed as monthly rates, which is the standard method used in other communities.

² EBS Rental Rates are included in the one and two yard rates listed. Footnote 1 also applies to Figure 3.

FINANCIAL CONSIDERATIONS

The proposed IWM fees and EBS rates to be effective January 1, 2013 are included in Attachment 1 (2013 Solid Waste Collection and Disposal Rates) and, respectively, in Attachments 2 and 3 (Resolutions). Adoption of the proposed combined IWM fees and EBS rates, along with the already adopted Integrated Resource Recovery Facility (IRRF) rates³, will result in total monthly cost increases of \$2.90 for 20 gallon customers (33% of residents), \$1.89 for 35 gallon customers (63% of residents), and \$5.42 for 64 gallon customers (5% of residents). Bulk commercial collection costs will increase \$26.96 to \$53.00 per month for once weekly pickup of garbage (including recycling fees). There are no proposed increases to commercial green waste collection costs.

ENVIRONMENTAL CONSIDERATIONS

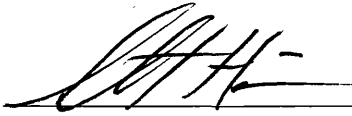
The services being funded by the proposed 2013 IWM fee and EBS rates will enable El Cerrito to continue to reduce its environmental impact via further reductions in the amount of solid waste sent to landfill, and improved access to safe disposal for toxic or hazardous materials. Specifically, the increased IWM fees will enable the ESD to continue expanding and improving the range of services offered via curbside collection and at the Recycling + Environmental Resource Center – potentially including paint and other household hazardous waste (HHW) materials in FY 13/14. The EBS rates made possible by the extended Franchise Agreement will support increased diversion of waste materials from local landfills via increased on-call services for residential customers, in-depth diversion site visits with commercial subscribers, and a rate structure that reduces or eliminates EBS disincentives to get waste (e.g. recyclable and green) out of garbage cans.

LEGAL CONSIDERATIONS

Notices of public hearing were publicly posted per Ordinance 84-5 and Resolution 84-29 on December 7, 2012 and were published in the December 8, 2012 and December 13, 2012 editions of the West County Times.

³ The IRRF Rate, which is set by the West Contra Costa County Integrated Waste Management Board and charged by East Bay Sanitary, covers the cost of garbage disposal, green waste processing, (HHW) programs, and other associated services provided by the West Contra Costa Integrated Waste Management Authority, a.k.a RecycleMore (www.recyclemore.com). 2013 Rates were set via Board Resolution No. 12-2 on November 18, 2012.

Reviewed by:

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

Scott Hanin, City Manager

Attachments:

1. 2013 Garbage, Green Waste and Recycling Rates
2. Resolution 2012-XX (IWM Recycling fees)
3. Resolution 2012-YY (EBS Garbage and Green Waste Collection rates)



The City of El Cerrito

2013 Solid Waste Collection, Processing and Disposal Rates

Residential Rates | Single Family Homes and Multi-family Dwellings up to 4 units

Residential Solid Waste Services include weekly collection of recycling (grey), greenwaste (green), garbage (blue); limited free on-call collection of larger quantities from your home; free access to the regional Household Hazardous Waste (HHW) Facility, and all services at the El Cerrito Recycling + Environmental Resource Center. Additional recycling carts are available at no extra cost.

Weekly Collection of Recycling, Green Waste, and Garbage						
<i>Monthly Cost based on garbage container size</i>						
Container Size	EBS Rate	IRRF Rate ¹	IWM Fee ²	2013 Total Monthly Cost	2012 Total Monthly Cost	\$ Change in Monthly Cost
20 Gallon "Mini-can"	\$ 16.13	\$ 5.11	\$ 8.75	\$ 29.99	\$ 27.09	\$ 2.90
35 Gallon Cart	23.08	8.16	8.75	39.99	38.10	1.89
64 Gallon Cart	45.66	16.33	18.00	79.99	74.57	5.42
Extra Green Waste Containers (one 64 gallon container serviced weekly included in above rates)						
<i>Monthly Cost based on size of additional green waste container(s)</i>						
Container Size	EBS Rate	IRRF Rate ¹	IWM Fee ²	2013 Total Monthly Cost	2012 Total Monthly Cost	\$ Change in Monthly Cost
35 Gallon Cart	\$ 25.22	\$ -	\$ -	\$ 25.22	\$ 25.22	\$ -
64 Gallon Cart	48.80	-	-	48.80	48.80	-

¹ **Integrated Resource Recovery Facility (IRRF) Rate:** The IRRF Rate, which is set by the West Contra Costa County Integrated Waste Management Board, covers the cost of garbage disposal, green waste processing, household hazardous waste (HHW) collection programs and other associated services provided by the West Contra Costa Integrated Waste Management Authority, a.k.a RecycleMore (www.recyclemore.com).

² **Integrated Waste Management (IWM) Fee:** The IWM Fee covers curbside recycling collection for El Cerrito residents and businesses and supports the daily operations of the El Cerrito Recycling Center. The Fee is assessed on each trash container collected by East Bay Sanitary Company.

2013 Solid Waste Collection, Processing and Disposal Rates

Commercial Rates | Businesses and Multi-family Dwellings over 4 units

Commercial Solid Waste Services include minimum weekly collection of recycling, garbage and services at the El Cerrito Recycling + Environmental Resource Center. Recycling container size and frequency of pickup do not affect collection rates. Green waste collection and HHW services are available at extra cost.

Once Weekly Collection of Garbage						
Monthly Cost based on garbage container size						
Container Size	EBS Rate	IRRF Rate ¹	IWM Fee ²	2013 Total Monthly Cost	2012 Total Monthly Cost	\$ Change in Monthly Cost
20 Gallon "Mini-can"	\$ 16.13	\$ 5.11	\$ 8.75	\$ 29.99	\$ 27.09	\$ 2.90
35 Gallon Cart	23.08	8.16	8.75	39.99	38.10	1.89
64 Gallon Cart	45.66	16.33	18.00	79.99	74.57	5.42
One Cubic Yard	144.21	33.41	63.66	241.27	214.31	26.96
Two Cubic Yards	273.54	66.82	127.31	467.67	414.67	53.00
Compacted per Yard	365.13	-	63.66	428.79	405.08	23.71
Roll-off / Debris Box	Market Rate + \$75 IWM Fee per Load - Call EBS at 237-4321 for pricing.					
Multiple Weekly Collections of Garbage						
Monthly Cost based on garbage container size and number of pickups per week						
Container Size	Pickups per week					
	1	2	3	4	5	6
20 Gallon "Mini-can"	\$ 29.99	\$ 59.98	\$ 89.97	\$ 119.96	\$ 149.95	\$ 179.94
35 Gallon Cart	39.99	79.98	119.97	159.96	199.95	239.94
64 Gallon Cart	79.99	159.98	239.97	319.96	399.95	479.94
One Cubic Yard	241.27	453.21	665.15	877.09	1,089.03	1,300.97
Two Cubic Yards	467.67	891.51	1,315.35	1,739.19	2,163.03	2,586.87
Green Waste Collection						
Monthly Cost based on green waste container size and number of pickups per week						
Container Size	Pickups per week					
	1	2	3	4	5	
35 Gallon Cart	25.22	50.44	75.66	100.88	126.10	
64 Gallon Cart	48.80	97.60	146.40	195.20	244.00	

¹ **Integrated Resource Recovery Facility (IRRF) Rate:** The IRRF Rate, which is set by the West Contra Costa County Integrated Waste Management Board, covers the cost of garbage disposal, green waste processing, and other associated services provided by the West Contra Costa Integrated Waste Management Authority, a.k.a RecycleMore (www.recyclemore.com).

² **Integrated Waste Management (IWM) Fee:** The IWM Fee covers curbside recycling collection for El Cerrito residents and businesses and supports the daily operations of the El Cerrito Recycling Center. The Fee is assessed on each trash container collected by East Bay Sanitary Company.

RESOLUTION 2012–XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO FIXING AND SETTING RATES FOR THE INTEGRATED WASTE MANAGEMENT FEE EFFECTIVE JANUARY 1, 2013

WHEREAS, the City of El Cerrito has established an Integrated Waste Management Fee (IWM Fee) for Integrated Waste Management Services provided by the Environmental Services Division (ESD), including operation of the El Cerrito Recycling Center, curbside collection of recyclable materials, and other waste collection, reduction, recycling and environmental programs; and

WHEREAS, the City Council of the City of El Cerrito sets and charges the IWM Fee, and the Fee is collected by East Bay Sanitary Company as part of the garbage bills and transferred in whole to the City of El Cerrito's Integrated Waste Services fund; and

WHEREAS, the City has reviewed and considered financial information as a part of the regular budget process to determine whether an IWM Fee increase is warranted and justified, and has also reviewed the Integrated Waste Management fund 10-year Financial Plan; and

WHEREAS, the City Council intends to adopt the IWM Fee to be effective January 1, 2013, thus keeping the ESD's Integrated Waste Management functions as an on-going concern;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Cerrito that the monthly rates for the IWM Fee shall be as follows, effective January 1, 2013:

Garbage Container Size	IWM Monthly Fee
20 Gallon Cart	\$8.75
35 Gallon Cart	8.75
64 Gallon Cart	18.00
One Cubic Yard	63.66
Two Cubic Yards	127.31
Compacted per Yard	63.66
Debris Box per Load	75.00

I CERTIFY that at a regular meeting on December 18, 2012, the City Council passed this resolution by the following vote:

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

* * * * *

Agenda Item No. 6
Attachment 2

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December XX, 2012.

Cheryl Morse, City Clerk

Approved:

Greg Lyman, Mayor

RESOLUTION 2012 – XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING MAXIMUM ALLOWABLE RATES FOR THE COLLECTION OF GARBAGE AND GREEN WASTE EFFECTIVE JANUARY 1, 2013.

WHEREAS, the City of El Cerrito and East Bay Sanitary Company (the Company) have entered into that certain Franchise Agreement dated September 2, 1997 (as amended, the “Franchise Agreement”); and

WHEREAS, the Company has submitted a request for rate increases to be effective January 1, 2013, and that such increases were calculated pursuant to the methodology established in the Fifth Amendment to the Franchise Agreement, dated December 14, 2012; and

WHEREAS, the Company’s collection rates have not increased since January 1, 2011; and

WHEREAS, the rate adjustments submitted to the City have been reviewed for accuracy, consistency with the adjustment methodology, and reasonableness by the City’s Environmental Analyst, Environmental Services Manager, the Assistant City Manager, and the City Manager; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the maximum rates that East Bay Sanitary Company may charge for services provided by the Company are as follows, effective January 1, 2013:

Garbage Container Size	EBS Monthly Rates
20 Gallon Cart	\$16.13
35 Gallon Cart	23.08
64 Gallon Cart	45.66
One Cubic Yard per weekly pickup	114.88
One Cubic Yard monthly rental	29.33
Two Cubic Yards per weekly pickup	229.71
Two Cubic Yards monthly rental	43.83
Compacted per Yard per weekly pickup	365.13
35 Gallon Green Waste	25.22
64 Gallon Green Waste	48.80

I CERTIFY that at a regular meeting on December 18, 2012, the City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on December XX, 2012.

Cheryl Morse, City Clerk

Approved:

Gregory B. Lyman, Mayor

2013 COUNCIL LIAISON ASSIGNMENTS			
LEGISLATIVE BODY		2012 Appointee	2013 Appointee
Association of Bay Area Governments (ABAG), General Assembly (Delegate - <i>Meets Thursdays in April and October, 8:30 am to 3:30 pm</i>)		Cheng	Benassini
Association of Bay Area Governments (ABAG), General Assembly (Alternate)		Abelson	Friedman ¹
League of California Cities East Bay Division (Delegate – <i>Meets many months on 4th Thurs, 7 pm, var. Cities. Also 3 day Annual League Conference in September</i>)		Abelson	Abelson
League of California Cities East Bay Division (Alternate)		Cheng	Friedman
League of CA Cities Policy Committees (<i>appointments made by League of CA Cities EB Division or League President – meets qtlly, 10:00 am to 3:00 pm, entire State</i>)		Abelson	Abelson
Contra Costa Mayors’ Conference (Delegate - <i>Meets 1st Thurs, 6:30 pm, var. cities</i>)		Jones (Mayor)	Lyman (Mayor) ²
Contra Costa County Mayors’ Conference (Alternate)		Lyman (MPT)	Abelson (MPT) ³
West County Mayors’ & Supervisors’ Assn. (<i>Meets 4th Thurs, 8:00 am, var. cities</i>)		Jones (Mayor)	Lyman (Mayor)
West County Mayors’ & Supervisors’ Association (Alternate)		Lyman (MPT)	Abelson (MPT)
West Contra Costa Transportation Advisory Committee (Delegate) (<i>Generally Meets 4th Fri, 8:00 am, City of San Pablo – Makes appointment to CCTA</i>)		Abelson	Abelson
West Contra Costa Transportation Advisory Committee (Alternate)		Cheng	Lyman
Contra Costa Transportation Auth. Board Member (<i>appointments made by WCCTA or Mayors’ Conference – full board meets 3rd Wednesday, 6:00 pm, Walnut Creek</i>)		Abelson	Abelson
Contra Costa Transportation Authority Planning Committee (<i>appointment by CCTA – meets 1st Wednesday, 6:00 pm, Walnut Creek</i>)		Abelson	Abelson
Contra Costa Transportation Authority Paratransit Coordination Council (<i>meets 3rd Monday of odd numbered months, 2:00 pm, Walnut Creek</i>)		Abelson	Abelson
Tom Bates Regional Sports Field JPA (<i>meets qtlly. on 2nd Wed, 5:30 pm, Albany</i>)		Jones	Bridges
Tom Bates Regional Sports Field JPA (Alternate)		Benassini	Benassini
West County Integrated Waste Management Authority (Delegate) (<i>Generally meets 2nd Thurs evening per month, 7:00 pm, City of San Pablo</i>)		Lyman	Lyman
West County Integrated Waste Management Authority (Alternate)		Jones	Friedman
San Pablo Avenue Area Specific Plan Committee		Benassini/Jones	Benassini/Lyman
Arts & Culture Commission	(Meets 3 rd Wed, 7:00 pm)	Benassini	Friedman
Crime Prevention Committee	(Meets 2 nd Wed, 7:00 pm)	Jones	Lyman
Committee on Aging	(Meets 3 rd Wed, 3:00 pm)	Abelson	Abelson
Design Review Board	(Meets 1 st Wed, 7:30 pm)	Jones	Bridges
Economic Development Board	(Meets Quarterly 1 st Thurs, 6:30 pm)	Lyman	Friedman
Environmental Quality Committee	(Meets 2 nd Tues, 7:00 pm)	Abelson	Abelson
Financial Advisory Board	(Meets 2 nd Tues, 7:00 pm)	Cheng	Benassini
Human Relations Commission	(Meets 1 st Wed, 7:00 pm)	Cheng	Lyman
Park and Recreation Commission	(Meets 4 th Wed, 7:00 pm)	Benassini	Bridges
Planning Commission	(Meets 3 rd Wed, 7:30 pm)	Lyman	Benassini
Tree Committee	(Meets 2 nd Mon, 7:00 pm)	Lyman	Lyman
Municipal Service Corporation Chair (<i>Established by MSC bylaws</i>)		Jones (Mayor)	Lyman (Mayor)
Municipal Service Corporation Vice-Chair (<i>Established by MSC bylaws</i>)		Lyman (MPT)	Abelson (MPT)
Pension Board Chair (<i>Meets same as Council</i>)		Jones (Mayor)	Lyman (Mayor)
Pension Board (Alternate)		Lyman (MPT)	Abelson (MPT)
Successor Agency to the Former Redevelopment Agency Chair (<i>Per bylaws</i>)		Jones (Mayor)	Lyman (Mayor)
Successor Agency to the Former Redevelopment Agency Vice-Chair (<i>Per bylaws</i>)		Lyman (MPT)	Abelson (MPT)
Temporary Permits Committee (<i>Inactive</i>)		Jones	Lyman (Mayor)
Underground Utilities Committee (<i>Inactive</i>)		Jones	Lyman (Mayor)
Disaster Preparedness Council (Delegate) (<i>Inactive</i>)		Jones (Mayor)	Lyman (Mayor)
Disaster Preparedness Council (Alternate) (<i>Inactive</i>)		Lyman (MPT)	Abelson (MPT)
Commission/Committee Rules Subcommittee		Cheng/Lyman	Friedman/Lyman
Wall of Fame – Ad Hoc Committee – Assigned upon receipt of a nomination		Abelson/Lyman	TBA ⁴

¹ Grey text used to accentuate “Alternate” positions; ² “(Mayor)” used to indicate position is assigned to current Mayor; ³ “(MPT)” used to indicate position assigned to current Mayor Pro Tem; ⁴ TBA = to be assigned