



## AGENDA

### CONCURRENT SPECIAL MEETING OF THE EL CERRITO PUBLIC FINANCING AUTHORITY, EMPLOYEE PENSION TRUST BOARD AND REGULAR CITY COUNCIL MEETING

October 6, 2020 – 7:00 p.m.

#### Members:

Mayor Gregory B. Lyman

Mayor Pro Tem Paul Fadelli • Councilmember Janet Abelson  
Councilmember Rochelle Pardue-Okimoto • Councilmember Gabriel Quinto

#### Join Via WebEx:

<https://elcerrito.webex.com/elcerrito/onstage/g.php?MTID=ecfcc64e68e9da7b23437e90471fc652d>

**Event Number:** 146 189 1746

**Event Password:** Join1006

or

**Dial In:** 1-408-418-9388

**Access Code:** 146 189 1746

*Pursuant to Executive Orders N-25-20 and N-29-20, Teleconference Restrictions of the Brown Act Have Been Suspended, as Well as the Requirement to Provide a Physical Location for Members of the Public to Participate in the Meeting.*

Members of the public can watch or listen to City Council meetings as follows:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Radio Broadcast on FM 88.1 Or 97.7
3. Livestream Online at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials)
4. Via WebEx using the meeting information listed above.

Public Comments may be submitted one of two ways:

1. Via WebEx using the “[Raise Hand](#)” feature to request to speak. Each period of public comment will be announced.

**\*\*Please note** - If a member of the public can join via phone **only**, a request to speak may be submitted via email to [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us). The request must contain in the subject line **Request to Speak – Agenda Item #** and must include a name and the full phone number that will be used to call in.

2. Via email to [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us). Email must contain in the subject line **Public Comments – Not on the Agenda** or **Public Comments – agenda item #**.

To ensure that the City Council receives your written comments prior to taking action, they must be received by **4:00 p.m. the day of the meeting**. All written comments received by this deadline will be provided to the City Council and posted online in advance of the meeting.

Written comments received after the deadline will be provided to the City Council and included with supplemental materials after the meeting. **No written comments will be read into the record.**

## **7:00 P.M. ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING**

### **1. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS**

### **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 and staff.*

### **3. COMMUNICATIONS FROM THE PUBLIC**

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

### **4. ADOPTION OF THE CONSENT CALENDAR**

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

#### **A. National Arts and Humanities Month Proclamation**

**Action Proposed:** Approve a proclamation in support and recognition of October 2020 as National Arts and Humanities Month in El Cerrito.

**Contact:** Maya Williams, Assistant to the City Manager, City Management



**B. Authorize Correspondence in Support of Plan Bay Area 2050**

**Action Proposed:** At the request of Mayor Lyman, pass a motion authorizing the Mayor to sign and send correspondence in support of the 'Plan Bay Area 2050' Housing Allocation Methodology, in line with the Contra Costa Mayors Conference recommendations.

**Contact:** Holly M. Charlety, City Clerk, City Management

**C. Approval of League of California Cities 2020 Annual Conference Resolutions Packet**

**Action Proposed:** Pass a motion to authorize and provide direction to the annual conference voting delegate to vote in favor of the proposed resolutions packet for 2020.

**Contact:** Holly M. Charl  ty, City Clerk, City Management

**D. Committee on Aging Appointments**

**Action Proposed:** Approve the Committee on Aging recommendation and appoint Bruce Yow and Pamela Wagner to the Committee, effective October 7, 2020.

**Contact:** Bridget Cooney, Recreation Supervisor, Recreation Department

**5. PRESENTATIONS**

**A. Presentation on Contra Costa County Measure X**

**Action Proposed:** Receive and file a presentation on Contra Costa County Measure X on the November 3rd ballot, Imposing a Transaction and Use Tax to Be Administered by the California Department of Tax and Fee Administration.

**Contact:** John Gioia, Contra Costa County Supervisor

**B. Citizens Street Oversight Committee Annual Report**

**Action Proposed:** Receive and file the Citizens Street Oversight Committee annual report for FY 2018/19 to City Council and Citizens of El Cerrito.

**Contact:** Matthew Kelly, Committee Member, Citizens Street Oversight Committee; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

**C. Annual Sundar Shadi Garden Club Awards**

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

**Contact:** Martha Jackson, El Cerrito Garden Club President

**6. PUBLIC HEARINGS**

**A. Public Hearing for Fire Hazard Abatement**

*Notice published on 9/26/2020*

**Action Proposed:** 1) Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or his designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

**Contact:** David R. Gibson, Fire Marshal; Michael Pigoni, Fire Chief, Fire Department

**B. Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26**

*Notice published on 9/26/2020*

**Action Proposed:** Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

**Contact:** David R. Gibson, Fire Marshal; Michael Pigoni, Fire Chief, Fire Department

**7. POLICY MATTERS**

**A. CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION TRUST BOARD**  
**Approval of the City's Fiscal Year 2020-21 Amended Budget and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approval of the FY 2020-21 Annual Gann Appropriation Limit.**

**Action Proposed:** Staff requests that the City Council 1) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the City of El Cerrito; 2) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the El Cerrito Public Financing Authority; 3) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the El Cerrito Employee Pension Board; and 4) Adopt a resolution approving the calculation and establishing the FY 2020-21 annual Gann Appropriation Limit.

**Contact:** Karen Pinkos, City Manager, City Management  
Mark R Rasiah, Finance Director/City Treasurer, Finance Department

**8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS**

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

**9. ADJOURN REGULAR CITY COUNCIL MEETING IN MEMORY OF CHIZU LIYAMA**

*The next regularly scheduled City Council meeting is Tuesday, October 20, 2020 at 7:00 p.m. via teleconference.*

***The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.***

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28. 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/CouncilMeetingMaterials> and is streamed with closed caption. 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](http://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: 510-215-4305, email [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us)
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

**EL CERRITO CITY COUNCIL PROCLAMATION**  
**Recognizing and Supporting October 2020 as National Arts and Humanities**  
**Month in El Cerrito**

WHEREAS, the month of October has been recognized as National Arts and Humanities Month across the country since 1993; and

WHEREAS, National Arts and Humanities Month was initiated to encourage all Americans to begin a lifelong habit of participation in the arts and humanities; and

WHEREAS, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind; and

WHEREAS, the arts and humanities play a unique role in the lives of our families, our communities, and our country; and

WHEREAS, the arts and humanities enhance and enrich the lives of every American; and

WHEREAS, the arts and humanities contribute towards cross-cultural understanding, and enhance the quality of life; and

WHEREAS, studies show that innovation and creativity are key components to a prosperous future California economy; and

WHEREAS, the Arts and Culture Commission works to encourage and promote arts programs and events happening in El Cerrito during October.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declares October 2020 as Arts and Humanities Month in the City of El Cerrito and encourages all members of the community to celebrate and promote the arts and culture in our nation and to encourage community members to participate, patronize and support the arts and humanities in El Cerrito.

Dated: October 6, 2020

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Gregory B. Lyman, Mayor

RESOLUTION NO. 2020-45

RESOLUTION OF THE EL CERRITO CITY COUNCIL SUPPORTING THE CONTRA COSTA COUNTY JURISDICTIONS' SUPPORT FOR THE 'PLAN BAY AREA 2050' HOUSING ALLOCATION METHODOLOGY THAT MATCHES HOUSING ASSIGNMENTS PROXIMATE TO JOB CENTERS

WHEREAS, the Contra Costa County Jurisdictions' recognize and respect the local needs and character of each community, and have a shared interest in maintaining local control of decision-making related to all aspects of the management of each jurisdiction, including but not limited to financial, land use and development, and growth-related matters; and

WHEREAS, in June 2020, the California Department of Housing and Community Development (HCD) determined that the San Francisco Bay region must plan to accommodate 441,176 housing units over the upcoming 8-year housing element cycle (2022-2030); and

WHEREAS, according to Association of Bay Area Governments (ABAG), this represents a 135% increase from the previous housing element assignment; and

WHEREAS, ABAG has formed a Housing Methodology Committee (HMC) that is charged with evaluating and making a recommendation on how these housing units would be allocated to the Bay Area's 101 cities and 9 counties; and

WHEREAS, at a very high level, the HMC is considering a variety of options and factors for allocating housing units; and

WHEREAS, selecting a 'baseline data' methodology has the greatest impact on Contra Costa communities and ensuring that there is a match between housing assignments and job centers; and

WHEREAS, the Contra Costa Mayors Conference at their August 6, 2020 meeting discussed and unanimously supported the 'Plan Bay Area 2050 Baseline Data Methodology'; and

WHEREAS, the Contra Costa Mayors Conference sent a letter of support for the 'Plan Bay Area 2050 Baseline Data Methodology' on August 7, 2020; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of El Cerrito that the City Council re-affirms the Contra Costa Mayors' Conference letter of support for the support for the 'Plan Bay Area 2050 Baseline Data Methodology' which is consistent with decades-long region-wide efforts to:

- Encourage housing development proximate to job centers, which would in turn; and

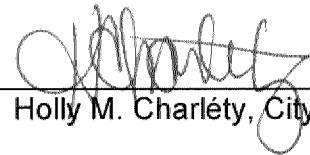
- Reduce transit and transportation congestion, helping to alleviate long regionwide commute times; and
- Reduce greenhouse gas emissions, consistent with AB 32, SB 375 and the Metropolitan Transportation Commission's (MTC) Plan Bay Area 2050 policy framework.

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

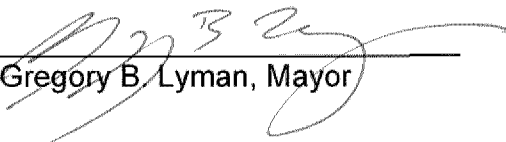
I CERTIFY that at a special meeting on September 1, 2020 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: Mayor Lyman; Mayor Pro Tem Fadelli; Councilmembers Abelson, Pardue-Okimoto and Quinto  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on September 15, 2020.

  
 Holly M. Charléty, City Clerk

APPROVED:

  
 Gregory B. Lyman, Mayor



**August 21, 2020**

**To: Mayors, City Managers and City Clerks**

**From: Melanie Perron, Deputy Executive Director, Advocacy and Public Affairs**

**Re: League's 2020 Annual Conference Resolution Packet**

Please find an enclosed copy of the 2020 Resolution Packet for the League of California Cities' 2020 Annual Conference and Expo being held virtually October 7 – 8. The conference announcement has previously been sent to all cities and we hope that you and your colleagues will be able to join us. More information about the conference is available on the League's Web site at [www.cacities.org/ac](http://www.cacities.org/ac).

One resolution has been submitted. The attached packet contains the proposed resolution, background materials supplied by the sponsors, supporting letters from cities and city officials, and League staff analyses for the resolution. The packet also includes detailed information on the League's resolution process. A copy of the resolution packet is posted on the League's website for your convenience: [www.cacities.org/resolutions](http://www.cacities.org/resolutions).

**Voting Delegates:** In order to vote during the General Assembly, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity. If your city has not already done so, Please complete the Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference. The General Assembly will be held virtually on Friday, October 9 at 11:00 a.m. (subject to change).

We encourage each city council to consider the resolution and to determine a city position so that your voting delegate can represent your city's position on the resolution. Should you have any questions regarding the attached material, please contact Meg Desmond at [mdesmond@cacities.org](mailto:mdesmond@cacities.org) or by phone 916-837-6822.





***Annual Conference  
Resolutions Packet***

***2020 Annual Conference Resolutions***



***October 7 – 9, 2020***

## INFORMATION AND PROCEDURES

**RESOLUTIONS CONTAINED IN THIS PACKET:** The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration at the Annual Conference and referred to League policy committees.

**POLICY COMMITTEES:** Two policy committees will meet virtually at the Annual Conference to consider and take action on the resolution referred to them. The committees are: Governance, Transparency & Labor Relations and Public Safety. These committees will meet virtually on Tuesday, September 29, with the Governance, Transparency and Labor Relations Policy Committee meeting from 9:30 – 11:30 a.m. and the Public Safety Policy Committee meeting from 1:00 – 3:00 p.m. The sponsor of the resolution has been notified of the time and location of the meeting.

**GENERAL RESOLUTIONS COMMITTEE:** This committee will meet virtually at 1:00 p.m. on Thursday, October 8, to consider the reports of the policy committees regarding the resolutions. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president.

**GENERAL ASSEMBLY:** This meeting will be held virtually at 11:00 a.m. on Friday, October 9.

**PETITIONED RESOLUTIONS:** For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Meeting of the General Assembly. This year, that deadline is 12:30 p.m., Thursday, October 8.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: [mdesmond@cacities.org](mailto:mdesmond@cacities.org) or (916) 658-8224

## **GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS**

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's seven standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

### **Guidelines for Annual Conference Resolutions**

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
  - (a) Focus public or media attention on an issue of major importance to cities.
  - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
  - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
  - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

## KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

| Number | Key Word Index | Reviewing Body Action                                                |   |   |
|--------|----------------|----------------------------------------------------------------------|---|---|
|        |                | 1                                                                    | 2 | 3 |
|        |                | 1 - Policy Committee Recommendation to General Resolutions Committee |   |   |
|        |                | 2 - General Resolutions Committee                                    |   |   |
|        |                | 3 - General Assembly                                                 |   |   |

### GOVERNANCE, TRANSPARENCY & LABOR RELATIONS POLICY COMMITTEE

|   |                                                                    | 1 | 2 | 3 |
|---|--------------------------------------------------------------------|---|---|---|
| 1 | Amendment to Section 230 of The Communications Decency Act of 1996 |   |   |   |

### PUBLIC SAFETY POLICY COMMITTEE

|   |                                                                    | 1 | 2 | 3 |
|---|--------------------------------------------------------------------|---|---|---|
| 1 | Amendment to Section 230 of The Communications Decency Act of 1996 |   |   |   |

## KEY TO ACTIONS TAKEN ON RESOLUTIONS *(Continued)*

Resolutions have been grouped by policy committees to which they have been assigned.

### KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

### KEY TO ACTIONS TAKEN

- |   |                                                 |
|---|-------------------------------------------------|
| A | Approve                                         |
| D | Disapprove                                      |
| N | No Action                                       |
| R | Refer to appropriate policy committee for study |

### ACTION FOOTNOTES

\* Subject matter covered in another resolution

\*\* Existing League policy

\*\*\* Local authority presently exists

- |     |                                                             |
|-----|-------------------------------------------------------------|
| a   | Amend+                                                      |
| Aa  | Approve as amended+                                         |
| Aaa | Approve with additional amendment(s)+                       |
| Ra  | Refer as amended to appropriate policy committee for study+ |
| Raa | Additional amendments and refer+                            |
| Da  | Amend (for clarity or brevity) and Disapprove+              |
| Na  | Amend (for clarity or brevity) and take No Action+          |
| W   | Withdrawn by Sponsor                                        |

### Procedural Note:

The League of California Cities resolution process at the Annual Conference is guided by the League Bylaws. A helpful explanation of this process can be found on the League's website by clicking on this link: [Resolution Process](#).

**1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR AN AMENDMENT OF SECTION 230 OF THE COMMUNICATIONS DECENCY ACT OF 1996 TO REQUIRE SOCIAL MEDIA COMPANIES TO REMOVE MATERIALS WHICH PROMOTE CRIMINAL ACTIVITIES**

Source: City of Cerritos

Concurrence of five or more cities/city officials

Cities: City of Hawaiian Gardens, City of Lakewood, City of Ontario, City of Rancho Cucamonga, City of Roseville

Referred to: Governance, Transparency and Labor Relations and Public Safety Policy Committees

**WHEREAS**, local law enforcement agencies seek to protect their communities' residents, businesses, and property owners from crime; and

**WHEREAS**, increasingly, criminals use social media platforms to post notices of places, dates and times for their followers to meet to commit crimes; and

**WHEREAS**, Section 230 of the Communications Decency Act of 1996 currently provides online platforms (including social media platforms) immunity from civil liability based on third-party content and for the removal of content; and

**WHEREAS**, in the 25 years since Section 230's enactment, online platforms no longer function simply as forums for the posting of third-party content but rather use sophisticated algorithms to promote content and to connect users; and

**WHEREAS**, the United States Department of Justice, in its June 2020 report, "Section 230 — Nurturing Innovation or Fostering Unaccountability?," concluded the expansive interpretation courts have given Section 230 has left online platforms immune from a wide array of illicit activity on their services, with little transparency or accountability, noting it "makes little sense" to immunize from civil liability an online platform that purposefully facilitates or solicits third-party content or activity that violates federal criminal law; and

**WHEREAS**, current court precedent interpreting Section 230 also precludes state and local jurisdictions from enforcing criminal laws against such online platforms that, while not actually performing unlawful activities, facilitate them; and

**WHEREAS**, amendment of Section 230 is necessary to clarify that online platforms are not immune from civil liability for promoting criminal activities; and

**NOW, THEREFORE, BE IT RESOLVED** at the League General Assembly, assembled at the League Annual Conference on October 9, 2020 in Long Beach, California, that the League calls upon the U.S. Congress to amend Section 230 of the Communications Decency Act of 1996 to condition immunity from civil liability on the following:

1. Online platforms must establish and implement a reasonable program to identify and take down content which solicits criminal activity; and
2. Online platforms must provide to law enforcement information which will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity; and
3. An online platform that willfully or negligently fails in either of these duties is not immune from enforcement of state and local laws which impose criminal or civil liability for such failure.

## **Background Information to Resolution**

**Source:** City of Cerritos

### **Background:**

Social media platforms are now used as a primary means of communication, including by criminals who use them to advertise locations, dates, and times where the criminal acts will take place. Such communications, because they occur online, render the online platform immune from any civil liability for the costs incurred by law enforcement agencies that respond under Section 230 of the Communications Decency Act of 1996. Immunity from civil liability extends even to injunctive relief, thus preventing local governments from merely seeking an injunction against the online platform to have such a post removed.

The City of Cerritos supports the rights of free speech and assembly guaranteed under the First Amendment, but believes cities should have the ability to hold social media companies liable for their role in promoting criminal acts. Recently, the City suffered thousands of dollars in damages to respond to online threats that the Cerritos Mall would be looted. Anonymous posts on Instagram.com invited followers to “work together to loot Cerritos [M]all” only several days after the Lakewood Mall had been looted, causing thousands of dollars in damages. The posts were made under the names “cerritosmalllooting” and “cantstopusall,” among others. The City of Cerritos had no choice but to initiate response to protect the Mall and the public from this credible threat.

At the same time local governments face historic shortfalls owing to the economic effects of COVID-19, the nation’s social media platforms are seeing a record rise in profits. The broad immunity provided by Section 230 is completely untenable. Online platforms should be held responsible—and liable—for the direct harm they facilitate. Local governments are in no position to bear the costs of the crimes facilitated by these companies alone.

Congress is currently reviewing antitrust legislation and by extension, Section 230’s immunity provisions. The League urges Congress to amend Section 230 to limit the immunity provided to online platforms when they promote criminal activity to provide local governments some measurable form of relief.



## **League of California Cities Staff Analysis on Resolution No. 1**

Staff: Charles Harvey, Legislative Representative  
Bijan Mehryar, Legislative Representative  
Caroline Cirrincione, Policy Analyst  
Johnnie Piña, Policy Analyst

Committees: Governance, Transparency and Labor Relations  
Public Safety

### **Summary:**

This resolution states that the League of California Cities should urge Congress to amend Section 230 of the federal Communications Decency Act of 1996 (CDA) to limit the immunity provided to online platforms where their forums enable criminal activity to be promoted.

Ultimately, the policy objectives proposed under this resolution, if enacted, would incentivize social media companies to establish and implement a reasonable program to identify and remove content that solicits criminal activity.

### **Background:**

The City of Cerritos is sponsoring this resolution in reaction to events whereby persons, using social media platforms to coordinate locations, dates, and times for their planned criminal activity, have committed acts of looting and vandalism resulting in both actual economic harm for targeted businesses, and pecuniary loss to cities who used resources to prevent such acts from occurring when such plans are discovered.

For example, just days after the Lakewood Mall had been looted, the City of Cerritos uncovered online communications via social media that persons were planning to target the nearby Cerritos Mall. Consequently, the city felt compelled to undertake measures to protect the Cerritos Mall, costing the city thousands of dollars to guard against what officials believed to be a credible threat.

### **Staff Comments:**

#### **Overview:**

While there is certainly an argument to substantiate concerns around censorship, the use of social media as a tool for organizing violence is equally disturbing.

Throughout much of the 2020 Summer, there have been many reports of looting happening across the country during what were otherwise mostly peaceful demonstrations. Combined with the speculation of who is really behind the looting and why, the mayhem has usurped the message of peaceful protestors, causing a great deal of property damage in the process. Likewise, these criminal actions have upended the livelihood of some small business owners, many of whom were already reeling in the wake of the COVID-19 pandemic.

While social media allows people to connect in real time with others all over the world, organized illegal activity using social media is made easier by the anonymous nature of virtual interactions.

#### Nation's Reaction to the Murder of George Floyd:

Shortly after the senseless killing of George Floyd by law enforcement on May 26, 2020, civil unrest began as local protests in the Minneapolis–Saint Paul metropolitan area of Minnesota before quickly spreading nationwide to more than 2,000 cities and towns across the United States, and in approximately 60 countries in support of the Black Lives Matter movement. Protests unfolded across the country throughout the entire month of June and into July, and persisted in a handful of cities such as Portland and Seattle into the month of August.

Although the majority of protests were peaceful, some demonstrations in cities escalated into riots, looting, and street skirmishes with police. While much of the nation's focus has been on addressing police misconduct, police brutality, and systemic racism, some have used demonstrators' peaceful protests on these topics as opportunities to loot and/or vandalize businesses, almost exclusively under the guise of the "Black Lives Matter" movement. It has been uncovered that these "flash mobs"<sup>1</sup> were coordinated through the use of social media. The spontaneity and speed of the attacks enabled by social media make it challenging for the police to stop these criminal events as they are occurring, let alone prevent them from commencing altogether.

As these events started occurring across the country, investigators quickly began combing through Facebook, Twitter, and Instagram seeking to identify potentially violent extremists, looters, and vandals and finding ways to charge them after — and in some cases before — they sow chaos. While this technique has alarmed civil liberties advocates, who argue the strategy could negatively impact online speech, law enforcement officials claim it aligns with investigation strategies employed in the past.

#### Section 230 and other Constitutional Concerns

At its core, Section 230(c)(1) of the CDA provides immunity from liability for providers and users of an "interactive computer service" who publish information provided by third-party users. Essentially, this protects websites from lawsuits if a user posts something illegal, although there are exceptions for copyright violations, sex work-related material, and violations of federal criminal law.

Protections from Section 230 have come under more recent scrutiny on issues related to hate speech and ideological biases in relation to the influence technology companies can hold on political discussions.

Setting aside Section 230, there are some potential constitutional issues one could raise, should there be an attempt to implement such a resolution into statute.

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<sup>1</sup> The "flash mobs" phenomenon—where social media is used to organize groups of teens and young adults to quickly ransack and loot various retail stores—began to occur sporadically throughout the United States over the past ten years.

In the United States, the First Amendment prohibits the government from restricting most forms of speech, which would include many proposals to force tech companies to moderate content. While “illegal” types of speech enjoy limited or no First Amendment protection, the line for delineating between “legal” and “illegal” speech is very difficult to determine. Consequently, one would expect online platforms to push back on whether there is a constitutionally feasible way for them to “identify” protected speech versus unprotected speech, or whether there is a feasible way to define “content which solicits criminal activity.” A law requiring companies to moderate content based on the political viewpoint it expresses, for example, would likely be struck down as unconstitutional.

Nonetheless, private companies can create rules to restrict speech if they so choose. Online platforms sometimes argue they have constitutionally-protected First Amendment rights in their “editorial activity,” and therefore, it violates their constitutional rights to require them to monitor (i.e., “identify and take down”) content that may be protected under the First Amendment. They may also argue, along the same lines, that the government may not condition the granting of a privilege (i.e., immunity) on doing things that amount to a violation of their first amendment rights. This is why Facebook and Twitter ban hate speech and other verifiably false information, for example, even though such speech is permitted under the First Amendment.

With respect to privacy and the Fourth Amendment, online platforms may argue that requiring them to “provide to law enforcement information that will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity,” turns them into government actors that search users’ accounts without a warrant based on probable cause, in violation of the Fourth Amendment.

#### Industry Perspective

Unsurprisingly, industry stakeholders have strong opinions for what such changes could mean for their respective business models.

For instance, a Facebook spokesperson recently noted in a Fortune article that, “By exposing companies to potential liability for everything that billions of people around the world say, this would penalize companies that choose to allow controversial speech and encourage platforms to censor anything that might offend anyone.”

The article acknowledges that in recent years, both political parties have put social media companies under increased scrutiny, but they are not unified in their stated concerns. While Republicans accuse the companies of unfairly censoring their post, Democrats complain that these companies fail to do enough to block misinformation, violent content, and hate speech.

The article concludes that there is no way companies like Facebook and Twitter could operate without Section 230, and that the removal of this section would thereby “eliminate social media as we know it.”

#### Recent Federal Action on Social Media

The President recently issued an *Executive Order on Preventing Online Censorship*. In it, he notes the following:

“The growth of online platforms in recent years raises important questions about applying the ideals of the First Amendment to modern communications technology. Today, many Americans follow the news, stay in touch with friends and family, and share their views on current events through social media and other online platforms. As a result, these platforms function in many ways as a 21st century equivalent of the public square.

Twitter, Facebook, Instagram, and YouTube wield immense, if not unprecedented, power to shape the interpretation of public events; to censor, delete, or disappear information; and to control what people see or do not see.”

Ultimately the President implores the U.S. Attorney General to develop a proposal for federal legislation that “would be useful to promote the policy objectives of this order.” The President is not subtle in communicating his desire to ultimately see legislation heavily slanted toward the preservation of free speech on social media, which some interpret as a maneuver to preempt Twitter and Facebook from regulating speech they otherwise deem as hateful or demonstrably false.

#### Considerations for Congress

Courts have generally construed Section 230 to grant internet service providers broad immunity for hosting others’ content. Many have claimed that Section 230’s immunity provisions were critical to the development of the modern internet, and some continue to defend Section 230’s broad scope. But simultaneously, a variety of commentators and legislators have questioned whether those immunity provisions should now be narrowed, given that the internet looks much different today than it did in 1996 when Section 230 was first enacted.

One way for Congress to narrow Section 230’s liability shield would be to create additional exceptions, as it did with FOSTA and SESTA<sup>2</sup>. If a lawsuit does not fall into one of the express exceptions contained in Section 230(e)<sup>3</sup>, courts may have to engage in a highly fact-specific inquiry to determine whether Section 230 immunity applies: Section 230(c)(1) immunity will be inapplicable if the provider itself has developed or helped to develop the disputed content, while Section 230(c)(2) immunity may not apply if a service provider’s decision to restrict access to content was not made in good faith.

#### Date Storage and Usage Considerations for Cities

Section 2 of the conditions the resolution applies to civil immunity requires that online platforms provide relevant information to law enforcement to assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity. This section would most likely require the development of new procedures and protocols that govern law enforcements usage and retention of such information. Those new policies and procedures would undoubtedly raise privacy concerns depending on how wide the latitude is for law

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<sup>2</sup> The Fight Online Sex Trafficking Act (FOSTA) and the Stop Enabling Sex Traffickers Act (SESTA) create an exception to Section 230 that means website publishers *would* be responsible if third parties are found to be posting ads for prostitution — including consensual sex work — on their platforms.

<sup>3</sup> Section 230(e) says that Section 230 will not apply to: (1) federal criminal laws; (2) intellectual property laws; (3) any state law that is “consistent with” Section 230; (4) the Electronic Communications Privacy Act of 1986; and (5) civil actions or state prosecutions where the underlying conduct violates federal law prohibiting sex trafficking.

enforcement to request such information. In those circumstances cities could end up themselves incurring new liability for the governance of data that could either violate certain privacy rules or increase their data governance costs.

**Fiscal Impact:**

Unlike the costly resources needed to support or oppose a ballot measure, a federal resolution from the League of California Cities that simply urges Congress to undertake certain action should have a negligible fiscal impact, if any monetary impact at all.

Regarding cities, if social media had no immunity for its failure to police content that solicits criminal activity, then an individual city could theoretically save thousands if not millions of dollars, depending on its size and other subjective circumstances. Collectively, cities across the country could potentially save at least hundreds of millions between redress for actual economic harm suffered and/or the cost of preventative measures taken to stop criminal activity from occurring in the first place.

Conversely, if social media platforms were to shut down, due to an inability to comply with a policy requirement to regulate speech on the internet, it is unclear on how cities might be impacted from a fiscal standpoint.

**Existing League Policy:**

**Public Safety:**

*Law Enforcement*

The League supports the promotion of public safety through:

- Stiffer penalties for violent offenders, and
- Protecting state Citizens' Option for Public Safety (COPS) and federal Community Oriented Police Services (COPS) funding and advocating for additional funding for local agencies to recoup the costs of crime and increase community safety.

*Violence*

The League supports the reduction of violence through strategies that address gang violence, domestic violence, and youth access to tools of violence, including but not limited to firearms, knives, etc.

The League supports the use of local, state, and federal collaborative prevention and intervention methods to reduce youth and gang violence.

**Governance, Transparency & Labor Relations:**

*Private Sector Liability*

The League will work closely with private sector representatives to evaluate the potential for League support of civil justice reform measures designed to improve the business climate in California. These measures should be evaluated on a case-by-case basis through the League police process.

**Questions to Consider:**

Many cities obviously believe that creating civil liability for social media platforms—due to their role in providing the communication mediums for those who organize looting attacks— is key to deterring this organized criminal activity.

If such a change was actually passed by Congress, it would force social media to essentially police every conversation on stakeholders' respective platforms, putting immense pressure on the industry to make subjective determinations about what conversations are appropriate and what are unacceptable.

At the end of the day, there are a few questions to consider in assessing this proposed resolution:

- 1) *What would this resolution's impact be on free speech and government censorship?*
- 2) *What are the expectations for cities when they receive information from a social media platform about a potentially credible threat in their respective communities? Does a city become liable for having information from a social media platform and the threat occurs?*
- 3) *What would the costs be to develop and maintain new data governance policies, including data infrastructure, to store this information?*
- 4) *What is the role of the League in engaging in issues relating to someone's privacy?*

**Support:**

The following letters of concurrence were received:

City of Hawaiian Gardens

City of Lakewood

City of Ontario

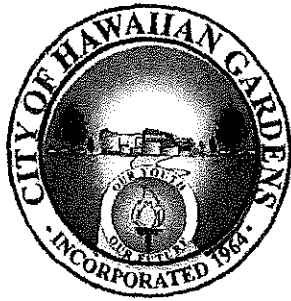
City of Rancho Cucamonga

City of Roseville

# **LETTERS OF CONCURRENCE**

## **Resolution No. 1**

Amendment to Section 230 of the Communications  
Decency Act of 1996



*"Our Youth - Our Future"*

# CITY OF HAWAIIAN GARDENS

August 7, 2020

John Dunbar, President  
[jdunbar@yville.com](mailto:jdunbar@yville.com)  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

The public safety efforts in the City of Hawaiian Gardens would certainly benefit from such legislation. This letter serves to support the City of Cerritos in their efforts to submit of the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Ernie Hernandez  
City Manager

cc Blanca Pacheco, President, LA County Division/League of California Cities - [bpacheco@downeyca.org](mailto:bpacheco@downeyca.org)  
Meg Desmond, League of California Cities - [mdesmond@cacities.org](mailto:mdesmond@cacities.org)  
Kristine Guerrero, LA County Division/League of California Cities - [kguerrero@cacities.org](mailto:kguerrero@cacities.org)  
Kathy Matsumoto, Assistant City Manager, City of Cerritos - [kmatsumoto@cerritos.us](mailto:kmatsumoto@cerritos.us)



Jeff Wood  
Vice Mayor

Ariel Pe  
Council Member

Spencer  
Council Member

Diane Dunbar  
Council Member



Todd Rogers  
Mayor

August 5, 2020

John Dunbar, President  
[jdunbar@yville.com](mailto:jdunbar@yville.com)  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

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This letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Todd Rogers  
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - [bpacheco@downeyca.org](mailto:bpacheco@downeyca.org)  
Meg Desmond, League of California Cities - [mdesmond@cacities.org](mailto:mdesmond@cacities.org)  
Kristine Guerrero, LA County Division/League of California Cities - [kguerrero@cacities.org](mailto:kguerrero@cacities.org)  
Kathy Matsumoto, Assistant City Manager, City of Cerritos - [kmatsumoto@cerritos.us](mailto:kmatsumoto@cerritos.us)

# Lakewood

CITY OF

303 EAST "B" STREET, CIVIC CENTER

ONTARIO



ONTARIO

CALIFORNIA 91764-4105

(909) 395-2000

FAX (909) 395-2070

PAUL S. LEON  
MAYOR

DEBRA DORST-PORADA  
MAYOR PRO TEM

ALAN D. WAPNER  
JIM W. BOWMAN  
RUBEN VALENCIA  
COUNCIL MEMBERS

August 6, 2020

SCOTT OCHOA  
CITY MANAGER

SHEILA MAUTZ  
CITY CLERK

JAMES R. MILHISER  
TREASURER

John Dunbar, President  
[jdunbar@yville.com](mailto:jdunbar@yville.com)  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

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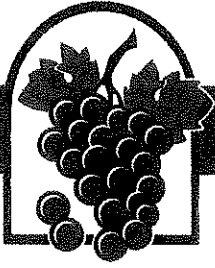
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This letter serves to support the City of Cerritos in their efforts to submit the above-mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Alan D. Wapner  
Council Member  
League of California Cities Board Member

c: Blanca Pacheco, President, LA County Division/League of California Cities - [bpacheco@downeyca.org](mailto:bpacheco@downeyca.org)  
Meg Desmond, League of California Cities - [mdesmond@cacities.org](mailto:mdesmond@cacities.org)  
Kristine Guerrero, LA County Division/League of California Cities - [kguerrero@cacities.org](mailto:kguerrero@cacities.org)  
Kathy Matsumoto, Assistant City Manager, City of Cerritos - [kmatsumoto@cerritos.us](mailto:kmatsumoto@cerritos.us)



## CITY OF RANCHO CUCAMONGA

10500 Civic Center Drive | Rancho Cucamonga, CA 91730 | 909.477.2700 | [www.CityofRC.us](http://www.CityofRC.us)

August 6, 2020

John Dunbar, President  
[jdunbar@yville.com](mailto:jdunbar@yville.com)  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

Dear President Dunbar:

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On behalf of the City of Rancho Cucamonga, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

L. Dennis Michael  
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - [bpacheco@downeyca.org](mailto:bpacheco@downeyca.org)  
Meg Desmond, League of California Cities - [mdesmond@cacities.org](mailto:mdesmond@cacities.org)  
Kristine Guerrero, LA County Division/League of California Cities - [kguerrero@cacities.org](mailto:kguerrero@cacities.org)  
Kathy Matsumoto, Assistant City Manager, City of Cerritos - [kmatsumoto@cerritos.us](mailto:kmatsumoto@cerritos.us)



City Council  
311 Vernon Street  
Roseville, California 95678

August 7, 2020

John Dunbar, President  
[jdunbar@yville.com](mailto:jdunbar@yville.com)  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

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On behalf of the City of Roseville, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

A handwritten signature in black ink, appearing to read "John B. Allard II", is written over a horizontal line.

John B. Allard II,  
Mayor

Cc: Blanca Pacheco, President, LA County Division/League of California Cities - [bpacheco@downeyca.org](mailto:bpacheco@downeyca.org)  
Meg Desmond, League of California Cities - [mdesmond@cacities.org](mailto:mdesmond@cacities.org)  
Kristine Guerrero, LA County Division/League of California Cities - [kguerrero@cacities.org](mailto:kguerrero@cacities.org)  
Kathy Matsumoto, Assistant City Manager, City of Cerritos - [kmatsumoto@cerritos.us](mailto:kmatsumoto@cerritos.us)  
Jason Gonsalves, Joe A. Gonsalves and Son



## AGENDA BILL

Agenda Item No. 4.D.

**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** Bridget Cooney, Recreation Supervisor, Recreation Department  
**Subject:** Committee on Aging Appointments

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### **ACTION PROPOSED**

Approve the Committee on Aging recommendation and appoint Bruce Yow and Pamela Wagner to the Committee, effective October 7, 2020.

### **BACKGROUND AND ANALYSIS**

#### Bruce Yow

In December 2019, the City received an application from Bruce Yow to serve on the Committee on Aging (COA). Bruce Yow attended four regular meetings of the COA – in January, February, August, and September 2020. At their September 16, 2020 meeting, the COA voted to recommend to the City Council that Mr. Yow be appointed to the COA.

Mr. Yow is a long-time resident of El Cerrito and is interested in becoming more involved in the senior community in which he lives. He brings a variety of relevant experience to the COA serving as a committee member on the Contra Costa Transportation commission as well as the Crime Prevention committee and Civil Service Commission. Mr. Yow has been a resident for over fifty-five years.

#### Pamela Wagner

In February 2020, the City received an application from Pamela Wagner to serve on the Committee on Aging (COA). Pamela Wagner attended five regular meetings of the COA – in October and November 2019 and in January, February, and August 2020. At their August 19, 2020 meeting, the COA voted unanimously to recommend to the City Council that Ms. Wagner be appointed to the COA.

Ms. Wagner is a resident of El Cerrito and is passionate about serving the Community in which she lives. She brings a variety of relevant experience to the COA serving as a committee member on the Friends of Emeryville Senior Center committee as well as participating in senior activities in both Emeryville and El Cerrito. Ms. Wagner has been a resident of El Cerrito for over thirty years. Ms. Wagner is interested in activities and issues related to being a senior. Her experience includes formerly serving on the Contra Costa Transportation Commission as a representative for the City of El Cerrito for seven years. Ms. Wagner formerly worked as a Medical Equipment planner and start-up buyer for Kaiser Permanente in the Marin/Sonoma Service Area.

Mr. Yow and Ms. Wagner have attended at least three consecutive regular Committee meetings, as required by the enabling resolution (Resolution 2007-96) for the COA. If the City Council approves these recommendations, the number of Committee members will be fifteen out of a possible membership total of fifteen.

**STRATEGIC PLAN CONSIDERATIONS**

Approval of Bruce Yow and Pamela Wagner to the Committee on Aging will help fulfill the City of El Cerrito Strategic Plan Goal C "Deepen a sense of place and community identity" with the identified strategy "Celebrate the City's diversity by welcoming residents of all ages and cultures and encouraging their civic involvement".

**ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

**FINANCIAL CONSIDERATIONS**

This section is not applicable to this agenda item.

**LEGAL CONSIDERATIONS**

This section is not applicable to this agenda item.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

Application(s) on File with the City Clerk



Contra Costa County residents need reliable fire protection, access to quality healthcare and affordable early childhood services. **Yes on Measure X** will create sustainable revenues to ensure our access to fire, health and safety net services.

First Responders are stretched thin. As East Contra Costa Fire has been severely underfunded for years, **4 of every 5 emergency call-outs** in East Contra Costa are responded to instead by Contra Costa Fire. With inadequate staffing at ECC Fire, Contra Costa County suffers longer response times putting lives at risk.

- Contra Costa's regional hospital faces a **budget deficit of over \$70 million**, with public and community clinics facing staff reductions and potential discontinuation of services, leaving thousands of people without access to healthcare during a pandemic.
- Families struggle to find **affordable and accessible** early learning opportunities. Making it difficult for parents to get back to work.
- **Lack of housing and mental health services** are the leading causes of homelessness in the county.
- **Interpersonal violence** - domestic abuse, child abuse, elder abuse, trafficking and sexual assault - reports have risen from 2017 - 2019.
- The county has a **shortage of over 150 eligibility workers** to link vulnerable residents with life **saving and stabilizing state and federal programs**, leaving millions of dollars unused.
- Local nonprofits, which are **already underfunded**, have been challenged to provide a wide range of services to an increasing number of people.

**Vote Yes on Measure X to create a new revenue stream for firefighting, the hospital and our kids!**

### Measure X will secure county revenue to:



**Keep** the County Hospital open



**Improve** fire and emergency services



**Prevent** child, elder and domestic abuse



**Increase** availability of public and community health services and reduce wait times



**Improve** outcomes for individuals seeking behavioral health or substance abuse treatment



**Connect** vulnerable residents with necessary healthcare and other general assistance programs

Measure X will raise an estimated \$81 million annually to fund these essential services. Before the pandemic, this measure would have made the county stronger, but it is now a necessity.

This year has highlighted the importance of safeguarding our fire services, public health facilities and critical early childhood and safety net services that our residents are relying on to keep their families healthy and safe. **Vote Yes on Measure X this November.**

Please join us at

[healthyandsafecontracosta.com](https://healthyandsafecontracosta.com)





# CONTRA COSTA COUNTY NEEDS ASSESSMENT

In March, a local emergency was declared in Contra Costa County in response to Covid-19.<sup>1</sup> Such poignant examples of how interconnected our health and wellness is have not been felt since the Great Depression. To date, over 30 million jobless claims have been filed in the United States. Contra Costa County is feeling the impacts as more individuals and families are finding new ways to stay housed, keep food on the table, and receive necessary medical care.

Even before the recent Covid-19 pandemic, Contra Costa County faced extreme public health risks arising from shortages in county budgeting and spending. With over 150 eligibility worker vacancies, Contra Costa County's most vulnerable residents struggle to obtain life-saving and stabilizing services. A \$32 million budget gap at the County Hospital is likely to be an increasing cost and may result in the closure of invaluable health programs and staff redundancies. Coupled with a lack of funding for necessary medical practitioners at community-based health resources, it is clear that the emergency preparedness for the county and residents must be addressed.

As funding dries up and vital public and nonprofit services become less accessible, residents are experiencing increased wait times for health and safety-net services. County first responders are reporting an uptick in non-emergency call-outs as residents are lacking options on where and how to obtain the care they need.

As the adage goes, an ounce of prevention is worth a pound of cure. To shore up access to medical and behavioral health services, and bolster county safety-net programs, the Board of Supervisors has charged us with assessing the needs of our county residents in the context of a **potential 0.5% sales tax increase**.

## Findings

- As many cities within, and the County overall, are struggling with budget deficits, the COVID-19 response has exposed the need for new revenue streams to support county residents during unprecedented emergencies.
- Under-investment in preventative and safety-net services is creating an increase in costs to taxpayers and county coffers.
- Without the financial resources to fund resident health, safety-net, affordable housing and early childcare services, inexorably taxpayers are spending more to address bigger problems arising from shortfalls in the accessibility and availability of early interventions.
- Targeted investments would save the county money by reducing emergency service expenditures.
- As part of County emergency medical preparedness, it is imperative that the County Hospital, medical clinics and community-based health resources remain accessible and available for residents.
- By creating a new revenue source, the county can reduce the dependence on money from the general fund in addressing county public health and safety-net needs.

<sup>1</sup> <https://www.mercurynews.com/2020/03/12/coronavirus-number-of-confirmed-cases-in-contra-costa-county-is-up-to-16/>



## Voices from the Community

"Before being enrolled in CARES, managing my diabetes was more difficult. I often missed work when my blood sugar was too high. With CARES, I don't have to worry about the cost of the appointment or lab tests. And Brookside keeps me on track by calling me when it's time for my next appointment. Having access to medicine has helped stabilize my health."

- County Resident

"During a regular check-up, I saw a child who exhibited behavioral problems and other signs of urgent mental health challenges. I initially referred the family to a mental health service provider in the same clinic, but due to restrictions the clinic was unable to treat the child without a diagnosis. I then referred them to a non-profit service provider, but their waiting list was too long. Finally, I reached out to a mental health provider that I know personally in hopes that my young patient could be seen. However, a few months later at my patient's next check-up, the child was still awaiting diagnosis as the parent had not heard from any of the providers which I attempted to refer them to."

- Local Pediatrician

"Since the Family Justice Center began tracking interpersonal violence data in 2015, we have observed an uptick in domestic violence, violence against children and elders, sexual assault, and human trafficking in Contra Costa County. By removing barriers to services, victims have found it easier to seek the interventions they need to change their lived experience. As we enter week 7 of the regional shelter-in-place order, we are witnessing an alarming increase in police reports of domestic abuse, and anecdotal stories of child and elder abuse. But the fact that formal child abuse reports have declined by 50% and elder abuse by 30% since shelter-in-place began makes all of us worried. In times of county emergency and prosperity, reliable public funding is critical to protect the vulnerable in our community and break cycles of abuse."

- Susun Kim  
Executive Director

## Needs Assessment: Health and Emergency Services

County health services require a new funding source to keep facilities open and preserve the accessibility of medical care so that any patient – regardless of income or background – can receive the treatment they need to maintain their wellness. The County's ability to respond to emergencies and provide crisis funding for both emergency services and medical facilities has been accentuated during COVID-19.

Even before the current pandemic, residents faced the closure of the county's only public hospital and medical clinics which provide life-saving care within our community. Already Contra Costa Regional Medical Center has seen a hiring freeze that has impacted hiring and forced some clinics to cut hours.

In addition to the county hospital, community-based health care clinics, like La Clínica de la Raza, are integral to providing quality care to vulnerable populations in Contra Costa County. More than ever, it is critical to ensure that these clinics have the funds that they need to employ appropriate numbers of healthcare professionals to meet the cultural and geographic needs of county residents.

To ensure community health, fire districts across the county must operate efficiently and effectively. Since July 2017<sup>2</sup>, a lack of funding in East Contra Costa has resulted in the operation of only 3 east county stations covering 259 square miles and over 120,000 residents. This lack of resources has placed additional pressure on neighboring fire districts, mainly the Contra Costa County Fire Protection District, which now respond to east county emergencies four times out of every one occasion that an east county station has capacity to respond.

Determinants of wellness extend beyond physical and mental health care and are further described in the safety-net section of this report.

### The needs of public and community health facilities include:

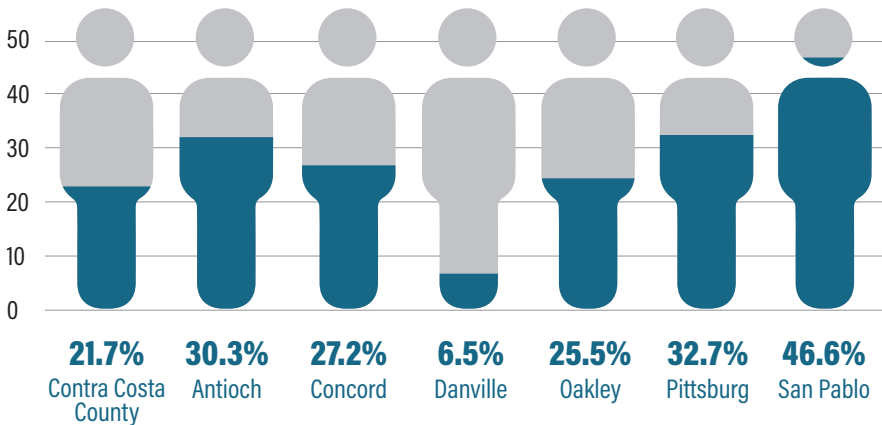
- ✓ Backfill funding for the current hospital deficit
- ✓ Adequate medical provider staffing to deliver appropriate levels of care, maintain accessible treatment hours and reflect cultural and geographic diversity
- ✓ Reopening closed fire districts to ensure efficient emergency response

# Needs Assessment: Safety Net Programs

Across Contra Costa County in 2017, **21.7%<sup>3</sup> of county residents fell below 200 percent of the poverty level**, with the worst levels (46.6%) in San Pablo. In the current pandemic, an April 2020 report from the Economic Roundtable indicated that 40% of county workers face a high risk of unemployment, with 84% deemed “not essential,” 62% unable to work from home, and 40% who are not salaried employees<sup>4</sup>.

Since 2016, Contra Costa County has lacked a combined **178 county social workers and eligibility workers** who are instrumental in assisting county residents experiencing poverty and homelessness access state and federally funded programs to help meet their needs. To comprehensively manage community needs during this medical emergency, and in times of prosperity, our food banks must have sustainable inventories, legal advocacy and community outreach require adequate staffing and funding to help residents obtain full government benefits, prevent eviction, and link residents with healthcare benefits, interpersonal violence protection, emergency housing, and job training and re-entry programs as we’re able to reopen our economies.

## Residents Below 200% of Federal Poverty Level



## Domestic Violence Screening Calls



As income disparity grows in Contra Costa County, safety-net programs reduce economic inequities. By adding public and nonprofit **critical wraparound** services for county residents- including child and elder abuse protection, behavioral health, alcohol or substance abuse treatment programs, legal advocacy for low-income and undocumented residents, and social service and workforce development for residents re-entering society, we begin to level the playing field and navigate pathways toward holistic wellness.

## County Needs for Safety Net Programs Include

- ✓ 97% of the funding for safety-net eligibility workers is provided by state and federal dollars already paid by our county taxpayers. A small, but targeted investment by the county would fill these vacancies to help our most vulnerable residents access services to meet their needs.
- ✓ Bolster county funding for safety-net providers – e.g. alcohol and substance abuse treatment, interpersonal violence prevention, and legal advocacy– struggling to operate in Contra Costa County with rising day-to-day costs.
- ✓ Increasing the availability and accessibility of county’s safety-net programs will prevent vulnerable individuals from needing to rely on county fire and emergency services for lower level of care needs.

<sup>3</sup><http://www.vitalsigns.mtc.ca.gov/poverty>

<sup>4</sup>In Harms Way, Daniel Flaming and Patrick Burns, April 2020

## Needs Assessment: Housing

California has a serious housing crisis and Contra Costa County is experiencing more than its share of the crisis. The California Housing Partnership found that Contra Costa needs 32,000 affordable rental homes to meet demand from very-low-income and extremely-low-income residents<sup>5</sup>. This low-income housing scarcity, and the resulting dramatic rise in rents, is a leading cause of homelessness, with 2,295 people experiencing homelessness – more than 70% of them unsheltered – in the 2019 point-in-time count – a 43% increase since 2017.<sup>6</sup>

Solving our housing crisis is beyond the scope of the revenue to be generated by the proposed sales tax, but these revenues could be used as County matching funds to leverage new State funding for affordable housing production and preservation, and to alleviate homelessness.

**Some of the proven programs to meet our housing needs that could be implemented or supplemented with new revenue include:**

- ✔ **Greater investment in homelessness prevention** – cost-effective, one-time or short-term assistance to keep people at risk of homelessness in their homes. This strategy is used effectively by Contra Costa's homelessness Continuum of Care and should be supplemented.
- ✔ **Develop community land trusts** or similar housing trusts for pre-development investment in land acquisition.
- ✔ **Funding for rent subsidies**, such as existing Rapid Rehousing programs, to stem the tide of displacement and help meet the housing needs of low-income residents.

In a very real sense, housing is healthcare. Unsheltered homeless people make an average of five emergency-room visits each year and providing them with housing has been shown to significantly reduce emergency-room visits and their overall healthcare costs. Numerous studies have shown that housing can be provided at less cost than the additional use of emergency-room and related healthcare and additional law-enforcement interactions that come from living on the streets.

## Needs Assessment: Early Childhood

Children and Infants are one of Contra Costa County's most vulnerable populations. Research shows that **a child's brain develops most dramatically during the first five years of life**, yet far too many children in Contra Costa County lack access to high-quality early learning and care services and childhood comprehensive health needed.

Studies show that every dollar invested in early education saves seventeen dollars in reduced costs for remedial education, incarceration and social support.<sup>7</sup> Child care and the child care workforce are of paramount importance as a critical service for economic recovery.

### Childcare

17,900 children ages 0-5 years who are eligible for subsidized child care cannot access it due to low supply. Child care shortages are caused in part by low wages of child care workers, approximately half of whom are eligible for public assistance despite working.

### Mental Health

7,000-10,000 children have unserved mental health needs according to reports by Health Providers in the county.



<sup>5</sup> Contra Costa County's Housing Emergency Update, May 2019, Danielle M. Mazella and Lindsay Rosenfeld, California Housing Partnership

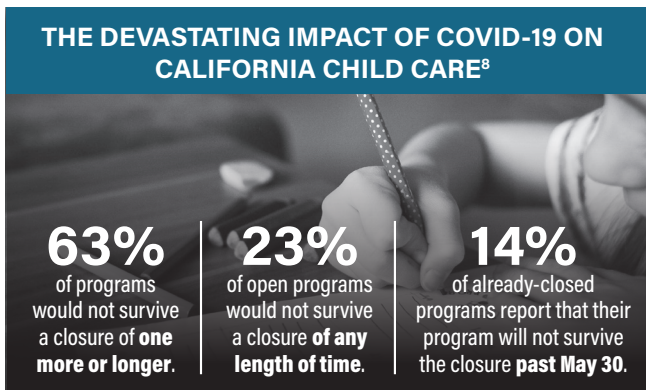
<sup>6</sup> 2019 Point in Time factsheet, Contra Costa Health Services

<sup>7</sup> <https://www.ncsl.org/research/human-services/new-research-early-education-as-economic-investme.aspx>

## Early Learning

Only 44% of children in Contra Costa County met the definition of “fully ready” for kindergarten; 35% were partially ready; and 22% were not ready to start school. Antioch, Pittsburg and west Contra Costa have the highest concentrations of poverty and the lowest rates of children “fully ready.”

With the widespread closure of child care services, during the current Shelter-in-Place order, child care services are utilizing home visiting and parent education programs to improve child outcomes and prevent child abuse during these unprecedented times.



### The needs for this community include:

- ✓ **Improve ECE workforce pay to improve early learning program quality**
- ✓ **Expand parenting support and early childhood development services**
- ✓ **Expand a coordinated early ID and intervention system to improve service delivery for children up to age 5**

## Sales Tax Working Group

Co-chaired by Mariana Moore and Joshua Anijar, the Sales Tax Measure Ad Hoc Committee Working Group represents public health, nonprofit and labor stakeholders across Contra Costa which met during regular public meetings between Dec '19 - May '20.

- **ACCE**
- **Budget Justice Coalition**
- **California Nurses Association**
- **Contra Costa Labor Council, AFL-CIO**
- **Community Clinic Consortium**
- **East Bay Leadership Council**
- **Ensuring Opportunity**
- **Firedoll Foundation**
- **First 5 Contra Costa/ Family Economic Security Partnership**
- **Healthy & Active Before 5**
- **Hospital Council**
- **Human Services Alliance**
- **IFTPE Local 21, AFL-CIO**
- **Lift Up Contra Costa**
- **Lisa Driscoll, County Finance Director**
- **Multi-Faith Action Coalition**
- **Public Defenders Association**
- **SEIU 1021**
- **Supervisor John Gioia's Office**
- **Supervisor Karen Mitchoff's Office**
- **Teamsters IBT 856**
- **United Professional Firefighters of Contra Costa County**
- **United Way Bay Area**

*These entities met and developed the needs in this report. As the specific language for a potential sales tax measure has not yet been introduced, they may not be in a position organizationally to endorse solutions at this time.*

## Needs Assessment: Proposed Solutions

Based on needs assessment discussions and county voter polling, levying a 1/2 cent sales tax in Contra Costa County can create a new revenue source that directly addresses accessibility to and availability of health resources including the County Hospital and community-based health resources, expands county emergency services, adds capacity for eligibility workers - with minimal financial investment from the county - to link our most vulnerable residents with the resources they need to stabilize and improve their lives, establishes leveraging opportunities to improve housing security, prevents interpersonal violence against residents of all ages, and ensures that the children of Contra Costa County have access to necessary health resources and enriching learning opportunities which are both accessible and affordable.

<sup>8</sup>California Child Care at the Brink - May 2020: [https://cscce.berkeley.edu/files/2020/05/CSCCE\\_California-COVID-Data-Snapshot.pdf](https://cscce.berkeley.edu/files/2020/05/CSCCE_California-COVID-Data-Snapshot.pdf)

### Sales Tax Working Group Co-Chairs

**Mariana Moore, Senior Director**  
Ensuring Opportunity Campaign to End Poverty in Contra Costa  
[mmoore@richmondccf.org](mailto:mmoore@richmondccf.org)  
510-234-1200 ext. 311

**Joshua Anijar, Executive Director**  
Contra Costa Labor Council, AFL-CIO  
[josh@cclabor.net](mailto:josh@cclabor.net)



**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** Citizens Street Oversight Committee  
**Subject:** Fiscal Year 2018-19 Annual Report to City Council and Citizens of El Cerrito

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On August 3, 2020, the Citizens Street Oversight Committee met to review expenditures of revenue collected pursuant to Chapter 4.60 of the El Cerrito Municipal Code to determine whether such funds were expended for the purposes specified in the current Street Repair and Maintenance Expenditure Plan as approved by the City Council of the City of El Cerrito. The expenditures reviewed were reported for Fiscal Year 2018-19, and were summarized in the City's Comprehensive Annual Financial Report. Further, the Committee reviewed the Agreed Upon Procedures Report issued by the City's independent auditors, Badawi and Associates, which indicated that nothing came to their attention that caused them to believe that the City had failed to comply with the terms, covenants and conditions of the Master Installment Sale Agreement related to the bond issue. The Committee also reviewed a detailed list of vendors to whom the expenditures were made.

By a unanimous vote as indicated below, the Committee found that the expenditures were an appropriate use of the Pothole and Local Street Improvement and Maintenance Transactions and Use Tax as approved by the City of El Cerrito City Council. The Committee is hereby reporting their findings to the City Council and the citizens of the City of El Cerrito pursuant to Section 2.04.320 C of the El Cerrito Municipal Code.

Additionally, the Committee acknowledges and fully supports that City Council, in their resolutions authorizing expenditures of these funds as budget amendments, are confirming that the expenditures are an appropriate use of the Pothole Repair and Local Street Improvement and Maintenance Transactions and Use Tax.

**AYES:** Chair Kelly; Vice-Chair Hill; Committee Members Allen, Amin and Fleming  
**NOES:** None  
**ABSENT:** None

# El Cerrito Garden Club

## Sundar Shadi Award Gardens for 2020

2007 Carquinez Ave

Garden owners:

Mark Barrett and Morrison Browne

Garden designer:

David Feix



















# 1704 Julian Court

Garden owners:

**Tom and Beebo Turman**

Garden designer:

**Brian Whyte of bwd gardens**



















# 122 Pomona Avenue

Garden owners and designers:

**Monica and Ricky Padrnos**





















We thank all of this year's garden nominees and winners for making their front gardens so interesting and beautiful!

We are looking forward to the gardens that will be nominated for the **Sundar Shadi Garden Awards** for 2021!



## AGENDA BILL

Agenda Item No. 6.A.

**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** David R. Gibson, Fire Marshal; Michael Pigoni, Fire Chief, Fire Department  
**Subject:** Public Hearing for Fire Hazard Abatement

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### ACTION PROPOSED

1) Adopt a resolution declaring weeds, rubbish, litter, or other flammable material on certain real property identified in the resolution constitutes a public nuisance; and 2) Conduct a public hearing and upon conclusion, adopt a resolution overriding objections by property owners and ordering the City Manager or her designee to abate certain public nuisances pursuant to El Cerrito Municipal Code Chapter 16.26.

### BACKGROUND

One of the lessons learned from the nearby Oakland/Berkeley Hills Fire in October 1991 was that El Cerrito needed a comprehensive citywide program to reduce hill area fire hazards. The "fire storm" in the Oakland/Berkeley Hills was in fact an urban conflagration, fueled by vegetation among homes and large acreage properties that was driven by seasonally strong dry winds from the east. The fire destroyed over 3,000 dwellings. At the time of the Oakland/Berkeley Hills Fire, El Cerrito faced similar fire hazard conditions in its hill area. The City Council was determined to reduce those fire hazards by all reasonable means.

El Cerrito's comprehensive fire hazard reduction program focused upon reducing fire hazards in four areas: (1) on City property, (2) on property owned by other agencies (3) large landowners, and (4) on residential property. The City began a comprehensive planning process to reduce fire hazards on City property, other agencies' properties and large landholders. These property owners were approached about reducing fire hazards on their properties. Prior efforts at fire hazard reduction on private residential property relied on voluntary compliance by the owners. The City Council concluded that stronger measures were necessary to enforce the laws regarding abatement of fire hazards on residential private property.

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

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

For over 20 years, the City's annual fire hazard abatement program has been very successful in reducing fire hazards throughout the hill neighborhoods of El Cerrito. Indeed, this program has become a model program which other fire jurisdictions have borrowed from.

### **ANALYSIS**

In May and June of this year, the Fire Department conducted citywide fire hazard inspections of all properties. The initial inspections began May 1st and were conducted through June 23, 2020. Additionally, subsequent inspections were conducted after June 23, 2020 on properties that were brought to the attention of the Fire Department through our Citizen Complaint Program that were not part of the initial inspection process. The properties inspection after June 23, 2020 were allowed the full 30 days to remove any hazards found on their property. To date, the Fire Department has received, investigated, and notified 22 properties in violation of the El Cerrito Vegetation Management Standards with good overall compliance. However, we have been unable to bring two properties into compliance that remain in violation. Properties determined to be in violation of El Cerrito Municipal Code Chapter 16.26 were notified multiple times in writing of the hazards on their property and to abate hazardous conditions and the El Cerrito Vegetation Management Standards were included (Attachment 4, 5, & 6).

Property owners were informed in the 1st Letter from the Fire Marshal (Attachment 4) that their property was in violation of the El Cerrito Vegetation Management Standards, and they were to bring the property into compliance within 14 days of the letter date at which time their property would be re-inspected. Once it was determined that the property was remained in non-compliance, the property owners were sent the 2nd Letter from the Fire Marshal (Attachment 7) informing them that their property remained in non-compliance with the El Cerrito Vegetation Management Standards and that they were to bring the property into compliance within 7 days of the letter date at which time their property would be re-inspected. On September 21, 2020, those properties included in Exhibit A – List of Real Property Constituting Public Nuisances were sent a Letter from the Fire Marshal dated September 21, 2020 (Attachment 9) notifying the property owner of the time, date and location of the upcoming City Council meeting where their properties would be declared a public nuisance and abatement would be ordered. To date, the property owners of the properties included in Exhibit A – List of Real Property Constituting Public Nuisances Property owners have not contacted the El Cerrito Fire Department Fire Prevention Office to enter into Work Agreement or complete the necessary measures to bring their property into compliance.



This public hearing is the next step in the process to eliminate hazards on the private properties that were identified as a public nuisance and have not voluntarily abated said violations. In order to achieve full compliance, the City Council should declare the properties to be a public nuisance and direct the City Manager or her designee to abate such public nuisance conditions. Actual City-ordered abatement of fire hazards occurs only after all efforts at providing notice, information, and a public hearing have failed to induce voluntary compliance by the property owner.

The Fire Hazard Abatement process, under the direction of the Fire Department, should proceed according to El Cerrito Municipal Code Chapter 16.26, which specifies the following:

1. The Fire Department determines that hazards must be abated. Pursuant to these code sections, "hazards" are defined as weeds, rubbish, litter, or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the City.
2. The Fire Department shall post notice on each property or send notice by mail that the El Cerrito Fire Department has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to the Council declaring the properties to be a public nuisance and ordering the City Manager or her designee to perform abatement.
3. At the October 6, 2020 City Council meeting, the City Council shall first adopt a resolution Declaring that Weeds, Rubbish, Litter, or Other Flammable Material on Certain Real Property Constitutes a Public Nuisance (Attachments 1 & 2).
4. At the same hearing, but after adoption of the first resolution, the City Council shall hear and consider all objections to declaration of public nuisances or the procedures proposed for abatement of the same. After the hearing, the City Council shall adopt a resolution Overriding Objections by Property Owners and Ordering the City Manager or her Designee to Abate Certain Public Nuisances Pursuant to Chapter 16.26 (Attachment 3).
5. At the conclusion of the October 6, 2020 hearing, final notice shall be sent to each property owner notifying the property owner their property has been declared a public nuisance by the City Council and that abatement of the hazard is hereby ordered. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the City shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

6. If the nuisance is not abated by October 21, 2020, prior to the arrival of the hazard abatement crew, the City of El Cerrito shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel of land where such work is performed.

7. At the November 17, 2020 City Council Meeting the City Manager or her designee shall submit to the City Council for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least ten (10) days prior to its submission to the City Council. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the City Council to consider the cost of abatement work performed on their property.

8. At the City Council Meeting on November 17, 2020, the City Council shall receive and consider the written staff report on abatement actions taken by the City and shall hear any objections from the property owners liable to be assessed for the abatement. The City Council may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.

9. After City Council confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

#### **STRATEGIC PLAN CONSIDERATIONS**

This action fulfills Strategic Plan Goal D: Ensure the public's health and safety.

#### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

#### **FINANCIAL CONSIDERATIONS**

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by City maintenance staff or private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

#### **LEGAL CONSIDERATIONS**

The City Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to Sections 15304 and 15308 of the CEQA Guidelines. Therefore, no further CEQA review is required.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. Resolution (Declaring Public Nuisance)
2. Exhibit A to Resolution (Declaring Public Nuisance)
3. Resolution (Overriding Objections)
4. 1st Letter - Citizen Compliant
5. Abatement Inspection Form
6. Vegetation Management Standards Checklist EC
7. 2nd Letter - Citizen Compliant (El Cerrito)
8. Vegetation Management Standards El Cerrito
9. 3rd Letter - Citizen Complaint



RESOLUTION NO. 2020 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON CERTAIN REAL PROPERTY CONSTITUTES A PUBLIC NUISANCE

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39560-39588, the City Council shall adopt this resolution declaring that certain real property within the City constitutes a public nuisance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the following properties identified on Exhibit A, attached hereto, are declared to be public nuisances pursuant to El Cerrito Municipal Code Section 16.26.160.

BE IT FURTHER RESOLVED that on this same date of October 6, 2020 at 7:00 in the City of El Cerrito, the City Council shall hold a hearing at which owners of the real property identified in Exhibit A hereto may object to the designation of their properties as public nuisances and object to the abatement actions proposed by the City.

I CERTIFY that at a regular meeting on October 6, 2020 the El Cerrito City Council passed this resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October \_\_\_\_, 2020.

\_\_\_\_\_  
Holly M. Charléty, City Clerk

APPROVED:

\_\_\_\_\_  
Gregory B. Lyman, Mayor

**EXHIBIT A**

City of El Cerrito  
List of Real Property Constituting Public Nuisances

| <b><u>APN</u></b> | <b><u>Street Address</u></b> |
|-------------------|------------------------------|
| 505-332-014-8     | 8645 Don Carol Drive         |
| 505-383-026-0     | 1325 Devonshire Court        |

RESOLUTION NO. 2020 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO OVERRIDING OBJECTIONS BY PROPERTY OWNERS AND ORDERING THE CITY MANAGER OR THEIR DESIGNEE TO ABATE CERTAIN PUBLIC NUISANCES PURSUANT TO CHAPTER 16.26

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material that creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the City of El Cerrito Fire Marshal has identified certain real property, by street name, lot and block number, on which the presence of weeds, rubbish, litter or other flammable material creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous as defined in Chapter 16.26 of the El Cerrito Municipal Code and therefore constitutes a public nuisance; and

WHEREAS, on October 6, 2020, pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588, the City Council adopted Resolution 2020-XX declaring that certain real property within the City constitutes a public nuisance; and

WHEREAS, El Cerrito Municipal Code Chapter 16.26 provides that notice shall be sent to owners of the real property declared a nuisance pursuant to Resolution 2020-XX providing those owners with the following: description of the nuisance; explanation of how the nuisance must be abated; explanation that if the nuisance is not abated; the City shall abate the public nuisance and the cost of abatement shall be assessed against the property as a special assessment; and informing the owners that the City Council shall hold a hearing at a certain date, time, and place at which the owners may present objections to the designation of their properties as public nuisances or to the proposed abatement of the nuisance; and

WHEREAS, beginning after June 23, 2020, the City Fire Department sent written notice to those property owners as part of the Citizen Compliant Program describing the weeds, rubbish, refuse, or other flammable material that presented a fire hazard and public nuisance; explaining that the Fire Department had determined a public nuisance that must be removed; informing the owners that they had 14 days to bring their property into compliance in the 1<sup>st</sup> Letter from the Fire Marshal, then a 2<sup>nd</sup> Letter from the Fire Marshal to bring their property into compliance within 7 days to bring their property into compliance and lastly a 3<sup>rd</sup> Letter from the Fire Marshal on September 21, 2020 the City Council would hold a hearing on October 6, 2020 at which the owners could present objections to the declaration of the nuisance or the proposed abatement measures and further explained the City could abate the nuisance and collect the costs as an assessment on the property; and

WHEREAS, on October 6, 2020, the City Council adopted Resolution 2020-XX confirming the nuisance declarations of the City Fire Department and declaring a public nuisance on certain real property pursuant to Chapter 16.26; and

WHEREAS, El Cerrito Municipal Code Section 16.26.160 and Government Code Sections 39560-39588 provide that after adoption of a resolution declaring a public nuisance and notice to affected property owners of the Council's hearing of objections, the Council may overrule any objections and order the City Manager or their designee to abate the public nuisances.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it overrides any objections by owners of that certain real property on which public nuisances were declared in Exhibit A to Resolution 2020-XX (adopted on the same date herewith).

BE IT FURTHER RESOLVED that the City Manager or their designee is hereby ordered to abate the public nuisances by having the weeds, rubbish, refuse, dirt, or other fire hazard or noxious or dangerous materials removed.

BE IT FURTHER RESOLVED that pursuant to El Cerrito Municipal Code Section 16.26.160 and Government Code Section 39574, the City Manager or their designee shall keep an account of the cost of abatement for each parcel of land on which work is performed. The City Manager or their designee shall then prepare an itemized written report to be presented to the City Council so that, after the notice and hearing during the City Council meeting of November 17, 2020 these abatement costs can be confirmed as a special assessment against those parcels.

I CERTIFY that at a regular meeting on October 6, 2020 the El Cerrito City Council passed this resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October \_\_\_\_, 2020.

\_\_\_\_\_  
Holly M. Charl  ty, City Clerk

APPROVED:

\_\_\_\_\_  
Gregory B. Lyman, Mayor





**EL CERRITO FIRE DEPARTMENT**  
10900 San Pablo Avenue • El Cerrito • CA • 94530  
(510) 215-4457 • FAX (510) 232-4917 • [fpo@ci.el-cerrito.ca.us](mailto:fpo@ci.el-cerrito.ca.us)

Date

Parcel Number:  
Property Address:  
Property Owner:  
Property Owner's Address:

Dear El Cerrito Property Owner:

The Fire Department has received a complaint regarding your property that required an inspection to determine if the property was in violation of the El Cerrito Vegetation Management Guidelines. We have inspected your property and found that it **does not comply** with the Vegetation Management Standards set forth in the El Cerrito Municipal Code 8.20.020 [https://library.municode.com/ca/el\\_cerrito/codes/code\\_of\\_ordinances?nodeId=TIT8HESA\\_CH8.20WERAEB4\\_8.20.020NOGRUN](https://library.municode.com/ca/el_cerrito/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.20WERAEB4_8.20.020NOGRUN) You are being contacted now so that you may remove those fire hazard conditions found on your property.

Please find the enclosed copy of the Fire Hazard Reduction Inspection form for the property listed above, the El Cerrito Vegetation Management Guidelines which explains the requirements within the City and a Fire Hazard Reduction Checklist. **Please read these enclosed documents carefully.** Your property is required to be brought into compliance within 14 days of the date of this letter as the Fire Department shall conduct a re-inspection of your property. There is no need to contact us to inform us that your property has been brought into compliance as we will re-inspect your property to verify compliance with the El Cerrito Vegetation Management Guidelines. Once your property has been brought into compliance and has received a re-inspection, we will send you a follow up letter to inform you that your property is currently in compliance with the Vegetation Management Guidelines.

We have entered the season of our highest fire danger when the grass, weeds, brush, other vegetation that can become highly flammable. We ask that you please take immediate action to remove those fire hazard conditions found on your property and we thank you for your cooperation helping us make El Cerrito a more fire safe community.

Sincerely,

***David R. Gibson***

David R. Gibson  
Fire Marshal



# EL CERRITO FIRE DEPARTMENT

## KENSINGTON FIRE PROTECTION DISTRICT



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450

### Fire Hazard Reduction Inspection

|              |              |      |       |          |
|--------------|--------------|------|-------|----------|
| Owner/Tenant | Site Address | City | State | Zip Code |
|--------------|--------------|------|-------|----------|

|                     |                 |      |       |          |
|---------------------|-----------------|------|-------|----------|
| Legal Propety Owner | Mailing Address | City | State | Zip Code |
|---------------------|-----------------|------|-------|----------|

APN #

### **YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.**

### **YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

#### **ZONE 1**

**Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington**

- ☐ 1. Remove all dead plants, grass and weeds.
- ☐ 2. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.
- ☐ 3. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- ☐ 4. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.
- ☐ 5. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.
- ☐ 6. Relocate wood piles to Zone 2 if applicable.
- ☐ 7. Remove or prune flammable plants and shrubs near windows.
- ☐ 8. Remove vegetation and items that could catch fire from around and under decks.
- ☐ 9. Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.
- ☐ 10. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

#### **ZONE 2**

**Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.**

- ☐ 1. Cut or mow weeds and grass to a maximum height of 6 inches.
- ☐ 2. All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- ☐ 3. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS:

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|              |              |      |      |
|--------------|--------------|------|------|
| Inspected by | Inspection # | Date | Time |
|--------------|--------------|------|------|



**EL CERRITO FIRE DEPARTMENT**  
10900 San Pablo Avenue • El Cerrito • CA • 94530  
(510) 215-4457 • FAX (510) 232-4917 • [fpo@ci.el-cerrito.ca.us](mailto:fpo@ci.el-cerrito.ca.us)

**\*\*\*SECOND NOTICE\*\*\***

Date

Parcel Number:  
Property Address:  
Property Owner:  
Property Owner's Address:

Dear El Cerrito Property Owner:

The Fire Department sent you a letter dated **Date of 1<sup>st</sup> Notice** that we had received a complaint regarding your property that required an inspection and found that it **did not comply** with the Vegetation Management Standards set forth in the El Cerrito Municipal Code 8.20.020 [https://library.municode.com/ca/el\\_cerrito/codes/code\\_of\\_ordinances?nodeId=TIT8HESA\\_CH8.20WERAEB4\\_8.20.020NOGRUN](https://library.municode.com/ca/el_cerrito/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.20WERAEB4_8.20.020NOGRUN) In addition, you were mailed a copy of the Fire Hazard Reduction Inspection form for the property listed above, the El Cerrito Vegetation Management Guidelines which explains the requirements within the City and a Fire Hazard Reduction Checklist.

You were further noticed that you were required to bring your property into compliance within 14 days of the date of the 1<sup>st</sup> letter and that the Fire Department shall conduct a re-inspection of your property. Based on our re-inspection of your property the property **remains in non-compliance** and may be subject to forced abatement by the City of El Cerrito. In addition, should hazardous conditions remain on your property your insurance company may be notified of the existing hazardous conditions.

Therefore, you are hereby ordered to bring your property into compliance with the El Cerrito Vegetation Management Standards within 7 days of the date of this second notice or we will move forward with forced abatement of your property and the costs of the forced abatement shall be placed on your property tax bill in accordance with the Government Code. We urge you to either bring your property into compliance within 7 days of the date of this second notice or contact the Fire Prevention Office at 510-215-4457 to make an alternative resolution which may include a written work plan to bring your property into compliance with the El Cerrito Vegetation Management Standards.

Respectfully,

***David R. Gibson***

David R. Gibson  
Fire Marshal



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Therefore, you are hereby ordered to bring your property into compliance with the El Cerrito Vegetation Management Standards within 7 days of the date of this second notice or we will move forward with forced abatement of your property and the costs of the forced abatement shall be placed on your property tax bill in accordance with the Government Code. We urge you to either bring your property into compliance within 7 days of the date of this second notice or contact the Fire Prevention Office at 510-215-4457 to make an alternative resolution which may include a written work plan to bring your property into compliance with the El Cerrito Vegetation Management Standards.

Respectfully,

***David R. Gibson***

David R. Gibson  
Fire Marshal



## **City of El Cerrito Fire Hazard Reduction Program**

### **I. INTRODUCTION**

#### **A. Purpose of Vegetation Management Standards**

California communities have experienced devastating fire loss because of the severity of fires which occur in the wildland interface areas. These areas exist in the community of El Cerrito. In these areas the risk of conflagration is increased further by homeowners who create or do not maintain landscaping on their properties. Homes are threatened by fire every year in California largely because of heavy vegetation fuel load very near structures.

Very High Fire Hazard Severity Zones (VHFHSZ) have been identified within the El Cerrito community by the El Cerrito Fire Department and CAL Fire. As specified by State Law AB 337, property owners within the VHFHSZ must take special precautions with their property, including vegetation management, to reduce the risk of fire. All El Cerrito property owners must comply with the City's Fire Hazard Reduction standards.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in El Cerrito the potential for catastrophic fire behavior. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of El Cerrito's community fire protection planning is to reduce the level of fire hazards throughout the community and particularly in the VHFHSZ. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" community.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. Fires will continue to be a part of California urban living. By implementing vegetation management standards, El Cerrito residents can significantly reduce the potential a small fire will grow into a catastrophic event. An important component of reducing the community's fire risk requires vegetation management to be practiced by all property owners.

No person shall be prosecuted criminally under the provisions of Section 8.30.040 of the El Cerrito Municipal Code until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with City staff concerning the procedures set forth in Chapter 8.34 or Chapter 16.26 of the El Cerrito Municipal Code. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to comply with the guidelines and (3) opportunity to be heard before the City Council.

### **II. FIRE HAZARD REDUCTION GUIDELINES**

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire Department has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within El Cerrito.

#### **A. Hazard Zones**

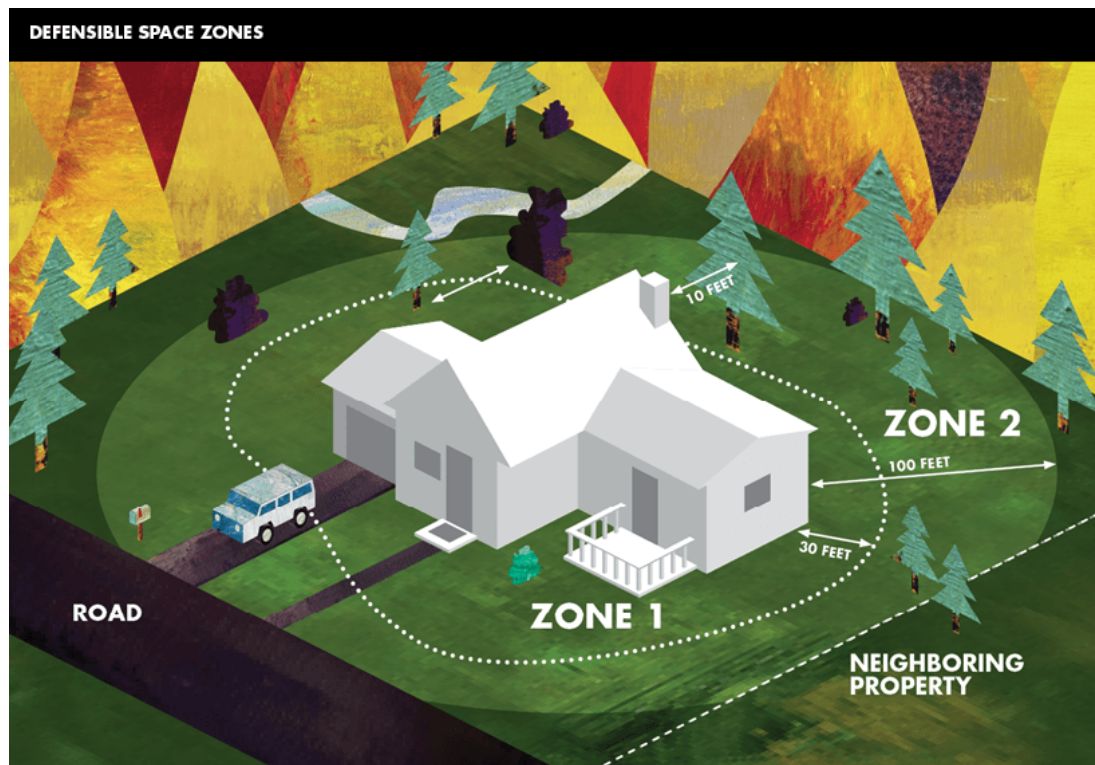
Portions of the City of El Cerrito lie adjacent or near to large wildland areas containing steep slopes and naturally growing vegetation. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at heightened risk of seasonal wildfire sweeping into the City and burning homes. These areas at heightened risk of wildfire have been designated as Very High Fire Hazard Severity (VHFHS) Zones as designated by CalFire. The rest of the City faces a lesser risk of wildfire. Fire hazard reduction measures common to the entire City are required on both vacant and developed lots.

## B. Defensible Space

Defensible space is essential to improve your home's chance of surviving a wildfire. It is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

### Defensible Space Zones

Two zones make up the required 100 feet of defensible space.



### **Zone 1**

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3<sup>rd</sup> of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

## **Zone 2**

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements:

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

### **C. Additional Considerations for Vegetation Management**

1. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the City. **Disposal by burning is not permitted.**
2. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by city staff. Review and acceptance by the City of alternative treatment will supersede other requirements.
3. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve its environmental value, and proposed alternative measures to address fire hazards. The report will be reviewed by the City. Review and acceptance by the City of alternative treatment will supersede other requirements.

### **D. Planting Considerations**

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The Vegetation Management Standards for El Cerrito utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds.

Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

### **E. Structural Fire Safety**

The City's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland fires. The roof of a house is most vulnerable to this type of ignition followed by openings such as vents. Spark arresters

with a maximum of ½ inch openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. The City of El Cerrito requires that all roofing be Class B or better, and wood shake shingle roofing materials are prohibited in new construction or replacement of more than 50% of the roof. It is recommended to cover vent openings with ¼ inch openings in the mesh to prevent flying embers from entering the structure.

### III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the City of El Cerrito's Fire Hazard Reduction Program.

**Very High Fire Hazard Severity (VHFHS) Zones:** Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, the City of El Cerrito contains several VHFHS zones. A CAL Fire interactive map of these zones is available at <https://egis.fire.ca.gov/FHSZ/>. Fire hazard reduction standards are more extensive for properties located within VHFHS zones.

**Defensible Space:** A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

**Fire Resistant Plants:** A relative term used to describe plants that are "more resistant: or "less resistant" than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. The Vegetation Management Standards for El Cerrito utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

**Fire Hazardous Vegetation:** Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth.**

**Ornamental Landscaping:** Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

**Zone 1:** Extends 30 feet from buildings, structures, decks, etc.in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones. In Zone 1 vacant lots shall be maintained to be 10 feet wide along the property line.

**Zone 2:** Extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. In Zone 2 vacant lots shall be maintained to be 30 feet wide along the property line. For properties within Zone 2, all Zone 1 requirements shall be enforced in addition to Zone 2 requirements.





## Fire Hazard Reduction Checklist



### **Zone 1 Requirements**

**Definition:** Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the City of El Cerrito including the designated Very High Fire Hazard Severity (VHFHS) Zones

- ☐ Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- ☐ Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- ☐ Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- ☐ Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- ☐ On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3<sup>rd</sup> of their height up to 6' above the ground, but in no case less than 18" from the ground
- ☐ Relocate wood piles to Zone 2 if applicable
- ☐ Remove or prune flammable plants and shrubs near windows
- ☐ Remove vegetation and items that could catch fire from around and under decks
- ☐ Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- ☐ Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

### **Zone 2 Requirements**

**Definition:** Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the City of El Cerrito designated as the Very High Fire Hazard Severity (VHFHS) Zones. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements

- ☐ Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- ☐ All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- ☐ Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

**To find out if your property is located within the Very High Fire Hazard Severity Zone, go to <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.**



## EL CERRITO FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530  
(510) 215-4457 • FAX (510) 232-4917 • [fpo@ci.el-cerrito.ca.us](mailto:fpo@ci.el-cerrito.ca.us)

September 21, 2020

Parcel Number:  
Property Address:  
Property Owner:  
Property Owner's Address:

Dear El Cerrito Property Owner:

The Fire Department sent you a letter dated **Date of 1<sup>st</sup> Letter** that we had received a complaint regarding your property that required an inspection and found that it **did not comply** with the Vegetation Management Standards set forth in the El Cerrito Municipal Code 8.20.020 [https://library.municode.com/ca/el\\_cerrito/codes/code\\_of\\_ordinances?nodeId=TIT8HESA\\_CH8.20WERAEB4\\_8.20.020NOGRUN](https://library.municode.com/ca/el_cerrito/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.20WERAEB4_8.20.020NOGRUN). In addition, you were mailed a copy of the Fire Hazard Reduction Inspection form for the property listed above, the El Cerrito Vegetation Management Guidelines which explains the requirements within the City and a Fire Hazard Reduction Checklist. You were further noticed that you were required to bring your property into compliance within 14 days of the date of the 1<sup>st</sup> letter and that the Fire Department shall conduct a re-inspection of your property.

On **Date of 2<sup>nd</sup> Letter** the Fire Department sent you a 2<sup>nd</sup> notice explaining that based on our re-inspection your property **remained in non-compliance** and it may be subject to forced abatement by the City of El Cerrito. You were ordered to bring your property into compliance with the El Cerrito Vegetation Management Standards within 7 days of the date of the second notice or we would move forward with forced abatement of your property and costs of the forced abatement could be placed on your property tax bill in accordance with the Government Code.

The City Council will conduct a public hearing on **October 6, 2020** to declare that your property is not in compliance with the Vegetation Management Guidelines and declare it as a public nuisance. The meeting will be held via teleconference or in the **El Cerrito City Council Chambers at 10890 San Pablo Avenue in El Cerrito at 7:00 p.m.** Please refer to the agenda for meeting information at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials). During this public hearing you will be given the opportunity to voice objections regarding the report and the declaration of public nuisance. At this hearing you will also be given the opportunity to object, protest and/or present evidence to support your arguments. If you have any questions, contact the El Cerrito Fire Department at 10900 San Pablo Avenue. The phone number is (510) 215-4450.

Sincerely,

David R. Gibson

David R. Gibson  
Fire Marshal



## AGENDA BILL

Agenda Item No. 6.B.

**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** David R. Gibson, Fire Marshal; Michael Pigoni, Fire Chief, Fire Department  
**Subject:** Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26

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### ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

### BACKGROUND

Notices were initially sent to 221 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department the vast majority of notified properties owner abated the hazards on their parcels. However, 20 properties did not voluntarily abate their public nuisance and fire hazard conditions and forced abatement of the properties was required to bring the properties into compliance.

The property owners identified in Exhibit A as amended in the July 21, 2020 Agenda Bill and Resolution No. 2020-39 failed to abate the fire hazards on their property. For these properties the City has followed a statutory procedure to remove the hazardous conditions. This procedure is specified in the July 21, 2020 Agenda Bill and Resolution No. 2020-39. The property owners identified in July 21, 2020 Exhibit A as amended were notified that if they did not abate the hazardous conditions on their property, the City would do so. They were given the opportunity at a public hearing to object to the City's plan to abate these conditions. On July 23, 2020, the City then sent the owners of the property identified in Exhibit A as amended, a second notice, informing them that the City would perform abatement through its own staff or through private contract. The property owners identified in Exhibit A failed to abate the hazards and the City then performed the abatement work through private contractors.

### ANALYSIS

The fire hazard abatement procedure provides ample due process for the affected property owner, well beyond the minimum procedure statutorily required. The most important part of the procedure is that the property owner listed in Exhibit A were given the opportunity to contest whether their property constituted a public nuisance and a fire hazard at a public hearing before the City Council. The property owners did not contest the designation, nor did the property owners voluntarily abate the nuisance

conditions. The City Council therefore directed City staff to abate said conditions.

This matter appears before the City Council for the sole purpose of confirming the abatement costs already incurred by the City for the properties identified in Exhibit A. At this hearing, the City Council should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed. The proposed resolution provides for confirmation of the report of abatement costs, and the attached Exhibits B - U specifies the administrative costs associated with the abatement of each property. Once confirmed by the City Council, the costs of abating the nuisance will be forwarded to the County Auditor no later August 10, 2021 for assessment to the individual property and a lien will be recorded with the County Recorder.

### **OPTION ANALYSIS**

At the conclusion of the hearing, the City Council may:

**Option No. 1:** Adopt the proposed resolution, with Exhibit A as presented.

**Option No. 2:** Adopt the proposed resolution, with Exhibit A as amended.

**Option No. 3:** Not adopt a resolution, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the City of El Cerrito to absorb the full cost of abating the hazardous conditions of the subject properties.

### **STRATEGIC PLAN CONSIDERATIONS**

This action fulfills Strategic Plan Goal E: Ensure the public's health and safety.

### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **FINANCIAL CONSIDERATIONS**

The abatement work has been completed by contract labor and the City is obligated to pay contractors a total of \$85,355.00 for their work. The administrative costs for the abatement of the 20 properties total \$14,137.50, bringing the total abatement cost to \$99,492.50 Total administrative costs of \$14,137.50 include: (1) Fire Department initial inspection and notice, (2) re-inspection, (3) office work and attendance at City Council hearings, (4) additional notices, (5) vendor bid inspection, (6) posting of property, (7) writing of inspection/abatement warrants, (8) court appearances for signing and filing of warrants, (9) vendor observation/inspection, and (10) submittal of records/liens to the County. In order for the City to fully recover the direct and indirect costs of \$99,492.50 already incurred for the abatement work performed, the City Council should confirm the staff report on the costs of abatement at this time so that these costs can be forwarded to the County for collection from the property owner.

### **LEGAL CONSIDERATIONS**



The City Attorney has reviewed and approved the process.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. Resolution
2. Exhibit A to Resolution
3. Exhibit B - U Property Cost Worksheets and Invoices

RESOLUTION NO. 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS RESULTING FROM THE PRESENCE OF WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON THE PRIVATE PROPERTY DESIGNATED HEREIN UNDER THE AUTHORITY CONTAINED IN EL CERRITO MUNICIPAL CODE SECTION 16.26

WHEREAS, El Cerrito Municipal Code Section 16.26, et seq. provides a method by which a local legislative body may abate public nuisance conditions on private property relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, pursuant to El Cerrito Municipal Code Section 16.26 the El Cerrito City Council declared, through Resolution No. 2020-39, that the properties identified herein in Exhibit A constitute a public nuisance because the presence of weeds, rubbish, litter or other flammable material on the properties created a fire hazard, a menace to the public health, or were otherwise noxious or dangerous; and

WHEREAS, through Resolution No. 2020-39 the City Council directed, under the further authority of El Cerrito Municipal Code Section 16.26, that notice be provided to the owners of the properties identified in Exhibit A informing the owners that if they did not abate the nuisance conditions, that these conditions would be abated by the City, and that upon confirmation, the abatement costs would constitute a lien upon the properties until paid; and

WHEREAS, through Resolution No. 2020-39 the City Council further directed that a public hearing be scheduled at which time the owners of the properties identified in Exhibit A could present objections to the designation of their property as a public nuisance and objections to the abatement of these public nuisance conditions by the City; and

WHEREAS, notice designating the properties identified in Exhibit A a public nuisance and informing the owners of the properties of the right to object to such designation and proposed abatement by the City was provided to the owners of the properties as required by Government Code Sections 39560 through 39588; and

WHEREAS, the owners of the properties identified in Exhibit A did not appear at the July 21, 2020 public hearing to contest the public nuisance designation or to object to the abatement of the public nuisance conditions by the City; and

WHEREAS, at the conclusion of the July 21, 2020 public hearing, the City Council, by Resolution No. 2020-40 for Exhibit A as amended, directed the City Manager or designee to abate those public nuisance conditions as provided for by El

Cerrito Municipal Code Section 16.26 and Government Code Section 39560 through 39588; and

WHEREAS, the City Council further directed that the City Manager or designee to keep an account of the cost of abatement for each property on which work was performed and that a report be prepared and presented to the City Council so that, after notice and hearing, these abatement costs could be confirmed as a special assessment against the property; and

WHEREAS, after the adoption of Resolution No. 2020-40 a second notice was mailed to the owners of the properties identified in that resolution again informing the property owners that if they did not abate the public nuisance conditions on the properties, that the City would abate these nuisance conditions and assess the abatement costs against the properties; and

WHEREAS, as required by El Cerrito Municipal Code Section 16.26 the El Cerrito City Council conducted a hearing on October 6, 2020 at which an opportunity was given to voice objections regarding the report and the assessment of the abatement costs for the properties identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owners of the properties; and

WHEREAS, at the October 6, 2020 hearing, the property owners were given the opportunity to object and protest the report and the abatement costs assessed. The property owners were also given the opportunity to present evidence in support of their arguments; and

WHEREAS, such testimony provided at the public hearing included a description of the public nuisance conditions which existed at the property prior to the abatement, a description of the services required to abate those conditions, the cost to the City in abating those conditions and such other matters deemed relevant by the City Council; and

WHEREAS, the City Council does hereby conclude that the abatement costs as contained in Exhibits B - U, as such costs may have been modified by the City Council after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owners, the evidence submitted by City staff, the evidence concerning the nuisance conditions which existed at the property prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matters deemed relevant by the City Council.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito does hereby confirm the report of the costs of abatement as contained in Exhibits B -U of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a

special assessment against the property and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary municipal taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the properties identified in Exhibit A of this Resolution shall be filed with the County Auditor on or before August 10, 2021.

BE IT FURTHER RESOLVED that the City Manager or designee shall take such action as may be necessary to record the abatement costs for the properties identified in Exhibits A - U of this Resolution with the County Recorder as a lien against the properties as provided for in El Cerrito Municipal Code Section 16.26.

I CERTIFY that at a regular meeting on October 6, 2020 the El Cerrito City Council passed this resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October \_\_\_\_\_, 2020.

---

Holly M. Charley, City Clerk

APPROVED:

---

Gregory B. Lyman, Mayor



## Exhibit A

| <b><u>APN</u></b> | <b><u>Parcel Address</u></b> | <b><u>City</u></b> | <b><u>State</u></b> | <b><u>Zip</u></b> |
|-------------------|------------------------------|--------------------|---------------------|-------------------|
| 505-040-006-7     | FAIRVIEW LOT                 | EL CERRITO         | CA                  | 94530             |
| 503-256-015-2     | 6831 STOCKTON AVE            | EL CERRITO         | CA                  | 94530             |
| 505-401-002-9     | 7509 POTRERO AVE             | EL CERRITO         | CA                  | 94530             |
| 505-401-001-1     | 7501 POTRERO AVE             | EL CERRITO         | CA                  | 94530             |
| 503-071-015-5     | 1200 NORVELL ST              | EL CERRITO         | CA                  | 94530             |
| 505-421-008-2     | 1618 JULIAN DR               | EL CERRITO         | CA                  | 94530             |
| 505-421-041-0     | 1638 JULIAN DR               | EL CERRITO         | CA                  | 94530             |
| 573-132-025-4     | 8415 WILDCAT DR              | EL CERRITO         | CA                  | 94530             |
| 573-132-026-2     | 8421 WILDCAT DR              | EL CERRITO         | CA                  | 94530             |
| 513-340-059-7     | 11965 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 510-034-003-2     | 10167 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 510-034-002-2     | 10135 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 510-034-001-6     | 10163 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 503-292-033-1     | 7376 STOCKTON AVE            | EL CERRITO         | CA                  | 94530             |
| 502-112-022-4     | 6605 BLAKE ST                | EL CERRITO         | CA                  | 94530             |
| 505-201-009-6     | 1224 CONTRA COSTA DR         | EL CERRITO         | CA                  | 94530             |
| 505-211-006-0     | 1020 CONTRA COSTA DR         | EL CERRITO         | CA                  | 94530             |
| 504-012-036-1     | 10192 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 504-012-037-9     | 10192 SAN PABLO AVE          | EL CERRITO         | CA                  | 94530             |
| 505-401-005-2     | 7601 POTRERO AVE             | EL CERRITO         | CA                  | 94530             |

**Exhibit B**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**Fairview Lot APN#[505-040-006-7](#)**

**5/26/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75**

**6/23/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75**

**7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@195.00/hr.....\$97.50**

**7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75**

**8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75**

**8/23/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75**

**8/24/2020 - Vendor bid inspection.....30 min @ 195.00/hr.....\$97.50**

**9/21/2020 - Vendor observation/inspection...15 min @ 195.00/hr..... \$52.75**

**10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50**

**6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50**

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$26,000.00**

**TOTAL COST OF ABATEMENT .....\$26,682.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5059        |
| SERVICE DATE | Sep 23, 2020 |
| INVOICE DATE | Sep 23, 2020 |
| DUE          | net 14       |

|            |                    |
|------------|--------------------|
| AMOUNT DUE | <b>\$26,000.00</b> |
|------------|--------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

Fairview Property @Tamalpais  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                        | amount             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FAIRVIEW DR. (EC): FIRE PREVENTION CLEARING- @24,000 SQ. FT.                                                                                                                                                                                                                                                                    | \$26,000.00        |
| Clear dense brush, poison oak & blackberry vines, in accordance with ECFD standards in a 30 ft. zone as close as possible to boundary homes (factoring out creek banks 25 ft.) as shown on accompanying attached map: Ganges, Fairview Dr. @ Tamalpais to Ganges (ptl) & Arlington Blvd.(ptl) - approx. 800 ft. total.- See map |                    |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                    | <b>\$26,000.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.





















## Exhibit C

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**6831 Stockton Avenue APN# 503-256-015-2**

5/26/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr..... \$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020- Re-inspection.....15 min @ 195.00/hr.....\$48.75

9/1/2020 – Posting of Property..... 15 min @ 195.00/hr.....\$52.75

9/21/2020 - Vendor bid inspection.....30 min @ 195.00/hr.....\$97.50

9/17/2020 – Contra Costa Superior Court..... 30 min @ 195.00/hr..... \$97.50

9/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$780.00**

**TOTAL CONTRACTOR’S INVOICE .....\$3,500.00**

**TOTAL COST OF ABATEMENT .....\$4,280.00**

# **FIRE SAFTEY CLEARING.**

Sept. 27, 2020

**510-541-2130.**

Work done:Thurs.Sept.24, 2020

**Invoice # 45049-4**

**To: El Cerrito Fire Dept.**

**6831 Stockton**

**El Cerrito, CA. 94530**

- Weed abatement, brush control**
- Pampus Grass**
- Blackberry brambles**
- Limb up tree**
- Clear side areas, tree removal**

**Total due.....\$3500.00**

**Please make check to:**

**-Teo Carlone**

**1224 Masonic Ave.**

**Berkeley, CA. 94706. Thankyou for the work.**

**Thanks for the work. It was much appreciated.**

**Exhibit D**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**7509 Potrero Avenue APN#[505-401-002-9](#)**

|                                                                                  |                         |                   |
|----------------------------------------------------------------------------------|-------------------------|-------------------|
| 5/27/2020 - Initial inspection and notice .....                                  | 15 min @ 195.00/hr..... | \$48.75           |
| 7/14/2020 – Re-inspection .....                                                  | 15 min @ 195.00/hr..... | \$52.75           |
| 7/21/2020- Office work and attend City Council meeting Abatement<br>Hearing..... | 30 min@ 195.00/hr.....  | \$97.50           |
| 7/23/2020 – Second notice .....                                                  | 15 min @ 195.00/hr..... | \$48.75           |
| 8/22/2020 - Vendor bid inspection.....                                           | 30 min @ 195.00/hr..... | \$97.50           |
| 8/22/2020 – Posting of Property.....                                             | 15 min @ 195.00/hr..... | \$52.75           |
| 8/24/2020 - Re-inspection.....                                                   | 15 min @ 195.00/hr..... | \$48.75           |
| 9/11/2020 - Vendor observation/inspection...15 min @ 195.00/hr.....              |                         | \$52.75           |
| 10/6/2020- Office work and attend City Council Meeting Cost<br>Hearing.....      | 30 min @ 195.00/hr..... | \$97.50           |
| 6/30/2021 - County Record Abatement.....                                         | 30 min @ 195.00/hr..... | \$97.50           |
| <hr/>                                                                            |                         |                   |
| TOTAL ADMINISTRATIVE COST.....                                                   |                         | \$682.50          |
| TOTAL CONTRACTOR’S INVOICE .....                                                 |                         | <u>\$2,600.00</u> |
| TOTAL COST OF ABATEMENT .....                                                    |                         | \$3,282.50        |





## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5052        |
| SERVICE DATE | Sep 11, 2020 |
| INVOICE DATE | Sep 11, 2020 |
| DUE          | net 14       |

|            |                   |
|------------|-------------------|
| AMOUNT DUE | <b>\$2,600.00</b> |
|------------|-------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

### SERVICE ADDRESS

7509 Potrero Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                         | amount            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7509 POTRERO AVE. (EC): FIRE PREVENTION CLEARING - @35 x 60 ft. extreme slope.                                                                                                                                                   | \$2,600.00        |
| Clear in accordance with ECFD regulations as follows:                                                                                                                                                                            |                   |
| 1) Brush Clearing: Clear extremely dense & tall old growth scotch broom, coyote brush, poison oak, blackberry vines, etc. approx. 35 ft. up extreme upslope to upper property line & haul or site process in a fire-safe manner. |                   |
| 2) Pruning- Prune up low branches of very large Silver Dollar Eucalyptus in right mid slope to mitigate fire ladder condition and haul or site process in a fire safe manner.                                                    |                   |
| <b>Total</b>                                                                                                                                                                                                                     | <b>\$2,600.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.















## Exhibit E

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**7501 Potrero Avenue APN#[505-401-001-1](#)**

|                                                                                  |                         |                |
|----------------------------------------------------------------------------------|-------------------------|----------------|
| 5/27/2020 - Initial inspection and notice .....                                  | 15 min @ 195.00/hr..... | \$48.75        |
| 7/14/2020 – Re-inspection .....                                                  | 15 min @ 195.00/hr..... | \$52.75        |
| 7/21/2020- Office work and attend City Council meeting Abatement<br>Hearing..... | 30 min @ 195.00/hr..... | \$97.50        |
| 7/23/2020 – Second notice .....                                                  | 15 min @ 195.00/hr..... | \$48.75        |
| 8/22/2020 - Vendor bid inspection.....                                           | 30 min @ 195.00/hr..... | \$97.50        |
| 8/22/2020 – Posting of Property.....                                             | 15 min @ 195.00/hr..... | \$52.75        |
| 8/24/2020 - Re-inspection.....                                                   | 15 min @ 195.00/hr..... | \$48.75        |
| 9/17/2020 – Contra Costa Superior Court.....                                     | 30 min @ 195.00/hr..... | \$97.50        |
| 9/23/2020 - Vendor observation/inspection                                        | 15 min @ 195.00/hr..... | \$52.75        |
| 10/6/2020- Office work and attend City Council Meeting Cost<br>Hearing.....      | 30 min @ 195.00/hr..... | \$97.50        |
| 6/30/2021 - County Record Abatement.....                                         | 30 min @ 195.00/hr..... | \$97.50        |
| <hr/>                                                                            |                         |                |
| TOTAL ADMINISTRATIVE COST.....                                                   |                         | \$780.00       |
| TOTAL CONTRACTOR’S INVOICE .....                                                 |                         | \$1,840.00     |
| <br>TOTAL COST OF ABATEMENT .....                                                |                         | <br>\$2,620.00 |



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5060        |
| SERVICE DATE | Sep 23, 2020 |
| INVOICE DATE | Sep 23, 2020 |
| DUE          | net 14       |

|            |                   |
|------------|-------------------|
| AMOUNT DUE | <b>\$1,840.00</b> |
|------------|-------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

### SERVICE ADDRESS

7501 Potrero Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | amount            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7501 POTRERO AVE. (EC) : FIRE PREVENTION CLEARING.<br>Clear in accordance with ECFD regulations as follows: (@30 x 60ft. steep, fenced.<br>rear slope.<br><br>1) Weeds, scotch broom regrowth, poison oak, leaf buildup- Clear & haul away.<br><br>2) Pruning: Large bottlebrush & low oak branches- prune min. 6ft. from ground &<br>haul prunings. Prune also larger 6" diam. oak branch & bottlebrush leaning over rear roof and<br>chimney for horizontal clearance. Haul prunings. | \$1,575.00        |
| Hauling<br>Haul away above weeds, brush, & prunings from site.                                                                                                                                                                                                                                                                                                                                                                                                                          | \$265.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>\$1,840.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.

















**Exhibit F**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**1200 Norvell Street APN# 503-071-015-5**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/26/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/10/2020 – Posting of Property..... 15 min @ 195.00/hr.....\$52.75

9/17/2020 – Contra Costa Superior Court.. 30 min @ 195.00/hr..... \$97.50

9/18/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$780.00**

**TOTAL CONTRACTOR’S INVOICE .....\$7,200.00**

**TOTAL COST OF ABATEMENT .....\$7,980.00**





A Division of Arboricultural Specialties, Inc.

# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/25/2020 | 24253     |

Job Site: 1200 Norvell  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Ruben

| Plant | Qty | Description                         | Amount   |
|-------|-----|-------------------------------------|----------|
|       |     | 1. Fire abatement work as required. | 7,200.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

Total

\$7,200.00

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$7,200.00  
Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature

**Exhibit G**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**1618 Julian Drive APN# 505-421-008-2**

**5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75**

**6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75**

**7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50**

**7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75**

**8/22/2020– Posting of Property..... 15 min @ 195.00/hr..... \$52.75**

**8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75**

**8/25/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50**

**8/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75**

**10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50**

**6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50**

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,640.00**

**TOTAL COST OF ABATEMENT .....\$3,322.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 8/28/2020 | 24026     |

Job Site: 1618 Julian Dr  
El Cerrito, CA

|         |
|---------|
| Bill To |
|---------|

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                       | Amount   |
|-------|-----|-------------------------------------------------------------------|----------|
|       |     | Fire abatement work<br>30-foot clearance. 100-ft from structures. | 2,640.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$2,640.00**

Payments/Credits \$0.00  
Balance Due \$2,640.00  
Credit Card Billing Address (if different from above)

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

## Exhibit H

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**1638 Julian Drive APN#[505-421-041-0](#)**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/25/2020 - Vendor bid inspection.....30 min @ 195.00/hr.....\$97.50

8/27/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$3,960.00**

**TOTAL COST OF ABATEMENT .....\$4,642.50**





A Division of Arboricultural Specialties, Inc.

# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 8/28/2020 | 24024     |

Job Site: 1638 Julian Dr.  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                      | Amount   |
|-------|-----|--------------------------------------------------|----------|
|       |     | 1. Remove dead pine tree and fire abatement work | 3,960.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. ~~Thank you!~~

Total

**\$3,960.00**

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$3,960.00  
Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature

**Exhibit I**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**8415 Wildcat Drive APN# 573-132-025-4**

**5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75**

**6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75**

**7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50**

**7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75**

**8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75**

**8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50**

**9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75**

**9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75**

**10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50**

**6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50**

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$5,280.00**

**TOTAL COST OF ABATEMENT .....\$5,962.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/10/2020 | 24145     |

Job Site: 8415 Wildcat Canyon  
El Cerrito

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                       | Amount   |
|-------|-----|-------------------------------------------------------------------|----------|
|       |     | Fire abatement work - 30-ft clearance. 100 ft from any structure. | 5,280.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total**

**\$5,280.00**

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$5,280.00  
Credit Card Billing Address (if different from above)

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

**Exhibit J**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**8421 Wildcat Drive APN# 573-132-026-2**

**5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75**

**6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75**

**7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50**

**7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75**

**8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75**

**8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50**

**9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75**

**9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75**

**10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50**

**6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50**

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$5,280.00**

**TOTAL COST OF ABATEMENT .....\$5,962.50**





A Division of Arboricultural Specialties, Inc.

## INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/10/2020 | 24146     |

Job Site: 8421 Wildcat Dr.  
XST: Rifle Range Rd  
El Cerrito

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                          | Amount   |
|-------|-----|----------------------------------------------------------------------|----------|
|       |     | 1. Fire abatement work - 30-ft clearance. 100 ft from any structure. | 5,280.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$5,280.00**

We accept VISA, MASTERCARD, or DISCOVER.  
To pay by credit card, please fill in below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$5,280.00  
Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature

## Exhibit K

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**11965 San Pablo Avenue APN#[513-340-059-7](#)**

5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

9/1/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,500.00**

**TOTAL COST OF ABATEMENT .....\$3,182.50**

# **FIRE SAFETY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Sept.15, 2020

Invoice # 45047-2  
To: El Cerrito Fire Dept.  
Taco Bell  
11965 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$2500.00

Please make check to:  
-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706. Thankyou for the work.

Thanks for the work. It was much appreciated.

**Exhibit L**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10167 San Pablo Avenue APN#[510-034-003-2](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,320.00**

**TOTAL COST OF ABATEMENT .....\$2,002.50**





# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/23/2020 | 24246     |

Job Site: 10167 San Pablo Ave  
El Cerrito, CA

|         |
|---------|
| Bill To |
|---------|

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description             | Amount   |
|-------|-----|-------------------------|----------|
|       |     | 1. 10167 San Pablo Ave. | 1,320.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total**

**\$1,320.00**

Payments/Credits \$0.00  
Balance Due \$1,320.00  
Credit Card Billing Address (if different from above)

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

**Exhibit M**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10135 San Pablo Avenue APN#[510-034-002-4](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75  
6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE ..... \$660.00**

**TOTAL COST OF ABATEMENT .....\$1,342.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/10/2020 | 24144     |

Job Site: 10135-10163 San Pablo Ave  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                    | Amount   |
|-------|-----|--------------------------------|----------|
|       |     | 1. 10135, 10163 San Pablo Ave. | 1,320.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$1,320.00**

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

### Payments/Credits

\$0.00

**Balance Due**

\$1,320.00

Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature \_\_\_\_\_

**Exhibit N**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10163 San Pablo Avenue APN#[510-034-001-6](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$660.00**

**TOTAL COST OF ABATEMENT .....\$1,342.50**



**Exhibit O**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**7376 Stockton Avenue APN#[503-292-033-1](#)**

6/3/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

7/20/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/3/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,365.00**

**TOTAL COST OF ABATEMENT .....\$3,047.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |                   |
|--------------|-------------------|
| INVOICE      | #5045             |
| SERVICE DATE | Sep 03, 2020      |
| INVOICE DATE | Sep 03, 2020      |
| DUE          | net 14            |
| AMOUNT DUE   | <b>\$2,365.00</b> |

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

7376 Stockton Ave  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | amount            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7376 STOCKTON AVE (EC): FIRE PREVENTION CLEARING- @11,700 SQ. FT.<br>Clear in accordance with ECFD standards as follows:<br><br>1) Weeds, vines, leaf buildup- reduce by flailing in to a fired-safe, 1" mulch max.<br>throughout very deep yard to rear fence. Elephant Grass standing at rear to stay.<br><br>2) Brush/tree seedling/sucker growth-, scotch broom- Clear & haul.<br><br>3) Pruning- Prune lower dead branches of SAVE shrubs & trees (to6ft. ht);<br>Prune Junipers in front & cotoneasters on sides away from roof. | \$2,100.00        |
| HAULING<br>Haul prunings, deadwood, & woody brush from site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$265.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$2,365.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.









**Exhibit P**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**6605 Blake Street APN#[502-112-022-4](#)**

6/4/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

7/20/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/8/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

9/8/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/17/2020 – Contra Costa Superior Court..... 30 min @ 195.00/hr..... \$97.50

9/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$780.00**

**TOTAL CONTRACTOR’S INVOICE .....\$4,000.00**

**TOTAL COST OF ABATEMENT .....\$4,780.00**

# **FIRE SAFTEY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Fri.Sept.25, 2020

Invoice # 45048-3

To: El Cerrito Fire Dept.

6605 Blake

El Cerrito, CA. 94530

- Weed abatement, brush control
- Tree removal, front
- Blackberry brambles
- Remove tree branches against house.

Total due.....\$4000.00

Please make check to:

-Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706. Thankyou for the work.

Thanks for the work. It was much appreciated.

## Exhibit Q

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**1224 Contra Costa Drive APN#505-201-009-6**

|                                                                                  |                         |                   |
|----------------------------------------------------------------------------------|-------------------------|-------------------|
| 6/4/2020 - Initial inspection and notice .....                                   | 15 min @ 195.00/hr..... | \$48.75           |
| 6/23/2020 – Re-inspection .....                                                  | 15 min @ 195.00/hr..... | \$52.75           |
| 7/21/2020- Office work and attend City Council meeting Abatement<br>Hearing..... | 30 min @ 195.00/hr..... | \$97.50           |
| 7/23/2020 – Second notice .....                                                  | 15 min @ 195.00/hr..... | \$48.75           |
| 8/24/2020 - Re-inspection.....                                                   | 15 min @ 195.00/hr..... | \$48.75           |
| 9/11/2020 – Posting of Property.....                                             | 15 min @ 195.00/hr..... | \$52.75           |
| 9/17/2020 – Contra Costa Superior Court.....                                     | 30 min @ 195.00/hr..... | \$97.50           |
| 9/18/2020 - Vendor bid inspection.....                                           | 30 min @ 195.00/hr..... | \$97.50           |
| 9/25/2020 - Vendor observation/inspection                                        | 15 min @ 195.00/hr..... | \$52.75           |
| 10/6/2020- Office work and attend City Council Meeting Cost<br>Hearing.....      | 30 min @ 195.00/hr..... | \$97.50           |
| 6/30/2021 - County Record Abatement.....                                         | 30 min @ 195.00/hr..... | \$97.50           |
| <hr/>                                                                            |                         |                   |
| TOTAL ADMINISTRATIVE COST.....                                                   |                         | \$780.00          |
| TOTAL CONTRACTOR’S INVOICE .....                                                 |                         | <u>\$7,200.00</u> |
| TOTAL COST OF ABATEMENT .....                                                    |                         | \$7,980.00        |



A Division of Arboricultural Specialties, Inc.

# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

Date \_\_\_\_\_

9/25/2020

Invoice #

24252

Job Site: 1224 Contra Costa  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                         | Amount   |
|-------|-----|-------------------------------------|----------|
|       |     | 1. Fire abatement work as required. | 7,200.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$7,200.00**

We accept VISA , MASTERCARD, or DISCOVER.

To pay by credit card, please fill in below and return copy by mail or fax.

### Payments/Credits

**\$0.00**

Balance Due

\$7,200.00

Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature \_\_\_\_\_



## Exhibit R

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**1020 Contra Costa Drive APN#[505-211-006-0](#)**

6/4/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/23/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,265.00**

**TOTAL COST OF ABATEMENT .....\$2,947.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5051        |
| SERVICE DATE | Sep 11, 2020 |
| INVOICE DATE | Sep 11, 2020 |
| DUE          | net 14       |

|            |                   |
|------------|-------------------|
| AMOUNT DUE | <b>\$2,265.00</b> |
|------------|-------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

1020 Contra Costa Dr  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                               | amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1020 CONTRA COSTA RD. (EC): FIRE PREVENTION CLEARING. @80 X 160 ft.<br>Clear fire-hazardous vegetation in accordance with ECFD standards as follows:<br><br>1) Clear weeds, vines, herbaceous flammables throughout property.<br><br>2) Prune dead branches of SAVE trees and shrubs; limb up branches min. 6ft. from ground and away from structures. | \$2,100.00        |
| Hauling<br>Haul away prunings and woody brush from site.                                                                                                                                                                                                                                                                                               | \$165.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                           | <b>\$2,265.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.









**Exhibit S**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10192 San Pablo Avenue APN#[504-012-036-1](#)**

6/8/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75  
7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
8/29/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,250.00**

**TOTAL COST OF ABATEMENT .....\$1,932.50**

# **FIRE SAFETY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Aug. 29, 2020

Invoice # 45046-1  
To: El Cerrito Fire Dept.  
Vacant Building  
10192 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$1300.00

Please make check to:

-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.

**Exhibit T**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10192 San Pablo Avenue APN#[504-012-037-9](#)**

6/8/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/29/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,250.00**

**TOTAL COST OF ABATEMENT .....\$1,932.50**

# **FIRE SAFTEY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Aug. 29, 2020

Invoice # 45046-2  
To: El Cerrito Fire Dept.  
Vacant Lot  
10192 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$1200.00

Please make check to:

-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.



**Exhibit U**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**7601 Potrero Avenue APN#[505-401-005-2](#)**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

7/14/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/1/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$3,585.00**

**TOTAL COST OF ABATEMENT .....\$4,267.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |                   |
|--------------|-------------------|
| INVOICE      | #5033             |
| SERVICE DATE | Aug 28, 2020      |
| INVOICE DATE | Aug 28, 2020      |
| DUE          | net 14            |
| AMOUNT DUE   | <b>\$3,585.00</b> |

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

7601 Potrero Ave  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7601 POTRERO AVE. (EC): FIRE PREVENTION CLEARING- @ 50 x 50 ft. extreme slope.<br>Clear fire-hazardous vegetation according to ECFD standards as follows:<br><br>1) Clear very dense mixed old-growth brush to upper property line: including scotch broom, coyote brush, blackberry & poison oak vines, deadwood, weeds, etc., & haul away from site or partially site-process in a fire-safe manner.<br><br>2) Limb up low oak and cotoneaster branches 6ft. from ground or 1/4 ht. of shrub to mitigate "fire-ladder" conditions. Haul prunings away from site. | \$3,200.00        |
| Hauling<br>Haul away excess brush and prunings from site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$385.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>\$3,585.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.











## AGENDA BILL

Agenda Item No. 7.A.

**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** Karen Pinkos, City Manager, City Management  
Mark R Rasiah, Finance Director/City Treasurer, Finance Department  
**Subject:** CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE  
PENSION TRUST BOARD  
Approval of the City's Fiscal Year 2020-21 Amended Budget and  
Spending Authority by Fund for the City, Employee Pension Board and  
Public Financing Authority and Approval of the FY 2020-21 Annual Gann  
Appropriation Limit.

---

### ACTION PROPOSED

Staff requests that the City Council 1) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the City of El Cerrito; 2) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the El Cerrito Public Financing Authority; 3) Adopt a resolution authorizing Fiscal Year 2020-21 spending authority by fund for the El Cerrito Employee Pension Board; and 4) Adopt a resolution approving the calculation and establishing the FY 2020-21 annual Gann Appropriation Limit.

### BACKGROUND

Following the onset of the Covid-19 pandemic, the City Council had directed staff to amend the FY 2020-21 budget process by preparing a one year budget that would be Adopted prior to July 1, with the intention to perform a more detailed budget process during the summer months and present Council with proposed amendments by the end of September. It was believed that this would allow City staff to have a much clearer picture of the sustained revenue losses and prepare an amended budget that would portray the City's rapidly evolving fiscal situation.

Accordingly, staff prepared and presented a Budget that was adopted by the City Council on June 16 2020. Thereafter on September 15, 2020 Staff proposed an Amended Budget for City Council consideration at a study session/public hearing. Following that study session, Staff has incorporated the feedback from the City Council at the public hearing and has prepared a revised draft Budget Book as shown in Attachment 1. The budget represents staff's best efforts to provide the programs and services consistent with the City's Strategic Plan and other input received from our community and the City Council. The economic impacts of Covid-19 have created a significant amount of uncertainty relative to the City's ability to accurately project City revenues for the next fiscal year and therefore the amended budget is based on sustainable levels of service and recommendations from Management Partners in their Fiscal Response Plan which is included in its entirety in Appendix 8 of the Budget Book in Attachment 1.

**Revisions to the Draft Proposed Amended Budget that was presented on Sept. 15, 2020.**

Besides editorial corrections, the material revisions to the draft previously presented to the City Council are as follows. The page numbers refer to the pages in Attachment 1.

1. Reduce budgeted expenditures to ensure a non-negative fund balance for the Gas Tax and Measure A funds. (Page 32)
2. Additional language related to pensions in the budget document. (Page 28).
3. Disclose annual pension contributions in the Citywide expenditure table. (Page 27).
4. Additional language clarifying Police Department vacancies. (Page 94).
5. Addition of the Appendix Section. (Page 151).

**ANALYSIS**

**Proposed Amended Budget FY 2020-21**

**General Fund (No Changes)**

The “baseline” for the Proposed FY 2020-21 General Fund Budget was presented to the City Council in February 2020, along with the 5-year General Fund forecast. The baseline budget projected General Fund Revenues of \$42.7 million and Expenditures of \$42.6 million, which would have resulted in a small surplus. However, due to the Covid-19 pandemic and its effect on City revenues, staff presented City Council with expenditure reductions of approximately \$4 million in the months since February. Staff has now revised the original baseline estimates for revenues for FY 2020-21 based on currently available predictions following Covid-19 impacts in the current fiscal year, and the potential for a recession in the next. With these adjustments staff is proposing a General Fund Budget of \$39.3 million in revenues and \$38.7 million in expenses for FY 2020-21. This represents a \$3.4 million (or 8%) reduction in revenues and \$3.9 million (or 9%) reduction in expenditures over the baseline budget. Pages 37-43 of Attachment 1 provide a detailed discussion of the General Fund Budget changes.

**Special Revenue Funds and Debt Service Funds (Changes to Gas Tax and Measure A Expenditures)**

Pages 22-31 of Attachment 1 provide details of Projected Revenues and Proposed Budget Expenditures for all other Special Revenue Funds and Debt Service Funds. With all funds combined, the proposed FY2020-21 budget recommends total expenditures of \$53,078,141 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. This figure is lower than in the previously presented draft budget by \$155,263. The difference is solely due to the reduction of budgeted expenditures in the Gas Tax and Measure A Special Revenue Funds.

### **Capital Improvement Program (No Changes)**

Pages 132-142 in Attachment 1 details the Five Year Capital Improvement Program together with Required Project Listings for Measure A Street, SB 1, and Capital Improvement Funds. For all projects, estimated expenditures in FY 2020-21 total approximately \$4.7 million.

### **Financial Advisory Board Recommendation**

The Financial Advisory Board (FAB) reviewed the Proposed Amended FY 2020-21 Budget at the regular meeting of the FAB on September 8th and at a Special meeting of the FAB on September 22nd, 2020, and by motion made and seconded, has unanimously recommended that the City Council approve the Amended Budget.

### **Gann Appropriations Limit**

Included in the recommended actions for amending the FY 2020-21 Adopted Budget is the approval of the calculation and to establish the City's FY 2020-21 Gann Appropriation Limit as \$150,061,132.

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

### **STRATEGIC PLAN CONSIDERATIONS**

Approving the attached resolutions will allow the City Manager to develop a plan to ensure that Citywide Revenue meets the cost of providing Citywide services, including adequate reserve for unanticipated revenue shortfalls. It will further ensure procedures that represent best practices in financial management. (Goal B).

### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **FINANCIAL CONSIDERATIONS**

With all funds combined, the proposed FY 2020-21 budget recommends total expenditures of \$53,078,141 and provides funding for all City services, including Police, Fire, Recreation, Community Development, Public Works, and City Management. At this time, total revenues are projected to be \$52,837,251; these funds will continue to be monitored and updated as the COVID-19 is expected to have impacts on several funds including Gas Tax, Measure J Return to Source, SB-1, Street Improvement Fund, and Measure J Paratransit.

For FY 2020-21, staff is proposing a General Fund budget with revenues of \$39,377,869 and expenditures amounting to \$38,714,837, resulting in a surplus of \$663,032.

### **LEGAL CONSIDERATIONS**

Approval of the attached resolutions is required to adopt the City's spending authority for Fiscal Year 2020-21. In addition to the Gann limit appropriation, there are separate resolutions for each of the City's component units which also must be considered and are presented for approval this evening: the Public Financing Authority and the Pension Board.

### **Reviewed by:**

1. FY2020-21 Amended Budget Book
2. City Amended Budget Spending Authority Resolution
3. PFA Amended Budget Spending Authority Resolution
4. Pension Board Amended Budget Spending Authority Resolution
5. Gann Limit Resolution - Amended Budget
6. Public Comments





## **City of El Cerrito, CA Proposed Amended Budget Fiscal Year 2020-21**

**10890 San Pablo Avenue El Cerrito CA 94530 • [www.el-cerrito.org](http://www.el-cerrito.org)**



**PROPOSED AMENDED BUDGET**

**FISCAL YEAR 2020-21**

**CITY OF EL CERRITO**

**EMPLOYEES PENSION BOARD**

**PUBLIC FINANCING AUTHORITY**

**CITY COUNCIL**

**Mayor Gregory B. Lyman**

**Mayor Pro Tem Paul Fadelli**

**Councilmember Janet Abelson**

**Councilmember Rochelle Pardue-Okimoto**

**Councilmember Gabriel Quinto**

**CITY COUNCIL APPOINTEES**

**City Manager Karen Pinkos**

**City Attorney Sky Woodruff**

**APPOINTED OFFICIALS**

**Assistant City Manager Alexandra Orologas**

**Chief of Police Paul Keith**

**Fire Chief Michael Pighi**

**Community Development Director Melanie Mintz**

**Finance Director/City Treasurer Mark R. Rasiah**

**Public Works Director/City Engineer Yvette Ortiz**

**Recreation Director Chris Jones**

**City Clerk Holly Charléty**



## OUR VISION

The City of El Cerrito is a safe, connected, and environmentally focused Bay Area destination with vibrant neighborhoods, businesses and public places, and diverse cultural, educational and recreational opportunities for people of all ages.

## OUR MISSION

The City of El Cerrito serves, leads and supports our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future.

## OUR VALUES

Our values drive behavior and support effective implementation of the mission, vision, and goals. The City's values include:

Ethics and Integrity

Fiscal Responsibility

Inclusiveness and Respect for Diversity

Innovation and Creativity

Professional Excellence

Responsiveness

Transparency and Open Communication

**CITY OF EL CERRITO  
PROPOSED AMENDED FY 2020-21 BUDGET  
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## CITY MANAGER'S BUDGET MESSAGE

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September 15, 2020

Honorable Mayor, City Councilmembers, and El Cerrito Community:

I hereby present the City of El Cerrito Fiscal Year 2020-21 Amended Budget. The annual budget represents the spending plan that provides funding for all City services and programs that support our vision to keep our community safe, connected, and environmentally focused; with vibrant neighborhoods, businesses, and public places; and diverse cultural, educational, and recreational opportunities for people of all ages.

To say this would be an extraordinary year, resulting in an extraordinary budget, would be an understatement. We began the year working to tackle our financial issues and lack of General Fund reserves, were forced to shift our focus to dealing with the impacts of the COVID-19 coronavirus public health crisis, and faced a reckoning on social and racial justice issues, all the while continuing to provide services to the community during these unprecedented times. The challenges the City has faced over the past several months have been daunting. I am proud of the work that we have collectively done so far, to identify problems and focus on solutions. We seek to bring the City toward financial sustainability, adapt and adjust our programs and services with the public's health as the highest priority, and deliver those services in a manner that respects and values the lives of the people we serve. This work at times has been difficult, uncomfortable, and painful. It has also been engaging, educational, humbling, and hopeful. I am confident in the resilience of the City Council, the City staff team, and our residents and businesses that will carry us through these challenges. Together, we are working toward a sustainable and optimistic future.

The FY 2020-21 Amended Budget is unique in that it has been created in a completely uncertain economic and financial environment due to the COVID-19 global pandemic. This public health crisis has changed the lives of El Cerrito residents and people around the world as extraordinary health and safety measures have been implemented, and the closure of businesses throughout California and the U.S. has placed the economy into uncharted financial territory. The economic crisis has impacted the vital revenue sources cities use to provide essential services. We cannot overstate the challenge these kinds of revenue losses pose for local governments.

The proposed FY 2020-21 budget prioritizes essential services amid challenging economic conditions caused by the COVID-19 pandemic. The budget reflects thoughtful and strategic coordination across the organization, as well as significant contributions by City employees. Every department in the City has reconsidered the programs and services it offers. In many instances, departments have had to do more with less, develop new systems and protocols, and find creative ways to meet the community's needs in a time when resources are declining. There will be continuing service level impacts, and we appreciate the City Council and the community's understanding as we navigate this reality.

The City's Strategic Plan continues to provide the foundation for developing the Budget for FY 2020-21. While the intent was to update the Strategic Plan with new goals and objectives this year, the Plan's current guiding principles and strategic goals remain relevant. In making budget recommendations, all City departments explored new ways of delivering services and many developed innovative solutions, while staying true to our vision, mission, and values. The most essential of our services continue, allowing us to stay flexible to adapt to what we hope will be improving conditions in the next fiscal year, while staying true to our mission, vision, and values.

### FISCAL RESPONSE PLAN

In 2019, prior to the COVID-19 public health crisis, it became clear to the City Council, City staff, and community that the City's Strategic Goal of Achieving Long-term Financial Sustainability needed to become the City's highest priority. During the previous biennial budget process, it was noted that the General Fund Reserve would not meet the City Council's 10% ratio goal. While the City did take steps to secure two voter-approved revenue sources (Measure V and Measure H), in the last two fiscal years, the City's General Fund Reserve was further depleted. The California State

Auditor received approval from the State legislature to conduct an audit on the City, specifying the City's lack of reserves and continued provision of services without a plan to build back those reserves as a key factor in seeking an audit.

The City Council and City staff responded by analyzing the City's budget and proposing reductions to expenditures. In February 2020, the City Council amended the FY 2019-20 budget to include approximately \$600,000 in reductions and instructed City staff to provide the Council with a further \$2 million in reductions that would take effect during the FY 2020-21 fiscal year. These reductions, presented to the City Council in April 2020, included reductions to department budgets, keeping vacant positions unfilled, and negotiating the elimination of cost of living adjustments (COLA) with every employee bargaining unit.

On March 13, 2020, in response to the COVID-19 public health crisis and subsequent state and county shelter-in-place orders, the City of El Cerrito declared a local emergency and closed City facilities, canceled City programs and events, and worked to respond to this global pandemic in not only the provision of services, but the negative impacts to the City budget. It became immediately clear that revenues, particularly in the form of sales taxes and fees for services, would be seriously impacted. As the crisis continued, it also became clear that the economy had entered into another recession, including record unemployment, which would further impact City revenues.

In the fall of 2019, the firm Management Partners had been engaged by the City of El Cerrito to assist with updating the City's Strategic Plan. In addition, Management Partners conducted a fiscal analysis to understand the financial realities of the City. This independent analysis affirmed the concerns of staff and community members regarding a lack of reserves and structural budget deficit that left the City in an unsustainable position. Once the COVID-19 local emergency was declared, City staff worked with Management Partners to alter the scope and emphasis of the strategic planning efforts.

In light of the immediate and anticipated impacts of COVID-19 and the lack of General Fund Reserves, the City took action to freeze positions and determine additional short-term measures. The City requested that Management Partners amend their scope to re-purpose the remaining portion of their contract with the City to assist in two areas:

1. **Recession Forecast.** Management Partners was asked to prepare a recession forecast to assess the fiscal impacts on the General Fund and determine the scale of reductions required for the City to maintain solvency and achieve fiscal sustainability, including the rebuilding of reserves to weather future economic downturns or emergencies.
2. **Budget Strategies.** Management Partners worked closely with City management and the Council to identify potential budget solutions that would solve the fiscal gap.

The City Council directed staff to adopt a one-year budget, as opposed to a biennial budget, in response to the financial uncertainty and lack of clarity with respect to City revenues as a result of the pandemic's effect on the economy. Further, the City adopted a preliminary budget as of July 1, 2020 that consisted of the overall spending authority for the General Fund and other special funds without an accompanying budget document including departmental line-item budgets, which would be developed over the course of the first quarter of FY 2020-21 for City Council review and amendment by October, 2020. The intent was to allow City staff to refine its projections and provide more time to include discussions on the proposed budget strategies that would be adopted by the City Council in order to revise the budget. This budget included not only the \$2 million in reductions previously presented to the City Council, but also included further reductions largely borne by non-sworn City personnel in the form of furloughs.

**Table A** outlines the cost reductions included in the FY 2020-21 adopted budget as of July 1, 2020:

**Table A**  
**Cost Saving Strategies as of April 2020**

| <b>Cost Saving Strategy</b>                                                                               | <b>Fiscal Impact</b> |
|-----------------------------------------------------------------------------------------------------------|----------------------|
| <b>Ongoing cost savings (FY 2021 and beyond)</b>                                                          |                      |
| Reductions to department budgets identified by staff                                                      | \$ 1,632,000         |
| Renegotiated Management and Confidential compensation and benefits plan                                   | \$ 316,000           |
| Elimination of cost of living adjustments from renegotiated memorandum of understanding with labor groups | \$ 750,000           |
| <b>Total ongoing cost savings</b>                                                                         | <b>\$ 2,698,000</b>  |
| <b>One-time savings (FY 2021 only)</b>                                                                    |                      |
| Furloughs totaling 13 days through December 31, 2020                                                      | \$ 659,000           |
| Furloughs of managers for an additional 13 days through June 30, 2021                                     | \$ 300,000           |
| <b>Total one-time savings</b>                                                                             | <b>\$ 959,000</b>    |

Management Partners worked with the City Council throughout the summer of 2020 and presented the process and key outcomes of their work in August. The City Council directed that the strategies outlined in the Fiscal Response Plan to be implemented by staff in preparing this revised FY 2020-21 budget for City Council consideration in September, to be amended by October 2020.

The Fiscal Response Plan included budget strategies recommended to the City Council that would provide \$1.5 million in structural reductions designed to restore the City's General Fund Reserves to a positive level by FY 2022 and fully funded per the City's Financial Policies, including the Emergency Reserve Fund, by FY 2026.

**Table B**  
**Fiscal Response Plan Budget Strategies**

| <b>Budget Strategy</b>                                       | <b>Department</b>    | <b>Estimated Annual Fiscal Impact</b> |
|--------------------------------------------------------------|----------------------|---------------------------------------|
| <b>Reduce City administration</b>                            | City Administration  | \$ 345,000                            |
| <b>Change service delivery approach of finance functions</b> | Finance              | \$ 25,000                             |
| <b>Restructure fire management functions</b>                 | Fire                 | \$ 210,000                            |
| <b>Restructure police operations</b>                         | Police               | \$ 595,000                            |
| <b>Reduce/shift funding for landscape maintenance costs</b>  | Public Works (Parks) | \$ 165,000                            |
| <b>Reduce recreation administrative functions</b>            | Recreation           | \$ 166,000                            |
| <b>Total Budget Strategies</b>                               |                      | <b>\$ 1,506,000</b>                   |
| <b>Goal</b>                                                  |                      | <b>\$ 1,500,000</b>                   |

These strategies have been incorporated, per City Council direction, within this amended FY 2020-21 budget. The Fiscal Response Plan and Recession Forecast is further discussed in the Financial Overview section of this document, and the full Fiscal Response Plan as presented by Management Partners is included in the Appendices.

As of this writing, the crisis is ongoing and we remain under various County and State restrictions to residents and businesses in order to prevent the spread of the COVID-19 coronavirus. This means that the economic impacts and revenue projections are unfortunately not much clearer than they were six months ago. City staff has done its best to consider the most current information in order to present this budget to the City Council and community as promised prior to the end of the first quarter of FY 2020-21. However, we must continue to recognize the volatility of the economy and constantly monitor City's financial situation as a result. The City Council should expect to see further adjustments and amendments as a response to the fiscal impacts of COVID-19 at the midpoint of the fiscal year as well.



## AMENDED BUDGET FY 2020-21 OVERVIEW

The Fiscal Year 2020-21 Budget provides funding for all City services including Police, Fire, Recreation, Community Development, Public Works, Environmental, and City Management services. The total proposed budget, including all funds (General Fund plus special funds), is \$53.2 million. In order to develop the budget, staff has focused on our core services and only those activities consistent with the Strategic Plan. **Table C** provides a view of the operating expenses of the City that includes all funds. The column labeled "FY 2020-21 Adopted" includes the assumptions made for these expenditures in the preliminary budget adopted in June 2020. The column labeled "FY 2020-21 Proposed" are the proposed expenditure adjustments requested of the City Council.

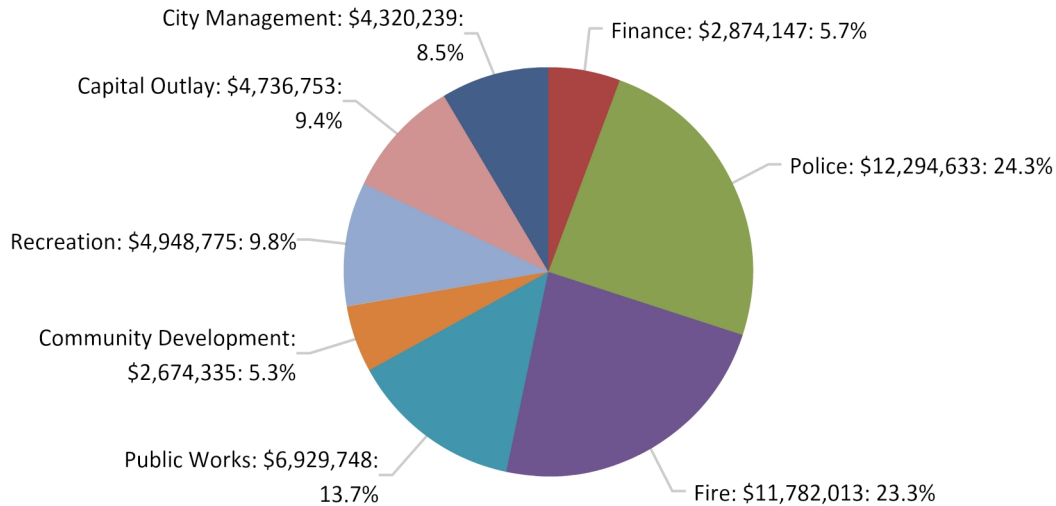
**Table C**  
**City of El Cerrito Citywide Operating Expenses (All Funds)**

|                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|----------------------|--------------------------------|-----------------------|------------------------|
| Personnel                   | 30,060,227           | 32,739,391           | 33,456,460                     | 32,796,981            | 32,305,382             |
| Professional Services       | 5,275,022            | 4,849,672            | 4,849,770                      | 3,730,345             | 5,543,892              |
| Purchased Property Services | 8,792,435            | 2,858,699            | 4,746,452                      | 7,656,853             | 6,415,043              |
| Other Services              | 2,031,534            | 1,894,137            | 2,019,136                      | 1,927,019             | 1,927,535              |
| Supplies                    | 919,198              | 899,540              | 932,752                        | 865,421               | 922,039                |
| Property & Capital          | 458,803              | 983,551              | 507,837                        | 758,859               | 724,389                |
| Financing Costs             | 1,979,205            | 2,318,147            | 2,323,521                      | 2,640,498             | 2,567,863              |
| Other Financing Uses        | 2,436,063            | 3,420,883            | 2,826,963                      | 2,802,255             | 2,671,998              |
| <b>Total</b>                | <b>51,952,487</b>    | <b>49,964,020</b>    | <b>51,662,891</b>              | <b>53,178,231</b>     | <b>53,078,141</b>      |

After the City Council passed the preliminary budget on June 16, 2020, City staff analyzed and revised both revenues and expenditures throughout all funds to reflect assumptions based on the most current information available, reflecting the most up-to-date projections. This has resulted in the overall total for expenditures showing a reduction of \$100,090 from the Adopted FY 2020-21 Budget. More details are provided in the Financial Overview section of this budget document.

**Chart A** shows Citywide expenditures as allocated to each City Department.

Chart A  
Citywide Expenditures by Department (All Funds)



## PERSONNEL IMPACTS

The majority of the reductions identified in the FY 2020-21 budget and in the Fiscal Response Plan has impacted the City's most critical asset – our employees. In the latter part of FY 2019-20, negotiations began with all City bargaining units requesting to defer COLAs for FY 2020-21, including those that were entitled to a COLA in their existing Memorandums of Understanding (MOU), resulting in agreement to do so from all bargaining units. Further, the City's unrepresented Management and Confidential employees not only had a COLA for FY 2020-21 eliminated but additionally were required to contribute an additional 1% toward their CalPERS pensions and received further reductions in benefits. In April 2020, the reductions presented to the City Council included over \$800,000 in vacant positions that will not be filled in FY 2020-21.

Once the COVID-19 crisis resulted in shelter-in-place orders that restricted City programs and closed facilities, the City implemented furloughs for all non-sworn City employees beginning in May 2020 through the rest of FY 2019-20. Approximately 90 part-time employees were furloughed by lack of work, and all full-time non-sworn employees (with the exception of public safety employees) were required to take one furlough day per pay period. Due to the ongoing crisis, the same full-time non-sworn employees will continue one furlough day per pay period in FY 2020-21. These furlough days result in a 5% to 10% pay cut for these employees.

I am thankful for all of our City employees as they have contributed and made these sacrifices in order to help the City further along the path to financial sustainability. One of the reasons people choose to work for the City of El Cerrito is their commitment to public service. As I have seen during these past several months, this commitment by our City team only deepens in times of trouble, and they deserve our gratitude.

**Table D** shows the overall personnel cost savings realized by these actions in the preliminary FY 2020-21 budget:

**Table D**  
**Personnel Cost Savings FY 2020-21**

| Bargaining Unit                                          | Action                                                                    | Cost Savings       |
|----------------------------------------------------------|---------------------------------------------------------------------------|--------------------|
| Local 1230 Firefighters                                  | Deferred COLA                                                             | \$177,684          |
| Public Safety Management Association - Battalion Chiefs: | Deferred COLA                                                             | \$38,523           |
| SEIU Local 1201                                          | Deferred COLA, furloughs                                                  | \$740,104          |
| Police Employees Association                             | Deferred COLA                                                             | \$213,597          |
| Public Safety Management Association - Police Management | Deferred COLA                                                             | \$40,217           |
| Public Safety Management Association - Police Chief      | Deferred COLA                                                             | \$12,445           |
| Management/Confidential; City Manager                    | No COLA, cut auto allowance, increased contribution to CalPERS, furloughs | \$1,189,480        |
| <b>Total</b>                                             |                                                                           | <b>\$2,412,050</b> |

The Fiscal Response Plan budget strategies include the reduction of some programs and services, which includes the elimination of funding for positions in City Management and Recreation that will result in layoffs. Three full-time staff and two part-time staff will no longer be funded as of January 1, 2021. The decision to lay off these staff has been a painful one and was not made lightly. The Fiscal Response Plan also includes expected savings from retirements or resignations from some positions that will not be filled in the next fiscal year.

In the Police Department, three positions will be eliminated, including two School Resource Officer (SRO) positions (due to elimination of funding from the West Contra Costa Unified School District) and one Management Analyst position that has been previously vacant. The department will hold 5 full-time positions vacant in FY 2020-21, including four Police Officers and one Senior Records Specialist. If other vacancies develop, these may also remain unfilled to achieve a staffing goal of 37 sworn officers, a reduction from the current authorized staffing of 43 sworn officers.

One exception to the elimination of vacant positions will occur in the Fire Department. For several years, the Department has carried three vacant positions that resulted in salary savings; however the actual expense in the past two fiscal years saw a large increase in overtime costs that continued to grow. During this fiscal year, these vacant positions will be filled and overtime will be reduced. An overview of our projected full-time staffing for FY 2020-21 is shown in **Table E**, which reflects the implementation of the Fiscal Response Plan beginning in the second half of FY 2020-21.

**Table E**  
**Personnel Overview**

| Department            | FY 2019-20<br>(Authorized) | FY 2020-21<br>(Authorized) | FY 2020-21<br>(Actual) | Vacant     |
|-----------------------|----------------------------|----------------------------|------------------------|------------|
| City Council          | 5.0                        | 5.0                        | 5.0                    | 0.0        |
| City Management       | 11.5                       | 10.0                       | 10.0                   | 0.0        |
| Finance Department    | 6.0                        | 6.0                        | 6.0                    | 0.0        |
| Community Development | 14.0                       | 15.0                       | 14.0                   | 1.0        |
| Fire                  | 37.0                       | 37.0                       | 37.0                   | 0.0        |
| Police                | 56.0                       | 55.0                       | 50.0                   | 5.0        |
| Public Works          | 25.0                       | 25.0                       | 25.0                   | 0.0        |
| Recreation            | 23.0                       | 21.0                       | 21.0                   | 0.0        |
| <b>Total</b>          | <b>177.5</b>               | <b>174.0</b>               | <b>168.0</b>           | <b>6.0</b> |

## GENERAL FUND RESERVES

Building back our General Fund Reserve must be the City's top focus for this and upcoming fiscal years. While the FY 2020-21 General Fund budget is balanced and projects a very small surplus, because of our current deficit position

we will not show a positive fund balance. Implementing the Fiscal Response Plan is not enough: we must maintain the existing budget reductions, as well as the newly identified budget strategies, through FY 2025-26 and not add new services or increase staffing levels that would negatively impact the General Fund's Reserve levels during that time. As a City, we must make sure that we practice fiscal discipline and be thoughtful about how we move forward, while closely monitoring the impacts of the volatile economy. City staff will continue to work with the City Council as well as the Financial Advisory Board to ensure that we continue to head in the right direction so that we meet not only our minimum General Fund Reserve goal, but also fully fund the Emergency and Disaster Recovery Fund, by FY 2025-26.

\*\*\*\*\*

This budget process has been unlike any other, and has required a lot of creativity, flexibility, patience, and plain hard work on the part of every City official and community member involved. I would like to thank all of the members of the City's Executive Team for their roles in the creation and production of this budget. I would like to especially thank Mark Rasiah, Finance Director; Shannon Collins, Finance Supervisor; Lucy Xie, Senior Accountant; Alexandra Orologas, Assistant City Manager; and Maya Williams, Assistant to the City Manager for their invaluable contributions on the budget and this budget document. I am particularly grateful to the City Council for your leadership and your unwavering dedication to improving the City's fiscal position while staying true to the City's values. And finally, to the El Cerrito community, I am appreciative of your attention to the City's budget issues and for all of your input and feedback. Our road to financial sustainability requires that all of us--elected officials, City staff team, and community--work together to achieve success.

We continue to face serious, difficult challenges. Yet as I've said time and time again: our City is a resilient community that cares about one another. We will come through these challenges, we will continue to serve to the best of our ability, and we will be stronger for it.

It is a true honor to serve the City of El Cerrito.

Respectfully submitted,



Karen E. Pinkos

City Manager



## BUDGET GUIDE

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The City of El Cerrito's Fiscal Year 2020-21 Annual Budget presents accurately and clearly the City's projection of revenues and expenditures for the next fiscal year. It describes in detail the various components of the City, each of its departments and divisions, and the City's separate legal entities: the Employee Pension Board and the El Cerrito Public Financing Authority. The budget also describes the City's mission, vision, and values, outlines overall goals and strategies developed through the Strategic Plan, and indicates how resources are allocated to fulfill these objectives.

The budget is the City's fundamental policy document and communicates the expenditures legally appropriated by the City Council for the fiscal year. The budget document is intended to help the City Council, residents, businesses, and other interested parties understand the overall responsibilities and goals of the City and to enable the departments to present financial plans and workload data. In addition to its role as a policy document, the budget also serves as a financial plan, an operations guide and a communications tool.

### **CSMFO Award**

City staff is very proud to include in this Budget Overview Section a copy of the award for Excellence in Operational Budgeting from the California Society of Municipal Finance Officers (CSMFO) for the FY 2018-20 Biennial Budget. This is the City's tenth consecutive year of receipt of this award.

### **GFOA Award**

The City of El Cerrito was honored with its ninth consecutive Government Finance Officers Association of USA/Canada (GFOA) Distinguished Budget Presentation award for the FY 2018-20 Biennial Budget. Staff is extremely proud to continue to receive this award that reflects a nationally recognized standard for budget documents prepared by local agencies. This award represents a culmination of efforts to continuously improve the budget document.

### **Reporting Entity**

Throughout this budget document, reference is made to the City. As appropriate, such references should be inferred to include activity and financial contributions of each of the three separate entities covered under this budget: City of El Cerrito, El Cerrito Employees' Pension Board, and the El Cerrito Public Finance Authority.

The El Cerrito Municipal Services Corporation (MSC) is a non-profit corporation whose purpose is to support the City in expanding economic opportunities and eliminating blight, as well as assisting and implementing programs and activities that will lessen neighborhood tensions and combat community deterioration. While it is a component unit of the City for reporting purposes, and is therefore included in the City's Comprehensive Annual Financial Reports, the MSC's FY 2020-21 Budget is approved separately by its Board of Directors and is not included in this document.

## Budget Structure

**City Manager's Budget Message:** The City Manager's budget message is intended to provide a summary of the City's priorities and overview of the Citywide financial outlook and budget.

**Budget Overview (Section 1):** The Budget Overview section presents information on the structure and policies of the City and detail of the budget on a Citywide basis.

**Financial Overview (Section 2):** This section provides summary financial information regarding projected revenues, expenditures, fund balances and reserves as well as transfers between funds. The section reviews detailed assumptions in the General Fund, the City's main operating fund, including historical data, a discussion of current programs and activities, future concerns and strategies as well as the Five-Year Plan. The section also includes the summary analysis of all other major operating funds, forecasts, details of all inter-fund transfers, and information describing significant changes compared to the prior year's budget.

**Department Operating Budgets (Sections 3-9):** The departmental operating budget sections describe historical and amended expenditures by department and division as well as descriptions of core responsibilities, Strategic Plan Alignment, service indicators, and accomplishments. Budget summaries are provided for each department in their corresponding section; line-item detail budgets by division are located in the appendices. The City is organized into seven operating departments: City Management, Community Development, Finance, Fire, Police, Public Works, and Recreation.

**Successor Agency (Section 10):** Per State Law (AB1x 26) the El Cerrito Redevelopment Agency (RDA) was dissolved as of February 1, 2012 and a Successor Agency was created to wind down the former RDA's affairs. The Successor Agency has no budget authority; therefore no budget data is presented in this document.

**Other Entities (Section 11):** This section outlines the amended revenues and expenditures for the City's other legal entities: the Employees' Pension Fund and the Public Financing Authority.

**Capital Improvement Program (Section 12):** The Capital Improvement Program (CIP) section details the proposed capital projects for Fiscal Years 2020-21 through 2024-25. It includes a description of those capital projects previously funded and other Capital Improvement Needs that are presented as a non-prioritized listing of those proposed projects or programs for which no funding has been currently identified.

**Long Term Debt (Section 13):** The City has various long-term commitments for payments that range from accumulated benefits due to employees to debt obligations to be repaid from various revenue sources. These obligations are discussed in this section and supported with FY 2018-19 audited information.

**Appendices, Statistics and Line-Item Budget Detail (Section 14):** The final section of this document contains a glossary of budget terms, a demographic profile and various statistics intended to assist the reader in achieving a greater understanding of El Cerrito as a community. This section also holds the financial policies referred to throughout the document, and houses the detailed line-item tables for each department and division of the City. This year, the Fiscal Response Plan is included as an appendix.



The FY 2018-19 and FY 2019-20 City Operating Budgets were prepared using the criteria published by the California Society of Municipal Finance Officers (CSMFO) required to receive their award for Excellence in Operating Budgeting. This was done in an effort to continue to improve the clarity and content of the budget document, as well as provide the City Council and the public with financial peer review in order to assure them that the substance and accuracy of the document meets their high standards. This is the tenth year in a row that the City has received this award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of El Cerrito  
California**

For the Biennium Beginning

**July 1, 2018**

*Christopher P. Morrell*

Executive Director

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This is the ninth time the City has won the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). The GFOA established the Distinguished Budget Presentation Awards Program in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal. This award represents many years of refinements and clarification of the budget document and represents a commitment to presenting a complete and concise report of the City's overall mission and financial plan.



## **SECTION 1:**

### **BUDGET OVERVIEW**

*The City of El Cerrito serves, leads, and supports our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.*

## EL CERRITO PROFILE

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The City of El Cerrito is a Charter City that incorporated as a General Law City on August 23, 1917 and one hundred years later became a Charter City in November 2018. El Cerrito is located in western Contra Costa County and forms part of the highly urbanized area along the eastern shore of San Francisco Bay. El Cerrito has a population of approximately 25,508 and covers an area of 3.9 square miles. It is a community of highly educated residents due primarily to the proximity to UC Berkeley and the San Francisco Bay Area high-tech economy. It is known for its temperate climate and breathtaking views of San Francisco Bay and the Golden Gate Bridge from the hillside areas.

Interstate Highway 80 passes near the western boundary of the community, while the crest of the Berkeley Hills and Wildcat Canyon Regional Park define the eastern boundary. The community is served by AC Transit and the Bay Area Rapid Transit (BART) system, with stations near both the northern (El Cerrito Del Norte station) and southern (El Cerrito Plaza station) boundaries of the city. In addition, several transit agencies including Golden Gate Transit, Fairfield-Suisun Transit, Vallejo Transit, and WestCAT also serve the El Cerrito del Norte BART station. The combination of services from these agencies provides excellent public transportation to the entire Bay Area.

The City is organized as a Council-Manager form of local municipal government, and its City Charter was adopted by the voters in November 2018. The City Council consists of five members elected at large for four-year, overlapping terms. The Council selects the Mayor for a one-year term from among its members. The Mayor and City Council provide community leadership, develop policies to guide the City in delivering services and achieving community goals, and encourage citizen understanding and involvement. The Council Members also serve as the governing body of the El Cerrito Employees' Pension Board and the El Cerrito Public Financing Authority.

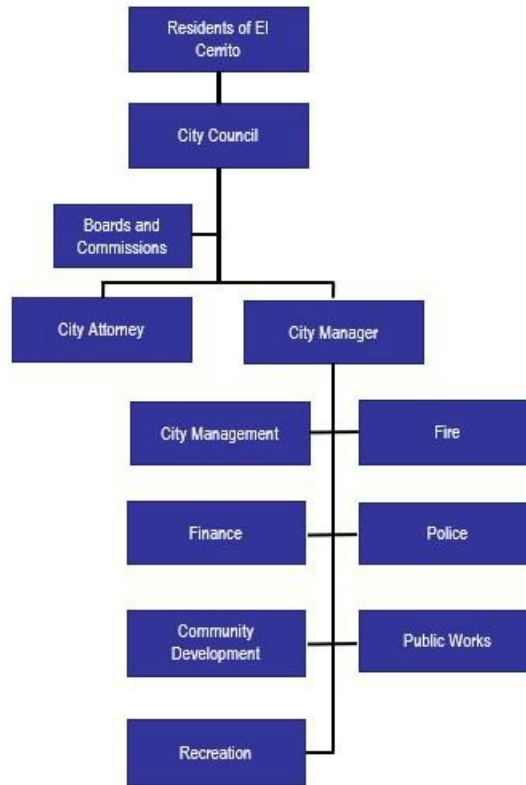
The City Manager is appointed by the City Council and is responsible for administration of municipal affairs. All municipal departments operate under the supervision of the City Manager. Through the City Manager, City staff uses the resources appropriated by the Council in the budget to achieve desired service results in the community and carries out the policies of the Council. The City Council also appoints the City Attorney to advise them and City staff on legal affairs, to see that all laws are effectively enforced and, when necessary, to defend the City in litigation.

The City provides police and fire services as well as recreation, streets and roads, recycling, economic development, public improvements, building, planning and zoning, and general administrative services. Residents are provided water by East Bay Municipal Utility District and sewer services through Stege Sanitary District. PG&E provides gas and electricity services, in addition the City is a member of MCE, a public, not-for-profit electricity provider that gives all PG&E electric customers the choice of having 60% to 100% of their electricity supplied from clean, renewable sources. Library services are provided by the County of Contra Costa. The City contracts with East Bay Sanitary for garbage service through a franchise agreement. Comcast, AT&T, and a host of smaller companies provide telecommunication services.

## ORGANIZATIONAL OVERVIEW

Chart 1-1 provides a graphical overview of the structure of City Government:

**Chart 1-1**  
**El Cerrito City Government Organization Chart**



### Overall Position Listing

**Table 1-1** shows the authorized Citywide position listing for permanent full-time positions. The listing reflects the implementation of the Fiscal Response Plan, which eliminates positions in City Management, Recreation, and the Police Department; as well as interdepartmental transfers. Of these positions, 1 full-time position in Community Development and 5 full-time positions in the Police Department will be left vacant during the fiscal year. The listing does not include hourly or non-permanent part-time positions.

**Table 1-1**  
**Citywide Position Listing**

|                         | FY 2016-17    | FY 2017-18    | FY 2018-19    | FY 2019-20    | FY 2020-21    |
|-------------------------|---------------|---------------|---------------|---------------|---------------|
| City Council            | 5.00          | 5.00          | 5.00          | 5.00          | 5.00          |
| City Management         | 11.50         | 11.50         | 11.50         | 11.50         | 10.00         |
| Finance Department      | 6.00          | 6.00          | 6.00          | 6.00          | 6.00          |
| Community Development   | 13.50         | 13.50         | 14.00         | 14.00         | 15.00         |
| Police Department       | 58.00         | 58.00         | 58.00         | 58.00         | 55.00         |
| Fire Department         | 37.00         | 37.00         | 37.00         | 37.00         | 37.00         |
| Public Works Department | 24.80         | 24.80         | 25.20         | 25.20         | 25.00         |
| Recreation Department   | 23.00         | 23.00         | 23.00         | 23.00         | 21.00         |
| <b>Total</b>            | <b>178.80</b> | <b>178.80</b> | <b>179.70</b> | <b>179.70</b> | <b>174.00</b> |

## STRATEGIC PLAN

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Successful organizations need a clear vision of where they are going and how they intend to achieve their mission. The City's vision was crafted by the community during the City of El Cerrito Strategic Plan process in 2013. This Strategic Plan provides a framework for linking identified priorities to the budget process, capital improvement program, important policy considerations, economic development initiatives, and the organization's desire for continuous improvement.

The 2015 version of the Strategic Plan incorporated updates and advances El Cerrito on a path towards achieving its vision during the five-year period of 2015-2020. The entire plan, including the most recent Strategic Plan Progress Report, is available at [www.el-cerrito.org/strategicplan](http://www.el-cerrito.org/strategicplan).

### OUR VISION

The City of El Cerrito is a safe, connected, and environmentally focused Bay Area destination with vibrant neighborhoods, businesses and public places, and diverse cultural, educational, and recreational opportunities for people of all ages.

### OUR MISSION

The City of El Cerrito serves, leads, and supports our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future.

### OUR VALUES

Our values drive behavior and support effective implementation of the mission, vision, and goals. The City's values include:

- Ethics and Integrity
- Fiscal Responsibility
- Inclusiveness and Respect for Diversity
- Innovation and Creativity
- Professional Excellence
- Responsiveness
- Transparency and Open Communication

The Strategic Plan includes the City's vision, mission statement and values, six goals and over forty strategies to achieve the goals. The goals are:

**Chart 1-2**  
**Strategic Plan Goals**

|                                                                                |
|--------------------------------------------------------------------------------|
| <b>A. Deliver Exemplary Government Services</b>                                |
| <b>B. Achieve Long-term Financial Sustainability</b>                           |
| <b>C. Deepen a Sense of Place and Community Identity</b>                       |
| <b>D. Develop and Rehabilitate Public Facilities as Community Focal Points</b> |
| <b>E. Ensure the Public's Health and Safety</b>                                |
| <b>F. Foster Environmental Sustainability Citywide</b>                         |

In 2019, the City Council and City staff initiated a strategic planning process to assist in informing the Council of the priorities of the community for the upcoming budget process and for the next 5-year cycle. Starting in January 2020, the City reached out to residents, employees, the business and faith communities, and other stakeholders through focus groups, community events, and an online survey. On February 12, the City held a Strategic Plan Open House that collected direct feedback from residents, businesses, employees, and community groups. As follow-up to those feedback forums, the City was positioned to have a strategic plan workshop with the City Council on March 14. That workshop and progress on the 2020 Strategic Plan update



was halted due to a national pause of business because of the global pandemic event involving the spread of COVID-19.

As of the writing of this budget document, the City has shifted its focus from a Strategic Plan update to a Fiscal Response Plan to address the fiscal impacts of COVID-19 on El Cerrito's local economy. In anticipation of the City's response to the pandemic, the City Council will seek to finalize the 2020 Strategic Plan update after this budget is finalized and the public health crisis has abated.

### **Budget Alignment**

City staff uses the goals outlined in the Strategic Plan as well as feedback gained from the community to inform the development of their departmental budgets for the next fiscal year. In order to best determine the resources to allocate to the goals and strategies in the Strategic Plan, the departments submitted information tailored toward aligning programs and services to the Strategic Plan goals.

Each department evaluated their programs and services and analyzed related data to determine a baseline amount of resources to allocate to the goals of the Strategic Plan. The departments considered several data sets, including personnel necessary to provide the program or service, additional costs (such as consultants or contractors, supplies and equipment, and other purchased services), and whether the program or service is required by law or City policy. Departments were realistic about the objectives that could be achieved in the upcoming fiscal years, and set priorities to allocate resources accordingly.

## BUDGET PROCESS

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The annual budget is the City's service and financial plan for the fiscal year: a planning tool that matches the services desired by the community to the resources required in order to provide those services. The development, adoption, and implementation of the City budget composes a major decision-making process with several phases. In FY 2020-21, the annual budget process was altered by the City Council due to the COVID-19 pandemic.

The City's fiscal year is from July 1 through June 30. At the initial stage of the budget process, department heads and division managers propose to the City Manager those programs designed to provide essential services that meet the City Council's expression of community and Strategic Plan goals. Staff also prepares estimates of available revenues for the same period. The City Manager and department directors balance the requested program expenditures with the anticipated resources, and develop a proposed budget and financial forecasts.

Due to the uncertainty of the economy and the prospect of reduced revenues, City Council directed staff to prepare a one-year, preliminary proposed budget for adoption by June 30, 2020. In previous years, the City has prepared a biennial budget in order to provide a high emphasis on long-term planning and forecasting. This year, the City recognizes that it needs flexibility in this budget to see the impact of reduced revenues and budget reductions, which are not settled as the public health crisis is ongoing.

The City Council adopted the spending authority and preliminary budget on June 16, 2020. City staff then continued to refine its projections for revenues and expenditures in response to the ongoing public health crisis, incorporating the Fiscal Response Plan, and prepared the budget document including proposed amendments. After presentation of the staff-prepared, proposed budget, the City Council will hold public meetings on the budget to review the staff recommendations and is anticipated to adopt the proposed amendments by October, 2020. The proposed document will be reviewed by the Financial Advisory Board, and their recommendations and revisions will be considered. The City Council will continue to receive public testimony and review the service, expenditure, and revenue proposals contained in the proposed amended budget. After discussing and making amendments, if any, to the proposed amended budget, the City Council will adopt amendments to the budget and establish appropriations. The appropriations are the legal authority to spend money.

Staff continues to develop scenarios in response to the continuing emergency and are preparing further reductions for implementation if necessary. This adopted budget will be presented with proposed amendments for adoption by October 2020, and will be considered for further adjustments and amendments at the midpoint of the fiscal year as well.

The City Council is required per the El Cerrito Municipal Code to adopt and appropriate an annual budget for each fiscal year. During the time period covered by this document, the City Council will do so prior to June 30, 2021. The next proposed budget document will be prepared prior to FY 2021-22.

**Table 1-2  
Budget Calendar**

| 2020 KEY DATES                     | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January<br>21                      | <b>Budget Kickoff</b> <ul style="list-style-type: none"> <li>City Council received an update on the City's financial position, overview of the upcoming strategic plan, and budget process</li> </ul>                                                                                                                                                                                                |
| February<br>1<br>4<br><br>11<br>12 | <ul style="list-style-type: none"> <li>Community Budget Town Hall</li> <li>City Council Meeting - Staff directed to provide to the City Council a reduction of \$2 million, approximately 5% of the General Fund, as they develop the upcoming budget</li> <li>Financial Advisory Board (FAB) reviewed 5-year General Fund Forecast</li> <li>City held a Strategic Plan open house</li> </ul>        |
| March<br>13                        | <ul style="list-style-type: none"> <li>City Council declares local emergency due to COVID-19</li> </ul>                                                                                                                                                                                                                                                                                              |
| April<br>25                        | <ul style="list-style-type: none"> <li>City Council Meeting - City Council's division budget reductions approved</li> </ul>                                                                                                                                                                                                                                                                          |
| May<br>5                           | <ul style="list-style-type: none"> <li>Fiscal update to the City Council</li> </ul>                                                                                                                                                                                                                                                                                                                  |
| June<br>2<br><br>9<br>16           | <ul style="list-style-type: none"> <li>City Council Meeting - Approval of 2020-21 Tax Revenue Anticipation Note (TRAN)</li> <li>City Council Meeting - Discuss a Fiscal Response Plan</li> <li>City Council Meeting - FY 2020-21 Budget Adoption. Staff directed to amend the FY 2020-21 budget by October.</li> <li>City Council Meeting - Approval of Spending Authority and Gann Limit</li> </ul> |
| August<br>1<br>11                  | <ul style="list-style-type: none"> <li>Community Budget Town Hall</li> <li>City Council Meeting - Fiscal Response Plan</li> </ul>                                                                                                                                                                                                                                                                    |
| September<br>1<br>15               | <ul style="list-style-type: none"> <li>City Council Meeting - Presentation of Proposed Amended Budget</li> <li>City Council Meeting - Consideration of Proposed Amended Budget</li> </ul>                                                                                                                                                                                                            |
| October<br>6                       | <ul style="list-style-type: none"> <li>City Council Meeting - Adoption of Proposed Amended Budget</li> </ul>                                                                                                                                                                                                                                                                                         |

### **Budget Authority Model**

During each fiscal year, the adopted budget is implemented through the provision of City services and the City's daily fiscal operations. The budget provides legal spending limits and a planned allocation of resources, within which the City's managers are expected to provide services and make the best use of public resources. The City Council provides staff with the authority to raise and expend monies within specific funds. The City Manager has the authority to shift resources within funds, but typically not across funds.

From time to time throughout the year, the City Council receives periodic progress reports on how well the actual service and financial experience are conforming to the adopted service and financial plan, as expressed in the budget. Under certain circumstances, the City Council may adjust the budgeted appropriations for reasons unforeseen at the time of the adoption of the original budget. Such amendments are made by Council resolutions.

### **Gann Limit**

Proposition 4, known as the Gann Initiative, was approved by the voters in November, 1979. This measure requires that the City adopt an appropriations limitation each fiscal year. In June of 1990, the voters passed

Proposition 111, which modified the previous appropriations limitation requirements of Proposition 4, as follows:

*The total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population.*

Now chaptered in Article XIII B of the California Constitution and Government Code §7900-7914, these two measures specify that the new limit be based on the prior year's appropriations limit, adjusted for cost of living and population. Each year, every city must select from two alternatives methods for each of these two adjustment factors, as follows:

*Cost of Living*

*California Constitution Article XIII B §8(e)(2):*

*"Change in the cost of living" for an entity of local government, other than a school district or a community college district, shall be either (A) the percentage change in California per capita personal income from the preceding year, or (B) the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local nonresidential new construction.*

*Population*

*Government Code §7901(b):*

*A city or special district may choose to use the change in population within its jurisdiction or within the county in which it is located.*

*These factors are applied to the established FY 1986-87 appropriations limit, as adjusted annually to determine subsequent year limits. Therefore, each year's limit becomes the base for computing the succeeding year's limit.*

*To assist with these computations, the California Department of Finance produces in May of each year the population changes of all cities and counties, as well as the statewide change in per capita income. In 1991, the California State Board of Equalization asked all County Assessors to compute the annual change in nonresidential new construction. For Contra Costa County, the Auditor-Controller's Office provides cities with these figures.*

## Analysis

For FY 2020-21 the respective State and County offices have provided the City with the following optional factors to be used in the Gann limit computation:

|                                                   |
|---------------------------------------------------|
| <b>Cost of Living</b>                             |
| California Per Capita Personal Income = 3.73%     |
| <b>Population</b>                                 |
| Population Change, City of El Cerrito = 1.0373%   |
| Population Change, County of Contra Costa = 0.26% |

Using the California Per Capita Personal Income factor (3.73%) and the percentage of Population Change in County of Contra Costa (0.26%), the City's appropriations limit will grow from \$144,286,969 to \$150,061,132.

## Basis of Accounting and Budget

The City of El Cerrito manages its budget and accounting according to Generally Accepted Accounting Principles (GAAP). Revenues are recorded when they are received or accrued if they are both measurable and available in the current period. Expenditures are recorded using the "modified accrual" basis and are accrued or treated as expenditures in the year the funds were used. During the fiscal year, expenditures and



revenues are carefully documented to ensure compliance with the adopted budget. After the close of the fiscal year, an independent, professional auditor performs an audit, and the City publishes Basic Financial Statements, which are included in the Comprehensive Annual Financial Report (CAFR). The CAFR documents the City's budgetary performance and the financial health of each fund, which offers managers and policy makers the opportunity to evaluate the City's financial condition and assess the degree to which the City's use of its resources has met the community's goals and policies. The insights gained from this evaluation then can be used in future financial planning and budget decisions.

## **SECTION 2:**

# **FINANCIAL OVERVIEW**

### **FY 2020-21 Financial Summaries**

The following section provides additional details and discussion on the City's primary funding sources: the General Fund and many of the City's special operating funds. Each department has reviewed its budget and proposed how funds should be allocated, what new programs or activities should continue or begin, and what programs or activities should be changed. These changes are reflected in the financial summaries.

## CITYWIDE REVENUES

City programs are supported by a variety of revenue sources. The process of projecting revenues in the various categories can be difficult, but is critical in developing an appropriate spending plan in the current year as well as planning for future years. This fiscal year, with the uncertainty and volatility in the economy due to the COVID-19 coronavirus pandemic, making accurate revenue projections has been extremely challenging.

**Table 2-1** provides a summary of the major revenue categories received by the City across all funds, including the General Fund. Revenues are difficult to predict given ongoing COVID-19 restrictions and will continue to be unpredictable until such time as an effective vaccine is developed and deployed. Staff has taken a conservative approach to predicting FY 2020-21 revenues, with the limited forward looking guidance that is available in the recessionary environment currently in place. The median home selling price in El Cerrito saw a slight dip from the previous year, although assessed values are expected to grow by 6.2% next year. Property taxes are expected to increase due to a number of significant properties changing hands, however these increases have not been factored in and taxes are conservatively being kept at FY 2019-20 levels for the purposes of this budget. Sales taxes are expected to come in less than in FY 2018-19 due to the continuing impact of the pandemic. Although fees will go up in line with the local Consumer Price Index, Recreation Department revenues are expected to come in lower than in prior years. Other revenues such as franchise fees and utility users taxes are largely driven by external rate increases and are expected to remain flat.

**Table 2-1**  
**Citywide Revenues**

| Revenue Category                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|----------------------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Taxes</b>                                 |                      |                      |                                   |                       |                        |
| Property Taxes                               | \$ 9,382,909         | \$ 11,034,598        | \$ 13,308,665                     | \$ 12,440,001         | \$ 12,840,001          |
| Sales Taxes                                  | 8,048,376            | 9,176,136            | 7,169,255                         | 7,899,721             | 7,894,721              |
| Utility Users Taxes                          | 2,965,675            | 3,207,892            | 3,078,740                         | 3,200,000             | 3,200,000              |
| Local Parcel Taxes                           | 2,130,082            | 2,112,686            | 2,099,845                         | 2,114,891             | 2,115,891              |
| Franchise Taxes                              | 1,279,037            | 1,243,985            | 1,575,216                         | 1,250,000             | 1,250,000              |
| Business License Taxes                       | 846,900              | 910,104              | 918,799                           | 850,000               | 850,000                |
| Other Taxes                                  | 745,699              | 778,705              | 268,297                           | 652,200               | 632,700                |
| <b>Total Taxes</b>                           | <b>\$ 25,398,678</b> | <b>\$ 28,464,106</b> | <b>\$ 28,418,817</b>              | <b>\$ 28,406,813</b>  | <b>\$ 28,783,313</b>   |
| Licenses & Permits                           | 765,705              | 775,876              | 784,982                           | 800,000               | 758,512                |
| Fines and Forfeitures                        | 222,172              | 218,684              | 226,597                           | 200,000               | 170,000                |
| Use of Money and Property                    | 532,817              | 609,808              | 627,286                           | 536,350               | 486,355                |
| Intergovernmental Revenues                   | 8,552,000            | 12,326,295           | 8,746,061                         | 10,137,425            | 10,495,080             |
| Charges for Services                         | 8,052,055            | 8,670,289            | 7,539,012                         | 9,737,061             | 8,965,693              |
| Other Revenues                               | 853,138              | 1,393,711            | 634,439                           | 542,800               | 660,800                |
| <b>Total Other Revenues before Transfers</b> | <b>\$ 18,977,887</b> | <b>\$ 23,994,663</b> | <b>\$ 18,558,377</b>              | <b>\$ 21,953,636</b>  | <b>\$ 21,536,440</b>   |
| Interfund Transfers                          | 2,436,063            | 3,420,883            | 2,725,753                         | 2,647,755             | 2,517,498              |
| <b>Total</b>                                 | <b>\$ 46,812,628</b> | <b>\$ 55,879,652</b> | <b>\$ 49,702,947</b>              | <b>\$ 53,008,204</b>  | <b>\$ 52,837,251</b>   |

**Taxes** represent approximately \$28.8 million of the City's total budget generated by property, sales, utility users tax, business taxes and franchise fees. The remaining \$24 million in revenues are budgeted special operating funds and are used to support maintenance and improvements in landscape, lighting, streets, the storm water system and the City's swim center. Revenues have been conservatively estimated in the light of the ongoing Covid-19 pandemic impacts that emerged in the last quarter of FY 2019-20. General Fund Property Tax revenues are projected to remain flat at FY 2019-2020 levels and Real Property Transfer Tax Revenues

have been budgeted at \$2.4 million, representing an increase of \$0.4 million over the Adopted FY 2020-21 Budget. Staff feels confident that this increase is warranted, based on the past two years of actual receipts. General Fund Sales Taxes have been reduced by 10% to reflect reduced retail activity in the local economy from the pandemic.

**Licenses and Permits** revenues are generated by permits issued for improvements related to building, electrical, mechanical and plumbing. These revenues have fluctuated in the past, but have remained fairly consistent in the last few years. Revenue is conservatively projected based on past trends. A few large development project starts are anticipated in FY 2020-21. However, these have not been incorporated into the projections, given the uncertainty in the commercial environment due to the pandemic.

**Fines and Forfeitures** includes parking and vehicle and code enforcement citations. The reduced revenues are in keeping with changes in the Police Department staffing and the general reduction in traffic due to the pandemic.

**Use of Money & Property** is primarily related to rental of City facilities, mostly in the Recreation Department. The use of rental facilities is also expected to decrease due to the pandemic related curtailment of Recreation Department operations.

**Intergovernmental Revenues** are revenues paid to the City by other agencies for providing services such as fire protection services for the Kensington Fire Protection District. This line item also includes in-lieu fees by the state for various takeaways as well as different allocations for street maintenance, transportation and environmental programs. In the past, one-time allocations such as Federal and State capital improvement grants had also been programmed in this revenue category resulting in wide variations from year to year.

**Charges for Services** include fees for planning and inspections, weekly curbside collection of recyclables and fees for various recreation programs. A 3% increase was approved for some recreation and planning and inspection fees in FY 2020-21 and fee increases are also in place for recycling fees in the Integrated Waste Management Fund.

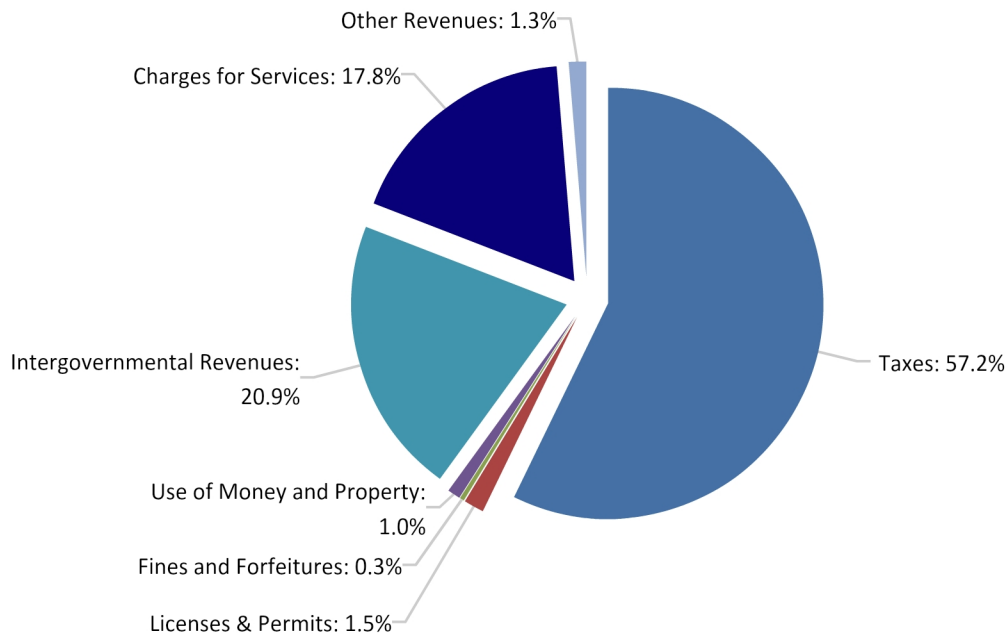
**Other Revenues** include revenues from various sources including donations and property sales. As most of these revenues are not known in advance, actual revenues received can differ each year making it hard to accurately project revenues in this category.

**Inter-fund Transfers** reflects cost recovery and financing related transfers between funds. These include the transfers from special funds to the General Fund for overhead charges and transfers from various funds for payments to be made from debt service funds. The details of these transfers are found in **Table 2-3**.



**Charts 2-1** depicts the projected percentage of citywide revenues before transfers attributable to each category for FY 2020-21 (percentages may not total 100% due to rounding).

**Chart 2-1**  
**Citywide FY 2020-21 Revenues by Category**



**Table 2-2** presents the Citywide revenue summarized by Fund. It includes proposed revenues for the Adopted and Proposed fiscal year, and the actuals for FY 2017-20. The City accounts for actual revenues and expenditures of the Successor Agency as shown in Tables 2-2 and 2-5, although the City does not budget for these. This is done so as to be consistent with the City's accounting records.

**Table 2-2**  
**Revenue Summary by Fund**

|                                                 | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-------------------------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>General Fund (101)</b>                       | \$ 35,838,492        | \$ 40,209,157        | \$ 38,578,712                     | \$ 39,391,670         | \$ 39,377,869          |
| <b>Special Revenue Funds</b>                    |                      |                      |                                   |                       |                        |
| Gas Tax (201)                                   | 528,082              | 519,471              | 589,882                           | 610,296               | 610,297                |
| National Pollutant Discharge Elimination (202)  | 359,486              | 311,772              | 318,160                           | 330,074               | 330,074                |
| Landscape and Lighting Assessment (203)         | 775,487              | 787,208              | 802,479                           | 780,000               | 791,500                |
| Measure J Return to Source (204)                | 456,053              | 479,657              | 0                                 | 384,200               | 384,200                |
| Measure J Storm Drain (205)                     | 700,636              | 701,950              | 704,131                           | 702,000               | 702,000                |
| Measure A Parcel Tax - Swim Ctr. (206)          | 654,469              | 633,080              | 614,465                           | 0                     | 0                      |
| Measure H Parcel Tax (207)                      | 0                    | 0                    | 0                                 | 632,891               | 632,891                |
| Street Improvements (211)                       | 1,594,803            | 1,634,703            | 1,365,860                         | 1,449,721             | 1,449,721              |
| SB1-Road Repair & Accountability (212)          | 144,145              | 457,336              | 373,612                           | 437,555               | 437,555                |
| Low & Moderate Income Housing (231)             | 0                    | 250,352              | 0                                 | —                     | —                      |
| City Housing Trust (232)                        | 26,221               | 74,829               | 56,510                            | 164,800               | 164,800                |
| Federal, State and Local Grants (221)           | 2,415                | 192,666              | 14,509                            | 0                     | 0                      |
| C.O.P.S. Grant (222)                            | 100,148              | 148,747              | 155,948                           | 130,000               | 130,000                |
| Asset Seizure (208)                             | 145,067              | 13,614               | 866                               | 0                     | 0                      |
| Vehicle Abatement (209)                         | 37,306               | 75,461               | 11,773                            | 30,000                | 30,000                 |
| Park in Lieu (213)                              | 0                    | 0                    | —                                 | —                     | —                      |
| Public Art (213)                                | 180,315              | 4,591                | 33,918                            | 0                     | 0                      |
| Measure J Paratransit (214)                     | 153,743              | 159,606              | 176,507                           | 132,000               | 116,500                |
| <b>Total Special Revenue Funds</b>              | <b>\$ 5,858,376</b>  | <b>\$ 6,445,043</b>  | <b>\$ 5,218,620</b>               | <b>\$ 5,783,537</b>   | <b>\$ 5,779,538</b>    |
| <b>Capital Projects Funds</b>                   |                      |                      |                                   |                       |                        |
| Capital Improvements (301)                      | 1,038,558            | 4,689,194            | 966,988                           | 2,218,500             | 2,218,500              |
| <b>Total Capital Projects Funds</b>             | <b>\$ 1,038,558</b>  | <b>\$ 4,689,194</b>  | <b>\$ 966,988</b>                 | <b>\$ 2,218,500</b>   | <b>\$ 2,218,500</b>    |
| <b>Debt Service Funds</b>                       |                      |                      |                                   |                       |                        |
| Financing Authority - Measure A Swim Ctr. (834) | 358,016              | 364,738              | 363,547                           | 360,730               | 187,014                |
| Financing Authority - City Hall (835)           | 290,633              | 580,883              | 580,930                           | 580,763               | 580,763                |
| Financing Authority - Street Improvement (836)  | 699,993              | 704,631              | 702,958                           | 702,900               | 706,300                |
| <b>Total Debt Service Funds</b>                 | <b>\$ 1,348,642</b>  | <b>\$ 1,650,252</b>  | <b>\$ 1,647,435</b>               | <b>\$ 1,644,393</b>   | <b>\$ 1,474,077</b>    |
| <b>Internal Service Funds</b>                   |                      |                      |                                   |                       |                        |
| Vehicle /Equipment Replacement (601)            | 26,862               | 155,862              | 160,722                           | 136,200               | 136,200                |
| <b>Enterprise Fund</b>                          |                      |                      |                                   |                       |                        |
| Integrated Waste Management (501)               | 2,580,030            | 2,644,367            | 3,036,721                         | 3,766,062             | 3,766,067              |
| <b>Fiduciary Fund</b>                           |                      |                      |                                   |                       |                        |
| Employees' Pension Trust (701)                  | 121,669              | 85,774               | 93,750                            | 67,842                | 85,000                 |
| <b>Total Funds</b>                              | <b>\$ 46,812,629</b> | <b>\$ 55,879,649</b> | <b>\$ 49,702,948</b>              | <b>\$ 53,008,204</b>  | <b>\$ 52,837,251</b>   |

## Inter-Fund Transfers

**Table 2-3** shows transfers among all funds and the purpose for the City's \$2.5 million inter-fund transfers. This schedule details the amount of transfers, the funds that are exchanging monies and the purpose for the transfer. Transfers are used to place appropriate revenues in the fund where the expense will be incurred. The debt service, pension funding, and subsidy amounts are set by various agreements.

**Table 2-3**  
**Transfers Summary**

| Fund Making Transfer       | Fund Receiving Transfer       | Purpose                  | FY 2020-21 Transfer |
|----------------------------|-------------------------------|--------------------------|---------------------|
| Gas Tax                    | General Fund                  | Cost Recovery            | 100,000             |
| NPDES                      | General Fund                  | Cost Recovery            | 75,000              |
| LLAD                       | General Fund                  | Cost Recovery            | 160,000             |
| Measure J-Return to Source | General Fund                  | Cost Recovery            | 63,000              |
| Measure J-Storm Drain      | General Fund                  | Cost Recovery            | 74,000              |
| Measure H                  | General Fund                  | Cost Recovery            | 50,000              |
| Paratransit                | General Fund                  | Cost Recovery            | 34,000              |
| Measure J-Return to Source | CIP                           | Project Funding          | 20,000              |
| Integrated Waste Mgmt      | General Fund                  | Cost Recovery            | 378,901             |
| Integrated Waste Mgmt      | General Fund                  | Solar Lease Debt Service | 3,671               |
| General Fund               | Employee Pension Trust        | Pension Funding          | 85,000              |
| General Fund               | Financing Authority-City Hall | City Hall Debt Service   | 580,612             |
| Measure A                  | Financing Authority-Swim      | Measure A Debt Service   | 187,014             |
| Street Improvement         | Financing Authority-Streets   | Streets Debt Service     | 706,300             |
| <b>Total</b>               |                               |                          | <b>\$2,517,498</b>  |

## CITYWIDE EXPENDITURES

Citywide expenses are projected to increase next fiscal year, although a number of long-term vacancies remain. **Table 2-4** provides a summary of Citywide expenditures across the major expense categories. It includes actual expenditures for fiscal years 2017-2020 and the Adopted and Proposed Amendments for FY 2020-21.

**Table 2-4**  
**Citywide Expenditures by Category**

|                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Salary & Benefits           | \$ 24,709,693        | \$ 26,658,356        | \$ 26,520,082                     | \$ 25,120,505         | \$ 24,684,640          |
| PERS - Normal cost          | 2,180,030            | 2,347,061            | 2,568,790                         | 2,854,308             | 2,798,574              |
| PERS - Unfunded Liability   | 3,170,504            | 3,733,974            | 4,367,588                         | 4,822,168             | 4,822,168              |
| Total Personnel             | 30,060,227           | 32,739,391           | 33,456,460                        | 32,796,981            | 32,305,382             |
| Professional Services       | 5,537,032            | 5,109,812            | 4,849,770                         | 3,730,345             | 5,388,629              |
| Purchased Property Services | 8,792,435            | 4,858,699            | 4,746,452                         | 7,656,853             | 6,570,306              |
| Other Services              | 2,031,534            | 1,894,137            | 2,019,136                         | 1,927,019             | 1,927,535              |
| Supplies                    | 919,198              | 899,540              | 932,752                           | 865,421               | 922,039                |
| Property & Capital          | 458,803              | 983,551              | 507,837                           | 758,859               | 724,389                |
| Financing Costs             | 1,979,205            | 2,318,147            | 2,323,521                         | 2,640,498             | 2,567,863              |
| Other Financing Uses        | 2,436,063            | 3,420,883            | 2,826,963                         | 2,802,255             | 2,671,998              |
| <b>Total</b>                | <b>\$52,214,497</b>  | <b>\$52,224,160</b>  | <b>\$51,662,891</b>               | <b>\$53,178,231</b>   | <b>\$53,078,141</b>    |

**Personnel** The proposed salary and benefits budget (excluding PERS contributions) shows a saving of nearly 7% (or \$1.8-\$2.0 million) compared to the actual expenditures in each of the preceding two years. This saving reflects the pay freezes, furloughs, and other personnel cost reductions that were instituted in response to the COVID-19 pandemic. This saving however is partly offset by higher CalPERS pension costs, an increase of almost \$0.7 million in FY 2020-21, resulting in just a 3.5% savings in total Personnel Costs. Key changes include:

- Six (6) open positions to remain vacant for the fiscal year, saving a total of \$864,000. These include vacancies for a Management Analyst in Community Development, four (4) Police Officers, and one (1) Records Specialist.
- Two (2) Police Officer positions have been eliminated with the ending of the School Resource Officer program at the request of the West Contra Costa Unified School District. These positions were funded by the School District. Additionally, the Management Analyst position in the Police Department, which has previously been held vacant, has been eliminated.
- Three full-time positions and two part-time positions in City Management and Recreation have been eliminated as of January 1, 2021, resulting in layoffs of the incumbents in those positions.
- Non-public safety employees are now paying for the full 8% employee share of pension contributions, while public safety employees are covering 12% of their pension costs which includes the 9% employee share and an additional 3% of the employer share. Management employees pay an additional 1% towards the employer share of pension costs.
- The Fire Department will be fully staffed operationally beginning in January 2021. The department will not rely on overtime from the three unfilled authorized "coverage" positions, as in years past (resulting in approximately \$400,000 savings in overtime costs). Fire department overtime (non-OES) which has exceeded a million dollars in each of the past three years, is budgeted at \$500,000 and will be contained at this level once the three vacant positions are filled.
- Medical HMO provider cost increase of nearly 3%, compared with an average rate of 5% over the past several years.



**Pension Liabilities and Pension Expenses** Section 20814(c) of the California Public Employees' Retirement (CalPERS) Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for all Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability (UAL). The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The City's contribution to the Plan for FY 2020-21 is \$7.6 million. This is made up of \$2.8 million for the normal required employer contributions and \$4.8 million (or \$402,000 per month) towards paying down the UAL. According to current CalPERS estimates the UAL contribution is expected to increase by 5%-10% every year through 2025, before declining thereafter to about an annual 3% increase. The City currently budgets PERS contributions on a pay-as-you-go basis.

As of June 30, 2019, the City reported a net pension liability (NPL) of \$61.8 million as estimated by CalPERS using a discount rate of 7.15%. This figure is sensitive to the discount rate that CalPERS uses. If the rate drops to 6.15%, the liability moves up to \$88.2 million. If the discount rate increases to 8.15% the NPL drops to \$40.1 million. Over the last 4 years, the NPL has increased by an average of \$5 million annually, partly due to the reduction in the CalPERS discount rate and partly due to changes in actuarial assumptions.

**Professional Services** The net increase in Professional Services of \$694,000 over the previous year is mainly due to an increase of \$859,000 in the Professional Services budget in the Capital Projects Fund, that is offset by \$273,000 in Professional Services budget reductions in the General Fund, and a collective \$108,000 increase in the Special Revenue funds.

**Purchased Property Services**, includes contract services for maintenance and construction and the annual lease rental costs (\$125,000) for the Mid town Activity Center. The net increase of \$1.8 million in this budget category corresponds to an increase of nearly \$700,000 in construction costs in the Capital Projects Fund over the prior year; \$157,000 increase in the Street Improvement Fund; \$419,000 increase in the SB-1 Road Repair Fund; \$491,000 in Measure H funds, a majority of which is for Landscape and Parks maintenance services; collective increases of \$440,000 in all other funds, offset by savings of \$387,000 in the General Fund. It is worth noting that the budget for Purchased Services includes an allocation of approximately \$900,000 for utilities, a little over a third of which is paid for by the General Fund.

**Other Services** decrease mainly due to the cost reductions put in place for FY 2020-21 by as the costs for property insurance, communications and software licenses increase.

**Supplies**, which is used to account for costs such as fuel, uniforms, maintenance and other operating supplies, is being decreased slightly from the actual costs in the prior year.

**Property & Capital** a small reduction in costs from the prior year actuals.

**Financing Costs** reflects equipment lease payments and scheduled long term debt service payments.

**Other Financing Uses** includes internal transfers made between funds and allocation of overheads from the General Fund to other funds. The amount is expected to remain fairly steady.

**Table 2-5** displays the allocation of expenditures by departments over the last three fiscal years and the proposed amendments for FY 2020-21. It shows that expenditures have decreased in the Recreation Department due to the pandemic related reduction in services. Capital project funding has increased to support new construction activity.

**Table 2-5**  
**Citywide Department Expenditures and Transfers (All Funds)**

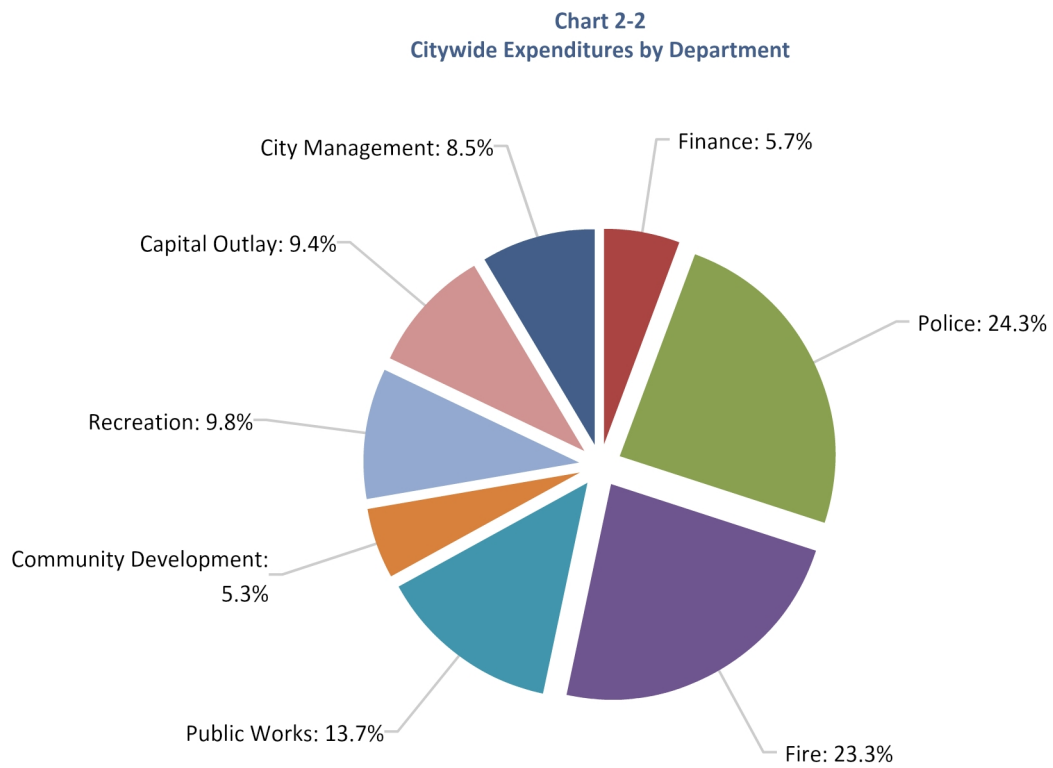
|                               | <b>FY 2017-18 Actual</b> | <b>FY 2018-19 Actual</b> | <b>FY 2019-20<br/>Unaudited Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|-------------------------------|--------------------------|--------------------------|----------------------------------------|--------------------------------|
| City Management               | \$4,075,921              | \$4,667,353              | \$4,309,342                            | \$4,320,239                    |
| Finance                       | 2,915,137                | 3,316,031                | 3,409,362                              | 2,874,147                      |
| Police                        | 11,127,475               | 12,066,840               | 12,426,353                             | 12,294,633                     |
| Fire                          | 10,187,940               | 11,172,408               | 11,187,603                             | 11,782,013                     |
| Public Works                  | 5,647,634                | 6,321,185                | 6,825,451                              | 6,929,748                      |
| Community Development         | 2,588,870                | 2,495,355                | 2,601,667                              | 2,674,335                      |
| Recreation                    | 5,451,225                | 5,909,332                | 5,592,181                              | 4,948,775                      |
| Capital Outlay                | 7,522,222                | 594,634                  | 2,585,179                              | 4,736,753                      |
| <b>Total Before Transfers</b> | <b>\$49,516,424</b>      | <b>\$46,543,138</b>      | <b>\$48,937,138</b>                    | <b>\$50,560,643</b>            |
| Transfers                     | 2,436,063                | 3,420,883                | 2,725,753                              | 2,517,498                      |
| <b>Total Expenditures</b>     | <b>\$51,952,487</b>      | <b>\$49,964,021</b>      | <b>\$51,662,891</b>                    | <b>\$53,078,141</b>            |

**Table 2-6** displays the allocation of expenditures by fund over the last three fiscal years and the proposed amendments for FY 2020-21. Along with the General Fund, this table also shows that expenditures have decreased in several special expense funds due to the pandemic related reduction in revenues for those funds. This table also reflects the Capital Project Fund increase to support new construction activity.

**Table 2-6**  
**Expenditure Summary by Fund**

|                                                 | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Adopted</b> | <b>FY 2020-21<br/>Proposed</b> |
|-------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|-------------------------------|--------------------------------|
| <b>General Fund (101)</b>                       | \$37,121,414                 | \$40,901,142                 | \$40,511,489                               | \$38,601,001                  | \$38,714,837                   |
| <b>Special Expense Funds</b>                    |                              |                              |                                            |                               |                                |
| Gas Tax (201)                                   | 647,381                      | 518,495                      | 569,989                                    | 522,809                       | 516,965                        |
| National Pollutant Discharge Elimination (202)  | 290,044                      | 298,853                      | 321,129                                    | 411,737                       | 404,808                        |
| Landscape and Lighting Assessment (203)         | 772,575                      | 794,060                      | 831,328                                    | 872,596                       | 827,379                        |
| Measure J Return to Source (204)                | 466,455                      | 490,004                      | 471,592                                    | 391,826                       | 384,076                        |
| Measure J Storm Drain (205)                     | 560,751                      | 464,770                      | 975,647                                    | 713,764                       | 670,527                        |
| Measure A Parcel Tax (206)                      | 1,045,972                    | 524,196                      | 494,352                                    | 450,000                       | 485,754                        |
| Measure H Parcel Tax (207)                      | 0                            | 0                            | 0                                          | 632,891                       | 632,891                        |
| Street Improvements (211)                       | 1,690,259                    | 1,188,963                    | 1,537,647                                  | 1,781,081                     | 1,780,193                      |
| SB1-Road Repair & Accountability (212)          | 5,738                        | 366,357                      | 228,768                                    | 629,000                       | 614,020                        |
| Low & Moderate Income Housing (232)             | 0                            | 0                            | 0                                          | 196,730                       | 196,730                        |
| City Housing Trust                              | 27,049                       | 10,675                       | 117,880                                    | 0                             | 0                              |
| Federal, State and Local Grants (221)           | 91,987                       | 12,434                       | (6,762)                                    | 0                             | 0                              |
| C.O.P.S. Grant (222)                            | 0                            | (785)                        | 107,400                                    | 30,000                        | 30,000                         |
| Asset Seizure (208)                             | 496                          | 512                          | 365                                        | 0                             | 0                              |
| Vehicle Abatement (209)                         | 0                            | 0                            | 0                                          | 30,900                        | 30,900                         |
| Park in Lieu (210)                              | 0                            | 0                            | 0                                          | 0                             | 0                              |
| Public Art (213)                                | 10,686                       | 7,984                        | 23,272                                     | 100,000                       | 100,000                        |
| Paratransit (214)                               | 150,449                      | 132,960                      | 140,299                                    | 131,999                       | 106,939                        |
| <b>Total Special Expense Funds</b>              | <b>\$5,759,842</b>           | <b>\$4,809,478</b>           | <b>\$5,812,906</b>                         | <b>\$6,895,333</b>            | <b>\$6,781,182</b>             |
| <b>Capital Projects Funds</b>                   |                              |                              |                                            |                               |                                |
| Capital Improvements (301)                      | 5,350,119                    | (396,086)                    | 912,080                                    | 2,464,911                     | 2,464,911                      |
| <b>Total Capital Projects Funds</b>             | <b>\$5,350,119</b>           | <b>(\$396,086)</b>           | <b>\$912,080</b>                           | <b>\$2,464,911</b>            | <b>\$2,464,911</b>             |
| <b>Debt Service Funds</b>                       |                              |                              |                                            |                               |                                |
| Financing Authority-Measure A Swim Center (834) | 361,370                      | 357,364                      | 357,464                                    | 360,730                       | 187,014                        |
| Financing Authority-City Hall (835)             | 290,603                      | 579,763                      | 579,163                                    | 580,763                       | 580,763                        |
| Financing Authority-Street Improvement (836)    | 700,700                      | 704,400                      | 702,900                                    | 702,900                       | 706,300                        |
| <b>Total Debt Service Funds</b>                 | <b>\$1,352,673</b>           | <b>\$1,641,527</b>           | <b>\$1,639,527</b>                         | <b>\$1,644,393</b>            | <b>\$1,474,077</b>             |
| <b>Internal Service Funds</b>                   |                              |                              |                                            |                               |                                |
| Vehicle /Equipment Replacement (601)            | 5,023                        | 323,991                      | 567                                        | 136,200                       | 136,200                        |
| <b>Enterprise Fund</b>                          |                              |                              |                                            |                               |                                |
| Integrated Waste Management (501)               | 2,241,748                    | 2,598,196                    | 2,697,115                                  | 3,351,393                     | 3,421,934                      |
| <b>Fiduciary Fund</b>                           |                              |                              |                                            |                               |                                |
| Employees' Pension Trust (701)                  | 121,669                      | 85,774                       | 89,205                                     | 85,000                        | 85,000                         |
| <b>Total Funds</b>                              | <b>\$51,952,488</b>          | <b>\$49,964,022</b>          | <b>\$51,662,889</b>                        | <b>\$53,178,231</b>           | <b>\$53,078,141</b>            |

**Chart 2-2** depicts the expenditures by department as a percentage of total expenditures (percentages may not total 100% due to rounding).





## FUND BALANCE

**Table 2-7** summarizes the projected current year-end balances by Fund and the effect of the FY 2020-21 Proposed Budget on the year-end balances by June 30, 2021.

Projected ending fund balances for FY 2020-21 decreases by \$396,000 across all funds. This is largely the result of the significant decrease in the General Fund balance at the end of FY 2019-20 resulting from the revenue losses from the COVID-19 pandemic. The operating Transfers in and out are already incorporated in the Revenue and Expenditure column numbers respectively and are summarized below by fund, for ease of comparison with the Transfers shown in **Table 2-3**.

**Table 2-7**  
**Projected Fund Balance FY 2020-21**

| Description                           | Projected at June 30, 2020 | Proposed Revenue    | Proposed Expenditures | Operating Transfers In | Operating Transfers Out | Net Change           | Est. Balance at June 30, 2021 |
|---------------------------------------|----------------------------|---------------------|-----------------------|------------------------|-------------------------|----------------------|-------------------------------|
| <b>General Fund (101)</b>             | <b>(\$2,367,469)</b>       | <b>\$39,377,869</b> | <b>\$38,714,837</b>   | <b>\$938,572</b>       | <b>\$665,612</b>        | <b>\$663,032</b>     | <b>(\$1,704,437)</b>          |
| <b>Special Revenue Funds</b>          |                            |                     |                       |                        |                         |                      |                               |
| Gas Tax Fund (201)                    | (93,332)                   | 610,297             | 516,965               | —                      | 100,000                 | <b>93,332</b>        | —                             |
| Nat. Pollutant Discharge Elim. (202)  | 232,988                    | 330,074             | 404,808               | —                      | 75,000                  | <b>(74,734)</b>      | <b>158,254</b>                |
| LMI Housing (232)                     | 5,070,372                  | 164,800             | 196,730               | —                      | —                       | <b>(31,930)</b>      | <b>5,038,442</b>              |
| Landscape and Lighting (203)          | 65,834                     | 791,500             | 827,379               | —                      | 160,000                 | <b>(35,879)</b>      | <b>29,955</b>                 |
| Meas J Return to Source (204)         | 48,130                     | 384,200             | 384,076               | —                      | 83,000                  | <b>124</b>           | <b>48,254</b>                 |
| Measure J Storm Drain (205)           | 403,615                    | 702,000             | 670,527               | —                      | 74,000                  | <b>31,473</b>        | <b>435,088</b>                |
| Meas A -Swim Ctr (206)                | 485,754                    | —                   | 485,754               | —                      | 187,014                 | <b>(485,754)</b>     | —                             |
| Measure H Parcel Tax (207)            | —                          | 632,891             | 632,891               | —                      | 50,000                  | —                    | —                             |
| Street Improvement Fund (211)         | 1,025,560                  | 1,449,721           | 1,780,193             | —                      | 706,300                 | <b>(330,472)</b>     | <b>695,088</b>                |
| SB-1 Road Repair (212)                | 414,269                    | 437,555             | 614,020               | —                      | —                       | <b>(176,465)</b>     | <b>237,804</b>                |
| Federal, State & Local Grants (221)   | 4,070                      | —                   | —                     | —                      | —                       | —                    | <b>4,070</b>                  |
| City Housing Trust (231)              | 2,835,000                  | —                   | —                     | —                      | —                       | —                    | <b>2,835,000</b>              |
| C.O.P.S. Grant (222)                  | 48,547                     | 130,000             | 30,000                | —                      | —                       | <b>100,000</b>       | <b>148,547</b>                |
| Asset Seizure (208)                   | 309,262                    | —                   | —                     | —                      | —                       | —                    | <b>309,262</b>                |
| Vehicle Abatement (209)               | 393,867                    | 30,000              | 30,900                | —                      | —                       | <b>(900)</b>         | <b>392,967</b>                |
| Park in Lieu Fund (210)               | —                          | —                   | —                     | —                      | —                       | —                    | —                             |
| Public Art (213)                      | 140,000                    | —                   | 100,000               | —                      | —                       | <b>(100,000)</b>     | <b>40,000</b>                 |
| Measure J Paratransit (214)           | 140,902                    | 116,500             | 106,939               | —                      | 34,000                  | <b>9,561</b>         | <b>150,463</b>                |
| <b>Subtotal Special Revenue Funds</b> | <b>\$11,524,838</b>        | <b>\$5,779,538</b>  | <b>\$6,781,182</b>    | <b>\$—</b>             | <b>\$1,469,314</b>      | <b>(\$1,001,644)</b> | <b>\$10,523,194</b>           |
| Capital Improvements (301)            | 312,217                    | 2,218,500           | 2,464,911             | 20,000                 | —                       | <b>(246,411)</b>     | <b>65,806</b>                 |
| <b>Subtotal Capital Funds</b>         | <b>\$312,217</b>           | <b>\$2,218,500</b>  | <b>\$2,464,911</b>    | <b>\$20,000</b>        | <b>\$—</b>              | <b>(\$226,411)</b>   | <b>\$85,806</b>               |
| Finance Authority- Swim Ctr. (834)    | —                          | 187,014             | 187,014               | 187,014                | —                       | —                    | —                             |
| Finance Authority-City Hall (835)     | —                          | 580,763             | 580,763               | 580,612                | —                       | —                    | —                             |
| Finance Authority-Street Impr (836)   | —                          | 706,300             | 706,300               | 706,300                | —                       | —                    | —                             |
| <b>Subtotal Debt Service Funds</b>    | <b>\$—</b>                 | <b>\$1,474,077</b>  | <b>\$1,474,077</b>    | <b>\$1,473,926</b>     | <b>\$—</b>              | <b>\$1,473,926</b>   | <b>\$1,473,926</b>            |
| Integrated Waste Mgmt (501)           | 1,388,963                  | 3,766,067           | 3,421,934             | —                      | 382,572                 | <b>344,133</b>       | <b>1,733,096</b>              |
| Vehicle/Equip Replacement (601)       | 728,183                    | 136,200             | 136,200               | —                      | —                       | —                    | <b>728,183</b>                |
| <b>Subtotal Enterprise Funds</b>      | <b>\$2,117,146</b>         | <b>\$3,902,267</b>  | <b>\$3,558,134</b>    | <b>\$—</b>             | <b>\$382,572</b>        | <b>\$344,133</b>     | <b>\$2,461,279</b>            |
| Employees' Pension Trust (701)        | 4,545                      | 85,000              | 85,000                | 85,000                 | —                       | —                    | <b>4,545</b>                  |
| <b>Subtotal Fiduciary Funds</b>       | <b>\$ 4,545</b>            | <b>\$ 85,000</b>    | <b>\$ 85,000</b>      | <b>\$ 85,000</b>       | <b>\$ —</b>             | <b>—</b>             | <b>4,545</b>                  |
| <b>Total All Funds</b>                | <b>\$11,591,277</b>        | <b>\$52,837,251</b> | <b>\$53,078,141</b>   | <b>\$2,517,498</b>     | <b>\$2,517,498</b>      | <b>(\$240,890)</b>   | <b>\$11,350,387</b>           |

## FISCAL RESPONSE PLAN AND RECESSION FORECAST

The Fiscal Response Plan was considered by the City Council over several months. Management Partners, the City's consultant, assisted in preparing a recession forecast model to assess the fiscal impacts on the General Fund and determine the scale of reductions required for the City to maintain solvency and achieve fiscal sustainability, including the rebuilding of reserves to weather future economic downturns or emergencies. Management Partners worked closely with City management and the City Council to identify potential budget solutions that would solve the fiscal gap. The full Fiscal Response Plan is included in the Appendix 8 of this budget document.

### Baseline Forecast

City staff prepared a five-year forecast as part of developing the FY 2019-20 budget in May 2019. The forecast projected an annual budget deficit starting in FY 2021-22 that would grow to \$650,000 by FY 2024-25 without corrective action. This projected deficit was in spite of additional revenue anticipated from Measure V (passed by voters in 2018) that would allow the City to collect real property transfer taxes to help provide resources necessary to support General Fund operations. In FY 2018-19 the General Fund ended the fiscal year with a Reserve balance that was \$57,000 in deficit. Projected General Fund Reserves in the original baseline forecasts showed that the City would once again deplete reserves by FY 2023-24 without corrective action.

### COVID-19 Pandemic Recession Impacts on the City's Financial Forecast

The pandemic has manifested into a recession that is much more severe than anticipated in the City's initial forecast. A prolonged recession is likely that will form what economists call an "L-shaped" recovery, where revenues will be impacted over the next four to five years, as opposed to a "V-shaped" recovery that impacts only FY 2020-21. The significant impacts on unemployment and the fact that the virus is beginning to see a resurgence in the first wave of the pandemic makes for a long recession that will have significant impacts on elastic, economically volatile revenue sources. Until such time that a vaccine is available that provides immunity, shelter-in-place orders and restrictions in some form will remain in place to protect lives. Given the City's lack of General Fund Reserves and the uncertainties surrounding economic recovery, the only prudent approach is to assume a relatively serious recessionary event.

El Cerrito, like most other cities in California, saw immediate negative impacts in sales tax, transient occupancy tax, program fees, and other elastic revenue sources. Because of this, the City implemented budget reductions to maintain solvency and address the structural gap in anticipation of developing a revised forecast to understand the impacts from the recession. Starting in FY 2020-21, the City implemented \$2.7 million in ongoing cost savings, as well as nearly \$1 million in one-time savings to attempt to counteract the projected fiscal gap and the impacts of the pandemic-induced recession as shown in **Table 2-8**.

**Table 2-8. Cost Savings Implemented by City for FY 2021**

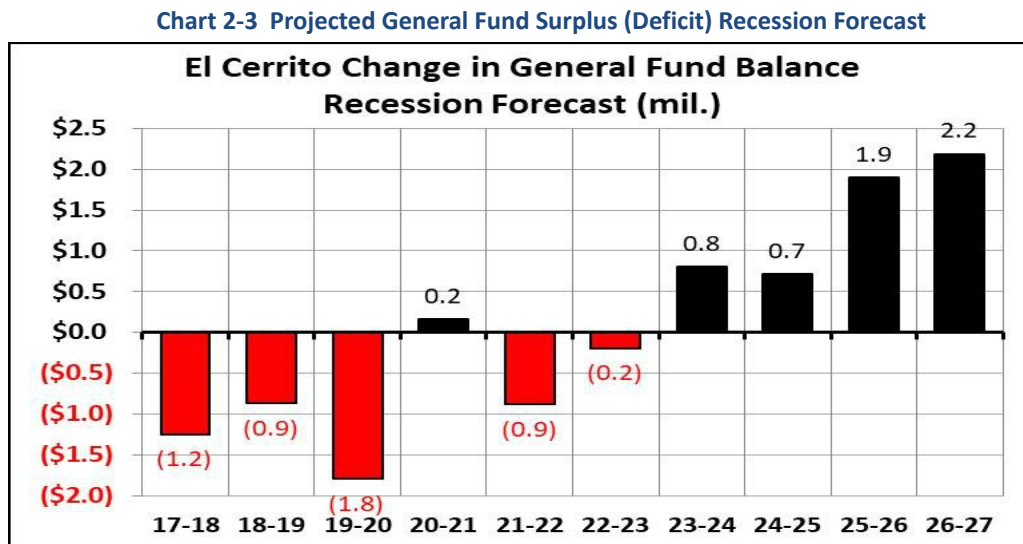
| Cost Saving Strategy                                                                                      | Fiscal Impact      |
|-----------------------------------------------------------------------------------------------------------|--------------------|
| <b>Ongoing cost savings (FY 2021 and beyond)</b>                                                          |                    |
| Reductions to department budgets identified by staff                                                      | \$1,632,000        |
| Renegotiated Management and Confidential compensation and benefits plan                                   | \$316,000          |
| Elimination of cost of living adjustments from renegotiated memorandum of understanding with labor groups | \$750,000          |
| <b>Total ongoing cost savings</b>                                                                         | <b>\$2,698,000</b> |
| <b>One-time savings (FY 2021 only)</b>                                                                    |                    |
| Furloughs totaling 13 days through December 31, 2020                                                      | \$659,000          |
| Furloughs of managers for an additional 13 days through June 30, 2021                                     | \$300,000          |
| <b>Total one-time savings</b>                                                                             | <b>\$959,000</b>   |

While the City's General Fund revenue sources are fairly diverse, there is a reliance on elastic revenue sources to provide fiscal sustainability for the City. Before the pandemic, the largest revenue source, Property Tax, comprised about 26% of total General Fund revenues. There is the potential for Proposition 8 assessment appeals under a prolonged recession scenario that may impact property tax revenues by 2% in FY 2021-22. Sales tax revenues totaled 18% of General Fund revenues before the recession. The City experienced about a 10% decline in sales tax in FY 2019-20 and is expecting an additional decline of approximately 13% in FY 2020-21. It is expected that sales tax revenues will not recover fully until FY 2023-24.

The City suspended most Recreation programs in March 2020 and has yet to fully restore services. Recreation revenues declined by about 25% in FY 2019-20 and the City is expecting to see a 20% drop from original projections in FY 2020-21 due to the prolonged shutdown and continuing preventative measures to combat the virus. Taking all assumptions into account, the revenue impacts from the pandemic recession indicate a \$10 million loss in General Fund revenues through FY 2023-24.

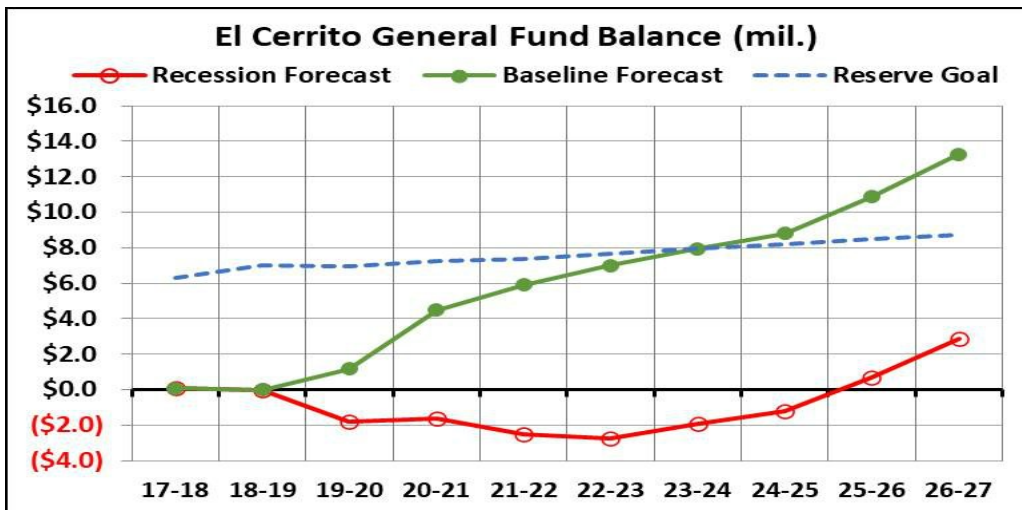
### Recession Forecast

The recession forecast model indicates a combined deficit of \$1.1 million in FY 2021-22 and 2022-23, with surpluses starting in FY 2023-24 that grow to \$2.2 million per year in FY 2026-27, as shown in **Chart 2-3**.



**Chart 2-4** compares the reserve levels in the baseline forecast (pre-recession) to the recessionary forecast, which indicates that General Fund reserves start below zero at the end of FY 2019-20, would stay below zero until FY 2025-26, and never reach the minimum recommended reserve goal of 17% throughout the forecast period without corrective action.

Chart 2-4 Projected General Fund Reserves - Pre- and Post-COVID-19 Pandemic Recession



### Budget Strategies

To address the fiscal gap in this recessionary environment and to restore General Fund reserves to the minimum recommended reserve goal of two months (17%) of annual operating expenditures, the City is implementing budget strategies of \$1.5 million in annual budget savings. These reductions are beyond the actions the City included within the preliminary FY 2020-21 budget. This action will restore General Fund reserves above zero by FY 2022-23 and to the minimum recommended reserve goal of 17% by FY 2025-26, as shown in **Charts 2-5 and 2-6**.

Chart 2-5 Projected General Fund Balance Incorporating Budget Strategies

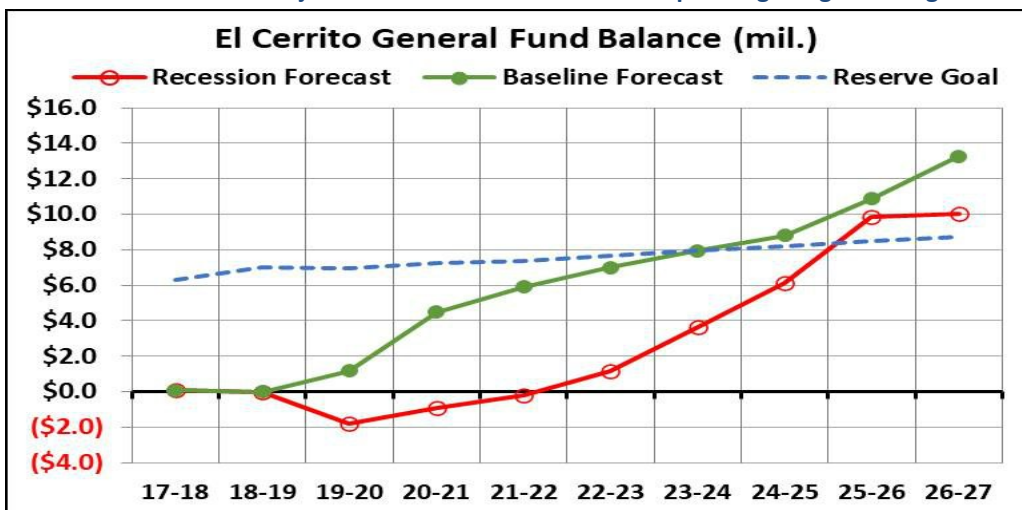
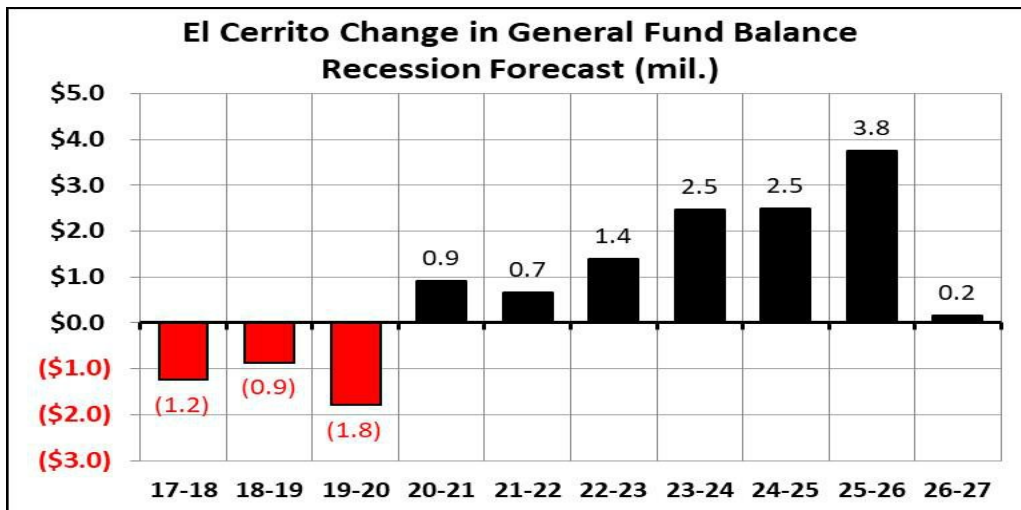


Chart 2-6 Projected General Fund Surplus/(Deficit) Incorporating Budget Strategies



### Strategies Identified for Implementation

Management Partners independently evaluated and scored strategies they identified as part of their analysis. They then conferred with the City Council to review the strategies to develop a final selection of the strategies that the City will pursue to resolve the fiscal gap. The goal was to select strategies that would provide \$1.5 million in ongoing budget reductions to the City's General Fund.

The City Council reviewed and discussed an array of budget options during meetings in June and July, and a budget update was also presented at a Community Town Hall meeting on August 1, 2020. At the City Council special meeting on August 11, 2020, the Council provided direction to staff to pursue budget reduction strategies consistent with those presented in **Table 2-9**. Staff have incorporated these changes into this revised FY 2020-21 budget.

Table 2-9 Budget Strategies for Implementation Starting in FY 2020-21

| Budget Strategy                                       | Department           | Estimated Annual Fiscal Impact |
|-------------------------------------------------------|----------------------|--------------------------------|
| Reduce City administration                            | City Administration  | \$345,000                      |
| Change service delivery approach of finance functions | Finance              | \$25,000                       |
| Restructure fire management functions                 | Fire                 | \$210,000                      |
| Restructure police operations                         | Police               | \$595,000                      |
| Reduce/shift funding for landscape maintenance costs  | Public Works (Parks) | \$165,000                      |
| Reduce recreation administrative functions            | Recreation           | \$166,000                      |
| <b>Total Budget Strategies</b>                        |                      | <b>\$1,506,000</b>             |
| <b>Goal</b>                                           |                      | <b>\$1,500,000</b>             |



## GENERAL FUND OVERVIEW

The General Fund is the City's primary operating fund and represents approximately 75% of the total citywide budget. The General Fund supports critical services such as public safety, community development, recreation and general city management. In addition to these services, due to the unrestricted nature of the fund, services not supported by special funds must be paid by the General Fund. Estimating the year-end fund balance provides the amount available for appropriation at the start of the new fiscal year. It is the City's goal to fund ongoing operations with ongoing revenue. In general, fund balance should be used only for one-time expenditures when the annual costs exceed the revenue generated in a given fiscal year.

The City's ability to maintain City services relies heavily on tax revenue with property and sales taxes representing the largest percentage. Both had slowed during the economic downturn. Like most cities, El Cerrito has struggled to balance increasing expenses due in large part to health and pension costs with sluggish revenues that have not kept pace with the increase in expenditures. In addition, some revenues have been permanently lost as in the case of redevelopment. Staff estimates that about a \$1 million annually was lost as a result of redevelopment dissolution.

**Table 2-10** provides a summary of the General Fund forecast that shows a balanced budget in FY 2020-21. This includes increases in revenue and approximately \$1.3 million in salary savings due to unfilled positions vacant for the year. In FY 2013-14 the General Fund balance reserve ratio dipped to 4.2% from about 10% in the prior year, due to a decision taken by the City Council to reduce reserves rather than cut services or lay off staff following the recession of 2008-09. Despite that, the fund balance did increase to 5.9% in FY 2015-16. However, due to audit adjustments and changes in payroll accrual methodology during the FY 2016-17 audit, the FY2015-16 Fund Balance was restated resulting in the reserve ratio dropping to 0.2% in FY 2017-18.

The biggest hit to fund balance since the dissolution of Redevelopment Agencies in 2012, has been the COVID-19 pandemic in the last quarter of FY 2019-20 that has resulted in a loss of nearly \$3.3 million in General Fund revenues to the City in FY 2019-20 alone, compared to the previous year. This has led to a -5.9% projected reserve ratio and will impact projected fund balance reserve ratios for subsequent years as well, as can be seen from the table below.

The revenue impact of COVID-19 on the Reserve Ratio is estimated at about 8%, based on a \$40 million expenditure budget. With the loss of revenues and the sharp rise in pension and insurance costs that have driven total expenditures higher, it is expected that the Reserve Ratio will drop to -4.4% for the budget year despite the unprecedented expenditure reductions in response to the pandemic. Further cost reductions will have to be made if the pandemic-induced recession persists beyond 2020.

**Table 2-10**  
**General Fund Forecast**

| <b>General Fund Summary</b>       | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited</b> | <b>FY 2020-21<br/>Adopted</b> | <b>FY 2020-21<br/>Proposed</b> |
|-----------------------------------|------------------------------|------------------------------|---------------------------------|-------------------------------|--------------------------------|
| Beginning Restricted Fund Balance | 1,004,947                    | 2,321,077                    | 1,650,928                       |                               |                                |
| Beginning Unassigned Fund Balance | (186,227)                    | (2,233,507)                  | (1,707,620)                     | (2,367,469)                   | (2,367,469)                    |
| Total Beginning Fund Balance      | <b>818,720</b>               | <b>87,570</b>                | <b>(56,692)</b>                 | <b>(2,367,469)</b>            | <b>(2,367,469)</b>             |
| <b>Total Revenues</b>             | <b>35,838,504</b>            | <b>41,388,598</b>            | <b>38,081,713</b>               | <b>39,391,670</b>             | <b>39,377,869</b>              |
| Personnel                         | 25,199,770                   | 29,862,092                   | 30,264,014                      | 29,890,761                    | 29,490,258                     |
| Non-Personnel                     | 11,369,884                   | 11,670,768                   | 10,128,476                      | 8,710,240                     | 9,224,579                      |
| <b>Total Expenses</b>             | <b>36,569,654</b>            | <b>41,532,860</b>            | <b>40,392,490</b>               | <b>38,601,001</b>             | <b>38,714,837</b>              |
| <b>Annual Surplus/(Deficit)</b>   | <b>(731,150)</b>             | <b>(144,262)</b>             | <b>(2,310,777)</b>              | <b>790,669</b>                | <b>663,032</b>                 |
| <b>Ending Total Fund Balance</b>  | <b>87,570</b>                | <b>(56,692)</b>              | <b>(2,367,469)</b>              | <b>(1,576,800)</b>            | <b>(1,704,437)</b>             |
| <b>Ending Reserve Percent</b>     | <b>0.2%</b>                  | <b>-0.1%</b>                 | <b>-5.9%</b>                    | <b>-4.1%</b>                  | <b>-4.4%</b>                   |

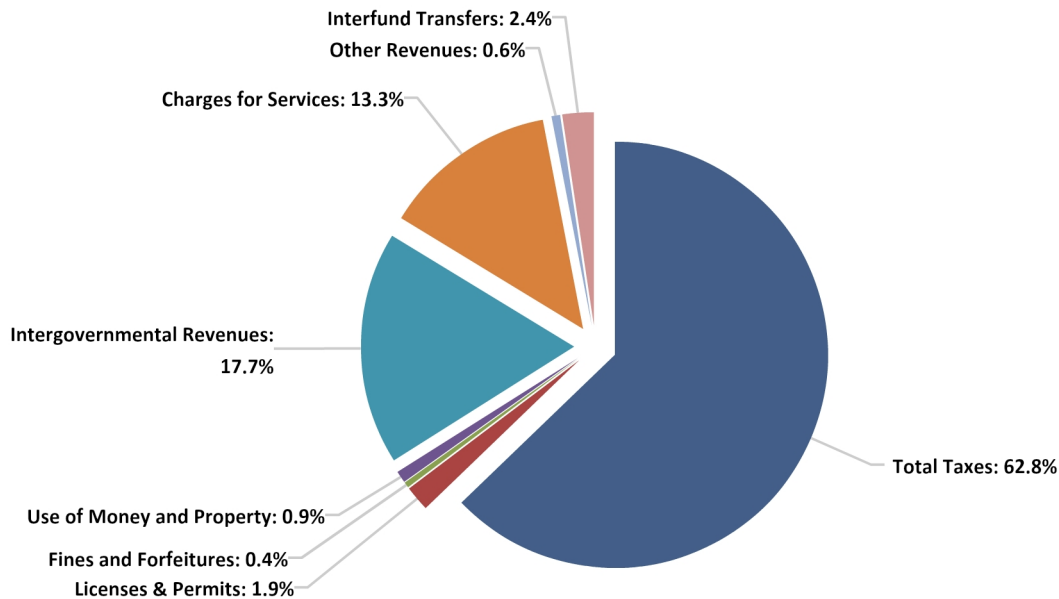
## General Fund Revenues

**Table 2-11** and **Chart 2-7** depict the revenue by category in the General Fund. Property taxes are expected to remain flat and sales taxes are expected to decline by 10%. Other taxes such as franchise taxes, business license taxes, and others will experience minimal growth from the prior year actuals. Following is a more in-depth discussion on each of the major revenue categories and the issues addressed in the FY 2020-21 proposed amendments to the Adopted Budget.

**Table 2-11**  
**General Fund Revenues**

| Revenue Category           | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|----------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Taxes</b>               |                      |                      |                                   |                       |                        |
| Property Taxes             | \$9,382,909          | \$9,932,036          | \$9,744,133                       | \$10,440,001          | \$10,440,001           |
| Sales Taxes                | 6,458,291            | 7,545,310            | 5,416,568                         | 6,450,000             | 6,450,000              |
| Utility Tax                | 2,965,675            | 3,207,892            | 3,078,740                         | 3,200,000             | 3,200,000              |
| Real Property Transfer Tax | 0                    | 1,102,562            | 3,467,532                         | 2,000,000             | 2,400,000              |
| Franchise Taxes            | 1,279,037            | 1,192,630            | 1,534,512                         | 1,250,000             | 1,250,000              |
| Business License Tax       | 846,900              | 961,459              | 959,504                           | 850,000               | 850,000                |
| Other Tax                  | 147,202              | 149,485              | 102,364                           | 136,000               | 136,000                |
| <b>Total Taxes</b>         | <b>\$21,080,014</b>  | <b>\$24,091,374</b>  | <b>\$24,303,353</b>               | <b>\$24,326,001</b>   | <b>\$24,726,001</b>    |
| Licenses & Permits         | 765,705              | 775,876              | 784,982                           | 800,000               | 758,512                |
| Fines and Forfeitures      | 222,172              | 218,684              | 226,597                           | 200,000               | 170,000                |
| Use of Money and Property  | 373,955              | 387,903              | 432,906                           | 399,999               | 350,004                |
| Intergovernmental Revenues | 6,615,285            | 6,744,665            | 6,721,400                         | 6,600,000             | 6,958,654              |
| Charges for Services       | 5,488,761            | 6,933,840            | 4,530,452                         | 5,999,999             | 5,223,126              |
| Other Revenues             | 377,386              | 1,118,266            | 141,172                           | 150,000               | 253,000                |
| Interfund Transfers        | 915,214              | 1,117,990            | 940,851                           | 915,671               | 938,572                |
| <b>Total</b>               | <b>\$35,838,492</b>  | <b>\$41,388,598</b>  | <b>\$38,081,713</b>               | <b>\$39,391,670</b>   | <b>\$39,377,869</b>    |

Chart 2-7  
General Fund Revenue Percentages by Category



## Discussion of Major Revenue Categories

**Property Taxes** are an ad valorem tax levied on real and personal property based on their assessed values as determined by the County Assessor. They are also levied on certain business properties that cross county boundaries (such as railroads), based on their assessed values as determined by the State Board of Equalization. They represent the single largest tax revenue to the City's General Fund, totaling between \$9 million and \$10 million annually.

Proposition 13, passed by the voters in June 1978, significantly changed property tax revenues to local governments. It capped the property tax rate that can be imposed at 1% of the assessed value, unless a higher rate to pay for indebtedness is approved by the voters. To implement Proposition 13, county auditors adopted a system of allocating the 1% property taxes to local governments based on their share of county wide property taxes collected in the mid-1970s. State shifts of local property taxes in order to backfill its school funding cuts reduced the City's share of the 1% property taxes, which is currently about 22%. The City has no additional ad valorem property tax levies, although other agencies do levy additional ad valorem property taxes in El Cerrito.

Proposition 13 also changed the method of assessing property values for taxation. Specifically, it rolled back the assessed values for FY 1978-79 to 1975 levels and restricted annual increases over that base value to a specified inflation factor, not to exceed 2% per year. It allowed decreases in values when that inflation factor is negative. It also prohibited reassessment of a property to a higher base value except upon change in ownership or completion of new construction. In most years, this assessment process results in a property's market value being greater than its assessed value. Moreover, the market value of properties in the City as a whole is significantly greater than the City's overall assessed value, as a large number of properties in El Cerrito have not been reassessed to current market value since the passage of Proposition 13.

Proposition 8, passed by voters in November 1978, further changed the property assessment process to address real estate market declines. It requires county assessors to conduct "decline in value reviews" to

ensure the assessed value of properties are set at a lower rate if the market value of the properties has declined. When a property is assigned a lower value, this is referred to as a “Prop 8 Reduction.”

The real estate boom leading up to 2008 followed by the Great Recession resulted in a large number of Prop 8 Reductions in El Cerrito and significant decline in property tax revenues to the City. Starting in FY 2009-10, there were over 1,000 properties with Prop 8 Reductions. The City’s overall assessed value increased that year, however, masking the \$139 million loss in assessed value from these initial Prop 8 Reductions. The impact reached its peak in FY 2011-12 when there were more than 2,000 properties with Prop 8 Reductions, reducing the City’s assessed value by more than \$357 million, a loss that was not counterbalanced by increases in assessed value on other properties. As a result, the City’s property tax revenues, which had been approaching \$6 million annually in FY 2008-09, dropped to about \$5.5 million in FY 2012-13. However, during the past several fiscal years increasing home prices have resulted in a gradual increase in property tax revenues to about \$10 million.

With the current COVID-19 induced recession, the City must prepare for a similar situation experienced in the Great Recession including the possibility of future Prop 8 reductions.

**Sales Taxes** are imposed on the total retail price of tangible personal property purchased in the City. The total sales tax rate in El Cerrito is 9.75% which became effective in January 2017 and includes:

| Rate  | Purpose                                                              |
|-------|----------------------------------------------------------------------|
| 3.94% | State General Fund                                                   |
| 0.50% | Contra Costa County Transportation Authority (CCTA)                  |
| 0.50% | Bay Area Rapid Transit District (BART) in Contra Costa County        |
| 1.81% | County health and social services, public safety, and transportation |
| 1.00% | El Cerrito 2015 Transactions & Use Tax (ELCG)                        |
| 0.50% | Public Safety (Prop 172)                                             |
| 0.50% | El Cerrito Measure A (Streets)                                       |
| 1.00% | El Cerrito General Fund (Bradley Burns)                              |

The City’s General Fund received about \$7 million in sales tax revenues annually, including the general sales and use tax; and a share of the County sales tax designated for public safety. Due to the COVID-19 induced recession, General Fund sales tax revenues are expected to decline by 10%.

Sales taxes are a significant revenue source to the City’s General Fund, but are more cyclical and volatile than property tax revenues. The economic downturn between 2007 and 2011 resulted in a drop in retail sales statewide and a corresponding drop in sales tax revenues. The City was able to compensate somewhat for the downturn by passing Measure R in 2010 and increasing it to balance revenues and expenses in 2014.

**Utility Users Taxes** were initially approved by the voters in 1991 and revised with voter approval of the ordinance in 2004. The tax generates approximately \$3.2 million in revenues annually for the General Fund. The ordinance calls for an 8% tax to be assessed by providers of gas, electricity, water, telephone and video services to all El Cerrito customers and then remitted to the City. These revenues are subject to changes in market conditions, weather, and/or pricing in the sectors subject to the utility users tax ordinance. Although use of these services is generally declining, prices and rates are generally increasing on these services.

**Franchise Taxes** are paid by utilities based on various methodologies and represent over \$1 million in General Fund revenue. They are projected to increase slightly over the next few years.

**Business License Taxes** are imposed on certain types of businesses in El Cerrito and reflect about \$850,000-\$950,000 of General Fund revenue annually. The tax is based on factors such as a business’s number of

employees or vehicles, its annual gross receipts, or a property owner's number of residential rental units. A slight decrease is projected in the next year, until businesses return to normal following the pandemic.

**Other Taxes** includes the Transient Occupancy Tax, a 10% tax on room rates for hotels and motels, and other minor taxes. These are a minor General Fund revenue sources, projected to drop due to the vacancy rates at local hotels.

## General Fund Expenditures

**Table 2-12** and **Chart 2-8** depict the expenditure by category in the General Fund. The Proposed FY 2020-21 General Fund expenditure budget totals \$38.7 million, a decrease of approximately \$2.8 million from the FY 2018-19 actuals and \$1.7 million from the prior year actuals, despite the nearly \$700,000 increase in pension costs.

Approximately 76% of the General Fund expenditures are related to personnel costs. Within Personnel, salaries and benefits have traditionally been governed by the City Council's policy to provide median compensation, which is intended to act as a ceiling for salaries and benefits as agreed upon in the memorandums of understanding with the various benefit groups. Currently, all employees are now contributing between 9-12% of their salary towards the total pension costs.

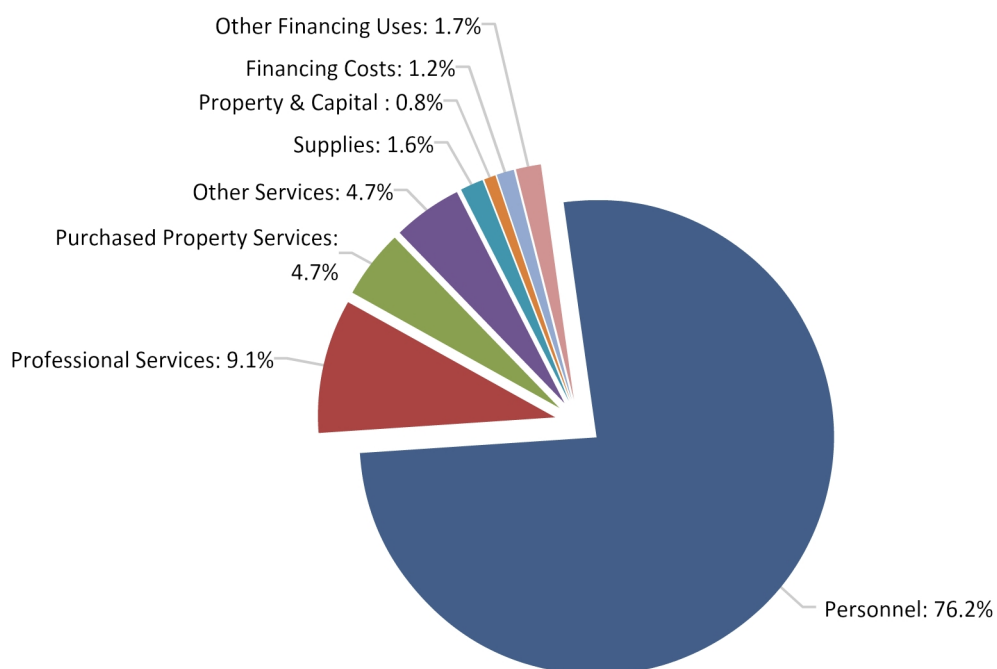
Of the remaining General Fund expenses, very few are discretionary and include costs related to contract services such as Public Safety dispatch, Animal Control services, legal services, independent audit services, election services and criminalist services that the City could not provide as efficiently as other organizations can on its behalf. When other non-discretionary items are factored in such as insurance, medical supplies, utilities, vehicles, and a minimal level of supplies, nearly 95% of the General Fund is non-discretionary.

**Table 2-12**  
**General Fund Expenditures by Category**

|                             | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|-----------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel                   | \$27,292,782                 | \$29,862,092                 | \$30,264,014                               | \$29,490,258                   |
| Professional Services       | 4,080,678                    | 4,357,827                    | 3,807,312                                  | 3,534,494                      |
| Purchased Property Services | 1,818,280                    | 1,902,199                    | 2,198,785                                  | 1,813,791                      |
| Other Services              | 1,932,079                    | 1,813,762                    | 1,884,751                                  | 1,832,920                      |
| Supplies                    | 712,945                      | 723,804                      | 609,566                                    | 611,025                        |
| Property & Capital          | 422,401                      | 348,378                      | 432,557                                    | 310,268                        |
| Financing Costs             | 423,116                      | 478,198                      | 494,233                                    | 456,469                        |
| Other Financing Uses        | 439,134                      | 2,046,600                    | 701,272                                    | 665,612                        |
| <b>Total</b>                | <b>\$37,121,415</b>          | <b>\$41,532,860</b>          | <b>\$40,392,490</b>                        | <b>\$38,714,837</b>            |



**Chart 2-8**  
**General Fund Expenditures**

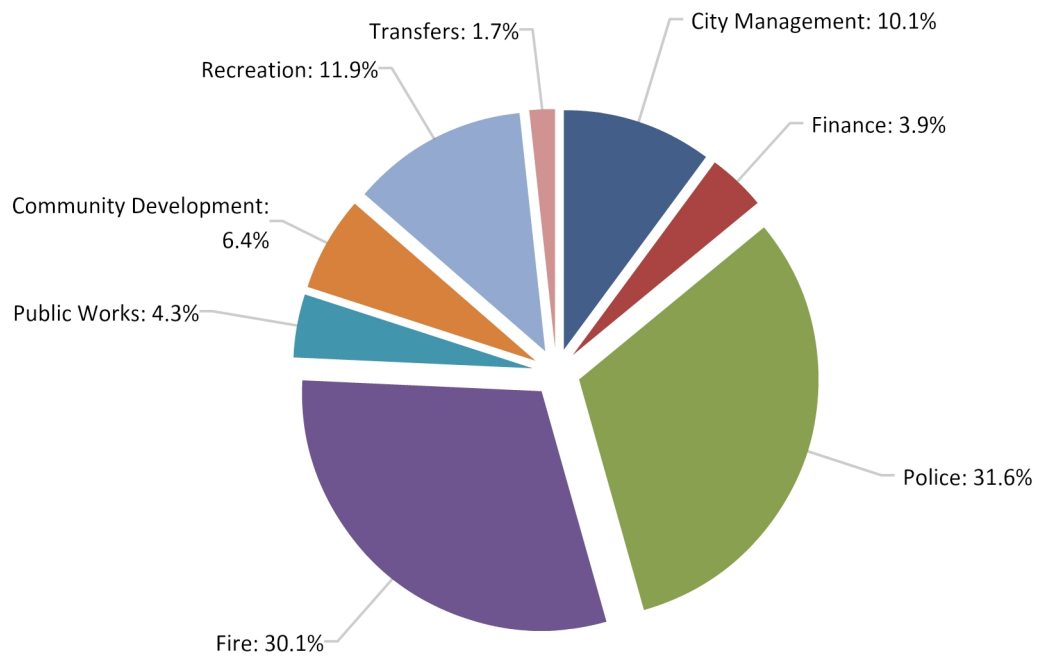


**Table 2-13** provides a summary of the General Fund expenditure budget by Department. While some reorganization has occurred, Department budgets have remained fairly consistent over the last few years. Impacts of the Fiscal Response Plan and other reductions will begin to be realized in the second half of this fiscal year.

**Table 2-13**  
**General Fund Expenditures by Department**

| Department            | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|-----------------------|----------------------|----------------------|-----------------------------------|------------------------|
| City Management       | \$3,990,748          | \$4,405,258          | \$4,599,564                       | \$3,913,701            |
| Finance               | 1,510,870            | 1,680,114            | 1,813,805                         | 1,520,697              |
| Police                | 11,126,979           | 12,067,113           | 12,318,588                        | 12,233,733             |
| Fire                  | 10,185,602           | 11,169,593           | 11,172,528                        | 11,645,813             |
| Public Works          | 2,162,216            | 1,975,854            | 2,026,007                         | 1,651,746              |
| Community Development | 2,467,149            | 2,522,098            | 2,505,058                         | 2,477,605              |
| Recreation            | 5,238,715            | 5,794,027            | 5,374,668                         | 4,605,930              |
| Transfers             | 439,134              | 1,917,803            | 582,272                           | 665,612                |
| <b>Total</b>          | <b>\$37,121,413</b>  | <b>\$41,531,860</b>  | <b>\$40,392,490</b>               | <b>\$38,714,837</b>    |

Chart 2-9  
General Fund Expenditures – Percentage by Department



## MAJOR OPERATING FUNDS

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In addition to the General Fund, City operations rely on a variety of funding sources. Special Funds, typically restricted for specific uses, contribute \$15 million, or approximately 31%, of the total resources used to support the City's approximately \$48.7 million operating budget. These funds can be described in these broad categories:

### Special Revenue Funds

Special revenues and grants are accounted for in separate funds and are legally restricted to a specific purpose, service, or program. Some special revenue funds receive tax-based revenues. Some account for revenues and expenditures related to the financing of public improvements or services funded by property assessments, fees or special taxes. Major special revenue funds, some of which are described in greater detail in the following section, are as follows:

- Gas Tax Fund (201)
- National Pollutant Discharge Elimination System (NPDES) Fund (202)
- Landscaping and Lighting Assessment District Fund (203)
- Measure J Return to Source Fund Transportation (204)
- Measure J Storm Drain Fund (205)
- Measure A Swim Center Fund (206)
- Measure H Parcel Tax Fund (207)
- Street Improvement Fund (211)
- Low & Moderate Income Housing Asset Fund (232)
- Integrated Waste Management Fund (501)

### Capital Funds

Funds are created to account for revenues and expenses related to capital projects, though sometimes include expenditures on operations. The major capital fund is the Capital Improvement Program Fund (301).

### Enterprise Funds

Enterprise funds are used to support the expenditures of a specific service or program and revenue is derived through the collection of the fees associated with providing the service/program. The major enterprise fund is the Integrated Waste Management Fund (501).

### Fund Forecasts

This section contains financial overviews for eight of the City's major special revenue funds. The following forecasts include a description of each fund, assumptions about revenues and expenditures, and analysis and projections of the revenue sources and uses. Any issues unique to a fund are also highlighted. While these key operating funds are summarized here, they are also integrated into the budgets of the departments responsible for managing the funds.

Several of these funds have legal limits on increases to their revenue, but have continued to experience increases in expenditures as a result of many of the same factors that impact the General Fund (e.g., salary cost-of-living increases, health benefit costs and retirement costs). Specifically, the Landscape and Lighting Assessment District (LLAD) Fund, National Pollutant Discharge Elimination System (NPDES) Fund, and the Measure J Storm Drain Fund have had their revenue growth limited by the passage of Proposition 218. The City can increase revenues in these funds only with voter approval. The Measure A Swim Center Fund, as well as the newly created Measure H Fund, is similar in that the maximum special tax cannot be increased without voter approval. Property development also affects the revenue to these funds, as different tax, fee, or assessment rates may apply to a newly developed or redeveloped property.

## Gas Tax Fund (201) Overview

The Gas Tax Fund supports transportation activities, such as the construction and maintenance of streets, roads and bridges. The State of California allocates Gas Tax monies to cities and counties each year by formula, based on population, vehicle registration, assessed valuation, and population. These revenues have been sensitive to the price and volume of motor fuel purchases and have been declining since Fiscal Year 2013-14 as fuel prices were decreasing and drivers migrated to alternative fuel vehicles.

Expenditures in this Fund are based on the Gas Tax model of road-related activities, including roads, sidewalks, traffic controls, drainage, lighting and landscaping. Gas Tax monies can be used for any street or road purpose, with the exception of Section 2107.5 monies, which must be used for engineering and administrative costs.

Revenues had previously been supplemented by transfers from the County's Measure J Return-to-Source Fund for transportation activities, and from the City's Measure J Storm Drain Fund for drainage functions within the streets and road system. Transfers have also previously been made to the Landscape and Lighting Assessment District Fund for medians, rights-of-way, street trees and street lighting. Budgets and projections have been restructured to have revenues and expenses balance within the fund, and eliminate the need for transfers.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$5,099</b>       | <b>(\$114,200)</b>   | <b>(\$113,224)</b>                | <b>(\$93,332)</b>     | <b>(\$93,332)</b>      |
| <b>Revenues</b>                   | <b>\$528,082</b>     | <b>\$519,471</b>     | <b>\$589,882</b>                  | <b>\$610,296</b>      | <b>\$610,297</b>       |
| Taxes                             | 528,082              | 519,471              | 589,882                           | 610,296               | 610,297                |
| <b>Expenses</b>                   | <b>\$647,381</b>     | <b>\$518,495</b>     | <b>\$569,990</b>                  | <b>\$522,809</b>      | <b>\$516,965</b>       |
| Personnel                         | 283,023              | 273,772              | 309,872                           | 295,681               | 293,841                |
| Non-Personnel                     | 263,858              | 143,723              | 156,088                           | 127,128               | 123,124                |
| Overhead Transfer                 | 100,500              | 101,000              | 104,030                           | 100,000               | 100,000                |
| <b>Annual Surplus/(Shortfall)</b> | <b>(\$119,299)</b>   | <b>\$976</b>         | <b>\$19,892</b>                   | <b>\$87,487</b>       | <b>\$93,332</b>        |
| <b>Ending Balance/(Deficit)</b>   | <b>(\$114,200)</b>   | <b>(\$113,224)</b>   | <b>(\$93,332)</b>                 | <b>(\$5,845)</b>      | <b>\$0</b>             |

## Assumptions

- Gas tax revenues are sensitive to price and volume of motor fuel purchased and fluctuate from year to year. Tax revenues decline when fuel prices decrease and as drivers migrate to alternative fuel vehicles. The COVID-19 pandemic has impacted revenues as well.
- Due to decline of Gas Tax revenues since FY 2013-14, eligible expenses, in the amount of approximately \$90,000, for sidewalk, street signs, traffic signal, and street light repair and maintenance have been moved to Senate Bill 1 - Road Maintenance and Rehabilitation Account Fund. Without the Senate Bill 1 revenues, the City's Gas Tax Fund would be in deficit if the existing service levels are to be maintained.
- In previous years, funds were transferred to the Capital Improvement Program Fund (301) to reimburse expenditures incurred on streets and transportation projects. However, this practice has been suspended, due to declining revenues in the Gas Tax Fund.

## NPDES Fund (202) Overview

National Pollutant Discharge Elimination System (NPDES) related activities as mandated by the 1975 Federal Clean Water Act are funded through an assessment collected by the County Flood Control District on all developed properties within the City. These funds are disbursed to the City annually to carry out Clean Water Program activities such as trash capture, storm drain and catch basin cleaning, illicit discharge and pollution prevention inspections of the City's storm drain system and creeks, public awareness and education about storm water pollution, and inspection of new development sites to ensure compliance with the City's Municipal Storm Water Permit (MRP). An assessment election by voters or property owners in El Cerrito could be considered to eliminate the need to subsidize clean water programs from other funds or to reduce future program activities.

Supplemental funding from the Storm Drain Fund (205) has previously been used for specialized maintenance of the storm drain facilities, key to the Clean Water Program. Future transfers from Fund 205 have been eliminated. Budgets and projections have been restructured to have revenues and expenses balance within the fund, and eliminate the need for transfers.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$153,595</b>     | <b>\$223,038</b>     | <b>\$235,957</b>                  | <b>\$232,988</b>      | <b>\$232,988</b>       |
| <b>Revenue</b>                    | <b>\$359,486</b>     | <b>\$311,772</b>     | <b>\$318,160</b>                  | <b>\$330,074</b>      | <b>\$330,074</b>       |
| Assessment                        | 359,486              | 311,772              | 318,160                           | 330,074               | 330,074                |
| <b>Expenses</b>                   | <b>\$290,043</b>     | <b>\$298,853</b>     | <b>\$321,129</b>                  | <b>\$411,737</b>      | <b>\$404,808</b>       |
| Personnel                         | 169,476              | 180,412              | 190,056                           | 193,945               | 229,538                |
| Non-Personnel                     | 47,507               | 43,141               | 53,514                            | 142,792               | 100,270                |
| Overhead Transfer                 | 73,060               | 75,300               | 77,559                            | 75,000                | 75,000                 |
| <b>Annual Surplus/(Shortfall)</b> | <b>\$69,443</b>      | <b>\$12,919</b>      | <b>(\$2,969)</b>                  | <b>(\$81,663)</b>     | <b>(\$74,734)</b>      |
| <b>Ending Balance/(Deficit)</b>   | <b>\$223,038</b>     | <b>\$235,957</b>     | <b>\$232,988</b>                  | <b>\$151,325</b>      | <b>\$158,254</b>       |

## Assumptions

- Revenues from assessments have fluctuated over the last few years due to uncertainty about new development and increased County Clean Water Program cost withholdings.
- Previous budgets increased the General Fund support for Public Works services by paying for part of the personnel expenses in the NPDES fund. With the continuing revenue decline in this fund, other revenue sources will need to be identified in the coming years to meet these costs.



## Landscaping and Lighting Assessment District Fund (203) Overview

The proceeds from this Landscaping and Lighting Assessment District (LLAD) provide funding for such services as lighting (which improves safety) and maintenance of parks, park buildings, and landscaping in public areas. The LLAD was created in 1988 and was affirmed by a majority vote of El Cerrito's citizens in November 1996. The assessment rates have not been increased since the LLAD's creation in 1988. A proposed Assessment District with increased rates was presented to the City's property owners during a ballot proceeding in March/April 2006, but a majority protest was filed and the increased assessment rates were not imposed. The current LLAD remains in place and will continue to be assessed. The basic rates remain \$72 per year per single-family dwelling unit, \$54 per year per apartment, condominium, or other multiple dwelling units, with various rates for commercial properties.

The Gas Tax Fund (201) had previously provided supplemental revenue to the LLAD Fund to perform maintenance of median and right-of-way landscapes, street trees, and street lighting. Transfers from Fund 201 have been eliminated.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$98,624</b>      | <b>\$101,536</b>     | <b>\$94,684</b>                   | <b>\$65,834</b>       | <b>\$65,834</b>        |
| <b>Revenue</b>                    | <b>\$775,487</b>     | <b>\$787,208</b>     | <b>\$802,479</b>                  | <b>\$780,000</b>      | <b>\$791,500</b>       |
| Assessments                       | 774,977              | 777,656              | 781,248                           | 780,000               | 781,000                |
| Maint. Reimbursement/Misc.        | 510                  | 9,552                | 21,231                            | 0                     | 10,500                 |
| <b>Expenses</b>                   | <b>\$772,575</b>     | <b>\$794,060</b>     | <b>\$831,329</b>                  | <b>\$872,596</b>      | <b>\$827,379</b>       |
| Personnel                         | 245,883              | 252,794              | 286,257                           | 265,554               | 230,404                |
| Non-Personnel                     | 367,085              | 380,516              | 384,322                           | 447,042               | 436,975                |
| Overhead Transfer                 | 159,607              | 160,750              | 160,750                           | 160,000               | 160,000                |
| <b>Annual Surplus/(Shortfall)</b> | <b>\$2,912</b>       | <b>(\$6,852)</b>     | <b>(\$28,850)</b>                 | <b>(\$92,596)</b>     | <b>(\$35,879)</b>      |
| <b>Ending Balance/(Deficit)</b>   | <b>\$101,536</b>     | <b>\$94,684</b>      | <b>\$65,834</b>                   | <b>(\$26,762)</b>     | <b>\$29,955</b>        |

## Assumptions

- Revenues from assessments are projected to remain flat
- Previous budgets increased the General Fund support for Public Works services by paying for part of the non-personnel expenses in this fund. Projected revenue will not be enough to cover the costs of maintaining landscaping and lighting services at current levels while also paying for deferred maintenance. As such, additional revenue sources will need to be identified in the coming years to meet these needs.

## Measure J Return-to-Source Fund (204) Overview

This Fund accounts for the revenue received by the Measure C and its extension, Measure J (2004); a half-cent sales tax approved by the voters to fund transportation projects as well the para-transit program. Sales tax is collected at the County level and paid to the City.

A portion of the Measure J Return-to-Source Fund is designated for street maintenance activities similar to those in the Gas Tax Fund (201). In prior years, expenses and revenues related to both street maintenance activities and para-transit operations were budgeted in Fund 204. All para-transit related revenues and expenditures are budgeted in the Measure J Return-to-Source Fund Para-Transit Fund (214) that was first set up in FY 2014-15.

The Measure J Return-to-Source Fund has previously supplemented the Gas Tax Fund for transportation activities. Future supplements to the Gas Tax Fund have been eliminated.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$88,473</b>      | <b>\$78,070</b>      | <b>\$67,723</b>                   | <b>\$48,130</b>       | <b>\$48,130</b>        |
| <b>Revenues</b>                   | <b>\$456,053</b>     | <b>\$479,657</b>     | <b>\$452,000</b>                  | <b>\$384,200</b>      | <b>\$384,200</b>       |
| Taxes                             | 456,053              | 479,657              | 452,000                           | 384,200               | 384,200                |
| <b>Expenses</b>                   | <b>\$466,456</b>     | <b>\$490,004</b>     | <b>\$471,593</b>                  | <b>\$391,826</b>      | <b>\$384,076</b>       |
| Personnel                         | 170,171              | 158,431              | 179,299                           | 170,085               | 127,176                |
| Non-Personnel                     | 213,765              | 248,573              | 207,898                           | 138,741               | 173,900                |
| Transfer out (CIP)                | 20,000               | 20,000               | 20,000                            | 20,000                | 20,000                 |
| Overhead Transfer                 | 62,520               | 63,000               | 64,396                            | 63,000                | 63,000                 |
| <b>Annual Surplus/(Shortfall)</b> | <b>(\$10,403)</b>    | <b>(\$10,347)</b>    | <b>(\$19,593)</b>                 | <b>(\$7,626)</b>      | <b>\$124</b>           |
| <b>Ending Balance/(Deficit)</b>   | <b>\$78,070</b>      | <b>\$67,723</b>      | <b>\$48,130</b>                   | <b>\$40,504</b>       | <b>\$48,254</b>        |

## Assumptions

- Tax revenues are a flat 20.1% of Measure J sales taxes collected. Measure J Return-to-Source revenues are sensitive to economic changes and therefore difficult to predict. Revenues have been relatively flat over the last few years. However, due to the COVID-19 pandemic, these revenues are expected to decrease as with other sales tax revenues.
- Because in previous years expenses had exceeded revenue, eligible expenses for accessibility, sidewalk, street signs, traffic signal, and street light repair and maintenance have been moved to Senate Bill 1 - Road Maintenance and Rehabilitation Account Fund. Without the Senate Bill 1 revenues, the Measure J Return-to-Source Fund would be in deficit if the existing service levels are to be maintained.
- Expenses include transfers to the Capital Improvement Program Fund (301) to reimburse it for the cost of streets and transportation projects in the prior year.

## Measure J Storm Drain Fund (205) Overview

The Measure J Storm Drain Fund was created to account for funds associated with the passage of Measure J by the voters of El Cerrito in March 1993. The special revenue provides needed funds to maintain, repair, and reconstruct the City's storm drains. All properties in the City (residential and commercial) are assessed annually based on equivalent residential units (ERU). The ERU rate remains \$58 per year per single-family dwelling unit and \$43.50 per year per apartment, condominium, or other multiple dwelling units.

Fund 205 had historically provided supplemental funding to the Gas Tax Fund (201) and NPDES Fund (202) for drainage activities within the road system and contributing to Clean Water goals.

Future years' expenses in the Storm Drain Fund include maintenance of the storm water and storm drain system including creek and pipe sediment removal for flood control, Clean Water activities, capital outlays for major maintenance and improvements to the City's storm drain system, including storm pipe repair and replacements per the Storm Drain Master Plan Update.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$298,026</b>     | <b>\$437,950</b>     | <b>\$675,131</b>                  | <b>\$403,615</b>      | <b>\$403,615</b>       |
| <b>Revenues</b>                   | <b>\$700,675</b>     | <b>\$701,950</b>     | <b>\$704,131</b>                  | <b>\$702,000</b>      | <b>\$702,000</b>       |
| Fees                              | 700,636              | 701,950              | 704,131                           | 702,000               | 702,000                |
| <b>Expenses</b>                   | <b>\$560,751</b>     | <b>\$464,769</b>     | <b>\$975,647</b>                  | <b>\$713,764</b>      | <b>\$670,527</b>       |
| Personnel                         | 317,919              | 329,761              | 354,994                           | 313,779               | 313,027                |
| Non-Personnel                     | 29,415               | 52,336               | 34,347                            | 70,300                | 83,500                 |
| Capital Outlay                    | 139,026              | 8,672                | 510,086                           | 255,685               | 200,000                |
| Overhead Transfer                 | 74,391               | 74,000               | 76,220                            | 74,000                | 74,000                 |
| <b>Annual Surplus/(Shortfall)</b> | <b>\$139,924</b>     | <b>\$237,181</b>     | <b>(\$271,516)</b>                | <b>(\$11,764)</b>     | <b>\$31,473</b>        |
| <b>Ending Balance/(Deficit)</b>   | <b>\$437,950</b>     | <b>\$675,131</b>     | <b>\$403,615</b>                  | <b>\$391,851</b>      | <b>\$435,088</b>       |

## Assumptions

- Revenues from storm drain fees are projected to remain flat.

### Measure A Parcel Tax (206) Swim Center Overview

The Measure A Parcel Tax Swim Center Fund is used to account for the use of the voter-approved special tax for the swim center and park capital projects. While Measure A expired on June 30, 2020, a fund balance remains for future projects which include Swim Center Americans with Disabilities (ADA) parking lot improvements and pool resurfacing.

|                                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>                     | <b>\$648,260</b>     | <b>\$256,757</b>     | <b>\$365,641</b>                  | <b>\$485,754</b>      | <b>\$485,754</b>       |
| <b>Revenues</b>                             | <b>\$654,469</b>     | <b>\$633,080</b>     | <b>\$614,465</b>                  | <b>\$0</b>            | <b>\$0</b>             |
| Property and Other Taxes                    | 654,469              | 633,080              | 614,465                           | 0                     | 0                      |
| <b>Expenses</b>                             | <b>\$1,045,972</b>   | <b>\$524,196</b>     | <b>\$494,352</b>                  | <b>\$450,000</b>      | <b>\$485,754</b>       |
| Purchased Professional & Technical Services | 63,860               | 16,845               | 6,698                             | 0                     | 0                      |
| Purchased Property Services                 | 539,790              | 46,772               | 20,686                            | 89,270                | 298,740                |
| Other Purchased Services                    | 916                  | 0                    | 0                                 | 0                     | 0                      |
| Property & Capital                          | 34,647               | 48,849               | 55,238                            | 0                     | 0                      |
| Other Financing Uses                        | 406,759              | 411,730              | 411,730                           | 360,730               | 187,014                |
| <b>Annual Surplus/(Shortfall)</b>           | <b>(\$391,503)</b>   | <b>\$108,884</b>     | <b>\$120,113</b>                  | <b>(\$450,000)</b>    | <b>(\$485,754)</b>     |
| <b>Ending Balance/(Deficit)</b>             | <b>\$256,757</b>     | <b>\$365,641</b>     | <b>\$485,754</b>                  | <b>\$35,754</b>       | <b>\$0</b>             |

## Measure H Parcel Tax (207) Parks & Recreation Facilities Overview

The Measure H Parcel Tax Parks & Recreation Facilities Fund is used to account for the use of voter-approved special tax for the maintenance and enhancement of parks and recreation facilities including the Swim Center, playgrounds, open space and trails, park amenities, community center and clubhouses. Proposed expenditures include parks and fields landscape maintenance, Hillside Natural Area vegetation management and trail maintenance, Swim Center maintenance, park equipment and signs, Immediate Work Priorities at City Clubhouses and Parks as identified through the Parks and Recreation Facilities Master Plan, and funds set aside for equipment replacement and emergency building repairs.

|                                   | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | \$0                   | \$0                    |
| <b>Revenues</b>                   | \$632,891             | \$632,891              |
| Taxes                             | 632,891               | 632,891                |
| <b>Expenses</b>                   | \$632,891             | \$632,891              |
| Landscape/Park Maintenance        | —                     | 268,000                |
| Utilities- Energy                 | —                     | 63,780                 |
| Infrastructure Maintenance        | —                     | 50,326                 |
| Chemicals                         | —                     | 52,000                 |
| Misc. Repairs & Maintenance       | —                     | 73,310                 |
| Constructions Services            | 582,891               | 35,475                 |
| Landscape & Park Supplies         | —                     | 10,000                 |
| Small Equipment                   | —                     | 30,000                 |
| Overhead Transfer                 | 50,000                | 50,000                 |
| <b>Annual Surplus/(Shortfall)</b> | <b>\$0</b>            | <b>\$0</b>             |
| <b>Ending Balance/(Deficit)</b>   | <b>\$0</b>            | <b>\$0</b>             |



### Street Improvement Fund (211) Overview

This Fund is used to account for proceeds of the Measure A half-cent sales tax approved by El Cerrito voters on February 5, 2008. Expenditures from this Fund are to improve and maintain City streets and to pay debt service on the related 2008 bond issuance, for which the Measure A half-cent sales tax is a pledged revenue stream.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$847,061</b>     | <b>\$751,606</b>     | <b>\$1,197,347</b>                | <b>\$1,025,560</b>    | <b>\$1,025,560</b>     |
| <b>Revenues</b>                   | <b>\$1,594,803</b>   | <b>\$1,634,703</b>   | <b>\$1,365,860</b>                | <b>\$1,449,721</b>    | <b>\$1,449,721</b>     |
| Taxes                             | 1,590,085            | 1,630,826            | 1,352,686                         | 1,449,721             | 1,444,721              |
| Misc.                             | 4,718                | 3,877                | 13,174                            | 0                     | 5,000                  |
| <b>Expenses</b>                   | <b>\$1,690,258</b>   | <b>\$1,188,962</b>   | <b>\$1,537,647</b>                | <b>\$1,781,081</b>    | <b>\$1,780,193</b>     |
| Personnel                         | 103,546              | 91,478               | 109,294                           | 110,450               | 110,203                |
| Nonpersonnel                      | 1,800                | 1,385                | 1,450                             | 0                     | 1,500                  |
| Capital Outlay                    | 885,044              | 391,699              | 724,003                           | 967,731               | 962,190                |
| Overhead Transfers                | 699,868              | 704,400              | 702,900                           | 702,900               | 706,300                |
| <b>Annual Surplus/(Shortfall)</b> | <b>(\$95,455)</b>    | <b>\$445,741</b>     | <b>(\$171,787)</b>                | <b>(\$331,360)</b>    | <b>(\$330,472)</b>     |
| <b>Ending Balance/(Deficit)</b>   | <b>\$751,606</b>     | <b>\$1,197,347</b>   | <b>\$1,025,560</b>                | <b>\$694,200</b>      | <b>\$695,088</b>       |

### Assumptions

- Expenses will remain in line with revenues after debt service.

## Integrated Waste Management Fund (501) Overview

This enterprise fund is used to account for the activities related to the recycling management programs. The Integrated Waste Management (IWM) Fund provides for services including weekly residential and commercial curbside recycling collection operations, management of waste management contracts and services, and operation of the City's state-of-the-art LEED Platinum Recycling + Environmental Resource Center. Although the City historically included a ten-year plan in the annual budget, a short-term fund forecast format has been adopted to be consistent with other funds and reflect a more suitable planning horizon.

|                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>           | <b>\$664,903</b>     | <b>\$1,003,185</b>   | <b>\$1,049,356</b>                | <b>\$1,388,963</b>    | <b>\$1,388,963</b>     |
| <b>Revenues</b>                   | <b>\$2,580,030</b>   | <b>\$2,644,367</b>   | <b>\$3,036,722</b>                | <b>\$3,766,062</b>    | <b>\$3,766,067</b>     |
| IWM Fees                          | 2,256,990            | 2,475,635            | 2,605,196                         | 3,662,835             | 3,674,784              |
| Materials Sales/Contracts         | 292,255              | 95,698               | 389,246                           | 74,227                | 63,783                 |
| State Payments                    | 26,529               | 64,015               | 41,198                            | 23,500                | 25,500                 |
| Other Revenues                    | 4,256                | 9,019                | 1,082                             | 5,500                 | 2,000                  |
| <b>Expenses</b>                   | <b>\$2,241,748</b>   | <b>\$2,598,196</b>   | <b>\$2,697,115</b>                | <b>\$3,351,393</b>    | <b>\$3,421,934</b>     |
| Personnel                         | 1,380,765            | 1,513,160            | 1,577,964                         | 1,491,666             | 1,470,935              |
| Non-Personnel                     | 423,350              | 625,821              | 691,534                           | 1,079,441             | 1,165,343              |
| Principal & Interest              | 70,812               | 98,394               | 56,081                            | 420,615               | 403,084                |
| Overhead Transfer                 | 360,821              | 360,821              | 371,536                           | 359,671               | 382,572                |
| Art Transfer                      | 6,000                | 0                    | 0                                 | 0                     | 0                      |
| <b>Annual Surplus/(Shortfall)</b> | <b>\$338,282</b>     | <b>\$46,171</b>      | <b>\$339,607</b>                  | <b>\$414,669</b>      | <b>\$344,133</b>       |
| <b>Ending Balance/(Deficit)</b>   | <b>\$1,003,185</b>   | <b>\$1,049,356</b>   | <b>\$1,388,963</b>                | <b>\$1,803,632</b>    | <b>\$1,733,096</b>     |

## Assumptions

- Recent changes in China's import policies are causing unprecedented upheaval in international recycling markets, resulting in a decrease in the revenue from materials sales and contracts.

## Low & Moderate Income Housing Asset Fund (232) Overview

Pursuant to the Dissolution Act, the City elected to serve as the Successor Housing Entity to the dissolved El Cerrito Redevelopment Agency, responsible for affordable housing projects and activities. In FY 2012, the City placed housing assets, including real estate and encumbered cash in the Low & Moderate Income Housing Fund (LMIHF), into the new Low & Moderate Income Housing Asset Fund. California Redevelopment Law requires the Fund be used to increase, improve and preserve the housing supply affordable to very low, low, and moderate income households.

The Dissolution Act did not provide revenue for successor housing agencies, but allows them to collect payments on loans made from former agencies' LMIHF. Money had been borrowed from the LMIHF to pay into the Educational Revenue Augmentation Fund (ERAF) and Supplemental ERAF. Repayment of these loans is an obligation of the El Cerrito Redevelopment Agency Successor Agency (see Section 10) and the only anticipated near-term revenues.

|                                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| <b>Starting Balance</b>                     | <b>5,068,416</b>     | <b>5,067,587</b>     | <b>5,131,742</b>                  | <b>5,070,372</b>      | <b>5,070,372</b>       |
| <b>Revenues</b>                             | <b>26,221</b>        | <b>74,829</b>        | <b>56,510</b>                     | <b>164,800</b>        | <b>164,800</b>         |
| Other Revenue                               | 26,221               | 74,829               | 56,510                            | 164,800               | 164,800                |
| <b>Expenses</b>                             | <b>27,050</b>        | <b>10,674</b>        | <b>117,880</b>                    | <b>196,730</b>        | <b>196,730</b>         |
| Purchased Professional & Technical Services | 18,038               | 1,265                | 5,815                             | 41,200                | 41,200                 |
| Purchased Property Services                 | 7,301                | 8,281                | 10,141                            | (515)                 | (515)                  |
| Other Purchased Services                    | 371                  | 282                  | 281                               | 515                   | 515                    |
| Supplies                                    | 1,340                | 846                  | 433                               | 1,030                 | 1,030                  |
| Other Financing Uses                        | 0                    | 0                    | 101,210                           | 154,500               | 154,500                |
| <b>Annual Surplus/(Shortfall)</b>           | <b>(\$829)</b>       | <b>\$64,155</b>      | <b>(\$61,370)</b>                 | <b>(\$31,930)</b>     | <b>(\$31,930)</b>      |
| <b>Ending Balance/(Deficit)</b>             | <b>\$5,067,587</b>   | <b>\$5,131,742</b>   | <b>\$5,070,372</b>                | <b>\$5,038,442</b>    | <b>\$5,038,442</b>     |

## OTHER FUNDS

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The City has other funds, including minor operating funds, capital funds, other entities' funds, debt service funds, internal service funds, and trust funds. They are as follows:

### **Asset Seizure Fund (208)**

The Police Department acquires assets in the course of arresting suspects and a portion of these assets becomes the property of the City when a guilty verdict is awarded. Pursuant to the State Health and Safety Code, these funds are to be used by the Police Department to supplant but not supplement its operating budget. To assure correct usage, funds have been broken out into a separate fund.

### **Vehicle Abatement Fund (209)**

This Fund accounts for monies received from the County to support programs that remove abandoned vehicles from City streets.

### **Park In-Lieu Fund (210)**

This Fund accounts for funds received through negotiations with developers to be used for park improvements.

### **SB1 Fund (212)**

This Fund was established in FY 2017-18 to account for funds received from the State Controller that have been generated through the passage of Senate Bill 1, and specifically, funds from the State's Road Maintenance and Rehabilitation Account (RMRA) that are apportioned by formula to eligible cities and counties for maintenance, rehabilitation, safety and improvement projects on local streets and roads system.

### **Art in Public Places Fund (213)**

This Fund was established to account for the public art in-lieu contributions and any and all other revenues appropriated or received for public art and/or public arts and cultural programs, including donations from the public.

### **Measure J Return-to-Source Paratransit (214)**

This Fund was created in FY 2013-14 to account separately for the portion of Measure J Return-to-Source revenues that fund the paratransit program.

### **Grants Fund (221)**

This Fund accounts for projects and programs in various departments that are funded by one-time grants.

### **Grants Fund (222)**

This Fund was created in FY 2013-14 to account for the ongoing C.O.P.S. grants received by the Police Department. Previously the revenues and expenditures for this program were accounted for in Fund 221.

### **Municipal Services Corporation Fund (230)**

The Municipal Services Corporation is a separate nonprofit, public benefit corporation. Although it is considered a component unit of the City for accounting purposes, its activities are controlled and its budget is adopted by a separate board of directors, and therefore not included in this document. Its revenues are primarily related to real estate transactions, including leases and potentially disposition of developable land. It also received revenue from the former Redevelopment Agency, prior to its dissolution, pursuant to a Cooperation Agreement in order to implement economic development and redevelopment programs, but has not received any payments related to the agreement since the dissolution in 2012. Its expenditures are for economic development programs, redevelopment projects, and property management.

### **Capital Improvements Fund (301)**

This Fund is utilized to account for capital activities with one-time and multiple funding sources. Within the Fund, each project is accounted for separately on a life-to-date basis for internal and external reporting purposes.

### **Storm Drain Debt Service Fund (401)**

This Fund accounts for debt service payments on the Storm Drain Revenue Bonds using the proceeds of the Measure J Special Tax assessed for that purpose. No further expenditures are budgeted for this Fund, as the last debt service payment was made in FY 2013-14.

#### **Vehicle and Equipment Replacement Fund (601)**

The purpose of this Fund is to provide vehicles and equipment to the line departments and avoid financing costs associated with the acquisition of necessary capital assets. This Fund was originally created from a reserved portion of the City's General Fund. Departments may purchase necessary vehicles or equipment from this Fund and then repay the Fund from their operating budgets over time. An ongoing charge to the operating department will cover the cost of the equipment plus a contribution toward future replacement of the equipment when such a replacement can reasonably be anticipated. The Fund's primary objective is to provide financing for the purchase of equipment and vehicles with a cost of \$5,000 and over and a useful life of three or more years. Currently, only the Fire Department is utilizing this Fund.

#### **Pension Fund Section 401A Trust Fund (701)**

The purpose of this Fund is to account for payments on retiree pensions that are an obligation of the City.

#### **Redevelopment Obligation Retirement Fund (780)**

The purpose of this trust fund is to administer the enforceable obligations of the El Cerrito Redevelopment Agency Successor Agency. Monies received in this Fund are for specific payments approved by an oversight board and the California Department of Finance and the City's authority is limited to making the approved payments. No budget is adopted for this Fund.

#### **Measure A Debt Service Fund (834)**

This Fund accounts for debt service payments on the Swim Center Bonds, which were used for the Swim Center Construction, using the proceeds of the Measure A Special Tax assessed for that purpose.

#### **City Hall Debt Service Fund (835)**

This Fund accounts for debt service payments on City Hall Lease Revenue Bonds using transfers from the City's General Fund.

#### **Street Improvement Bond Debt Service Fund (836)**

This Fund accounts for debt service payments on the Street Improvement Revenue Bonds using the proceeds of the Measure A half-cent sales tax collected for that purpose.



## **SECTION 3:**

### **CITY MANAGEMENT**

*City Management provides overall policy and administrative direction of the City organization. This department acts as the central liaison to the public and provides leadership and direction to all departments in the ongoing operations of the City. City Management is ultimately responsible for ensuring the implementation of City Council policy direction and the Adopted El Cerrito Strategic Plan.*

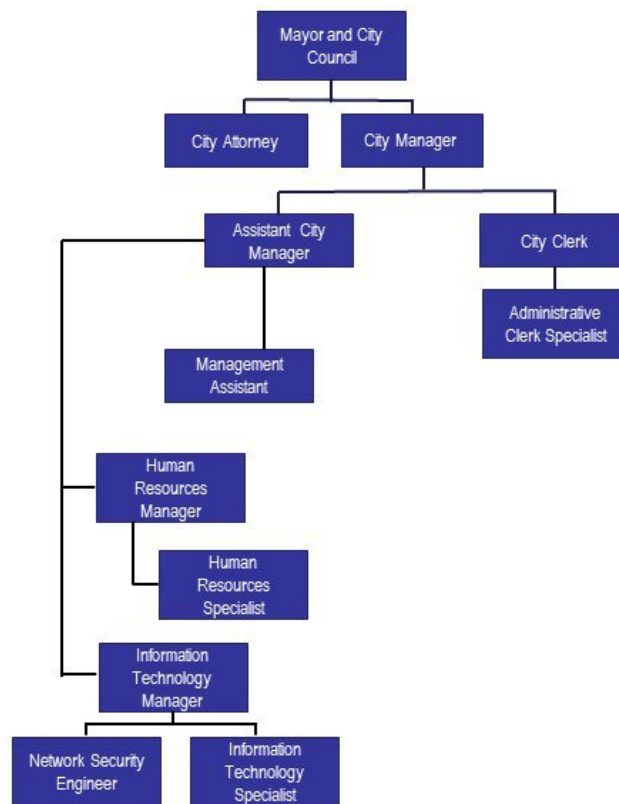
## CITY MANAGEMENT OVERVIEW

City Management is the general government function of the City of El Cerrito and its other entities. This section covers six operating components and specific discussion regarding their tasks is shown in their sections:

- City Council
- City Manager's Office
- City Attorney
- City Clerk
- Information Technology
- Human Resources

An organization chart reflecting City Management operating units and their relationships is provided in **Chart 3-1.**

Chart 3-1  
City Management Organizational Structure



The position listing in **Table 3-1** shows the positions included within City Management. This table reflects the implementation of the Fiscal Response Plan that will eliminate funding for the Assistant to the City Manager position as of January 2021.

**Table 3-1**  
**City Management Position Listing**

| <b>CITY MANAGEMENT</b>            | <b>FY 2016-17</b> | <b>FY 2017-18</b> | <b>FY 2018-19</b> | <b>FY 2019-20</b> | <b>FY 2020-21</b> |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Assistant City Manager            | 1                 | 1                 | 1                 | 1                 | 1                 |
| Assistant to the City Manager     | 1                 | 1                 | 1                 | 1                 | 0                 |
| Administrative Clerk Specialist   | 1.5               | 1.5               | 1.5               | 1.5               | 1                 |
| City Manager                      | 1                 | 1                 | 1                 | 1                 | 1                 |
| City Clerk                        | 1                 | 1                 | 1                 | 1                 | 1                 |
| Human Resources Manager           | 0                 | 0                 | 1                 | 1                 | 1                 |
| Human Resources Technician        | 1                 | 1                 | 1                 | 1                 | 0                 |
| Human Resources Specialist        | 0                 | 0                 | 0                 | 0                 | 1                 |
| Information Technology Manager    | 1                 | 1                 | 1                 | 1                 | 1                 |
| Information Technology Specialist | 2                 | 2                 | 2                 | 2                 | 2                 |
| Management Assistant              | 1                 | 1                 | 1                 | 1                 | 1                 |
| Senior Human Resources Analyst    | 1                 | 1                 | 0                 | 0                 | 0                 |
| <b>CITY MANAGEMENT TOTAL</b>      | <b>11.5</b>       | <b>11.5</b>       | <b>11.5</b>       | <b>11.5</b>       | <b>10</b>         |

## CITY MANAGEMENT BUDGET SUMMARY

### City Management Department Expenditures (1020, 1040, 1060, 1070)

| All Funds                                     | FY 2017-18<br>Actual         | FY 2018-19<br>Actual         | FY 2019-20<br>Unaudited<br>Actual          | FY 2020-21<br>Proposed         |
|-----------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| <b>General Fund (101)</b>                     |                              |                              |                                            |                                |
| Personnel Services                            | \$1,963,106                  | \$2,344,847                  | \$2,380,205                                | \$2,109,076                    |
| Purchased Professional & Technical Services   | 440,353                      | 460,070                      | 366,053                                    | 372,086                        |
| Purchased Property Services                   | 16                           | -4,231                       | 101                                        | 4,635                          |
| Other Purchased Services                      | 1,065,062                    | 894,806                      | 1,146,540                                  | 988,067                        |
| Supplies                                      | 56,642                       | 47,546                       | 78,042                                     | 41,426                         |
| Property & Capital                            | 51,199                       | 52,617                       | 92,863                                     | 43,764                         |
| <b>Total Expenditures</b>                     | <b>\$3,576,378</b>           | <b>\$3,795,655</b>           | <b>\$4,063,804</b>                         | <b>\$3,559,054</b>             |
| <b>Public Art Fund (213)</b>                  |                              |                              |                                            |                                |
|                                               | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Purchased Professional & Technical Services   | \$6947                       | \$2,333                      | \$11,527                                   | \$100,000                      |
| <b>Total Expenditures</b>                     | <b>\$6,947</b>               | <b>\$2,833</b>               | <b>\$11,527</b>                            | <b>\$100,000</b>               |
| <b>Integrated Waste Management Fund (501)</b> |                              |                              |                                            |                                |
|                                               | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Personnel Services                            | \$74,487                     | \$95,693                     | \$84,594                                   | \$77,332                       |
| <b>Total Expenditures</b>                     | <b>\$74,487</b>              | <b>\$95,693</b>              | <b>\$84,594</b>                            | <b>\$77,332</b>                |
| <b>City Management Department Revenues</b>    |                              |                              |                                            |                                |
|                                               | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| <b>General Fund (101)</b>                     |                              |                              |                                            |                                |
| Use of Money and Property                     | \$520                        | \$600                        | \$0                                        | \$0                            |
| Charges for Services                          | \$15,482                     | \$20,480                     | \$21,433                                   | \$0                            |
| Other Revenue                                 | \$0                          | \$0                          | \$350                                      | \$0                            |
| <b>Total Revenues</b>                         | <b>\$16,002</b>              | <b>\$21,080</b>              | <b>\$21,783</b>                            | <b>\$0</b>                     |
| <b>TOTAL DEPARTMENT EXPENDITURES</b>          | <b>\$3,657,812</b>           | <b>\$3,894,181</b>           | <b>\$4,159,925</b>                         | <b>\$3,736,386</b>             |
| <b>TOTAL DEPARTMENT REVENUES</b>              | <b>\$16,002</b>              | <b>\$21,080</b>              | <b>\$21,783</b>                            | <b>\$0</b>                     |

## CITY COUNCIL

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The overall goal of the City Council is to improve the quality of life for the residents of El Cerrito and to set broad policy goals for implementation by City staff based on the needs and desires of the community. The City Council consists of five members of the community—one rotating Mayor and four Council members. The City Council is the official legislative body of the City. Its duties include:

- Set policy by ordinance, resolution, or motion
- Review and approve reports, proposals and contracts for new programs and services
- Appoint Board and Commission members
- Review and approve the budget as prepared by the City Manager
- Serve as Board Members for the El Cerrito Employees' Pension Board and the Public Financing Authority.

In 2013, the City Council adopted the El Cerrito Strategic Plan, outlining the mission, vision, values, goals and strategies to guide the City into the future. The mission, values, goals, and strategies identified in the Plan were reviewed and updated by the City Council in 2015 to extend through 2020, and are incorporated into the budget document. The Strategic Plan informs and guides the departments as to allocation of resources and service efforts.



## CITY COUNCIL BUDGET SUMMARY

### City Council Expenditures (1010)

|                                                | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|------------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101)</b>                      |                      |                      |                                   |                        |
| Personnel Services                             | \$27,823             | \$34,715             | \$35,659                          | \$38,617               |
| Purchased Professional & Technical<br>Services | 34,593               | 119,812              | 89,339                            | 117,623                |
| Other Purchased Services                       | 46,057               | 39,055               | 30,962                            | 57,047                 |
| Supplies                                       | 2,730                | 1,880                | 1,286                             | 422                    |
| Office Equipment                               | 0                    | 0                    | 0                                 | 0                      |
| <b>Total Expenditures</b>                      | <b>\$111,203</b>     | <b>\$195,462</b>     | <b>\$157,246</b>                  | <b>\$213,709</b>       |

### City Council Revenues

#### General Fund (101)

|                       | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|-----------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Charges for Services  | \$4,050              | \$0                  | \$4,890                           | \$4,500                |
| <b>Total Revenues</b> | <b>\$4,050</b>       | <b>\$0</b>           | <b>\$4,890</b>                    | <b>\$4,500</b>         |

|                                      |                  |                  |                  |                  |
|--------------------------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL DEPARTMENT EXPENDITURES</b> | <b>\$111,203</b> | <b>\$195,462</b> | <b>\$157,246</b> | <b>\$213,709</b> |
|--------------------------------------|------------------|------------------|------------------|------------------|

|                                  |                |            |                |                |
|----------------------------------|----------------|------------|----------------|----------------|
| <b>TOTAL DEPARTMENT REVENUES</b> | <b>\$4,050</b> | <b>\$0</b> | <b>\$4,890</b> | <b>\$4,500</b> |
|----------------------------------|----------------|------------|----------------|----------------|

## CITY ATTORNEY

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The City Attorney supports the City Council and City organization with legal advice and services. The City Attorney, whose services are retained by the City through a contract with the law firm Meyers Nave, is responsible for the following services:

- Provide legal advice and information to the City Council, Boards and Commissions, City Manager and staff
- Develop legally acceptable alternatives for accomplishing policy objectives including the Strategic Plan
- Prepare legal documents including ordinances, leases and agreements
- Review resolutions and contracts
- Represent the City in court and before administrative agencies
- Advise City staff on land use and planning applications and issues, public works contracts and construction, personnel matters, finance issues, elections, the Public Records Act, open meeting laws, compliance with State and Federal laws and regulations, and Municipal Code enforcement issues
- Update the El Cerrito Municipal Code

Staff continues to control assignment of work to the City Attorney as a method of containing costs.

## CITY ATTORNEY BUDGET SUMMARY

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### City Attorney Expenditures (1030)

|                                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101)</b>                   |                      |                      |                                   |                        |
| Purchased Professional & Technical Services | \$388,341            | \$519,482            | \$486,379                         | \$318,270              |
| Other Purchased Services                    | 0                    | 0                    | 0                                 | 0                      |
| <b>Total Expenditures</b>                   | <b>\$388,341</b>     | <b>\$519,482</b>     | <b>\$486,379</b>                  | <b>\$318,270</b>       |

## CITY MANAGER

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Under the policies established by the City Council, the City Manager is responsible for the efficient management of all affairs and departments operating within the City and serves as the Executive Director of the City's Municipal Finance Authority. The City Manager is the City's chief executive officer, employed by and directly responsible to the City Council. The City Manager organizes and directs an executive team that consists of the Assistant City Manager, City Clerk and Department Directors to implement programs and deliver public services.

The primary duties and services the City Manager performs include the following:

- Provide professional expertise to the City Council in their role of making public policy decisions
- Implement policies and directives from the City Council
- Provide strategic direction and management for citywide operations and service delivery
- Prepare a sound, fiscally sustainable budget that identifies all the revenues and expenditures anticipated in the forthcoming and future fiscal years
- Oversee the process for development of capital and infrastructure projects and strive to ensure that capital projects are successfully accomplished on-time
- Ensure the City is delivering cost-effective services that meet the needs of community
- Engage residents, foster community partnerships and interagency collaborations through strategic communication efforts
- Ensure the highest level of customer service to residents and businesses

### FY 2018-2020 HIGHLIGHTS

Developed successful Measure V (Charter City and Real Estate Transfer Tax) and Measure H (renewal of 2000 Measure A Swim Center) ballot measures resulting in the establishment of critical City revenue sources.

Established a multi-prong communications strategy through the City Manager's Report, social media and newsletter to provide information on projects, programs and upcoming events to a larger population of community members.

Worked with labor to realign expenditures to meet reduced revenue targets resulting from the COVID-19 pandemic.

In collaboration with the Community Development Department, implemented City Council direction to establish a rent registry and a Tenant Protections task Force.

Conducted a Library Feasibility Study and community outreach evaluating potential locations for a new library.

### **FY 2020-2021 FOCUS**

Continue implementation of Fiscal Response Plan by controlling expenditures to achieve financial sustainability.

Continue to provide quality day-to-day service delivery for residents within fiscal discipline.

Continue to ensure the safety of employees and residents amid the national COVID-19 pandemic and California Fires.

Continue active participation through the League of California Cities on legislative priorities and potential funding sources from the state and federal government.

Continue to provide support to the Arts and Culture Commission in their priorities, including the Utility Box Public Art Pilot Program, Artist In Residency Program at the Recycling Center and the Poet Laureate program.



## CITY CLERK

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The City Clerk strives to provide exceptional service to all residents of the City of El Cerrito, the City Council, city staff and other public agencies. The primary goal is to preserve the public's trust in government by ensuring the city's legislative processes are transparent, accurate and timely; safeguarding the legislative history of the city; administering open elections; and delivering timely information and services.

### Division Overview

The City Clerk performs all mandated functions under the United States Constitution, the Constitution of the State of California, California Government Code, California Election Code, California Administrative Code, the Political Reform Act and Fair Political Practices Regulations, the El Cerrito Municipal Code and other policies established by the City Council.

The City Clerk serves as Clerk for the City Council, Redevelopment Agency, and Municipal Services Corporation, providing meeting administration and overseeing preparation and noticing of agenda materials, as well as ensuring the recordation, preservation, and maintenance of the City's Legislative history. The City Clerk is also responsible for the citywide records program.

The City Clerk is the elections official responsible for administering impartial and ethical elections for city council candidates and city measures, ensuring regulatory compliance for initiative, referendum and recall petitions, and administering all other regulatory requirements for municipal elections. In addition, the City Clerk acts as the filing officer for the California Fair Political Practices Commission (FPPC) responsible for noticing, reviewing and monitoring FPPC Campaign Disclosure and Conflict of Interest Statements.

The City Clerk performs and is responsible for a variety of other administrative duties for the city including administration of advisory body members and support for staff liaisons, facilitation of a Passport Acceptance Facility, maintenance of the El Cerrito Municipal Code, public records and information requests, receiving and opening bid documents, planning council and commission events, administration of the Oath of Office to elected officials and sworn public safety personnel, and providing administrative support to the City Council and the City Manager.

The City Clerk is supported by an Administrative Clerk Specialist who assists in the advancement of program automation and division goals, processes passport applications, assists with records information management and automation, preserves the City's legislative history and participates actively in website maintenance and development.

### **FY 2018-2020 HIGHLIGHTS**

Administered a Regular Municipal Election in November 2018 (Measure V), a Special Municipal Election in November 2019 (Measure H) in compliance with all federal, state, and local laws. In addition, administered the process for a citizen referendum petition in 2019 as well as a citizen initiative petition (unsuccessful) in 2020.

Implemented new software for agenda management and the livestream of City Council meetings, achieving process streamlining and cost savings to the City.

Completed an overhaul of information and updates to training materials for both city advisory body members and staff liaisons on facilitation, records management, and Brown Act requirements.

Adopted and implemented a new City Administrative Policy for Records Information and Management in conjunction with a citywide retention schedule for the preservation, management, and destruction of citywide records.

On behalf of the City Council, organized and held commission recognition dinners in 2018 and 2019, hosted Contra Costa Mayors Conference events in 2018 and 2019, and hosted meetings of the West Contra Costa Mayors in 2019.

### **FY 2020-2021 FOCUS**

Administer the November 2020 Regular Municipal Election.

Enhance online services with existing resources to increase transparency and accessibility to city information and records.

Focus on engaging existing technology to streamline internal processes in an effort to reduce staff time required to administer services and support.

Continue to ensure both processes and information are current and consistent with applicable regulatory requirements with regard to administration of elections, Fair Political Practices Commission regulations, and other regulatory filing requirements.

Increase the amount of city records retained digitally and reduce the amount of paper records in an effort to increase accessibility.

## HUMAN RESOURCES

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The Human Resources Division develops, implements, supports and manages a comprehensive human resources and risk management function to ensure quality service to the organization and to the community. A variety of central services are also provided. These services are accomplished by:

- Developing and maintaining Human Resources policies to support effective and efficient operations and to maintain legal compliance with State and Federal employment laws
- Managing talent acquisition initiatives which include ensuring fair and balanced recruitment and selection processes
- Maintaining the City's classification and compensation plans
- Leading and/or supporting the meet and confer process with employee organizations
- Providing labor relations oversight to ensure equitable and ethical treatment of the workforce and to mitigate employment risks
- Coordinating/monitoring Citywide learning and development programs and the City's central safety program
- Maintaining personnel and related records
- Providing professional staff support to commissions and committees
- Performing the City's risk management function including maintaining insurance coverage and processing/monitoring Workers' Compensation and liability claims

### Risk Management

The City is a member of the Municipal Pooling Authority (MPA), a Joint Powers Authority (JPA) that is both a loss control/risk management consortium and a fund-pooling mechanism for excess coverage of self-insured risks. The Division oversees this program.

| FY 2018-2020 HIGHLIGHTS                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In accordance with the Fiscal Response Plan, reopened and completed negotiations for seven successor Memorandum of Understanding (MOU) agreements achieving significant personnel cost reductions.                   |
| Established a New Employee Orientation and implemented NeoGov Onboarding and Performance Management modules improving the onboarding and citywide employee performance management processes.                         |
| Negotiated health and dental premiums from calendar to fiscal year achieving a reduction in employee healthcare costs.                                                                                               |
| Redefined the City's Employee Wellness Program by coordinating activities and workshops focused on maintaining and enhancing the well-being of all employees.                                                        |
| Provided guidance to the Human Relations Commission by supporting events such as the Dr. Martin Luther King Jr. Day Celebration and developing new programs to celebrate diversity and promote equity and inclusion. |

### FY 2020-2021 FOCUS

Cultivate a culture of accountability, empowerment and leadership.

Revise outdated governing documents to better implement modern Human Resource practices.

Implement a position budgeting module in the New World System with the Finance Department and the Information Systems Division to streamline data access and accuracy.

Eliminate manual processes and increase the utilization of technology to allow for a more efficient use of staff resources.

Continue strengthening the City's Learning and Development program by providing robust training and workshops with limited resources.

## INFORMATION TECHNOLOGY

The Information Technology Division seeks to provide and maintain information services including data, voice, video, hardware, and software to serve City residents and businesses, Departments, and City facilities. The Division works with multiple technologies to choose the appropriate solution for the City's needs. The Division's challenge is to work within the budget to stay current and provide solutions as technology continues to change.

The Information Technology Division performs the following tasks:

- Maximizes the use of the City's information and telecommunications systems resources
- Assists all computer and telephone users in gaining access to the network, provides technical support, and resolves user problems
- Plans for updates and upgrades to address current and future growth needs of the information and telecommunication infrastructure
- Plans for rising productivity, projected demand, and growth of all City departments by automation, streamlining processes, and improving workflows
- Enhances the City's customer service portal and ability to outreach to our residents using social media platforms
- Provides 24/7 on-demand webcast and live TV broadcast of City Council Meetings
- Troubleshoots and maintains the City's HVAC, alarm, lighting, and surveillance systems

The overall goal is to provide and maintain efficient, cost-effective, and reliable information technology to serve the public in El Cerrito.

### FY 2018-2020 HIGHLIGHTS

Implemented remote access and virtual meeting solutions for Staff, City Council and Boards and Commissions.

Upgraded network equipment to protect the city from external cyberattacks from malicious software.

Upgraded outdated and failing network infrastructure at City Hall and other city sites.

Replaced and upgraded obsolete and software-incompatible computing devices.

Refreshed city back-end computers with a robust virtual infrastructure.

### FY 2020-2021 FOCUS

Upgrade the Community Development TRAKiT system and implement the online Citizen Engagement Portal to maximize efficiencies in permitting.

Improve and connect all city sites on modern broadband connection.

Upgrade the existing Laserfiche Content Management System and interface with Community Development System

Conclude migration to Office365, to completely move from hybrid model to Microsoft 365

Implement automated and advanced solution software to address hardware and software issues remotely.



## **SECTION 4:**

# **COMMUNITY DEVELOPMENT DEPARTMENT**

*The Community Development Department's mission is to deliver services, projects and programs that provide a safe, connected, environmentally-focused and high quality of life in El Cerrito for all residents and businesses. The Department achieves this mission through planning and implementing programs and private and public projects that promote community, health and safety, environmental quality and economic vitality.*

## DEPARTMENT OVERVIEW

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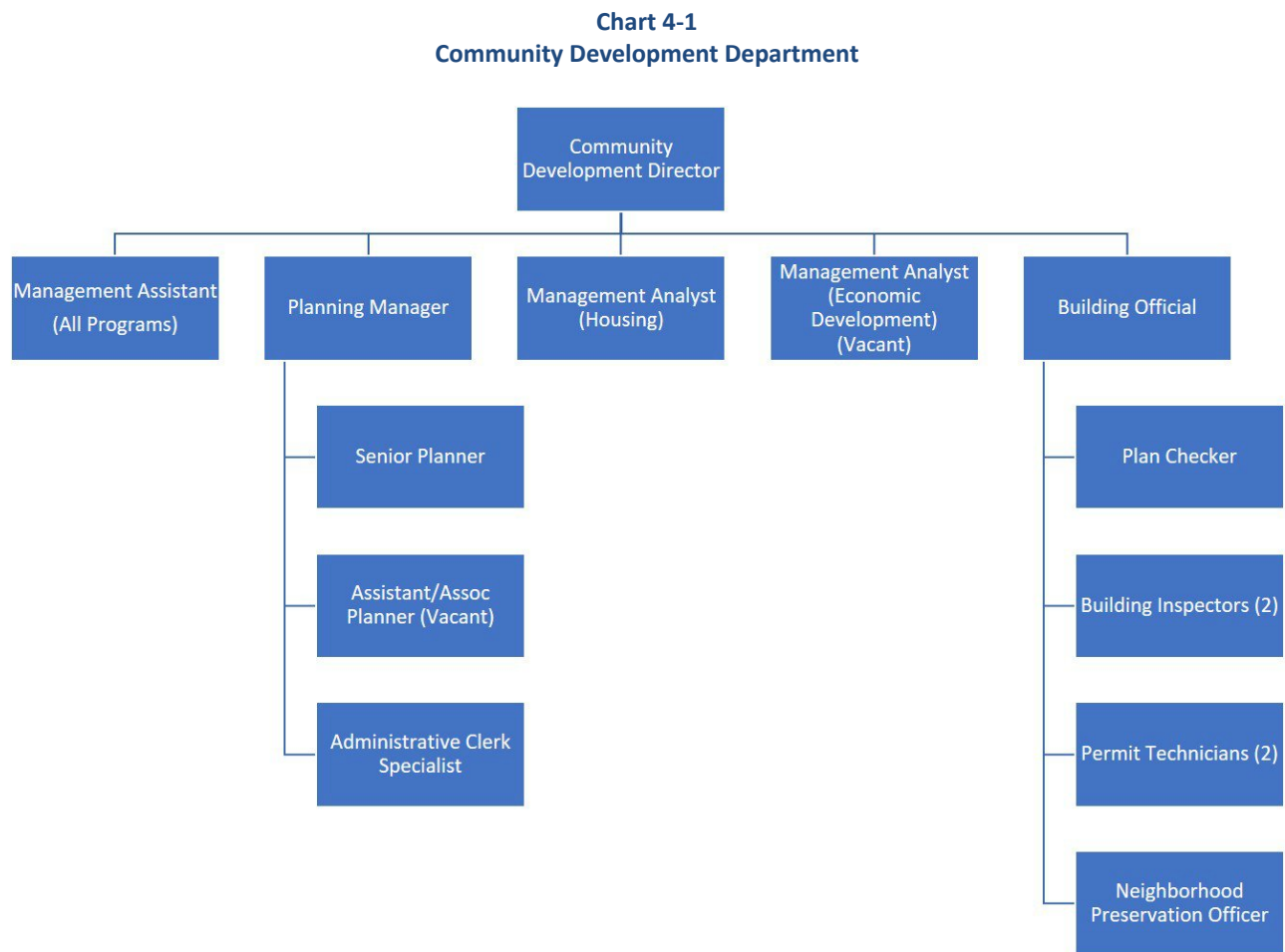
The Community Development Department serves the community by providing current and advanced Planning, Building and Affordable Housing services. The Department endeavors to maintain and enhance the City as a healthy, attractive, and resilient community for all residents and businesses. To attain these goals, the Department's primary responsibilities are to:

- Implement and help develop the vision of the City Council and residents of El Cerrito through implementing existing plans and policies and leading the ongoing development and implementation of the General Plan, Specific Plans, and other long-range comprehensive planning documents
- Monitor and assure compliance with other regional and State policies such as those articulated in Plan Bay Area, the Bay Area's Sustainable Community Strategy
- Ensure the creation and maintenance of an attractive, safe community with a high quality, balanced and appropriate mix of land uses and amenities
- Produce, protect and preserve housing at all income levels across a diversity of household types
- Enhance the existing built environment by supporting and encouraging investment in our homes, neighborhoods, businesses and public places in a safe and efficient manner
- Provide programs that are inclusive and engage, involve and educate the community
- Collaborate with other departments, regional agencies and the private sector to leverage resources and assure that programs and projects are consistent with the City's vision, mission and adopted Plans
- Identify and pursue projects, policies and programs that improve the overall social and economic vitality of El Cerrito
- Provide customer-friendly, responsive, efficient, collaborative and accurate services to all

### Organizational Structure

The Community Development Department includes Current and Advanced Planning, Building Services, Affordable Housing, Neighborhood Preservation/Code Enforcement and in the last fiscal year also began to be responsible for the administration of Business Licenses and parking permits and the newly established Rent Registry program. The Department is largely supported by fees and strives to obtain grants for special projects that advance the City's goals. The Department provides staff to the City's Planning Commission, Design Review Board, and Economic Development Committee, as well as ad hoc committees such as the Affordable Housing Task Force.

**Chart 4-1** shows the organizational structure of the Department:



### Position Listing

**Table 4-1** shows the position listing for the Department:

| COMMUNITY DEVELOPMENT DEPARTMENT       | FY 2016-17  | FY 2017-18  | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|----------------------------------------|-------------|-------------|------------|------------|------------|
| Management Analyst II (vacant)         | 1           | 1           | 1          | 1          | 1          |
| Management Analyst III                 | 0           | 0           | 1          | 1          | 1          |
| Management Assistant                   | 0           | 0           | 1          | 1          | 1          |
| Neighborhood Preservation Officer      | 0.5         | 0.5         | 1          | 1          | 1          |
| Building Inspector I-III               | 1           | 1           | 1          | 2          | 2          |
| Building Inspector III                 | 1           | 1           | 1          | 0          | 0          |
| Building Official (vacant)             | 1           | 1           | 1          | 1          | 1          |
| Building Plan Checker II               | 1           | 1           | 1          | 1          | 1          |
| Community Development Director         | 1           | 1           | 1          | 1          | 1          |
| Planning Manager (was Dev. Svcs. Mgr.) | 1           | 1           | 1          | 1          | 1          |
| Permit Technician I-II                 | 1           | 1           | 1          | 1          | 1          |
| Permit Technician III                  | 1           | 1           | 1          | 1          | 1          |
| Senior/Associate Planner (one vacant)  | 2           | 2           | 2          | 2          | 2          |
| Senior Program Manager                 | 2           | 2           | 0          | 0          | 0          |
| Administrative Clerk Specialist        | 0           | 0           | 0          | 1          | 1          |
| <b>COMMUNITY DEVELOPMENT TOTAL</b>     | <b>13.5</b> | <b>13.5</b> | <b>14</b>  | <b>15</b>  | <b>15</b>  |

### FY 2018-2020 HIGHLIGHTS

Sold former Redevelopment properties (per adopted Long Range Property Management Plan), including: the Cerrito Theater for continued operation as a theater and Eastshore properties for development as a hotel. Also entered into Purchase and Sale Agreement for the development of Potrero Properties as beer garden/brewery and multifamily housing.

Continued implementation and update of San Pablo Avenue Specific Plan by entitling five major projects representing 516 units and 7,000 square feet new commercial space. Continued to provide inspection services for projects under construction, including Credence, the Mayfair project and Village 29.

Adopted new accessory dwelling unit (ADU) legislation to facilitate new ADU development. Celebrated Grand Opening of Hana Gardens Senior Affordable Housing; Conducted study sessions and developed Tenant Protection Policies, including a Rent Registry and Just Cause for Eviction Ordinance (which was later repealed); Adopted a Temporary Moratorium on Evictions for Residential and Commercial Tenants.

Completed grant funded projects with Public Works to establish a Transportation Impact Fee and secured grants to complete a Soft Story Inventory, the San Pablo Avenue Specific Plan Update and to accelerate housing production (complete the Housing Element, technology upgrades and to develop pre-approved Accessory Dwelling Unit Plans).

Worked with BART to develop a Request for Qualifications for development of the El Cerrito Plaza BART station into a mixed-use project with ground floor commercial on Fairmont Avenue, affordable housing and to integrate a potential library into the development process fulfilling a long term City goal to focus on catalyzing development downtown.

### FY 2020-2021 FOCUS

Fully implement new cloud-based Permit Software program and Citizen Engagement Platform to improve efficiency, customer experience and resiliency of Building Permit program.

Continue to facilitate housing and commercial development along San Pablo Avenue, initiate Program Environmental Impact Report and complete San Pablo Avenue Specific Plan Update.

Work with BART and selected developer on transportation studies/grants and mixed-use development of the the El Cerrito Plaza BART Station.

Secure financing for BRIDGE Affordable Housing at Mayfair.

Complete an inventory of Soft Story buildings throughout the City.



## COMMUNITY DEVELOPMENT DEPARTMENT BUDGET SUMMARY

### Community Development Department Expenditures (4010, 4030, 4040,6020)

| All Funds                                              | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|--------------------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101)</b>                              |                      |                      |                                   |                        |
| Personnel Services                                     | \$1,609,570          | \$1,710,878          | \$1,948,501                       | \$1,848,902            |
| Purchased Professional & Technical Services            | 765,723              | 684,887              | 481,519                           | 534,963                |
| Purchased Property Services                            | 8,356                | 2,255                | 10,505                            | 8,700                  |
| Other Purchased Services                               | 57,094               | 53,558               | 35,101                            | 60,032                 |
| Supplies                                               | 20,525               | 14,037               | 10,613                            | 17,026                 |
| Property & Capital                                     | 5,881                | 8,272                | 18,863                            | 7,982                  |
| Financing Costs                                        | 0                    | 0                    | 0                                 | 0                      |
| <b>Total Expenditures</b>                              | <b>\$2,467,149</b>   | <b>\$2,473,887</b>   | <b>\$2,505,102</b>                | <b>\$2,477,605</b>     |
| <b>Grants Fund (221)</b>                               |                      |                      |                                   |                        |
| Purchased Professional & Technical Services            | \$93,324             | \$9,924              | \$21,741                          | \$0                    |
| Other Purchased Services                               | 38                   | 0                    | 38                                | 0                      |
| Supplies                                               | 1,310                | 846                  | 433                               | 0                      |
| <b>Total Expenditures</b>                              | <b>\$94,672</b>      | <b>\$10,770</b>      | <b>\$22,212</b>                   | <b>\$0</b>             |
| <b>Economic Development 6020 Fund (230 &amp; 780 )</b> |                      |                      |                                   |                        |
| Purchased Professional & Technical Services            | \$262,010            | \$260,140            | \$239,885                         | \$0                    |
| Purchased Property Services                            | 33,560               | 1,201                | 549                               | 0                      |
| Other Financing Uses                                   | 0                    | 4,660,000            | 0                                 | 0                      |
| Financing Cost - Debt Service Payments                 | 434,782              | 400,786              | 1,169,278                         | 0                      |
| <b>Total Expenditures</b>                              | <b>\$730,352</b>     | <b>\$5,322,127</b>   | <b>\$1,409,712</b>                | <b>\$0</b>             |
| <b>City LMI Housing Fund (232 )</b>                    |                      |                      |                                   |                        |
| Purchased Professional & Technical Services            | \$18,038             | \$1,265              | \$5,815                           | \$41,200               |
| Purchased Property Services                            | 7,301                | 8,281                | 10,112                            | -515                   |
| Other Purchased Services                               | 0                    | 0                    | 0                                 | 515                    |
| Supplies                                               | 1,340                | 846                  | 433                               | 1,030                  |
| Other Financing Uses                                   | 0                    | 0                    | 101,210                           | 154,500                |
| <b>Total Expenditures</b>                              | <b>\$26,679</b>      | <b>\$10,392</b>      | <b>\$117,570</b>                  | <b>\$196,730</b>       |
| <b>Capital Improvement Fund (301)</b>                  |                      |                      |                                   |                        |
| Purchased Professional & Technical Services            | \$0                  | 0                    | \$0                               | \$0                    |
| <b>Total Expenditures</b>                              | <b>\$0</b>           | <b>\$0</b>           | <b>\$0</b>                        | <b>\$0</b>             |

## Community Development Department Revenues

| <b>General Fund (101)</b>                              | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Property and Other Taxes                               | \$1,714                      | \$1,935                      | \$2,811                                    | \$0                            |
| Licenses & Permits                                     | 759,825                      | 772,364                      | 779,670                                    | 755,000                        |
| Intergovernmental Revenues                             | 536                          | 571                          | 140                                        | 0                              |
| Use of Money                                           | 1,000                        | 0                            | 0                                          | 0                              |
| Charges for Services                                   | 954,313                      | 1,050,428                    | 1,028,281                                  | 988,651                        |
| Other Revenue                                          | 10,051                       | 147,465                      | 50,250                                     | 60,000                         |
| <b>Total Revenues</b>                                  | <b>\$1,727,439</b>           | <b>\$1,972,763</b>           | <b>\$1,861,152</b>                         | <b>\$1,803,651</b>             |
| <b>Grants Fund (221)</b>                               | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Intergovernmental Revenues                             | \$0                          | \$192,666                    | \$0                                        | \$0                            |
| <b>Total Revenues</b>                                  | <b>\$0</b>                   | <b>\$192,666</b>             | <b>\$0</b>                                 | <b>\$0</b>                     |
| <b>Economic Development 6020 Fund (230 &amp; 780 )</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Property Taxes                                         | \$788,216                    | \$2,138,127                  | \$2,304,468                                | \$0                            |
| Property Leases                                        | 74373                        | 25,054                       | 45,408                                     | 0                              |
| <b>Total Revenues</b>                                  | <b>\$862,589</b>             | <b>\$2,163,181</b>           | <b>\$2,349,876</b>                         | <b>\$0</b>                     |
| <b>City LMI Housing Fund (232 )</b>                    | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Use of Money                                           | \$11,471                     | \$74,829                     | \$56,510                                   | \$0                            |
| Charges for Services                                   | 2,750                        | 0                            | 0                                          | 0                              |
| Other Revenue                                          | 12,000                       | 0                            | 0                                          | 164,800                        |
| <b>Total Revenues</b>                                  | <b>\$26,221</b>              | <b>\$74,829</b>              | <b>\$56,510</b>                            | <b>\$164,800</b>               |
| <b>TOTAL DEPARTMENT EXPENDITURES</b>                   | <b>\$3,318,852</b>           | <b>\$7,817,176</b>           | <b>\$4,054,596</b>                         | <b>\$2,674,335</b>             |
| <b>TOTAL DEPARTMENT REVENUES</b>                       | <b>\$2,616,249</b>           | <b>\$4,403,439</b>           | <b>\$4,267,538</b>                         | <b>\$1,968,451</b>             |

## **SECTION 5:**

### **FINANCE DEPARTMENT**

*The mission of the Finance Department is to support the financial and fiscal sustainability of the City, its agencies and corporations; and to ensure their activities are performed, recorded and presented in compliance with professional and ethical standards.*

## DEPARTMENT OVERVIEW

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The Finance Department administers the financial affairs of the City, with particular focus on the following functions and activities:

### **Budget and Treasury**

- Compiles and produces external documents, e.g. the Annual Budget, the Annual Capital Improvement Budget, and the Annual Financial Report
- Compiles data and statistics, and develops financial analysis and revenue forecasts
- Leads the City's budgeting and financial planning activities
- Manages cash flow, investments and the issuance and maintenance of outstanding debt
- Ensures that the City's various assessments and taxes are appropriately placed on the County's property tax bill
- Manages the annual update of the City's Master Fee Schedule
- Records and accounts for all receipts and disbursements of cash in all City bank accounts
- Administers fiscal controls and policies

### **Accounting**

- Responsible for the internal control auditing functions of the City, its agencies and corporations
- Manages general accounting, payroll preparation and reporting, accounts payable and receivable functions, financial analysis, special grants and funds accounting
- Administers and controls the City's on-line financial management information systems
- Administers internal and external financial information reporting
- Prepares periodic and annual comprehensive financial reports for the City, its agencies and corporations, and the annual State Controller Reports

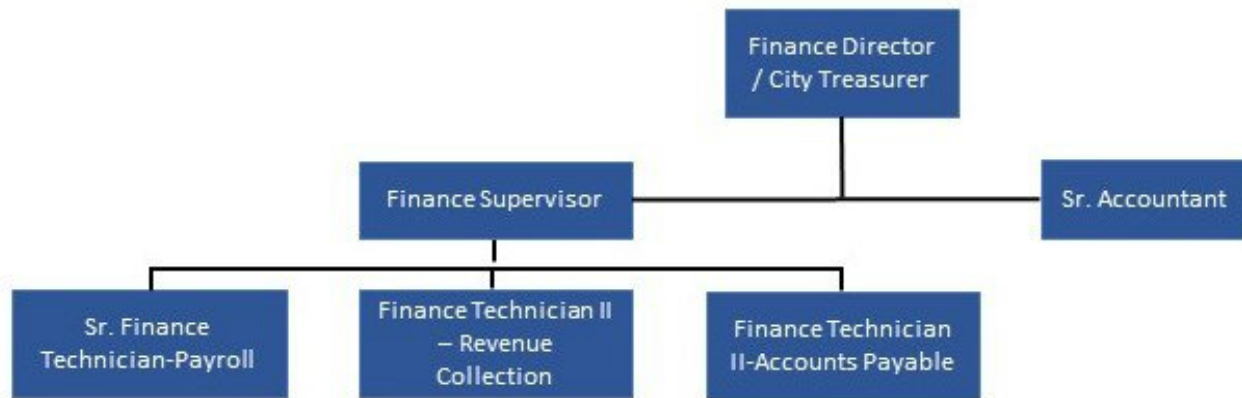
### **Municipal Services**

- Responds to requests for financial information from state and local agencies and provides general customer service support
- Manages, and assists departments that manage, the purchase, lease, or disposition and development of real property assets of the City, its agencies and corporations to maximize both ongoing and one-time revenue
- Provides staff support to the City's Financial Advisory Board (FAB)
- Assists the El Cerrito Redevelopment Agency Successor Agency, providing staff support to its governing board and its Oversight Board, managing its Recognized Obligation Payment Schedule process, and implementing its Long-Range Property Management Plan
- Serves as the fiduciary agent for the El Cerrito Municipal Services Corporation, including revenue collection; disbursements for its projects, programs, and grant making; property management; and performance of its obligations under the Cooperation Agreement with the former Redevelopment Agency and performance deeds of trust on properties acquired from the former Redevelopment Agency

- Manages special projects such as tax elections, deployment of OpenGov, legislative review, sales tax audits, and internal control/agreed upon procedures audits, and cost allocation and fee studies

## Organizational Structure

The Finance Department's organizational structure is shown on **Chart 5-1**:



## Position Listing

**Table 5-1** shows the position listing for the Department.

**Table 5-1**  
**Finance Department Position Listing**

| FINANCE DEPARTMENT              | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|---------------------------------|------------|------------|------------|------------|------------|
| Finance Director/City Treasurer | 1          | 1          | 1          | 1          | 1          |
| Accounting Supervisor           | 1          | 1          | 1          | 1          | 0          |
| Finance Supervisor              | 0          | 0          | 0          | 0          | 1          |
| Accountant II/Mgt. Analyst III  | 1          | 1          | 1          | 1          | 0          |
| Senior Accountant               | 0          | 0          | 0          | 0          | 1          |
| Account Clerk/Clerk Technician  | 3          | 3          | 3          | 3          | 0          |
| Finance Technician              | 0          | 0          | 0          | 0          | 2          |
| Senior Finance Technician       | 0          | 0          | 0          | 0          | 1          |
| <b>FINANCE DEPARTMENT TOTAL</b> | <b>6</b>   | <b>6</b>   | <b>6</b>   | <b>6</b>   | <b>6</b>   |

## FY 2018-2020 HIGHLIGHTS

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| Issued two Tax Revenue Anticipation Notes (TRAN) to fund cash flow needs.                    |
| Completed the annual external audit by October of 2019.                                      |
| Achieved Annual Budget awards from GFOA and CSMFO for FY 2018-20.                            |
| Improved banking security by implementing positive pay controls for all payments.            |
| Introduced remote deposit of checks for quicker access to cash and lower cash handling fees. |



### FY 2020-2021 FOCUS

Ensure cash flow needs are met throughout the year.

Provide the City Council with monthly Financial Reports.

Complete annual budgets for FY 2021 and FY 2022 and make changes as needed during the year.

Re-balance department workload to accommodate the 10% reduction due to furloughs days.

Ensure that the TRAN is repaid and renewed on-time.

## FINANCE DEPARTMENT BUDGET SUMMARY

### Finance Department Expenditures (1050)

| All Funds                                          | FY 2017-18<br>Actual         | FY 2018-19<br>Actual         | FY 2019-20<br>Unaudited<br>Actual          | FY 2020-21<br>Proposed         |
|----------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| <b>General Fund (101)</b>                          |                              |                              |                                            |                                |
| Personnel Services                                 | \$812,435                    | \$950,737                    | \$1,038,499                                | \$943,008                      |
| Purchased Professional & Technical Services        | 404,037                      | 407,654                      | 383,970                                    | 259,642                        |
| Other Purchased Services                           | 12,301                       | 14,463                       | 34,500                                     | 19,364                         |
| Supplies                                           | 10,406                       | 10,514                       | 8,708                                      | 9,462                          |
| Property & Capital                                 | 401                          | 2,267                        | 3,772                                      | 2,526                          |
| Financing Costs                                    | 199,415                      | 189,771                      | 209,730                                    | 79,568                         |
| Other Financing Uses                               | 412,272                      | 666,434                      | 674,410                                    | 0                              |
| <b>Total Expenditures</b>                          | <b>\$1,851,267</b>           | <b>\$2,241,840</b>           | <b>\$2,353,589</b>                         | <b>\$1,313,570</b>             |
| <b>Measure A Parcel Tax Fund (206 )</b>            | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Purchased Professional & Technical Services        | \$0                          | \$12,000                     | \$0                                        | \$0                            |
| <b>Total Expenditures</b>                          | <b>\$0</b>                   | <b>\$12,000</b>              | <b>\$0</b>                                 | <b>\$0</b>                     |
| <b>Street Improvement &amp; Maintenance (211 )</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Purchased Professional & Technical Services        | \$1800                       | \$1325                       | \$1,450                                    | \$1,500                        |
| <b>Total Expenditures</b>                          | <b>\$1,800</b>               | <b>\$1,325</b>               | <b>\$1,450</b>                             | <b>\$1,500</b>                 |
| <b>Pension Trust Sect 401-A (701 )</b>             | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Purchased Professional & Technical Services        | \$0                          | \$0                          | \$0                                        | \$0                            |
| <b>Total Expenditures</b>                          | <b>\$0</b>                   | <b>\$0</b>                   | <b>\$0</b>                                 | <b>\$0</b>                     |
| <b>Successor Agency Fund (780)</b>                 | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Purchased Professional & Technical Services        | \$11,760                     | \$10,095                     | \$10,115                                   | \$0                            |
| <b>Total Expenditures</b>                          | <b>\$11,760</b>              | <b>\$10,095</b>              | <b>\$10,115</b>                            | <b>\$0</b>                     |
| <b>Finance Authority Debt Service Fund (834)</b>   | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Financing Costs                                    | 361,370                      | 357,364                      | 357,464                                    | 187,014                        |
| <b>Total Expenditures</b>                          | <b>\$361,370</b>             | <b>\$357,364</b>             | <b>\$357,464</b>                           | <b>\$187,014</b>               |

| <b>City Hall Bond Debt Service Fund (835 )</b>             | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|------------------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Purchased Professional/Technical Services                  | 0                            | 0                            | 0                                          | 150                            |
| Financing Costs                                            | \$290,603                    | \$579,763                    | \$579,163                                  | \$580,613                      |
| <b>Total Expenditures</b>                                  | <b>\$290,603</b>             | <b>\$579,763</b>             | <b>\$579,163</b>                           | <b>\$580,763</b>               |
| <b>Street Improvement Bond Debt Service<br/>Fund (836)</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Financing Costs                                            | 700,700                      | 704,400                      | 702,900                                    | 706,300                        |
| <b>Total Expenditures</b>                                  | <b>\$700,700</b>             | <b>\$704,400</b>             | <b>\$702,900</b>                           | <b>\$706,300</b>               |
| <b>Finance Department Revenues</b>                         | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| <b>General Fund (101)</b>                                  |                              |                              |                                            |                                |
| Intergovernmental                                          | \$17,173                     | \$2,816                      | \$0                                        | \$0                            |
| Charges for Services                                       | \$102,603                    | \$73,534                     | \$112,357                                  | \$0                            |
| Other Revenue                                              | 111,942                      | 31,100                       | 24,389                                     | 10,000                         |
| <b>Total Revenues</b>                                      | <b>\$231,718</b>             | <b>\$107,450</b>             | <b>\$136,746</b>                           | <b>\$10,000</b>                |
| <b>TOTAL DEPARTMENT EXPENDITURES</b>                       | <b>\$3,217,500</b>           | <b>\$3,906,787</b>           | <b>\$4,004,681</b>                         | <b>\$2,789,147</b>             |
| <b>TOTAL DEPARTMENT REVENUES</b>                           | <b>\$231,718</b>             | <b>\$107,450</b>             | <b>\$136,746</b>                           | <b>\$10,000</b>                |

## **SECTION 6:**

# **FIRE DEPARTMENT**

*The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fires, rescues, and medical emergencies, hazardous material incidents, and major disasters. As an all risk Department, this mission is achieved by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.*

## DEPARTMENT OVERVIEW

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The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost-effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District, the City of Albany Fire Department, and the City of Berkeley Fire Department. These active partnerships utilize the combined resources of all four agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department supports the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self-sufficient in the event of an emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

### Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations, and Support Services. Staffing for these divisions is assigned to the three shift Battalion Chiefs and one staff Battalion Chief. Fire Administration provides management oversight to these four divisions.

#### Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

#### Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness



component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

### Operations Division

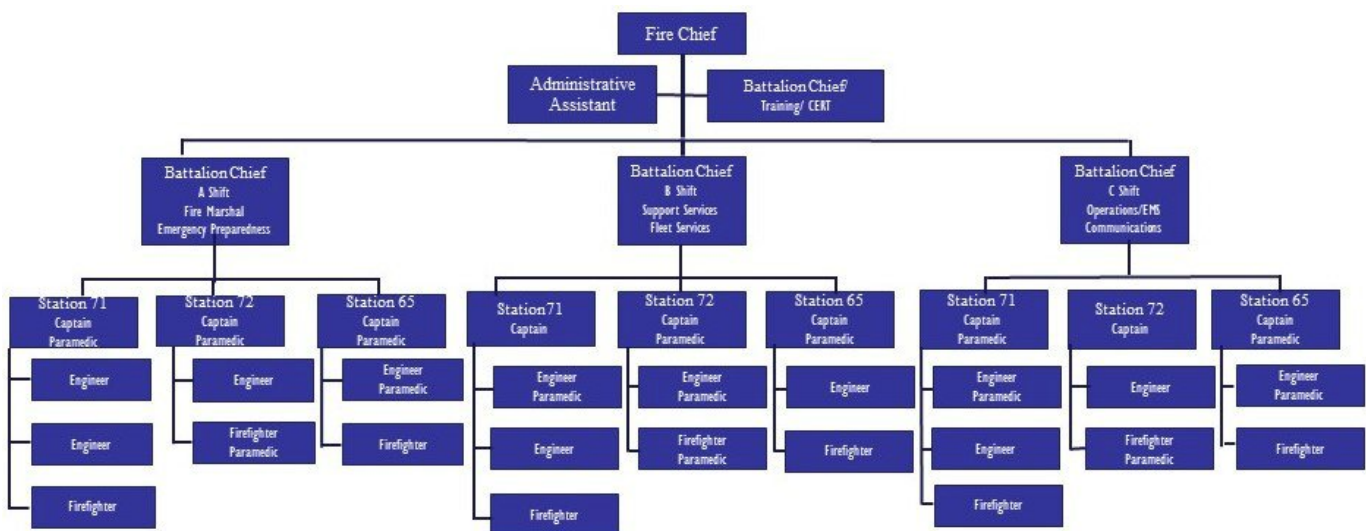
Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

### Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's staff level work assignments.

Chart 6-1 provides an organizational overview of the Fire Department:

**Chart 6-1**  
**Fire Department Organization Chart**



**Table 6-1** shows the approved personnel authorization for the Department. This staffing model is designed maintain a constant staffing of three personnel per engine and to ensure that there are paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses. In FY 2020-21, while the overall authorized staffing level will remain the same, three positions that had been held vacant will be filled, which will reduce overtime costs.

**Table 6-1**  
**Fire Department Position Listing**

| FIRE DEPARTMENT                    | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|------------------------------------|------------|------------|------------|------------|------------|
| Fire Chief                         | 1          | 1          | 1          | 1          | 1          |
| Executive Administrative Assistant | 1          | 1          | 1          | 1          | 1          |
| Battalion Chief                    | 3          | 3          | 3          | 3          | 3          |
| Battalion Chief/Training Officer   | 1          | 1          | 1          | 1          | 1          |
| Fire Captain                       | 2          | 2          | 3          | 3          | 3          |
| Fire Captain/Paramedic             | 7          | 7          | 6          | 6          | 6          |
| Fire Captain/Paramedic/FPO         | 1          | 1          | 1          | 1          | 1          |
| Fire Engineer                      | 3          | 3          | 4          | 4          | 4          |
| Fire Engineer/Paramedic            | 9          | 9          | 8          | 8          | 8          |
| Firefighter                        | 5          | 6          | 6          | 6          | 6          |
| Firefighter/Paramedic              | 4          | 3          | 3          | 3          | 3          |
| <b>FIRE DEPARTMENT TOTAL</b>       | <b>37</b>  | <b>37</b>  | <b>37</b>  | <b>37</b>  | <b>37</b>  |

### FY 2018-2020 HIGHLIGHTS

|                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Successfully completed a 10 year extension of the contract for service with the Kensington Fire Protection District.                                                                                             |
| Supported responses to 20 major wildland fires through the State, providing mutual aid with no injuries or damage to apparatus and were fully reimbursed by the State and Federal Governments.                   |
| Appointed a new Fire Chief, promoted two Battalion Chiefs, two Captains, two Engineers, and hired three new firefighters.                                                                                        |
| Completed the City's Emergency Operation Plan Update and finalized the document <i>A Residents Guide to Wildfire Preparedness and Evacuation</i> in collaboration with the Police Department.                    |
| In partnership with Zonehaven, developed and completed a program that works with the County Community Warning System to execute a controlled evacuation of the community through the use of predetermined zones. |

### FY 2020-2021 FOCUS

|                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintain and improve safety protocols to provide emergency services efficiently amid the COVID-19 Pandemic.                                                                                      |
| Continue focus on Vegetation Management and Fire Prevention Programs.                                                                                                                            |
| Develop fee schedule and program to support year round Weed Abatement Program.                                                                                                                   |
| Update of equipment replacement schedules and facilitate replacement of Engine 171.                                                                                                              |
| Continue training and development of performance standards for mid-rise structures for response to the new and proposed construction of five, six and seven story buildings on San Pablo Avenue. |

## FIRE DEPARTMENT BUDGET SUMMARY

### Fire Department Expenditures (2510)

#### All Funds

|                                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101)</b>                   |                      |                      |                                   |                        |
| Personnel Services                          | \$9,591,094          | \$10,301,035         | \$10,162,681                      | \$10,602,202           |
| Purchased Professional & Technical Services | 22,499               | 59,803               | 49,393                            | 111,940                |
| Purchased Property Services                 | 304,364              | 524,672              | 697,902                           | 622,156                |
| Other Purchased Services                    | 108,638              | 102,866              | 114,864                           | 118,240                |
| Supplies                                    | 120,976              | 133,853              | 105,465                           | 163,025                |
| Property & Capital                          | 37,897               | 47,364               | 40,843                            | 22,800                 |
| Financing Costs                             | 134                  | 0                    | 1,379                             | 5,450                  |
| Other Financing Uses                        | 26,862               | 26,862               | 26,862                            | 0                      |
| <b>Total Expenditures</b>                   | <b>\$10,212,464</b>  | <b>\$11,196,455</b>  | <b>\$11,199,389</b>               | <b>\$11,645,813</b>    |

#### Grants Funds (201)

|                           | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Other Purchased Services  | -\$2,685             | \$0                  | \$0                               | \$0                    |
| Property & Capital        |                      |                      | \$14,509                          |                        |
| <b>Total Expenditures</b> | <b>-\$2,685</b>      | <b>\$0</b>           | <b>\$14,509</b>                   | <b>\$0</b>             |

#### Vehicle/Equipment Replacement Fund (601)

|                           | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Financing Costs           | \$5,023              | \$2,815              | \$567                             | \$136,200              |
| <b>Total Expenditures</b> | <b>\$5,023</b>       | <b>\$2,815</b>       | <b>\$567</b>                      | <b>\$136,200</b>       |

**Fire Department Revenues****General Fund (101)**

|                            | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues | \$3,701,640                  | \$3,698,983                  | \$3,541,794                                | \$4,122,174                    |
| Charges for Services       | 54,719                       | 95,059                       | 73,516                                     | 208,000                        |
| Other Revenue              |                              |                              | 200                                        |                                |
| <b>Total Revenues</b>      | <b>\$3,756,359</b>           | <b>\$3,794,042</b>           | <b>\$3,615,510</b>                         | <b>\$4,330,174</b>             |

**Grants Fund (221 )**

|                            | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues | \$2,415                      | \$0                          | \$14,509                                   | \$0                            |
| <b>Total Revenues</b>      | <b>\$2,415</b>               | <b>\$0</b>                   | <b>\$14,509</b>                            | <b>\$0</b>                     |

|                                      |                     |                     |                     |                     |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL DEPARTMENT EXPENDITURES</b> | <b>\$10,214,802</b> | <b>\$11,199,270</b> | <b>\$11,214,465</b> | <b>\$11,782,013</b> |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|

|                                  |                    |                    |                    |                    |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|
| <b>TOTAL DEPARTMENT REVENUES</b> | <b>\$3,758,774</b> | <b>\$3,794,042</b> | <b>\$3,630,019</b> | <b>\$4,330,174</b> |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|

For the first time in over a decade, the Fire Department will be fully staffed operationally beginning in January 2021. The Department will not rely on overtime from the three unfilled authorized "coverage" positions as in years past, resulting in approximately \$400,000 savings in overtime costs. Fire Department overtime (non-OES), which has exceeded a million dollars in each of the past three years, is budgeted at \$500,000 and will be contained at this level once the three vacant positions are filled.

## **SECTION 7:**

### **POLICE DEPARTMENT**

*The El Cerrito Police Department is committed to protecting our community, solving crime, and pursuing justice. The Department's vision is to continue to foster an environment of collaboration, honesty, and respect with each member of the community, the department, and allied agencies. The Department will represent the highest ideals of public service in carrying out our mission and living our values. The El Cerrito Police Department will be known for its commitment to steadfast compassionate service and vigorous crime fighting.*



## DEPARTMENT OVERVIEW

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The El Cerrito Police Department (ECPD) provides essential police services to the community through three divisions, Administrative and Support Services, Field Operations and Special Operations. During the last decade, the Department provided services that included officers that focused on traffic concerns, traffic enforcement, school related matters, youth outreach, community engagement, and community education. Due to budget cuts and priority shifts at both the local and regional levels, these services are being eliminated in the upcoming fiscal years.

This year, the ECPD will be undergoing a restructuring process to focus on the core services of patrol response to emergencies and crime as well as the investigation of serious incidents.

The City partners with State, Federal, and other local agencies to provide services and support the Department in the most cost-effective manner. Notably, the Richmond Police Department provides dispatch services while the County of Contra Costa provides crime laboratory, animal control, and other specialty services. The Department is a member of the FBI Safe Streets Task Force, along with other police departments in the region. The Department also assigns officers to the Richmond Police Department Crisis Response Team.

### Overall Goals

The overall goals of the Department are to:

- Develop and implement a restructuring plan to achieve additional cost savings
- Continue to adapt to policing with COVID-19 with a focus on maintaining best practices for community and employee health, as understanding of the disease grows
- Increase transparency initiatives by publishing reports on officer use of force and citizen complaints
- Prepare for mandated reporting initiatives; Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting System (NIBRS)
- Minimize the impact of budget and staff reductions on public safety

### Organizational Structure

The ECPD is currently deployed in three divisions, each led by a lieutenant. In the next two fiscal years in accordance with the Fiscal Response Plan, the Police Department plans to eliminate a lieutenant and sergeant position through attrition. The Police Department intends to reduce total funded sworn staff to 37 officers, a 17% reduction from previous authorizations. The ECPD will eliminate the Special Operations Division and reassign remaining staff to the two remaining divisions, Field Operations and Administrative and Support Services.

#### Administrative and Support Services Division

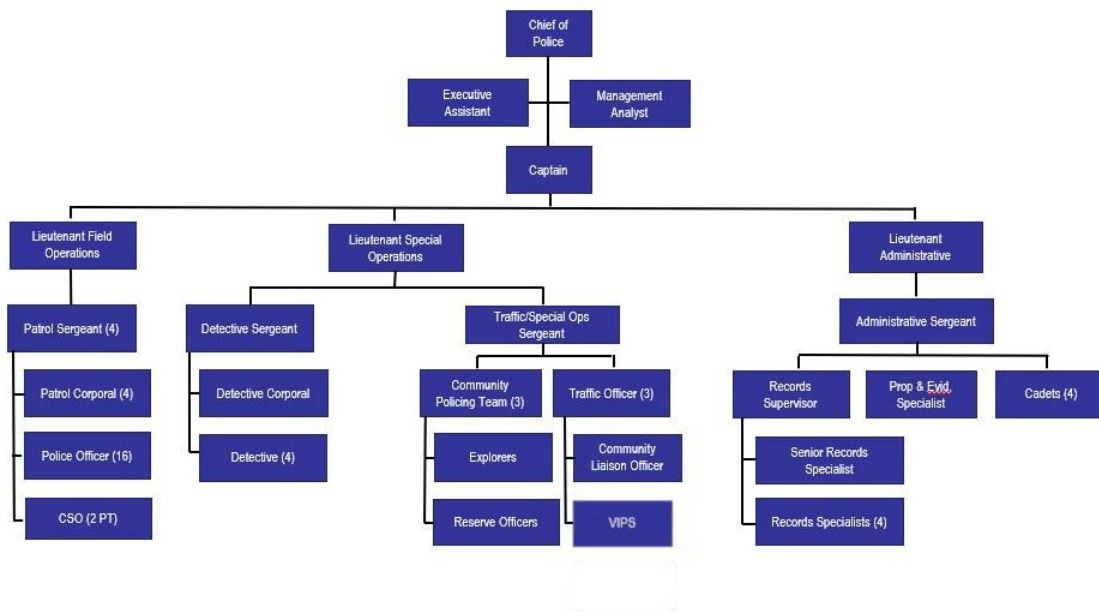
Members of this Division are responsible for commanding and supervising personnel, developing and maintaining budgets, processing records, over-seeing internal investigations, recruiting new personnel, training department personnel and creating policies. The investigations unit is responsible for responding to and examining major crime scenes, conducting complex criminal investigations, and acting a liaison to community groups.

#### Field Operations Division

Members of the Field Operations Division are the front-line uniformed personnel responsible for responding to emergencies, calls for service, and for investigating and documenting criminal incidents. Patrol officers provide the department's first level of traffic safety response and collaborate with community members on crime prevention matters.

**Chart 7-1** shows the current organizational layout of the Department, prior to restructuring. This chart will be modified again during the next two fiscal years to reflect the implementation of the Fiscal Response Plan.

**Chart 7-1**  
**Police Department Organization Chart**



## Position Listing

The total authorized positions for the Police Department includes 55 full-time positions, including 43 sworn officers. The decrease in this fiscal year reflects the elimination of the (2) School Resource Officer (SRO) positions and one (1) Management Analyst position. The department intends to hold a number of positions vacant in FY 2020-21 to achieve expenditure targets: the full-time positions are four (4) Police Officers and one (1) Senior Records Specialist, and two (2) Part-Time Community Services Officers (CSO). If other vacancies develop, these may also remain unfilled to achieve a staffing goal of 37 sworn officers. Table 7-1 below shows the current authorized positions of the Department if it was fully staffed.

**Table 7-1**  
**Police Department Position Listing**

| POLICE DEPARTMENT                 | FY 2016-17  | FY 2017-18  | FY 2018-19  | FY 2019-20  | FY 2020-21  |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Community Services Officer (CSO)  | 2.4         | 2.4         | 2.4         | 2.4         | 2.4         |
| Police Cadet                      | 1.6         | 1.6         | 1.6         | 1.6         | 1.6         |
| Police Captain                    | 1           | 1           | 1           | 1           | 1           |
| Police Chief                      | 1           | 1           | 1           | 1           | 1           |
| Police Corporal                   | 4           | 4           | 4           | 4           | 4           |
| Police Corporal - Detective       | 1           | 1           | 1           | 1           | 1           |
| Management Analyst II             | 1           | 1           | 1           | 1           | 0           |
| Public Safety Executive Assistant | 1           | 1           | 1           | 1           | 1           |
| Police Lieutenant                 | 3           | 3           | 3           | 3           | 3           |
| Police Officer                    | 18          | 18          | 17          | 17          | 17          |
| Police Officer - Detective        | 4           | 4           | 4           | 4           | 4           |
| Police Officer - K9               | 2           | 2           | 2           | 2           | 2           |
| Police Officer - SRO              | 2           | 2           | 2           | 2           | 0           |
| Police Officer - Traffic          | 3           | 3           | 3           | 3           | 3           |
| Police Records Specialist         | 4           | 4           | 4           | 4           | 4           |
| Police Records Supervisor         | 1           | 1           | 1           | 1           | 1           |
| Police Sergeant                   | 4           | 4           | 4           | 4           | 4           |
| Police Sergeant - Detective       | 1           | 1           | 1           | 1           | 1           |
| Police Sergeant - Motor           | 1           | 1           | 1           | 1           | 1           |
| Police Sergeant - Admin           | 0           | 0           | 1           | 1           | 1           |
| Property and Evidence Specialist  | 1           | 1           | 1           | 1           | 1           |
| Senior Police Records Specialist  | 1           | 1           | 1           | 1           | 1           |
| <b>POLICE DEPARTMENT TOTAL</b>    | <b>58.0</b> | <b>58.0</b> | <b>58.0</b> | <b>58.0</b> | <b>55.0</b> |

## FY 2018-2020 HIGHLIGHTS

Deployed Body Worn Cameras.

Assisted with response to regional wildfires.

Conducted evaluation of responses to calls for service, resulting in service delivery improvements for low level offenses.

Realigned response to traffic enforcement, emphasizing enforcement contacts for dangerous driving behavior and reducing racial disparity.

Utilized existing systems to provide alternative reporting options during early COVID-19 outbreak response.

## FY 2020-2021 FOCUS

Develop and implement a restructuring plan to achieve additional cost savings.

Continue to adapt to policing with COVID-19 with a focus on maintaining best practices for community and employee health, as understanding of the disease grows.

Increase transparency initiatives by publishing reports on officer use of force and citizen complaints.

Prepare for mandated reporting initiatives - Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting System (NIBRS).

Minimize the impact of budget and staff reductions on public safety.

## POLICE DEPARTMENT BUDGET SUMMARY

### Police Department Expenditures (2011, 2012, 2013)

| All Funds                                   | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101)</b>                   |                      |                      |                                   |                        |
| Personnel Services                          | \$9,107,911          | \$10,145,543         | \$10,334,946                      | \$10,077,521           |
| Purchased Professional & Technical Services | 1,157,401            | 1,269,477            | 1,271,139                         | 1,349,000              |
| Purchased Property Services                 | 151,859              | 152,780              | 102,558                           | 135,500                |
| Other Purchased Services                    | 278,678              | 232,514              | 247,054                           | 314,935                |
| Supplies                                    | 186,049              | 160,730              | 163,804                           | 145,232                |
| Property & Capital                          | 243,736              | 104,516              | 197,815                           | 210,000                |
| Financing Costs                             | 1,344                | 1,555                | 1,272                             | 1,545                  |
| <b>Total Expenditures</b>                   | <b>\$11,126,978</b>  | <b>\$12,067,115</b>  | <b>\$12,318,588</b>               | <b>\$12,233,733</b>    |
| <b>Asset Seizure Fund (208)</b>             |                      |                      |                                   |                        |
| Supplies                                    | \$496                | \$512                | \$0                               | \$0                    |
| Property & Capital                          | \$0                  | \$0                  | \$365                             | \$0                    |
| <b>Total Expenditures</b>                   | <b>\$496</b>         | <b>\$512</b>         | <b>\$365</b>                      | <b>\$0</b>             |
| <b>Vehicle Abatement Fund (209 )</b>        |                      |                      |                                   |                        |
| Purchased Property Services                 | \$0                  | \$0                  | \$0                               | \$11,330               |
| Property & Capital                          | 0                    | 0                    | 0                                 | 19,570                 |
| <b>Total Expenditures</b>                   | <b>\$0</b>           | <b>\$0</b>           | <b>\$0</b>                        | <b>\$30,900</b>        |
| <b>Grants Fund (221 )</b>                   |                      |                      |                                   |                        |
| Personnel Services                          | \$0                  | \$0                  | \$0                               | \$0                    |
| Supplies                                    | 0                    | 0                    | 0                                 | 0                      |
| <b>Total Expenditures</b>                   | <b>\$0</b>           | <b>\$0</b>           | <b>\$0</b>                        | <b>\$0</b>             |
| <b>C.O.P.S. Grant Fund (Fund: 222 )</b>     |                      |                      |                                   |                        |
| Supplies                                    | 0                    | 0                    | 107,400                           | 30,000                 |
| Property & Capital                          | 0                    | -785                 | 0                                 | 0                      |
| <b>Total Expenditures</b>                   | <b>\$0</b>           | <b>-\$785</b>        | <b>\$107,400</b>                  | <b>\$30,000</b>        |



| <b>Police Department Revenues</b>    | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| <b>General Fund (101)</b>            |                              |                              |                                            |                                |
| Fines & Forfeitures                  | \$200,168                    | \$203,227                    | \$213,294                                  | \$150,000                      |
| Intergovernmental Revenues           | 385,731                      | 361,358                      | 324,708                                    | 20,000                         |
| Charges for Services                 | 152,426                      | 123,979                      | 96,300                                     | 102,244                        |
| Other Revenue                        | 185,678                      | 112                          | 156                                        | 0                              |
| <b>Total Revenues</b>                | <b>\$924,003</b>             | <b>\$688,676</b>             | <b>\$634,458</b>                           | <b>\$272,244</b>               |
| <b>Asset Seizure Fund (208 )</b>     | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Use of Money and Property            | \$145,067                    | \$13,614                     | \$866                                      | \$0                            |
| <b>Total Revenues</b>                | <b>\$145,067</b>             | <b>\$13,614</b>              | <b>\$866</b>                               | <b>\$0</b>                     |
| <b>Vehicle Abatement Fund (209)</b>  | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Intergovernmental Revenues           | 37,306                       | 75,461                       | 11,773                                     | 30,000                         |
| <b>Total Revenues</b>                | <b>\$37,306</b>              | <b>\$75,461</b>              | <b>\$11,773</b>                            | <b>\$30,000</b>                |
| <b>C.O.P.S. Grant Fund (222 )</b>    | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
| Intergovernmental Revenues           | \$100,148                    | \$148,747                    | \$155,948                                  | \$130,000                      |
| <b>Revenue Totals</b>                | <b>\$100,148</b>             | <b>\$148,747</b>             | <b>\$155,948</b>                           | <b>\$130,000</b>               |
| <b>TOTAL DEPARTMENT EXPENDITURES</b> | <b>\$11,127,474</b>          | <b>\$12,066,842</b>          | <b>\$12,426,353</b>                        | <b>\$12,294,633</b>            |
| <b>TOTAL DEPARTMENT REVENUES</b>     | <b>\$1,206,524</b>           | <b>\$926,498</b>             | <b>\$803,045</b>                           | <b>\$432,244</b>               |

## **SECTION 8:**

### **PUBLIC WORKS DEPARTMENT**

*The mission of the Public Works Department is to maintain, operate, develop, design, and construct public infrastructure, buildings, parks, landscapes, natural areas, integrated waste services, and environmental programs that are of vital importance to a sustainable and resilient community and to the public health, quality of life and well-being of the people who live, work and visit El Cerrito.*

## DEPARTMENT OVERVIEW

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The Public Works Department provides professional, timely and effective service to the community in meeting as follows:

- Maintain, rehabilitate and improve public facilities and infrastructure including streets, sidewalks, multi-modal transportation facilities, parks, playfields, open space, paths and trails, public landscapes and urban forest, storm drains, creeks, stormwater treatment facilities, and public buildings.
- Operate and oversee the City's recycling collection and integrated waste management programs and services.
- Develop, implement and monitor the City's environmental stewardship and sustainability initiatives, policies, programs, projects and community engagement.
- Coordinate and oversee the activities of utility companies, private developers, and property owners within the public right-of-way.
- Conduct emergency planning and response providing all-hour, on-call response to flooding, vehicle accidents, illicit discharges and spills, downed tree limbs, and other urgent maintenance needs.
- Provide liaison efforts with a myriad of organizations and agencies to access state and regional resources and influence regional policies to the benefit of El Cerrito.
- Ensure compliance with various state, federal and regional regulations governing Department operations.
- Support various departments in reviewing and implementing projects, programs and special events that deepen a sense of place and foster environmental and economic sustainability citywide.

The Department is operated utilizing a variety of funds including the General Fund, Gas Tax Fund, National Pollutant Discharge Elimination System (NPDES) Fund, Landscaping and Lighting Assessment District (LLAD) Fund, Measure J County Transportation-Return to Source Fund, Measure J Storm Drain Fund, Measure A Street Improvement Fund, Senate Bill 1-Road Repair and Accountability Act Fund, Integrated Waste Management Fund, Capital Improvement Fund, and, most recently, the Measure H Park & Recreation Facilities Fund.

### Organizational Structure

The Public Works Department consists of two Divisions: the Engineering Division, which operates from City Hall, and the Operations + Environmental Services Division (OESD), which operates from the Recycling + Environmental Resource Center (RERC) and the Corporation Yard. Each division is described below.

#### Engineering Division

The Engineering Division's primary responsibilities are to plan, design, and construct improvements to public facilities and infrastructure, and oversee work done by other entities in the the public right-of-way. Core service areas include:

- Capital Improvement Program (CIP) – assess needs, plan improvements, develop budgets, seek funding opportunities, oversee design and construction of public facilities and infrastructure improvements.
- Engineering Permits – review plans, issue permits and perform inspections for work and oversize transportation affecting the public right of way as performed by property owners, utility companies, private contractors and outside agencies.

- Street and Multi-Modal Transportation Services – *Bicycle, Pedestrian and ADA Programs*: evaluate and implement bicycle, pedestrian, safe routes to school and ADA projects and programs including those contained in the El Cerrito Active Transportation Plan and ADA Transition Plan, and convene and oversee the ADA Advisory Group. *Traffic Engineering*: perform traffic engineering and parking analyses and implement modifications and upgrades for existing traffic control and parking; *Pavement Management Program (PMP)*: update the City's PMP database, develop projects as part of the Measure A Street Improvement Program, and serve as Staff Liaison to the Citizens Street Oversight Committee. *Transportation Planning*: participate in regional transportation policy setting and funding forums to support City goals including collaboration with the Contra Costa Transportation Authority (CCTA), West Contra Costa Transportation Advisory Committee (WCCTAC), Metropolitan Transportation Commission, Caltrans, BART, and other transit agencies; and provide City staff representative on the CCTA Technical Coordinating Committee (TCC) and WCCTAC Technical Advisory Group (TAC).
- Land Development/Community Development Support – assist the Community Development Department by performing plan review and inspection of private development for subdivisions, site plans, grading, storm drainage and stormwater treatment and control; and provide engineering review and related support services for large private development, citywide planning and regional projects.
- Interagency Coordination – coordinate with outside agencies and utilities including Stege Sanitary, EBMUD, PG&E, AT&T, and Contra Costa County City-County Engineering Advisory Committee (CCEAC) to provide and improve various infrastructure systems within the City; and provide City staff representative on the CCEAC.
- Grant Management – seek grants to leverage existing City resources and manage various regional, state and federal grants including applications, reporting and reimbursement requests

#### **Operations + Environmental Services Division**

OESD's primary responsibility includes developing and managing operations, programs and policies that maintain and improve public spaces, infrastructure, and environmental quality in the City.

Core service areas include:

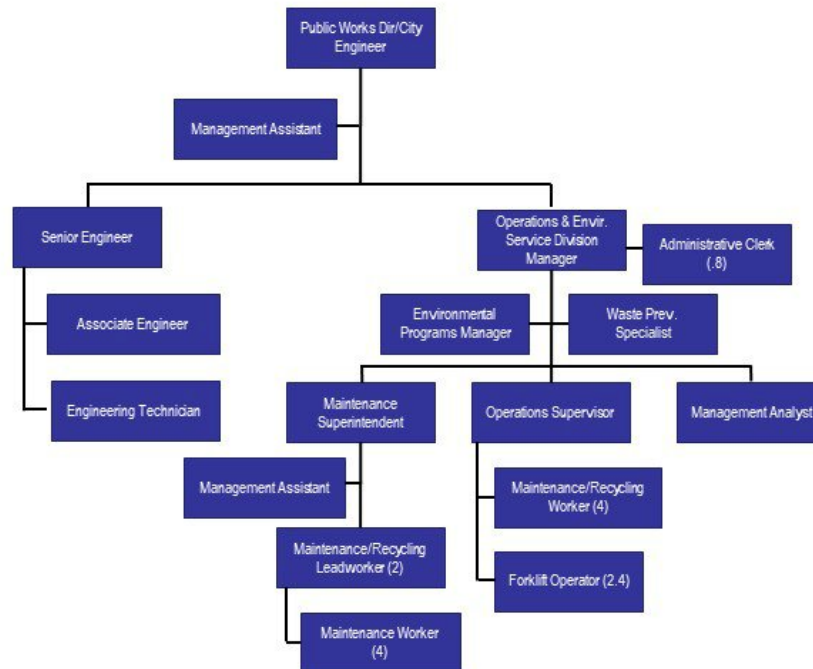
- Maintenance of Public Facilities, Infrastructure and Landscapes – on-going maintenance and operations of public buildings, parks, open space, landscaping, urban forest, irrigation systems, sidewalks, streets, trails, streetlights, storm drains, creeks, stormwater treatment facilities, and traffic signals, signs and pavement markings.
- Integrated Waste Management – On-going management and operations of the City's award-winning Recycling + Environmental Resource Center and curbside recycling collection program, City's garbage and green-waste franchise hauler and post-collection agreements, AB939 and SB1383 compliance, participation in RecycleMore, and other waste management and diversion programs.
- Clean Water Program/National Pollutant Discharge Elimination System – management, implementation and monitoring of the Clean Water Program, including compliance and reissuance of the Municipal Regional Permit, street sweeping, trash load reduction, commercial inspection, Integrated Pest Management (IPM), Green Infrastructure (GI), and Mercury Control/PCBs control.
- Trash/Debris & Graffiti Abatement – on-going clean-up and removal of illegally dumped waste, litter and graffiti found on public facilities and landscapes, and coordination with Community Development Code Enforcement, Police and County to address illegal activities as well as address public health and safety risks arising from homeless encampments.

- Environmental Sustainability – Foster citywide environmental sustainability through development, implementation and monitoring of policies, programs, and projects; and monitor and update the Climate Action Plan.
- Community Engagement – lead community engagement events that involve and educate El Cerrito residents and businesses, mainly through management and/or support of volunteer environmental stewardship activities, such as monthly work parties at Baxter Creek, Arbor Day, periodic Green Team clean-ups, the City’s annual Earth Day Celebration, Hillside Festival, and activities led by local non-profit organizations. The Division also provides staff liaison support to the Environmental Quality Committee (EQC) and the Urban Forest Committee (UFC).
- Emergency Response – all-hours, on-call response to emergencies involving public facilities and infrastructure including response to flooding, vehicle accidents, illicit discharges and spills, downed trees and limbs, and other urgent maintenance and repair needs.



Public Works' organizational structure is shown in **Chart 8-1:**

**Chart 8-1**  
**Public Works Organization Chart**



## Position Listing

Table 8-1 shows the position listing for the Public Works Department.

**Table 8-1**  
**Public Works Position Listing**

| <b>PUBLIC WORKS DEPARTMENT</b>              | <b>FY2016-17</b> | <b>FY 2017-18</b> | <b>FY 2018-19</b> | <b>FY 2019-20</b> | <b>FY 2020-21</b> |
|---------------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Management Analyst                          | 1                | 1                 | 1                 | 1                 | 1                 |
| Administrative Clerk                        | 0.4              | 0.4               | 0.8               | 0.8               | 0.8               |
| Associate Engineer                          | 1                | 1                 | 1                 | 1                 | 1                 |
| Engineering Technician                      | 1                | 1                 | 1                 | 1                 | 1                 |
| Environmental Programs Manager              | 1                | 1                 | 1                 | 1                 | 1                 |
| Operations + Environmental Services Manager | 1                | 1                 | 1                 | 1                 | 1                 |
| Forklift Operator                           | 2.4              | 2.4               | 2.4               | 2.4               | 2.2               |
| Maintenance Services Lead worker            | 2                | 2                 | 2                 | 2                 | 2                 |
| Maintenance Services Superintendent         | 1                | 1                 | 1                 | 1                 | 1                 |
| Maintenance Worker                          | 4                | 4                 | 4                 | 4                 | 4                 |
| Management Assistant                        | 3                | 2                 | 2                 | 2                 | 2                 |
| Public Works Director/City Engineer         | 1                | 1                 | 1                 | 1                 | 1                 |
| Recycling Leadworker                        | 0                | 0                 | 0                 | 0                 | 0                 |
| Recycling Maintenance Worker                | 4                | 4                 | 4                 | 4                 | 4                 |
| Recycling Operations Supervisor             | 1                | 1                 | 1                 | 1                 | 1                 |
| Senior Engineer/Engineering Manager         | 1                | 1                 | 1                 | 1                 | 1                 |
| Waste Prevention Specialist                 | 0                | 1                 | 1                 | 1                 | 1                 |
| <b>PUBLIC WORKS DEPARTMENT TOTAL</b>        | <b>24.8</b>      | <b>24.8</b>       | <b>25.2</b>       | <b>25.2</b>       | <b>25.0</b>       |

## FY 2018-2020 HIGHLIGHTS

Developed and adopted an improved Public Tree & Shrub Ordinance and achieved Tree City USA designation.

Preserved the City's comprehensive Recycling Programs by soliciting and negotiating several new contracts for mixed curbside materials as well as various materials collected at the Center.

Achieved significant Clean Water Program compliance milestones including adoption of Green Infrastructure Plan and exceeding Trash Load Reduction goals, in part due to the installation and maintenance of 170 Full Trash Capture devices in storm drains.

Developed and adopted the City's first Transportation Impact Fee Program to fund complete streets, pedestrian and bicycle improvements.

Sustained and improved maintenance service levels for weed abatement in preparation of fire season, abatement of illegal dumping, clearing of storm drains and creek areas in preparation of rainy season, and park and public landscape upkeep.

## FY 2020-2021 FOCUS

Given available City resources, maintain weed abatement and fire fuel reduction in natural areas, abatement of illegal dumping, clearing of storm drains and creek areas in preparation of rainy season, and street tree pruning to reduce risk of failures.

Plan for compliance and implementation of increasing state mandates related to integrated waste management including SB 1383 (Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions).

Participate in regional negotiations for the reissuance of the Clean Water Program National Pollutant Discharge Elimination Program Municipal Regional Permit and implement increasing state mandates related to the permit.

Complete the update of the Storm Drain Master Plan to provide current assessment of storm drain infrastructure, identify capital improvement projects and priorities, and introduce an asset management system framework for the City to work from.

Begin construction of several capital improvement projects as detailed in the Capital Improvement Program and actively continue the Caltrans project development process and design of the Del Norte TOD Complete Streets Improvement Project.

## PUBLIC WORKS & CAPITAL OUTLAY BUDGET SUMMARY

### Public Works Expenditures (1080, 3020, 3030) and Capital Outlay (9050)

| All Funds                                                              | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|------------------------------------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101 )</b>                                             |                      |                      |                                   |                        |
| Personnel Services                                                     | \$662,673            | \$688,714            | \$768,809                         | \$707,111              |
| Purchased Professional & Technical Services                            | 134,877              | 159,554              | 79,216                            | 30,062                 |
| Purchased Property Services                                            | 403,781              | 438,624              | 533,568                           | 552,127                |
| Other Purchased Services                                               | 50,500               | 48,004               | 50,086                            | 53,239                 |
| Supplies                                                               | 50,171               | 52,344               | 48,203                            | 45,673                 |
| Property & Capital                                                     | 26,616               | 15,860               | 15,004                            | 5,862                  |
| Financing Costs                                                        | 4,452                | 0                    | 4,889                             | 5,305                  |
| <b>Total Expenditures</b>                                              | <b>\$1,333,070</b>   | <b>\$1,403,100</b>   | <b>\$1,499,775</b>                | <b>\$1,399,379</b>     |
| <b>Gas Tax Fund (201 )</b>                                             |                      |                      |                                   |                        |
|                                                                        | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
| Personnel Services                                                     | \$283,009            | \$273,772            | \$309,872                         | \$293,841              |
| Purchased Professional & Technical Services                            | 28,633               | 21,010               | 4,272                             | 26,332                 |
| Purchased Property Services                                            | 35,045               | -623                 | 0                                 | 0                      |
| Other Financing Uses                                                   | 100,500              | 101,000              | 104,030                           | 100,000                |
| <b>Total Expenditures</b>                                              | <b>\$447,187</b>     | <b>\$395,159</b>     | <b>\$418,174</b>                  | <b>\$420,173</b>       |
| <b>National Pollution Discharge Elimination<br/>System Fund (202 )</b> |                      |                      |                                   |                        |
|                                                                        | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
| Personnel Services                                                     | \$169,475            | \$180,412            | \$190,056                         | \$229,538              |
| Purchased Professional & Technical Services                            | 18,657               | 9,940                | 9,381                             | 25,270                 |
| Purchased Property Services                                            | 10,756               | 27,826               | 33,699                            | 60,000                 |
| Other Purchased Services                                               | 11,360               | 109                  | 60                                | 2,000                  |
| Financing Costs                                                        | 0                    | 9,118                | 9,137                             | 10,000                 |
| Other Financing Uses                                                   | 73,060               | 75,300               | 77,559                            | 75,000                 |
| <b>Total Expenditures</b>                                              | <b>\$283,308</b>     | <b>\$302,705</b>     | <b>\$319,892</b>                  | <b>\$401,808</b>       |
| <b>Land &amp; Light Assessment District Fund<br/>(203)</b>             |                      |                      |                                   |                        |
|                                                                        | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
| Personnel Services                                                     | \$154,836            | \$159,232            | \$177,165                         | \$167,604              |
| Purchased Professional & Technical Services                            | 742                  | 1,000                | 1,000                             | 1,030                  |
| Purchased Property Services                                            | 172,990              | 183,985              | 195,742                           | 198,882                |
| Other Purchased Services                                               | 2,939                | 7,089                | 962                               | 2,545                  |
| Supplies                                                               | 1,247                | 0                    | 0                                 | 0                      |
| Other Financing Uses                                                   | 159,607              | 160,750              | 160,750                           | 160,000                |
| <b>Total Expenditures</b>                                              | <b>\$492,361</b>     | <b>\$512,056</b>     | <b>\$535,619</b>                  | <b>\$530,061</b>       |

| <b>Measure J-Return to Source Fund (204)</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel Services                           | \$170,168                    | \$158,431                    | \$179,299                                  | \$127,176                      |
| Purchased Professional & Technical Services  | 22,260                       | 21,674                       | 9,034                                      | 10,300                         |
| Purchased Property Services                  | 15,000                       | -667                         | -153                                       | 0                              |
| Other Purchased Services                     | 45,822                       | 48,669                       | 50,578                                     | 51,000                         |
| Other Financing Uses                         | 62,520                       | 63,000                       | 64,396                                     | 63,000                         |
| <b>Total Expenditures</b>                    | <b>\$315,770</b>             | <b>\$291,107</b>             | <b>\$303,154</b>                           | <b>\$251,476</b>               |

| <b>Measure J Storm Drain Fund (205 )</b>    | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|---------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel Services                          | \$317,912                    | \$329,761                    | \$354,994                                  | \$313,027                      |
| Purchased Professional & Technical Services | 89,290                       | 8,672                        | 158,364                                    | 40,000                         |
| Purchased Property Services                 | 22,327                       | 33,148                       | 25,976                                     | 63,000                         |
| Other Purchased Services                    | 0                            | 0                            | 883                                        | 0                              |
| Supplies                                    | 0                            | 229                          | 0                                          | 0                              |
| Other Financing Uses                        | 74,391                       | 74,000                       | 76,220                                     | 74,000                         |
| <b>Total Expenditures</b>                   | <b>\$503,920</b>             | <b>\$445,810</b>             | <b>\$616,437</b>                           | <b>\$490,027</b>               |

| <b>Street Improvement &amp; Maintenance Fund (211 )</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|---------------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel Services                                      | \$103,546                    | \$91,478                     | \$109,294                                  | \$110,203                      |
| Purchased Professional & Technical Services             | 225,449                      | 135,534                      | 205,820                                    | 288,657                        |
| Purchased Property Services                             | 657,890                      | 254,365                      | 516,372                                    | 673,533                        |
| Other Purchased Services                                | 1,686                        | 1860                         | 1,811                                      | 0                              |
| Supplies                                                | \$20                         | \$0                          | \$0                                        | \$0                            |
| <b>Total Expenditures</b>                               | <b>\$988,591</b>             | <b>\$483,237</b>             | <b>\$833,297</b>                           | <b>\$1,072,393</b>             |

| <b>SB1 Road Maintenance (212)</b>           | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|---------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Purchased Professional & Technical Services | \$5500                       | \$43919                      | \$118573                                   | \$45,500                       |
| Purchased Property Services                 | 71                           | 321,684                      | 107375                                     | 533,500                        |
| Other Purchased Services                    | 167                          | 755                          | 0                                          | 0                              |
| Supplies                                    | 0                            | 0                            | 2820                                       | 35,020                         |
| <b>Total Expenditures</b>                   | <b>\$5,738</b>               | <b>\$366,358</b>             | <b>\$228768</b>                            | <b>\$614,020</b>               |

| <b>Capital Improvement Fund (301 )</b>      | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|---------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel Services                          | \$3,978                      | \$7,338                      | \$0                                        | \$0                            |
| Purchased Professional & Technical Services | 493,492                      | 81,803                       | 379,034                                    | 1,238,411                      |
| Purchased Property Services                 | 4,848,684                    | -485,925                     | 532,140                                    | 1,226,500                      |
| Other Purchased Services                    | 3,965                        | 698                          | 18                                         | 0                              |
| Supplies                                    | 0                            | 0                            | 889                                        | 0                              |
| <b>Total Expenditures</b>                   | <b>\$5,350,119</b>           | <b>-\$396,086</b>            | <b>\$912,081</b>                           | <b>\$2,464,911</b>             |

| <b>Integrated Waste Mgmt Fund (501 )</b>    | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|---------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Personnel Services                          | \$1,182,893                  | \$1,308,376                  | \$1,395,258                                | \$1,284,588                    |
| Purchased Professional & Technical Services | 107,332                      | 103,378                      | 134,782                                    | 164,548                        |
| Purchased Property Services                 | 180,674                      | 135,301                      | 358,280                                    | 460,781                        |
| Other Purchased Services                    | 24,739                       | 19,107                       | 67,278                                     | 35,025                         |
| Supplies                                    | 102,938                      | 101,568                      | 123,572                                    | 137,255                        |
| Property & Capital                          | 1,755                        | 8,271                        | 5,168                                      | 135,345                        |
| Financing Costs                             | 76,724                       | 516,320                      | 456,624                                    | 406,267                        |
| Other Financing Uses                        | 366,821                      | 360,821                      | 371,536                                    | 382,572                        |
| <b>Total Expenditures</b>                   | <b>\$2,043,876</b>           | <b>\$2,553,142</b>           | <b>\$2,912,498</b>                         | <b>\$3,006,381</b>             |

| <b>Public Works Department Revenues</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|-----------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| <b>General Fund (101 )</b>              |                              |                              |                                            |                                |
| Property Taxes                          | \$2,965,675                  | \$3,207,892                  | \$3,078,740                                | \$3,200,000                    |
| Intergovernmental Revenues              | \$10,461                     | \$27,327                     | \$17,406                                   | \$16,480                       |
| Charges for Services                    | 430,425                      | 371,974                      | 312,994                                    | 311,334                        |
| Other Revenue                           | 2,792                        | 2,887                        | 2,297                                      | 0                              |
| <b>Revenue Totals</b>                   | <b>\$3,409,353</b>           | <b>\$3,610,080</b>           | <b>\$3,411,437</b>                         | <b>\$3,527,814</b>             |

| <b>National Pollution Discharge Elimination<br/>System Fund (202 )</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|------------------------------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues                                             | \$359,486                    | \$310,860                    | \$318,107                                  | \$330,074                      |
| Charge for Services                                                    | \$0                          | \$912                        | \$53                                       | \$0                            |
| <b>Revenue Totals</b>                                                  | <b>\$359,486</b>             | <b>\$311,772</b>             | <b>\$318,160</b>                           | <b>\$330,074</b>               |

| <b>Land &amp; Light Assessment District Fund<br/>(203)</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|------------------------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Property Taxes                                             | 774,977                      | 777,656                      | 781,248                                    | 781,000                        |
| Intergovernmental Revenues                                 | 0                            | 9,452                        | 19,621                                     | 10,500                         |
| Other Revenue                                              | 510                          | 100                          | 1,610                                      | 0                              |
| <b>Revenue Totals</b>                                      | <b>\$775,487</b>             | <b>\$787,208</b>             | <b>\$802,479</b>                           | <b>\$791,500</b>               |

| <b>Gas Tax Fund Fund (201)</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues     | \$528,082                    | \$519,471                    | \$589,882                                  | \$610,297                      |
| <b>Revenue Totals</b>          | <b>\$528,082</b>             | <b>\$519,471</b>             | <b>\$589,882</b>                           | <b>\$610,297</b>               |

| <b>Measure J Return to Source Fund (204)</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Transportation Taxes                         | \$456,053                    | \$479,482                    | \$0                                        | \$384,200                      |



|                       |                  |                  |            |                  |
|-----------------------|------------------|------------------|------------|------------------|
| Charges for Services  | \$0              | \$175            | \$0        | \$0              |
| <b>Revenue Totals</b> | <b>\$456,053</b> | <b>\$479,657</b> | <b>\$0</b> | <b>\$384,200</b> |

**Measure J Storm Drain Fund (205)**

|                       | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|-----------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Parcel Taxes          | \$700,636                    | \$701,950                    | \$704,131                                  | \$702,000                      |
| <b>Revenue Totals</b> | <b>\$700,636</b>             | <b>\$701,950</b>             | <b>\$704,131</b>                           | <b>\$702,000</b>               |

**Street Improvement & Maintenance Fund (211 )**

|                          | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Property and Other Taxes | \$1,590,085                  | \$1,630,826                  | \$1,352,686                                | \$1,444,721                    |
| Other Revenue            | 4,718                        | 3,877                        | 13,174                                     | 5,000                          |
| <b>Revenue Totals</b>    | <b>\$1,594,803</b>           | <b>\$1,634,703</b>           | <b>\$1,365,860</b>                         | <b>\$1,449,721</b>             |

**Fund: 212 SB1 Road Maintenance**

|                            | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues | \$144,145                    | \$457,336                    | \$33,612                                   | \$437,555                      |
| <b>Revenue Totals</b>      | <b>\$144145</b>              | <b>\$457336</b>              | <b>\$33612</b>                             | <b>\$437,555</b>               |

**Capital Improvement Fund (301 )**

|                            | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues | \$740,425                    | \$3,804,744                  | \$493,954                                  | \$1,963,500                    |
| Other Revenue              | 278,133                      | 392,217                      | 453,034                                    | 235,000                        |
| Other Financing Sources    | 20,000                       | 492,234                      | 20,000                                     | 20,000                         |
| <b>Revenue Totals</b>      | <b>\$1,038,558</b>           | <b>\$4,689,195</b>           | <b>\$966,988</b>                           | <b>\$2,218,500</b>             |

| <b>Fund: 501 Integrated Waste Mgmt</b> | <b>FY 2017-18<br/>Actual</b> | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Proposed</b> |
|----------------------------------------|------------------------------|------------------------------|--------------------------------------------|--------------------------------|
| Intergovernmental Revenues             | \$24,634                     | \$62,894                     | \$40,201                                   | \$24,500                       |
| Charges for Services                   | 2,549,245                    | 2,571,333                    | 2,994,441                                  | 3,738,567                      |
| Other Revenue                          | 6,151                        | 10,141                       | 2,079                                      | 3,000                          |
| <b>Revenue Totals</b>                  | <b>\$2,580,030</b>           | <b>\$2,644,368</b>           | <b>\$3,036,721</b>                         | <b>\$3,766,067</b>             |

**EXPENDITURES:**

|                                        |                    |                    |                    |                    |
|----------------------------------------|--------------------|--------------------|--------------------|--------------------|
| <b>TOTAL PUBLIC WORKS EXPENDITURES</b> | <b>\$6,413,821</b> | <b>\$6,752,674</b> | <b>\$7,667,614</b> | <b>\$8,185,718</b> |
|----------------------------------------|--------------------|--------------------|--------------------|--------------------|

|                                          |                    |                   |                  |                    |
|------------------------------------------|--------------------|-------------------|------------------|--------------------|
| <b>TOTAL CAPITAL OUTLAY EXPENDITURES</b> | <b>\$5,350,119</b> | <b>-\$396,086</b> | <b>\$912,081</b> | <b>\$2,464,911</b> |
|------------------------------------------|--------------------|-------------------|------------------|--------------------|

|                                                               |                     |                    |                    |                     |
|---------------------------------------------------------------|---------------------|--------------------|--------------------|---------------------|
| <b>TOTAL PUBLIC WORKS AND CAPITAL<br/>OUTLAY EXPENDITURES</b> | <b>\$11,763,940</b> | <b>\$6,356,588</b> | <b>\$8,579,695</b> | <b>\$10,650,629</b> |
|---------------------------------------------------------------|---------------------|--------------------|--------------------|---------------------|

**REVENUES:**

|                                    |                     |                     |                     |                     |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL PUBLIC WORKS REVENUES</b> | <b>\$10,548,075</b> | <b>\$11,146,545</b> | <b>\$10,262,282</b> | <b>\$11,999,228</b> |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|

|                                      |                    |                    |                  |                    |
|--------------------------------------|--------------------|--------------------|------------------|--------------------|
| <b>TOTAL CAPITAL OUTLAY REVENUES</b> | <b>\$1,038,558</b> | <b>\$4,689,195</b> | <b>\$966,988</b> | <b>\$2,218,500</b> |
|--------------------------------------|--------------------|--------------------|------------------|--------------------|

|                                                           |                     |                     |                     |                     |
|-----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL PUBLIC WORKS AND CAPITAL<br/>OUTLAY REVENUES</b> | <b>\$11,586,633</b> | <b>\$15,835,740</b> | <b>\$11,229,270</b> | <b>\$14,217,728</b> |
|-----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|

## **SECTION 9:**

### **RECREATION DEPARTMENT**

*The Recreation Department is committed to meeting the needs and interests of the residents of El Cerrito and neighboring communities. The Department's mission is to provide safe, friendly, reliable services that will enhance the quality of life through diverse programs. The Department values and encourages citizen input and strives to deliver activities and services of the highest quality.*

## DEPARTMENT OVERVIEW

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The Recreation Department manages a full range of recreational services, special activities, and events for people of all ages and abilities. Staff works to ensure quality customer service in the delivery of our programs and services. The Department:

- Provides childcare, after school programming, enrichment classes, sports, summer camps and volunteer opportunities for close to 4,000 children and teens per year
- Schedules activities and rentals of buildings, picnic areas, sports fields, tennis courts and the Swim Center
- Provides social services for aging adults through Meals on Wheels, lunch program, Easy Ride Paratransit, respite programs, and a variety of recreational activities
- Ensures that a well-rounded aquatic program is implemented meeting the needs of the community
- Provides support to the Committee on Aging, Park and Recreation Commission and various other city organizations, departments and committees
- Works with employees to develop their talents and encourage future leadership
- Identifies funding sources and support for the maintenance and enhancement of parks and recreation facilities

### Organizational Structure

To better accomplish its goals and provide more efficient services to customers, a reorganization of the Recreation Department was implemented beginning in FY 2018-19. The new structure reduced the number of divisions from seven to five and centralized business and administrative functions to allow for greater emphasis and attention to programming and quality.

#### **Administrative & Business Services Division**

This division is responsible for ensuring that all aspects of the Recreation Department operate well; provide overall management of activities and, long and short-range planning, personnel and budget administration; coordinate with other agencies; support advisory commissions and committees; manage grants and work with other City departments and outside agencies/organizations. Personnel in this department are responsible for program registration, marketing, public information and engagement, and other related business and customer service functions.

#### **Adult Programs & Services Division**

The Division improves the quality of life of adults by providing programs and services for adults of all ages and abilities. The Division includes education, enrichment and socialization program opportunities that contribute to enriching life for older adults.

## Aquatics & Facilities Division

The Division provides a variety of aquatic programs. The Division works towards maximizing the number of users by (1) managing the operation of the Swim Center Complex that includes the use of the Splash Park and its programs; (2) providing support and direction for special activities; and (3) developing partnerships with community organizations, advisory groups, citizen organizations, schools, and other government organizations.

This division handles the custodial maintenance needs for all City facilities including: City Hall, Public Safety Building, Community and Swim Center, Midtown Activity Center, Recycling Center, Corporation Yard, Clubhouses, and Picnic Sites. This Division is also responsible for facility and park rentals, and coordination of park development and facility operations in partnership with the Public Works Department.

## Childcare Division

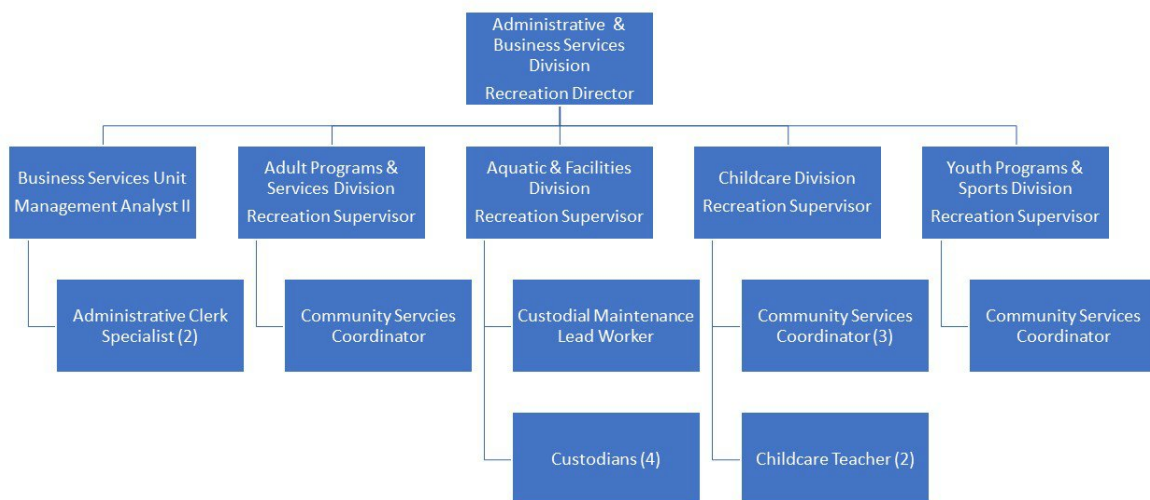
This Division coordinates the delivery of preschool-like programs, before and after school childcare in the school setting, and day camp programs. State Licensing is necessary in the delivery of some of these programs. The Division works in close communication with the West Contra Costa Unified School District, community groups, and residents.

## Youth Programs & Sports Division

This division provides quality social, physical, and educational opportunities for personal enrichment through specialty recreation programs, leisure activities, afterschool enrichment classes, summer camps, volunteer programs and special events. This division is also responsible youth and adult sports programs, camps and leagues, as well as tennis court and field rentals, and coordination of facility operations in partnership with the Public Works Department.

**Chart 9-1** reflects the Department's organizational structure. The chart does not include all part-time positions.

**Chart 9-1**  
**Recreation Department Organization Chart**



## Position Listing

**Table 9-1** depicts the Recreation Department's overall staffing patterns over five years. This table reflects the implementation of the Fiscal Response Plan that will eliminate funding for the Assistant Program Supervisor (Aquatics) and Management Assistant positions as of January 2021. This position listing does not include part-time hourly positions.

**Table 9-1**  
**Recreation Department Position Listing**

| RECREATION DEPARTMENT              | FY 2016-17 | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|------------------------------------|------------|------------|------------|------------|------------|
| Administrative Clerk Specialist    | 2          | 2          | 2          | 2          | 2          |
| Assistant Program Supervisor       | 1          | 1          | 1          | 1          | 0          |
| Childcare Teacher                  | 3          | 3          | 3          | 3          | 3          |
| Community Services Coordinator     | 5          | 5          | 5          | 5          | 5          |
| Custodial Maintenance Lead Worker  | 1          | 1          | 1          | 1          | 1          |
| Custodian                          | 4          | 4          | 4          | 4          | 4          |
| Management Assistant               | 1          | 1          | 1          | 1          | 0          |
| Management Analyst II              | 1          | 1          | 1          | 1          | 1          |
| Recreation Director                | 1          | 1          | 1          | 1          | 1          |
| Recreation Supervisor              | 4          | 4          | 4          | 4          | 4          |
| <b>RECREATION DEPARTMENT TOTAL</b> | <b>23</b>  | <b>23</b>  | <b>23</b>  | <b>23</b>  | <b>21</b>  |

## FY 2018-2020 HIGHLIGHTS

Adopted the El Cerrito Parks and Recreation Facilities Master Plan in 2019 after extensive community engagement and data analysis. The Master Plan provided the framework for the successful passage of Measure H that provides funding maintain and enhance parks and recreation facilities.

Received 19 "Best of" Awards for Contra Costa County in 2019 from readers of Parent's Press magazine for camp programs and classes.

Achieved enrollment growth throughout programs - Harding Afterschool: 2.2% growth from 2017 to 2018 and 11.3% growth from 2018 to 2019. Fairmont Afterschool: 17.1% growth from 2018 to 2019.

Received the 2019 California Parks and Recreation Society's Award of Excellence for Park Design for the Centennial Park, Phase I project.

Provided safe program options to the public that comply with the County Health Order during the COVID-19 pandemic including summer day camps, swimming opportunities, play field permits, paratransit rides for seniors for essential appointments and shopping needs, weekly meal delivery of lunches to seniors, and enhanced virtual options to the community providing free resources for families and people of all ages.

## FY 2020-2021 FOCUS

Monitor County and State Health Orders and information from the CDC and other health organizations to ensure best practices in program operations and safety.

Implement and increase program offerings whenever safe to do so.

Continue to work on return-to-operations planning in order to be as prepared as possible to resume post-pandemic programming and services in a cost effective and efficient manner.

Form and increase partnerships with other services/community organizations to best provide residents and customers with resources and programming needs.

Support staff physical and mental well-being, especially during the pandemic.





## RECREATION DEPARTMENT BUDGET SUMMARY

### Recreation Department Expenditures (5010, 5020, 5030, 5040, 5050, 5060, 5070)

#### All Funds

|                                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| <b>General Fund (101 )</b>                  |                      |                      |                                   |                        |
| Personnel Services                          | \$3,593,052          | \$3,783,037          | \$3,798,870                       | \$3,241,153            |
| Purchased Professional & Technical Services | 739,801              | 678,422              | 611,830                           | 540,908                |
| Purchased Property Services                 | 167,377              | 335,295              | 348,911                           | 264,840                |
| Other Purchased Services                    | 317,077              | 431,291              | 235,477                           | 219,796                |
| Supplies                                    | 265,445              | 302,558              | 193,378                           | 188,759                |
| Property & Capital                          | 10,069               | 20,227               | 63,396                            | 15,000                 |
| Financing Costs                             | 145,895              | 162,588              | 122,805                           | 135,474                |
| <b>Total Expenditures</b>                   | <b>\$5,238,716</b>   | <b>\$5,713,418</b>   | <b>\$5,374,667</b>                | <b>\$4,605,930</b>     |

#### Land & Light Assessment District Fund (203)

|                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Personnel Services          | \$91,047             | \$93,561             | \$109,092                         | \$62,800               |
| Purchased Property Services | 0                    | 0                    | 0                                 | 41,000                 |
| <b>Total Expenditures</b>   | <b>\$91,047</b>      | <b>\$93,561</b>      | <b>\$109,092</b>                  | <b>\$103,800</b>       |

#### Measure A Parcel Tax Fund (206 )

|                           | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Purchased Property        | \$60,359             | \$1,452              | \$3,215                           | \$0                    |
| Other Financing Uses      | 50,912               | 51,000               | 51,000                            | 0                      |
| <b>Total Expenditures</b> | <b>\$111,271</b>     | <b>\$52,452</b>      | <b>\$54,215</b>                   | <b>\$0</b>             |

#### Measure H Parcel Tax Fund (207 )

|                           | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|---------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Purchased Property        | \$0                  | \$0                  | \$0                               | \$376,785              |
| Supplies                  | 0                    | 0                    | 0                                 | 10,000                 |
| Property & Capital        | 0                    | 0                    | 0                                 | 30,000                 |
| Other Financing Uses      | 0                    | 0                    | 0                                 | 50,000                 |
| <b>Total Expenditures</b> | <b>\$0</b>           | <b>\$0</b>           | <b>\$0</b>                        | <b>\$466,785</b>       |

#### Measure J-Paratransit Fund (214)

|                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|----------------------|-----------------------------------|------------------------|
| Personnel Services          | \$92,272             | \$68,433             | \$65,147                          | \$60,000               |
| Purchased Property Services | 15,704               | 19,828               | 439                               | 20,000                 |
| Other Purchased Services    | 158                  | 160                  | 56                                | 530                    |
| Supplies                    | 8,912                | 8,750                | 6,978                             | 12,409                 |
| Property & Capital          | 0                    | 1,788                | 0                                 | 0                      |
| Financing Costs             | 0                    | 0                    | 32,319                            | 0                      |
| Other Financing Uses        | 33,403               | 34,000               | 35,360                            | 34,000                 |
| <b>Total Expenditures</b>   | <b>\$150,449</b>     | <b>\$132,959</b>     | <b>\$140,299</b>                  | <b>\$126,939</b>       |

| Recreation Department Revenues           |                      |                      |                                   |                        |
|------------------------------------------|----------------------|----------------------|-----------------------------------|------------------------|
|                                          | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
| <b>General Fund (101 )</b>               |                      |                      |                                   |                        |
| Use of Money and Property                | \$238,172            | \$226,678            | \$193,992                         | \$238,610              |
| Charges for Services                     | 3,524,742            | 4,102,548            | 2,884,174                         | 3,558,397              |
| Other Revenue                            | 19,183               | 39,462               | 30,022                            | 147,000                |
| Other Financing Sources                  | 33,403               | 34,000               | 35,360                            | 34,000                 |
| <b>Total Revenues</b>                    | <b>\$3,815,500</b>   | <b>\$4,402,688</b>   | <b>\$3,143,548</b>                | <b>\$3,978,007</b>     |
| <b>Measure A Parcel Tax Fund (206 )</b>  |                      |                      |                                   |                        |
| Parcel Tax                               | 654,469              | 633,080              | 614,465                           | 0                      |
| <b>Total Revenues</b>                    | <b>\$654,469</b>     | <b>\$633,080</b>     | <b>\$614,465</b>                  | <b>\$0</b>             |
| <b>Measure H Parcel Tax Fund (207)</b>   |                      |                      |                                   |                        |
| Parcel Tax                               | 0                    | 0                    | 0                                 | 632,891                |
| <b>Total Revenues</b>                    | <b>\$0</b>           | <b>\$0</b>           | <b>\$0</b>                        | <b>\$632,891</b>       |
| <b>Measure J-Paratransit Fund (214 )</b> |                      |                      |                                   |                        |
| Property and Other Taxes                 | \$142,444            | \$149,738            | \$165,933                         | \$112,500              |
| Charges for Services                     | 11,299               | 9,868                | 10,574                            | 4,000                  |
| <b>Total Revenues</b>                    | <b>\$153,743</b>     | <b>\$159,606</b>     | <b>\$176,507</b>                  | <b>\$116,500</b>       |
| <b>TOTAL DEPARTMENT EXPENDITURES</b>     | <b>\$5,591,483</b>   | <b>\$5,992,390</b>   | <b>\$5,678,273</b>                | <b>\$4,836,669</b>     |
| <b>TOTAL DEPARTMENT REVENUES</b>         | <b>\$4,623,712</b>   | <b>\$5,195,374</b>   | <b>\$3,934,520</b>                | <b>\$4,727,398</b>     |

## **SECTION 10:**

### **SUCCESSOR AGENCY**

*Pursuant to AB1x26, which dissolved redevelopment agencies in California, the City of El Cerrito elected to serve as the El Cerrito Redevelopment Agency Successor Agency. The Successor Agency assumed all of the former Redevelopment Agency's liabilities, obligations, and non-housing assets. The City administers payments and performance obligations of the Successor Agency.*

## INTRODUCTION

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In June 2011, the State of California enacted AB1x26 (Dissolution Act) to dissolve all redevelopment agencies in the State of California and establish successor agencies to wind down the former redevelopment agencies' affairs. The El Cerrito Redevelopment Agency (RDA) suspended activities on July 1, 2011 and the City elected to serve as the Successor Agency on August 15, 2011. On December 29, 2011, the State Supreme Court ruled that dissolution of redevelopment agencies was constitutional and the RDA was dissolved on February 1, 2012.

The Successor Agency's primary role is to wind down the activities of the RDA and is limited by the requirements of the Dissolution Act. Successor Agency actions are subject to approval by the Oversight Board and the California Department of Finance (DOF). The Successor Agency does not have budget discretion and therefore a budget was not adopted. For informational purposes, this section includes financial information regarding the Successor Agency.

The City also elected to serve as the Successor Housing Agency, assumed the RDA's affordable housing assets, and established the Housing Asset Fund. The City's Housing Asset Fund and affordable housing functions are separate from the Successor Agency. All funds, assets and liabilities remaining in the RDA's accounts as of dissolution and after transfer of Housing Assets to the Successor Housing Agency were transferred to a Fiduciary Fund called the Redevelopment Obligation Retirement Fund (RORF) established for the purpose of administering the Successor Agency.

The Successor Agency is not a component unit of the City of El Cerrito and the City did not assume the Successor Agency's assets and liabilities. Rather, the Successor Agency is charged with disposing of the assets and using any revenues that would have gone to the former RDA to pay enforceable obligations, and the City has simply elected to serve as the administrator. In El Cerrito's case, the non-cash assets transferred were of nominal value and the cash transferred was sufficient to meet the Successor Agency's short-term obligations.

The Dissolution Act provided a process for authorization of payments to be made on the Successor Agency's enforceable obligations. Commencing with the 2016-17 fiscal year, the Successor Agency prepared an annual Recognized Obligation Payment Schedule (ROPS) covering the entire fiscal year, which was subject to approval of an Oversight Board and the DOF. Once approved, a ROPS serves as the spending plan during the fiscal year. The County Auditor-Controller (CAC) disburses funds sufficient for the Successor Agency to make payments on the approved ROPS twice per year, on January 2<sup>nd</sup> and June 1<sup>st</sup>, which funds are deposited in the RORF. Expenditure or transfer of funds from the RORF is only permitted after consideration and approval of the payments on a ROPS by the Oversight Board, DOF and CAC.

In 2012, the state enacted amendments to the Dissolution Act, which included a provision for cash flow advances by the City to the Successor Agency, including litigation expenses related to dissolution as enforceable obligations, a requirement for a due diligence review of the former RDA's funds, and a formula for repayment of loans to the Housing Asset Fund, detailed later in this section. In 2015 the state enacted further amendments to the Dissolution Act, including provisions changing the ROPS from a twice-annual submission to an annual submission, allows for a last and final ROPS as well as other clarifications and amendments.

The local Oversight Board was dissolved and replaced by a County-wide Oversight Board in June 2018.

## SUCCESSOR AGENCY FINANCES

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The RDA was funded through tax increment generated from the City of El Cerrito Redevelopment Project Area, which was established and its Redevelopment Plan adopted in 1977. The Redevelopment Plan was amended and restated in 1993 and does not expire until 2025. Each year's tax increment was the incremental difference in property tax revenue generated within the Project Area between that year and the base year of 1977. The Dissolution Act re-characterizes tax increment as Redevelopment Property Tax (RPT), but it is calculated in the same manner. Other than an insignificant amount of proceeds from loan receivables or asset sales, RPT is the only source of funding available to the Successor Agency to retire the former RDA's enforceable obligations. Upon retirement of all of the former RDA's enforceable obligations and dissolution of the Successor Agency, property taxes collected in the Redevelopment Project Area will be distributed according to the allocations that existed prior to the adoption of the Redevelopment Plan.

The Successor Agency's obligations include all debts and costs to perform on obligations of the former RDA. Prior to distributing RPT to the Successor Agency, the CAC withholds administrative costs and pass-through payments paid to the taxing entities, which are calculated in the same manner as before dissolution. Any RPT not needed to make payments on the Successor Agency's obligations is considered "residual" and is distributed to taxing entities that would have otherwise received the property tax revenues in the Redevelopment Project Area.

Table 10-1 is a summary of tax increment generated during redevelopment suspension, RPT generated through the end of ROPS 19-20, and projected RPT that will be generated for subsequent ROPS periods until payment of all of the former RDA's enforceable obligations. Table 10-1 summarizes the amounts withheld by the County Auditor-Controller for administrative costs and pass-through payments, and the net tax increment or RPT remaining for enforceable obligations after these amounts are withheld.



**Table 10-1**  
**Tax Increment and Redevelopment Property Tax through FY2027-28**  
**City of El Cerrito Redevelopment Project Area**

| Fiscal Year | Tax Increment<br>RPTTF | Admin Fee | Pass Through | Net Available |
|-------------|------------------------|-----------|--------------|---------------|
| 2019-20     | 8,031,000              | 69,000    | 2,421,400    | \$5,540,600   |
| 2020-21     | 8,171,000              | 70,000    | 2,479,000    | \$5,622,000   |
| 2021-22     | 8,906,000              | 77,000    | 2,779,700    | \$6,049,300   |
| 2022-23     | 9,452,000              | 81,000    | 3,004,000    | \$6,367,000   |
| 2023-24     | 9,685,000              | 83,000    | 3,098,700    | \$6,503,300   |
| 2024-25     | 9,891,000              | 85,000    | 3,183,700    | \$6,622,300   |
| 2025-26     | 10,102,500             | 87,000    | 3,270,900    | \$6,744,600   |

## OBLIGATIONS

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The Successor Agency is responsible for the former RDA's debts and obligations described below. The payment amounts are summarized on **Table 10-2** that follows.

**Tax Allocation Bond Payments.** The RDA had four tax allocation bonds issuances. All taxing entities had subordinated their pass-through payments to payments on the RDA's bond debt, so if insufficient RPT is available to make bond debt service payments in a ROPS period, a portion of the pass-through payments equal to the insufficient amount is deferred to a future ROPS period. This occurred in ROPS II and deferred pass-through payments were made from RPT available for the ROPS 13-14A period. In 2016, the Successor Agency refunded the tax allocation bonds to take advantage of lower interest rates and the resulting debt service reductions. The bond refunding was approved by the Oversight Board and by the DOF. Table 10-2 shows the projected new debt service schedule for the refunded bonds.

**Valente Note.** In accordance with the approved Long -Range Property Management Plan, the City sold the Valente property as well as two adjacent properties previously owned by the RDA and fully repaid the Valente Note in 2019.

**ERAF and SERAF Loan Payments.** The RDA borrowed funds from the Low & Moderate Income Housing Fund to make payments to the State for the Educational Revenue Augmentation Fund (ERAF) in 2005 and 2006 and to the Supplemental ERAF (SERAF) in 2010. The Successor Agency made a payment to the City Housing Asset Fund during the ROPS I period. Subsequent payments were delayed by the Dissolution Act, as interpreted by DOF, until the ROPS 14-15A period. The calculation of the maximum payment is one half the incremental change in residual RPT after all other obligations are paid. The Successor Agency received a distribution of RPT on the ROPS 14-15A and the ROPS 15-16A as partial repayment of the SERAF/ERAF loans but additional payments were made in subsequent ROPS cycles and the full amount was repaid in FY 2019-20.

**Administrative cost allowance.** The Successor Agency is entitled to an administrative cost allowance of \$250,000 per fiscal year. However, with the transition to the County Oversight Board, this allowance was discontinued in 2019.

**Streetscape Project.** The RDA and City undertook a multi-year capital improvement project beginning in 2004 and completed in 2012. A significant portion of the expenditures by the City was to be funded through a commitment of tax increment and bond proceeds by the RDA. However, during project close-out, it was determined the RDA had not funded its commitments on which the City had relied when letting contracts. The Successor Agency requested RPT on ROPS 14-15A for this prior year RDA obligation, which was approved by the Oversight Board but denied by DOF. The Successor Agency has ceased pursuing the RPT for this obligation since 2019.

**Table 10-2** is a summary of the Successor Agency's obligations through FY 2025-26 including the Administrative Allowance, for which disbursements of RPT are requested for each ROPS period. If the obligations payable in a ROPS period exceed the amount of RPT available for that period, the Successor Agency may defer payment where possible or seek a cash-flow loan from the City in order to avoid defaulting on an obligation.

**Table 10-2**  
**Recognized Obligation Payment Schedules Through FY2026**  
**City of El Cerrito Redevelopment Project Area**

| Fiscal Year/<br>ROPS<br>Period | Debt Service | SERAF ERAF | Admin<br>Allowance* | Total       |
|--------------------------------|--------------|------------|---------------------|-------------|
| 2019-20                        | \$1,880,352  | \$167,275  | \$0                 | \$2,047,627 |
| 2020-21                        | \$2,060,624  |            | \$0                 | \$2,060,624 |
| 2021-22                        | \$2,122,794  |            | \$0                 | \$2,122,794 |
| 2022-23                        | \$2,122,794  |            | \$0                 | \$2,122,794 |
| 2023-24                        | \$2,122,794  |            | \$0                 | \$2,122,794 |
| 2024-25                        | \$2,122,794  |            | \$0                 | \$2,122,794 |
| 2025-26                        | \$1,061,397  |            | \$0                 | \$1,061,397 |

\* With dissolution of the local Oversight Board and oversight transitioning to the County, this allowance was discontinued from FY 2019-20.

**Table 10-3** summarizes the projected residual RPT based on what has been projected to be available and obligated for each ROPS period. Any remaining residual is then paid to the taxing entities serving the Redevelopment Project Area according to their standard tax allocations. The City of El Cerrito will receive about 20% of RPT residual.

**Table 10-3**  
**Projected Residual RPT and City of El Cerrito Share**  
**City of El Cerrito Redevelopment Project Area**

| Fiscal Year | Net RPTTF | ROPS      | Residual RPT | City Share |
|-------------|-----------|-----------|--------------|------------|
| 2019-20     | 5,540,600 | 2,292,627 | 3,247,973    | 649,595    |
| 2020-21     | 5,622,000 | 2,310,624 | 3,311,376    | 662,275    |
| 2021-22     | 6,049,300 | 2,372,794 | 3,676,506    | 735,301    |
| 2022-23     | 6,367,000 | 2,372,794 | 3,994,206    | 798,841    |
| 2023-24     | 6,503,300 | 2,372,794 | 4,130,506    | 826,101    |
| 2024-25     | 6,622,300 | 2,372,794 | 4,249,506    | 849,901    |
| 2025-26     | 6,744,600 | 1,311,397 | 5,433,203    | 1,086,641  |

## ADMINISTRATIVE BUDGET

The Dissolution Act required the Successor Agency to prepare a budget for approval by the Oversight Board. **Table 10-4** is the FY 2016-17 Administrative Budget approved by the Successor Agency on January 19, 2016 and by the Oversight Board on January 25, 2016. On June 30, 2018, the local Oversight Board was dissolved and be replaced by a County-wide Oversight Board and since then the \$72,200 Oversight Board Budget was not be needed. Although the City has a reasonable expectation that the Successor Agency is entitled to the full administrative allowance of \$250,000 for the budget year, the Amended FY2020-21 Budget assumes that the City will be reimbursed only \$50,000 for Successor Agency costs. However, the City continues to include this amount in the annual Recognized Obligations Payment Schedule (ROPS) application to the State of California Department of Finance, as it has in years past. City staff will continue to minimize expenses to the greatest degree possible, but the budget was prepared recognizing the high cost of administering dissolution.

**Table 10-4**  
**Approved FY 2016-17 Administrative Budget**  
**Successor Agency to the El Cerrito Redevelopment Agency**

| Entity/Activity                                                | Successor Agency |
|----------------------------------------------------------------|------------------|
| <b>Staffing Functions</b>                                      |                  |
| <b>(Total Compensation + Overhead for Indirect Costs)</b>      |                  |
| Administration                                                 | \$20,000         |
| Finance                                                        | \$25,000         |
| Community Development                                          | \$45,000         |
| City Clerk                                                     | \$10,000         |
| <b>Non-Staff Expenses</b>                                      |                  |
| Professional Services                                          | \$65,000         |
| Legal Services                                                 | \$50,000         |
| Financial & Audit Services                                     | \$15,000         |
| Supplies                                                       | \$1,000          |
| Postage                                                        | \$100            |
| Copies                                                         | \$100            |
| Website                                                        | \$1,000          |
| Advertising/Legal Notices                                      | \$500            |
| Property Management                                            | \$1,000          |
| <b>Totals</b>                                                  | <b>\$233,700</b> |
| <b>Combined Total</b>                                          | <b>\$305,900</b> |
| <b>Funding Source</b>                                          |                  |
| Redevelopment Property Tax Trust Fund Administration Allowance | \$50,000         |
| Un-reimbursed General Fund Cost to the City                    | (\$255,900)      |

The amounts in **Table 10-4** are included within the City's Operating Budget and are displayed here for informational purposes. Actual expenses of administering the Successor Agency will be charged to the City's General Fund and the Administrative Allowance will be reflected as revenue in the City's General Fund when it is reimbursed by the Successor Agency.

## **SECTION 11: OTHER ENTITIES**

*The City Council of the City of El Cerrito serves as members of the governing body of two other entities: the Employee's Pension Board and the Public Financing Authority. These entities are separate agencies from the City and are accounted for separately.*

## EMPLOYEES' PENSION FUND

The City of El Cerrito Employees' Pension Fund is a component unit of the City of El Cerrito and a separate fund is maintained by the City to account for the Plan assets. The City Council serves as the Pension Board. The Pension Board has exclusive control over the pension plan and accordingly, the City is financially accountable for the Plan and its operation.

This Fund provides a pension system for those former employees of the City who, on February 6, 1959, chose not to be covered by Social Security or by the California Public Employees' Retirement System. The Plan is a single-employer defined benefit pension plan. Currently there is just one retiree participating in this pension system. This Fund provides for the:

- Disbursement of appropriate pension payments;
- Maintenance of true and correct records of all contributions to and payments from the Pension Fund; and
- Services of actuaries who render a report every three years, or as needed, as to the costs of maintaining properly funded reserves for this pension fund. The most recent report was prepared as of July 1, 2014.

Payments into this Fund are based upon actuarial studies of the estimated costs of meeting the City's obligations under the retirement contract with the members of this system. The goal is to have the reserve fund balances decrease as the pension liability decreases. No new members may join this plan.

The revenues and expenditures of the Employees' Pension Board are shown in **Tables 11-1** and **11-2**:

**Table 11-1**  
**Pension Fund Revenues**

| Revenue Source            | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|---------------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Contribution-General Fund | \$85,774             | \$93,750                          | \$67,842              | \$85,000               |
| <b>Total</b>              | <b>\$85,774</b>      | <b>\$93,750</b>                   | <b>\$67,842</b>       | <b>\$85,000</b>        |

**Table 11-2**  
**Pension Fund Expenditures**

| Accounts         | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Other Charges    | \$0                  | \$0                               | \$0                   | \$0                    |
| Pension Payments | 85,774               | 89,205                            | 85,000                | 85,000                 |
| <b>Total</b>     | <b>\$85,774</b>      | <b>\$89,205</b>                   | <b>\$85,000</b>       | <b>\$85,000</b>        |



## PUBLIC FINANCING AUTHORITY

The City of El Cerrito Public Financing Authority (PFA) has been utilized since FY 2002-03 to account for the debt service for Measure A Lease Revenue Bonds used to fund the swim center reconstruction. In FY 2006-07 the PFA issued Lease Revenue Bonds needed to finance construction of the new City Hall and in FY 2007-08 issued Sales Tax Revenue Bonds to fund the Street Improvement Project. The Board of Directors of the Authority consists of members of the elected City Council of El Cerrito, the El Cerrito City Manager and the El Cerrito Finance Director. In FY 2012-13 the Measure A Lease Revenue Bonds were refinanced which allowed the reserve requirement to be reduced by half. In 2017 the 2008 City Hall Lease Revenue Bonds and the 2006 Sales Tax Revenue Bonds were refunded to take advantage of lower interest rates. Revenues and expenditures for the Authority are shown in **Tables 11-3 through 11-8.**

**Table 11-3**  
**Measure A Finance Authority Revenues**

| Revenue Source              | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|-----------------------------------|------------------------|
| Interest Earnings           | \$4,008              | \$2,816                           | \$0                    |
| Xfr in-Measure A Parcel Tax | 360,730              | 360,730                           | 187,014                |
| <b>Total</b>                | <b>\$364,738</b>     | <b>\$363,546</b>                  | <b>\$187,014</b>       |

**Table 11-4**  
**Measure A Finance Authority Expenditures**

| Accounts           | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|--------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Other Charges      | \$0                  | \$103                             | \$0                   | \$0                    |
| Principal Payments | 343,500              | 350,400                           | 353,667               | 185,200                |
| Interest Payments  | 13,864               | 7,064                             | 7,063                 | 1,814                  |
| <b>Total</b>       | <b>\$357,364</b>     | <b>\$357,567</b>                  | <b>\$360,730</b>      | <b>\$187,014</b>       |

**Table 11-5**  
**City Hall Finance Authority Revenues**

| Revenue Source       | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Interest Earnings    | \$223                | \$270                             | \$151                 | \$151                  |
| Xfr in- General Fund | 580,660              | 580,660                           | 580,612               | 580,612                |
| <b>Total</b>         | <b>\$580,883</b>     | <b>\$580,930</b>                  | <b>\$580,763</b>      | <b>\$580,763</b>       |

**Table 11-6**  
**City Hall Finance Authority Expenditures**

| <b>Accounts</b>    | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Adopted</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------|------------------------------|--------------------------------------------|-------------------------------|--------------------------------|
| Other Charges      | \$0                          | \$0                                        | \$150                         | \$150                          |
| Principal Payments | 280,000                      | 285,000                                    | 295,000                       | 295,000                        |
| Interest Payments  | 299,762                      | 294,162                                    | 285,613                       | 285,613                        |
| <b>Total</b>       | <b>\$579,762</b>             | <b>\$579,162</b>                           | <b>\$580,763</b>              | <b>\$580,763</b>               |

**Table 11-7**  
**Street Improvement Finance Authority Revenues**

| <b>Revenue Source</b>   | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Adopted</b> | <b>FY 2020-21<br/>Proposed</b> |
|-------------------------|------------------------------|--------------------------------------------|-------------------------------|--------------------------------|
| Interest Earnings       | \$231                        | \$58                                       | \$0                           | \$0                            |
| Xfr in- Street Imp Fund | 704,400                      | 702,900                                    | 702,900                       | 706,300                        |
| <b>Total</b>            | <b>\$704,631</b>             | <b>\$702,958</b>                           | <b>\$702,900</b>              | <b>\$706,300</b>               |

**Table 11-8**  
**Street Improvement Finance Authority Expenditures**

| <b>Accounts</b>    | <b>FY 2018-19<br/>Actual</b> | <b>FY 2019-20<br/>Unaudited<br/>Actual</b> | <b>FY 2020-21<br/>Adopted</b> | <b>FY 2020-21<br/>Proposed</b> |
|--------------------|------------------------------|--------------------------------------------|-------------------------------|--------------------------------|
| Other Charges      | \$0                          | \$0                                        | \$0                           | \$0                            |
| Principal Payments | 325,000                      | 330,000                                    | 336,500                       | 523,150                        |
| Interest Payments  | 379,400                      | 372,900                                    | 366,400                       | 183,150                        |
| <b>Total</b>       | <b>\$ 704,400</b>            | <b>\$ 702,900</b>                          | <b>\$ 702,900</b>             | <b>\$ 706,300</b>              |

## **SECTION 12:**

### **CAPITAL IMPROVEMENTS**

*In the same manner that multi-year planning has proven to be beneficial as the City considers the programs and services which are supported by the operating budget, it also is desirable to do multi-year planning for the City's capital needs. Accordingly, when the City Council adopts the operating budget, it also adopts a multi-year Capital Improvement Program, with the first year adopted as revenue and expenditure appropriations.*

## THE CAPITAL PLANNING PROCESS

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The Capital Improvement Program (CIP) is a strategy for planning and programming public physical improvements. It includes improvements that are scheduled over the next five years. The CIP indicates the expected timing and the approximate cost for each project. Adoption of the CIP indicates City Council approval of the projects.

The CIP is comprised of those projects for which a scope and a cost estimate is available. In some cases, an ongoing program is shown simply as a project, and the specific year-to-year scope is yet to be identified. Funding sources have been identified where possible, but many projects are included for which no funding source has been secured or, at times, identified. The CIP is reviewed and updated each year to reflect changes in priorities, scheduling realities, the availability of funding, and new projects that have been identified over the past year as individual projects or as part of comprehensive plans such as the Parks and Recreation Facilities Master Plan and Green Infrastructure Plan, both adopted by the City Council in 2019. It can also be amended periodically as new projects (such as ones identified by safety evaluations) or funding sources are identified.

The CIP is shown in Tables 12-1 and 12-2. The CIP Budget (CIPB), as shown in Table 12-3, serves to identify the appropriation of expenditures per fund in the first year. In addition, the CIPB identifies the projects that are part of the Annual Program of Maintenance and Improvement pursuant to the Measure A Street Improvement Program approved by voters in 2008 (under Fund 211) and the SB 1 Local Streets and Road Program project listing (under Fund 212).

A distinction between the multi-year CIP and CIPB is that the CIPB is adopted as a part of the annual budget, whereas the longer-term CIP does not necessarily have legal significance nor commit the City to a particular expenditure in an out year. The multi-year CIP is, essentially, a planning document: it is a basic tool for scheduling anticipated capital projects and capital financing.

In previous years, the CIP contemplated a 10-year planning horizon. This fiscal year, due to the lack of General Fund reserves and uncertainty of funding and revenues due to the COVID-19 pandemic, the CIP is presented as a 5-year plan. This allows staff to provide a more narrow focus on capital projects with the current limitation of resources, and to be responsive and flexible for those projects that are prioritized within the current planning horizon. Once the City's financial condition improves, the CIP will be revised and updated accordingly.

## CAPITAL IMPROVEMENT SUMMARY

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The CIP currently has 35 identified projects, including 16 active projects that are either in construction or undergoing planning/design. The category with the largest number of active projects in the next year is the Streets-Transportation category. This is due to availability and timeline requirements of both City transportation funds and external grant funds for which the City successfully completed. For all projects, estimated FY 2020-21 expenditures total approximately \$4.8 million although delivery is anticipated to be slowed due to the impacts of the COVID-19 pandemic.

The largest two projects are transportation projects, including the Annual Street Improvement Program, mostly funded by the City's Measure A Street Improvement Funds, and the Del Norte TOD Infrastructure (Complete Streets) Improvements Project. Unfortunately, due to the COVID-19 pandemic, the availability and timing of the Measure J Transportation Livable Community Program grant funds that were previously secured for the latter will not be known until November 2020 at the earliest.

## TABLES AND PROJECT DESCRIPTIONS

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A complete list of the projects in the multi-year CIP is provided in **Table 12-1**. The projects are arranged by Category (Administration, Facilities (Non-Recreation), Parks & Recreation Facilities, Streets-Transportation, etc.) with a column showing the planned Funding Sources (General Fund, Measure A Streets, Measure H Parks & Recreation, Grants, etc.) **Table 12-2** provides a detailed summary of the same projects in Table 12-1 arranged by Funding Source instead of Category. **Table 12-3** lists the adopted expenditure appropriation for each fund in FY 2020-21 (the CIPB), and is arranged in the same categories as the multi-year Year CIP. Project funding in the special/restricted funds carryover from year to year. This is not the case for projects, if any, funded by the General Fund. Projects with no fiscal activity in these two years are not included in **Table 12-3**. Brief descriptions of each project follow these tables.



## LEGEND

The following codes are utilized in **Tables 12-1, 12-2 and 12-3:**

| Fund Source |                                                                       | Categories |                               |
|-------------|-----------------------------------------------------------------------|------------|-------------------------------|
| 101         | General Fund                                                          | AD         | Administration                |
| 201         | Gas Tax Fund                                                          | FA         | Facilities (Non-Recreation)   |
| 204         | Measure J Return to Source (CCTA-Transportation) Fund                 | PK         | Parks & Recreation Facilities |
| 205         | Measure J Storm Drain Fund                                            | CR         | Creeks and Trails             |
| 206         | Measure A Swim Center Fund                                            | ST         | Streets and Transportation    |
| 207         | Measure H Parks & Recreation Facilities                               |            |                               |
| 210         | Park/Open Space-In-Lieu Fund                                          | SD         | Stormwater and Drainage       |
| 211         | Measure A Street Improvements                                         |            |                               |
| 212         | SB 1 - Road Maint & Rehab Acct Fund/Local Streets & Road Program Fund |            |                               |
| 301         | Other Sources/Secure (Grants)-Capital Improvement Fund                |            |                               |
| 501         | Integrated Waste Management Fund                                      |            |                               |
| O           | Other Sources/Non-Secure or Unidentified                              |            |                               |

**Table 12-1**  
**2020-21 to 2024-25 Capital Improvement Program**  
**Five-Year Expenditure Plan**  
**(By Category)**

|                                                     | Project #    | Fund Source   | Projected<br>2020-21 | Projected<br>2021-22 | Projected<br>2022-23 | Projected<br>2023-24 | Projected<br>2024-25 | Projected<br>Unidentified Year |
|-----------------------------------------------------|--------------|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------|
| <b>ADMINISTRATION</b>                               |              |               |                      |                      |                      |                      |                      |                                |
| 1 Energy & Water Efficiency Program                 | C3043        | 301           | \$ 54,500            | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                           |
| 2 Fire Flow Upgrade                                 | tbd          | O             | -                    | -                    | -                    | -                    | -                    | 5,233,600                      |
| <b>FACILITIES (Non-Recreation)</b>                  |              |               |                      |                      |                      |                      |                      |                                |
| 3 Access Modifications - Facilities                 | varies       | O             | -                    | -                    | -                    | -                    | -                    | 1,456,100                      |
| 4 Library                                           | C1005        | O             | -                    | -                    | -                    | -                    | -                    | 33,437,560                     |
| 5 Public Safety Building                            | tbd          | O             | -                    | -                    | -                    | -                    | -                    | 35,559,300                     |
| 6 Public Safety Parking Lot Security & Rehab        | tbd          | O             | -                    | -                    | 100,000              | 100,000              | -                    | -                              |
| 7 Corporation Yard Improvements                     | tbd          | O             | -                    | -                    | 100,000              | -                    | -                    | 6,136,000                      |
| 8 Facilities Seismic & Bldg Repairs                 | Various      | O             | -                    | -                    | -                    | -                    | -                    | 2,304,100                      |
| <b>PARKS &amp; RECREATION FACILITIES</b>            |              |               |                      |                      |                      |                      |                      |                                |
| 9 Parks & Recreation Facilities Master Plan Program | tbd          | 207, 210, O   | 35,475               | 54,093               | -                    | -                    | 61,965               | 29,243,041                     |
| 10 Swim Center Enhancements                         | C3050        | 206, 207      | 200,000              | 250,000              | -                    | -                    | -                    | 7,887,026                      |
| 11 Multi-Generational Recreation Facility           | C4012        | O             | -                    | -                    | -                    | -                    | -                    | 5,150,000                      |
| 12 Hillside Natural Area (HNA) Improvements         | C3075, C5046 | O             | 131,767              | -                    | -                    | -                    | -                    | 943,300                        |
| 13 Centennial Park Improvements                     | C5037        | 210, O        | -                    | 250,000              | -                    | -                    | -                    | 399,000                        |
| 14 Arlington Park Improvements                      | tbd          | 301, 210, 207 | -                    | -                    | 85,845               | 245,278              | 68,000               | -                              |
| 15 HNA Trail Entry & Signage Improvements           | C5038        | 301           | 56,600               | -                    | -                    | -                    | -                    | -                              |
| 16 Urban Greening (Lwr Fairmount & Blue-Green)      | tbd          | O             | -                    | -                    | -                    | -                    | -                    | 7,849,050                      |
| <b>CREEKS &amp; TRAILS</b>                          |              |               |                      |                      |                      |                      |                      |                                |
| 17 Urban Forest Management Program                  | C3042, tbd   | O             | -                    | -                    | 60,000               | 75,000               | 93,800               | -                              |
| 18 Ohlone Greenway Impr - Hill to Blake             | C3069        | 301           | 65,000               | 200,000              | -                    | -                    | -                    | -                              |
| 19 Ohlone Greenway Master Plan Program              | various      | 301, O        | -                    | 150,000              | -                    | -                    | -                    | 3,195,578                      |
| 20 Creek Major Maintenance & Restoration            | tbd          | O             | -                    | -                    | -                    | -                    | -                    | 1,070,900                      |
| <b>STREETS-TRANSPORTATION</b>                       |              |               |                      |                      |                      |                      |                      |                                |
| 21 Annual Street Improvement Program                | C3027        | 211, 212, 301 | 1,040,000            | 545,000              | 1,666,750            | 850,000              | 850,000              | -                              |
| 22 Access Modifications - Streets & Sidewalks       | C3024        | 212           | 230,000              | 130,000              | 130,000              | 130,000              | 130,000              | 6,018,000                      |
| 23 City-Wide Signage                                | C3028        | O             | -                    | -                    | -                    | -                    | -                    | 260,500                        |
| 24 Del Norte TOD Infrastructure Imprvmnts           | C4014        | 301, 212 & O  | 1,683,000            | 6,393,713            | 2,691,287            | -                    | -                    | -                              |
| 25 Balra Retaining Wall Replacement                 | C3058        | O             | -                    | -                    | -                    | -                    | -                    | 390,000                        |
| 26 Traffic Safety & Management Program              | C3070        | 211           | 33,600               | 35,000               | 37,000               | 37,000               | 37,000               | -                              |
| 27 Wildcat Drive Repair                             | tbd          | B             | -                    | -                    | -                    | -                    | -                    | 3,561,000                      |
| 28 San Pablo Avenue Complete Streets                | C5035        | 212, O        | 20,000               | -                    | -                    | -                    | -                    | 10,126,100                     |
| 29 Active Transportation Program                    | tbd          | 212, O        | 20,000               | 20,000               | 20,000               | 20,000               | 50,000               | 41,494,000                     |
| 30 Central Ave and Carlson Blvd Street Imprvmnts    | C3077        | 211, 301, 212 | 744,000              | -                    | -                    | -                    | -                    | -                              |
| 31 Carlson Bl & San Diego St Crosswalk Imprv        | C5048        | 301, 212      | 105,000              | -                    | -                    | -                    | -                    | -                              |
| 32 Local Roadway Safety Plan                        | tbd          | 301           | 87,000               | -                    | -                    | -                    | -                    | -                              |
| 33 Local Match - Potential Federal Stimulus Funds   | tbd          | 211           | 60,000               | -                    | -                    | -                    | -                    | -                              |
| <b>STORMWATER &amp; DRAINAGE</b>                    |              |               |                      |                      |                      |                      |                      |                                |
| 34 Storm Drain Program                              | C5036        | 205           | 200,000              | 250,000              | 250,000              | 250,000              | 250,000              | 21,896,100                     |
| 35 Green Infrastructure Program                     | tbd          | O             | -                    | -                    | -                    | -                    | -                    | 330,000                        |
| <b>TOTAL</b>                                        |              |               | <b>\$ 4,765,942</b>  | <b>\$ 8,277,806</b>  | <b>\$ 5,140,882</b>  | <b>\$ 1,707,278</b>  | <b>\$ 1,540,765</b>  | <b>\$ 223,940,255</b>          |

**Table 12-2**  
**2020-21 to 2024-25 Capital Improvement Program**  
**Five-Year Expenditure Plan**  
**(By Funding Source)**

|                                                                                             | Project #                                                   | Category | Proposed<br>2020-21 | Proposed<br>2021-22 | Projected<br>2022-23 | Projected<br>2023-24 | Projected<br>2024-25 | Projected<br>Unidentified Year |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------------------------|
| 205 Measure J Storm Drain                                                                   |                                                             |          |                     |                     |                      |                      |                      |                                |
|                                                                                             | Storm Drain Program                                         | C5036 SD | 200,000             | 250,000             | 250,000              | 250,000              | 250,000              | 21,896,100                     |
|                                                                                             | SUBTOTAL Measure J Storm Drain                              |          | 200,000             | 250,000             | 250,000              | 250,000              | 250,000              | 21,896,100                     |
| 206 Measure A Swim Center                                                                   |                                                             |          |                     |                     |                      |                      |                      |                                |
| ***                                                                                         | Swim Center Enhancements                                    | C3050 FA | 200,000             | 250,000             | -                    | -                    | -                    | -                              |
|                                                                                             | SUBTOTAL Measure A Swim Center                              |          | 200,000             | 250,000             | -                    | -                    | -                    | -                              |
| 207 Measure H Parks & Recreation Facilities                                                 |                                                             |          |                     |                     |                      |                      |                      |                                |
| ***                                                                                         | Parks & Recreation Facilities Master Plan Program           | tbd PK   | 35,475              | 54,093              | -                    | -                    | 61,965               | -                              |
| ***                                                                                         | Swim Center Enhancements                                    | C3050 FA | -                   | -                   | -                    | -                    | -                    | 7,887,026                      |
| ***                                                                                         | Arlington Park Improvements                                 | tbd PK   | -                   | -                   | 29,591               | 55,654               | 68,000               | -                              |
|                                                                                             | SUBTOTAL Measure H Parks & Rec                              |          | 35,475              | 54,093              | 29,591               | 55,654               | 129,965              | 7,887,026                      |
| 210 Park/Open Space In-lieu Fund                                                            |                                                             |          |                     |                     |                      |                      |                      |                                |
| ***                                                                                         | Parks & Recreation Facilities Master Plan Program           | tbd PK   | -                   | -                   | -                    | -                    | -                    | 885,597                        |
| ***                                                                                         | Centennial Park Improvements                                | C5037 PK | -                   | 250,000             | -                    | -                    | -                    | 100,000                        |
| ***                                                                                         | Arlington Park Improvements                                 | tbd PK   | -                   | -                   | -                    | 53,002               | -                    | -                              |
|                                                                                             | SUBTOTAL Park/Open Space-in-lieu                            |          | -                   | 250,000             | -                    | 53,002               | -                    | 985,597                        |
| 211 Measure A Street Improvements                                                           |                                                             |          |                     |                     |                      |                      |                      |                                |
| ***                                                                                         | Annual Street Improvement Program                           | C3027 ST | 740,000             | 545,000             | 1,066,750            | 750,000              | 750,000              | -                              |
| ***                                                                                         | Traffic Safety & Management Program                         | C3070 ST | 33,600              | 35,000              | 37,000               | 37,000               | 37,000               | -                              |
| ***                                                                                         | Central Ave and Carlson Blvd Street Imprvmnts               | C3077 ST | 85,000              | -                   | -                    | -                    | -                    | -                              |
|                                                                                             | Local Match - Potential Federal Stimulus Funds              | tbd ST   | 60,000              | -                   | -                    | -                    | -                    | -                              |
|                                                                                             | SUBTOTAL Measure A Street Improvements                      |          | 918,600             | 580,000             | 1,103,750            | 787,000              | 787,000              | -                              |
| 212 SB 1 - Road Maintenance and Rehabilitation Account /Local Streets & Road Program (LSRP) |                                                             |          |                     |                     |                      |                      |                      |                                |
| ***                                                                                         | Annual Street Improvement Program                           | C3027 ST | 100,000             | -                   | 200,000              | 100,000              | 100,000              | -                              |
| ***                                                                                         | Access Modifications - Streets & Sidewalks                  | C3024 ST | 230,000             | 130,000             | 130,000              | 130,000              | 130,000              | 6,018,000                      |
| ***                                                                                         | Del Norte TOD Infrastructure Imprvmnts                      | C4014 ST | 36,680              | 20,000              | -                    | -                    | -                    | -                              |
| ***                                                                                         | San Pablo Avenue Complete Streets                           | C5035 ST | 20,000              | -                   | -                    | -                    | -                    | -                              |
| ***                                                                                         | Active Transportation Program                               | tbd ST   | 20,000              | 20,000              | 20,000               | 20,000               | 50,000               | -                              |
| ***                                                                                         | Central Ave and Carlson Blvd Street Imprvmnts               | C3077 ST | 15,000              | -                   | -                    | -                    | -                    | -                              |
| ***                                                                                         | Carlson Bl & San Diego St Crosswalk Imprv                   | C5048 ST | 30,000              | -                   | -                    | -                    | -                    | -                              |
| ***                                                                                         | Local Roadway Safety Plan                                   | tbd ST   | 15,000              | -                   | -                    | -                    | -                    | -                              |
|                                                                                             | SUBTOTAL SB 1 - Road Maintenance and Rehabilitation Account |          | 466,680             | 170,000             | 350,000              | 250,000              | 280,000              | 6,018,000                      |

\*\*\* Indicates funding from multiple sources

Table 12-2 (continued)

|                                                    | Project #                                         | Category     | Proposed<br>2020-21 | Proposed<br>2021-22 | Projected<br>2022-23 | Projected<br>2023-24 | Projected<br>2024-25 | Projected<br>Unidentified Year |
|----------------------------------------------------|---------------------------------------------------|--------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------------------------|
| <b>301 Other Sources - Secure</b>                  |                                                   |              |                     |                     |                      |                      |                      |                                |
|                                                    | Energy & Water Efficiency Program                 | C3043        | AD                  | 54,500              | -                    | -                    | -                    | -                              |
| ***                                                | Arlington Park Improvements                       | tbd          | PK                  | -                   | -                    | 56,254               | 136,622              | -                              |
| ***                                                | Hillside Natural Area (HNA) Improvements          | C3075, C5046 | PK                  | 131,767             | -                    | -                    | -                    | -                              |
|                                                    | HNA Trail Entry & Signage Improvements            | C5038        | PK                  | 56,600              | -                    | -                    | -                    | -                              |
|                                                    | Ohlone Greenway Impr - Hill to Blake              | C3069        | CR                  | 65,000              | 200,000              | -                    | -                    | -                              |
| ***                                                | Ohlone Greenway Master Plan Program               | various      | CR                  | -                   | 150,000              | -                    | -                    | -                              |
| ***                                                | Annual Street Improvement Program                 | C3027        | ST                  | 200,000             | -                    | 400,000              | -                    | -                              |
| ***                                                | Del Norte TOD Infrastructure Imprvmnts            | C4014        | ST                  | 1,646,320           | 6,373,713            | -                    | -                    | -                              |
| ***                                                | Central Ave and Carlson Blvd Street Imprvmnts     | C3077        | ST                  | 644,000             | -                    | -                    | -                    | -                              |
| ***                                                | Carlson Bl & San Diego St Crosswalk Imprv         | C5048        | ST                  | 75,000              | -                    | -                    | -                    | -                              |
| ***                                                | Local Roadway Safety Plan                         | tbd          | ST                  | 72,000              | -                    | -                    | -                    | -                              |
| <b>SUBTOTAL Other - Secure</b>                     |                                                   |              |                     | 2,945,187           | 6,723,713            | 456,254              | 136,622              | -                              |
| <b>O Other Sources - Nonsecure or Unidentified</b> |                                                   |              |                     |                     |                      |                      |                      |                                |
|                                                    | Fire Flow Upgrade                                 | tbd          | AD                  | -                   | -                    | -                    | -                    | 5,233,600                      |
|                                                    | Access Modifications - Facilities                 | varies       | FA                  | -                   | -                    | -                    | -                    | 1,456,100                      |
|                                                    | Library                                           | C1005        | FA                  | -                   | -                    | -                    | -                    | 33,437,560                     |
|                                                    | Multi-Generational Recreation Facility            | C4012        | FA                  | -                   | -                    | -                    | -                    | 5,150,000                      |
|                                                    | Public Safety Building                            | tbd          | FA                  | -                   | -                    | -                    | -                    | 35,559,300                     |
|                                                    | Corporation Yard Improvements                     | tbd          | FA                  | -                   | -                    | 100,000              | -                    | 6,136,000                      |
| ***                                                | Facilities Seismic & Bldg Repairs                 | Various      | FA                  | -                   | -                    | -                    | -                    | 2,304,100                      |
|                                                    | Public Safety Parking Lot Security & Rehab        | tbd          | FA                  | -                   | -                    | 100,000              | 100,000              | -                              |
| ***                                                | Hillside Natural Area (HNA) Improvements          | C3075, C5046 | PK                  | -                   | -                    | -                    | -                    | 943,300                        |
| ***                                                | Parks & Recreation Facilities Master Plan Program | tbd          | PK                  | -                   | -                    | -                    | -                    | 28,357,444                     |
| ***                                                | Urban Forest Management Program                   | C3042, tbd   | PK                  | -                   | -                    | 60,000               | 75,000               | 93,800                         |
| ***                                                | Centennial Park Improvements                      | C5037        | PK                  | -                   | -                    | -                    | -                    | 299,000                        |
|                                                    | Urban Greening (Lwr Fairmount & Blue-Green)       | tbd          | PK                  | -                   | -                    | -                    | -                    | 7,849,050                      |
| ***                                                | Ohlone Greenway Master Plan Program               | various      | CR                  | -                   | -                    | -                    | -                    | 3,195,578                      |
|                                                    | Creek Major Maintenance & Restoration             | tbd          | CR                  | -                   | -                    | -                    | -                    | 1,070,900                      |
|                                                    | City-Wide Signage                                 | C3028        | ST                  | -                   | -                    | -                    | -                    | 260,500                        |
| ***                                                | Del Norte TOD Infrastructure Imprvmnts            | C4014        | ST                  | -                   | -                    | 2,691,287            | -                    | -                              |
|                                                    | Balra Retaining Wall Replacement                  | C3058        | ST                  | -                   | -                    | -                    | -                    | 390,000                        |
|                                                    | Wildcat Drive Repair                              | tbd          | ST                  | -                   | -                    | -                    | -                    | 3,561,000                      |
| ***                                                | San Pablo Avenue Complete Streets                 | C5035        | ST                  | -                   | -                    | -                    | -                    | 10,126,100                     |
| ***                                                | Active Transportation Program                     | tbd          | ST                  | -                   | -                    | -                    | -                    | 41,494,000                     |
|                                                    | Green Infrastructure Program                      |              | ST                  | -                   | -                    | -                    | -                    | 330,000                        |
| <b>SUBTOTAL Other - Nonsecure</b>                  |                                                   |              |                     | -                   | -                    | 2,951,287            | 175,000              | 93,800                         |
| <b>TOTAL</b>                                       |                                                   |              |                     | <b>\$ 4,765,942</b> | <b>\$ 8,277,806</b>  | <b>\$ 5,140,882</b>  | <b>\$ 1,707,278</b>  | <b>\$ 1,540,765</b>            |
|                                                    |                                                   |              |                     |                     |                      |                      |                      | <b>\$ 223,940,255</b>          |

\*\*\* Indicates funding from multiple sources

**Table 12-3**  
**Capital Improvement Program Budget**

|                                                                      | <u>Project #</u> | <u>Category</u> | <u>Proposed<br/>2020-21</u> |
|----------------------------------------------------------------------|------------------|-----------------|-----------------------------|
| <b>205 Measure J Storm Drain</b>                                     |                  |                 |                             |
| Storm Drain Program                                                  | C5036            | SD              | 200,000                     |
| <b>SUBTOTAL Measure J Storm Drain</b>                                |                  |                 | <b>200,000</b>              |
| <b>206 Measure A Swim Center</b>                                     |                  |                 |                             |
| Swim Center Capital Enhancements                                     | C3050            | FA              | 200,000                     |
| <b>SUBTOTAL Measure A Swim Center</b>                                |                  |                 | <b>200,000</b>              |
| <b>207 Measure H Parks &amp; Recreation Facilities</b>               |                  |                 |                             |
| Parks & Recreation Facilities Master Plan Program                    | tbd              | PK              | 35,475                      |
| <b>SUBTOTAL Measure H Parks &amp; Rec</b>                            |                  |                 | <b>35,475</b>               |
| <b>211 Measure A Street Improvements**</b>                           |                  |                 |                             |
| Annual Street Improvement Program                                    | C3027            | ST              | 740,000                     |
| Traffic Safety & Management Program                                  | C3070            | ST              | 33,600                      |
| Central Ave and Carlson Blvd Street Imprvmnts                        | C3077            | ST              | 85,000                      |
| Local Match - Potential Federal Stimulus Funds                       | tbd              | ST              | 60,000                      |
| <b>SUBTOTAL Measure A Street Improvements</b>                        |                  |                 | <b>918,600</b>              |
| <b>212 SB 1 - Road Maintenance and Rehabilitation Account Fund</b>   |                  |                 |                             |
| Annual Street Improvement Program                                    | C3027            | ST              | 100,000                     |
| Access Modifications - Streets & Sidewalks                           | C3024            | ST              | 230,000                     |
| Del Norte TOD Infrastructure Imprvmnts                               | C4014            | ST              | 36,680                      |
| San Pablo Avenue Complete Streets                                    | C5035            | ST              | 20,000                      |
| Active Transportation Program                                        | tbd              | ST              | 20,000                      |
| Central Ave and Carlson Blvd Street Imprvmnts                        | C3077            | ST              | 15,000                      |
| Carlson Bl & San Diego St Crosswalk Imprv                            | C5048            | ST              | 30,000                      |
| Local Roadway Safety Plan                                            | tbd              | ST              | 15,000                      |
| <b>SUBTOTAL SB 1 - Road Maintenance and Rehabilitation Account</b>   |                  |                 | <b>466,680</b>              |
| <b>301 Capital Improvement Fund (A, Other Sources - Secure)</b>      |                  |                 |                             |
| Energy & Water Efficiency Program                                    | C3043            | AD              | 54,500                      |
| Hillside Natural Area (HNA) Improvements                             | C3075, C5046     | PK              | 131,767                     |
| HNA Trail Entry & Signage Improvements                               | C5038            | PK              | 56,600                      |
| Ohlone Greenway Impr - Hill to Blake                                 | C3069            | CR              | 65,000                      |
| Annual Street Improvement Program                                    | C3027            | ST              | 200,000                     |
| Del Norte TOD Infrastructure Imprvmnts                               | C4014            | ST              | 1,646,320                   |
| Central Ave and Carlson Blvd Street Imprvmnts                        | C3077            | ST              | 644,000                     |
| Carlson Bl & San Diego St Crosswalk Imprv                            | C5048            | ST              | 75,000                      |
| Local Roadway Safety Plan                                            | tbd              | ST              | 72,000                      |
| <b>SUBTOTAL Capital Improvement Fund (A, Other Sources - Secure)</b> |                  |                 | <b>2,945,187</b>            |
| <b>Total Capital Improvement Program Budget Appropriations</b>       |                  |                 | <b>\$ 4,765,942</b>         |

## **Project Descriptions**

### **1. *Energy and Water Efficiency Program (EWEP)***

This program provides an ongoing mechanism for funding energy and water conservation projects in municipal facilities through an initial investment plus reinvestment of a portion of the financial savings generated through these conservation projects into current and future efficiency projects. The current project is to install an EV charging station at the Recycling + Environmental Resource Center. In addition, the following energy and water efficiency projects will be investigated: LED Streetlights for City-owned facilities; a user friendly energy management system dashboard for City Hall and the Community Center; additional satellites to hook park facilities into the City's centralized weather-based smart irrigation controls; and routine maintenance for optimal performance of City solar facilities.

### **2. *Fire Flow Upgrade***

This project is intended to upgrade the existing water supply system to improve the fire flow in the area located east of Arlington Blvd. to the city limits. This upgrade will include 10,440' of new and upgraded pipe and an addition of 11 new hydrants. With this upgrade the Fire Flow in this area will achieve our 3,000 gallons per minute (GPM) goal.

### **3. *Access Modifications - Facilities (Non-Recreation)***

This project will implement the non-recreation facilities portion of the City's American with Disabilities Act (ADA) Transition Plan Update, which was adopted in September 2009. The Public Safety Building, Library and Civic Theater were the highest ranked facilities. Other facilities include the Fire Station 72 and Corporation Yard). Specific locations and scopes of future work will be determined as funding opportunities arise. The recreation facilities were incorporated into the Parks & Recreation Facilities Master Plan, more recently adopted by the City Council in April 2019. The City's ADA Transition Plan establishes a priority-based plan to bring facilities into compliance.

### **4. *Library***

This project will develop a safe, energy efficient, 21st century library, a priority of the City for over a decade. The 2013-14 Library Needs Assessment called for a one-story building of about 21,000 square feet; 60,320 books and AV media available onsite as well as access to e-content through the County Library website; 134 open access seats as well as six group study/tutoring/collaboration rooms with a total of 56 seats; 66 computers; dedicated learning space for workshops and group projects; tutoring/homework study area; and acoustically separate community meeting room that seats 125 with up-to-date AV equipment, prep kitchen and storage space. In July 2017, the City Council re-affirmed their commitment to move ahead with planning for a new library and since then staff has been evaluating potential sites and engage the community in a variety of ways to gather input about priorities for a new library.

### **5. *Public Safety Building***

This project will develop a new Public Safety Building at existing or new location. The existing Public Safety Building was built in 1960 and has not been kept up to current standards. The building also does not have sufficient space for evidence, lockers, training, and working of employees. In addition, many building and site components have experienced deferred maintenance and need rehabilitation. A new Public Safety facility will be designed to standards for an essential facility, meaning that it will remain operational under the most extreme seismic event. It will also provide for more efficient operations for both Police and Fire on an ongoing basis - both for administration and field operations. A new state-of-the-art facility could also serve as a back-up or auxiliary emergency operations center.

### **6. *Public Safety Parking Lot Security & Rehabilitation***

This project would add a gated entrance to the Public Safety Building parking lot to secure the facility grounds, public safety vehicles and equipment. Additionally, the project would rehabilitate the parking lot pavement which is in poor condition.

### **7. *Corporation Yard Improvements***

This project includes demolition of the former Stege facility and remnants of the original Corporation Yard and construction of a new Corporation Yard following the land swap with Stege Sanitary District. The Corporation Yard facility is approximately 50-years old. New environmental requirements make it increasingly more difficult to remain in compliance with current laws and regulations. In addition, many building and site components has experienced deferred maintenance and need rehabilitation. Per the master plan developed in 2005, the land swap with the Stege Sanitary District provided the City's Corporation Yard and recycling facility with a consolidated site. At this time, pavement rehabilitation is a priority component of the project as the pavement is in poor condition and this impacts storage areas, vehicle access, and drainage.

### **8. *Facilities Seismic & Building Repairs (Non-Recreation)***



This project will implement seismic, structural and other repairs to various non-recreation facilities based on the 2004 El Cerrito Structural Facilities and Management Plan. The facilities include Library, Civic Theater, and Public Safety Building. Many of the City's facilities are out of compliance with current standards. In the event of a significant earthquake, many City facilities may not be serviceable without this project. Specific projects and scopes of work will be developed to match any future funding sources. The recreation facilities were incorporated into the Parks & Recreation Facilities Master Plan, more recently adopted by the City Council in April 2019.

#### *9. Parks & Recreation Facilities Master Plan Program*

This program will implement the recommendations in the Parks & Recreation Facilities Master Plan adopted by City Council in April 2019. The Master Plan serves as a long-range planning and asset management document that provides a framework for understanding the recreational and open space assets the City owns, services it provides, risks it assumes, and financial investments it requires to maintain, repair, rehabilitate and improve these assets. It identifies nearly 200 projects that are categorized as either Immediate Work Priorities, Policy/Programs, Early Wins, Deficiencies, and Enhancements/New Projects. Funding from Measure H is identified in this project for the Immediate Work Priorities in FY2020-21 and FY2021-22 and the renovation of the Cerrito Vista Picnic site in FY2024-25. Implementation of other recommendations in the Master Plan for Swim Center Enhancements, Multi-Generational Recreation Facility, Hillside Natural Area, Centennial Park and Arlington Park are listed as separate projects.

#### *10. Swim Center Enhancements*

The project includes various capital upgrades or enhancements to the original construction of the Swim Center. After completion of the Swim Center in 2004 and warranty work in 2005, there remained some modifications and enhancements needed to bring the Swim Center up to its highest effectiveness. In 2018, the Swim Center closed for approximately 65 days for capital renovations, mainly addressing drain repairs and necessary ADA improvements in the locker rooms and renovating the chemical rooms which had poor ventilation. Additionally, after 16 years of operation, future capital needs are anticipated to include pool plaster replacement, ADA improvements to pool stairs, ADA improvements to the parking lot, deck replacement and new pool components such as filters, pool lights, pool covers, etc.

#### *11. Multi-Generational Recreation Facility*

This project will implement recommendations in the Parks & Recreation Facilities Master Plan (2019) for construction of a new Multi-Generational Center, in part to replace the Senior Center currently operated out of modular buildings. The space priorities for a multi-generational center address the need for active recreation such as fitness, sports, and movement programs. The facility could also provide permanent facilities for El Cerrito's seniors and teens by providing a home for dedicated space and programming throughout the day for specific age groups. The specific program and project costs for this facility have not been closely defined, but the building is tentatively estimated to cost a minimum of \$5 million. This does not include the costs for property acquisition if needed. Three sites have been identified as potential locations for this facility - the Casa Cerrito parcel, the western portion of Cerrito Vista Park (next to tennis courts), and expanded facilities at the existing Community Center. The Multi-Generational Recreation Facility could also share space with a future library.

#### *12. Hillside Natural Area Improvements*

This project will implement recommendations in the Parks & Recreation Facilities Master Plan (2019), including those previously identified in the Urban Greening Plan (2015) and other needed repairs. The Hillside Natural Area (HNA), the largest open space in the City, has a number of trails that are used for recreation and emergency access and extensive native plants, oak woodland and riparian environments. The HNA presents maintenance, fire abatement, and vegetation management challenges that are beginning to be addressed as part of the City's operating budget, including use of Measure H funds for additional fire abatement and vegetation management. Repair of the fire access road at six sites in the Hillside Natural Area has been undertaken in the last year few years. These sites were significantly damaged during heavy rains in early 2017. The project is largely funded by a Federal Emergency Management Agency Public Assistance Program grant and a California Governor's Office California Disaster Assistance Act of Emergency Services Program grant. Five of the six sites were repaired in 2019. The six sites above Roger Ct required additional design and is anticipated to be completed in Spring 2021. Other Plan recommendations, including development of a Master Plan for trail maintenance & development and native plant and forest restoration, are currently unfunded.

#### *13. Centennial Park Improvements*

This project will implement recommendations in the Parks & Recreation Facilities Master Plan (2019) including those previously identified in the Urban Greening Plan (2015). In the first few years, based on estimated level of funding,

the following are planned for implementation: No. 8.1 - Address additional recommendation of Phase 2 of Centennial Park Improvements Project including additional play structure, picnic area, community garden and related amenities.

#### *14. Arlington Park Improvements*

This project will implement recommendations in the Parks & Recreation Facilities Master Plan (2019). In the first few years, based on estimated level of funding, the following are planned for implementation: No. 2.1 - Address Immediate Work Priorities (IWP) for repair and replacement of playground surfacing, BBQ pits, and Clubhouse electrical work (some of these items may overlap with following recommendations); No. 2.6 - Develop design and full cost estimate for Clubhouse renovation to address the 2018 Inventory & Deficiencies Assessment and 2009 ADA Transition Plan as well as Clubhouse enhanced programming, such as improved rentals for private events and adult fitness; No. 2.7 - Improve group picnic areas including replacement of tables and installation of additional features; repair and replace other park amenities including benches/seating, garbage cans, and entry sign. The current cost estimate does not include full cost of the Clubhouse Renovation beyond addressing deficiencies.

#### *15. HNA Trail Entry & Signage Improvements*

This project will install gateway trailhead signs, trail entry signs, and trail directional markers within the Hillside Natural Area. The design and location of sign are guided by the El Cerrito Trails Signage Plan, a collaborative effort between the El Cerrito Trail Trekkers, the National Park Service, and the City of El Cerrito. These have been updated to conform with current guidelines for accessibility and best practices. The installation of trail entry steps at the Motorcycle Hill was previously completed while the wayfinding/directional signs on streets leading to the Hillside Natural Area (HNA) is a future phase given limited funding.

#### *16. Urban Greening Program*

The City's Urban Greening Plan (2015) identifies needs, opportunities and strategies for creating a greener, more sustainable and livable City through increasing connectivity; creating day-to-day opportunities to gather, play and enjoy; improving existing parks and green spaces; and identifying new ways to meet the community's need for different types of open spaces given limited resources. Based on opportunity analysis and needs assessment of potential projects, improvements were identified for 14 focus areas, and of these, four were selected as "Pilot Projects" for additional analysis and design, and assist with securing external funding. These four projects are Lower Fairmount Avenue, Blue-to-Green Connections, Centennial Park (formerly Fairmont Park) and Hillside Natural Area. The estimated costs shown are for two of the "Pilot Projects", including the Lower Fairmount Avenue and Blue-to-Green Connections. The other two "Pilot Projects", including Centennial Park and Hillside Natural Area, are included as separate CIP projects because of past and on-going efforts for these two projects. Estimated costs for the 14 focus area improvements must still be developed.

#### *17. Urban Forest Management Program*

This program is for improved maintenance of existing City street trees and planting of additional City trees as recommended in the Urban Forest Management Plan (2007). In 2008, staff was awarded \$160,000 from the State Resources Board's Environmental Enhancement & Mitigation Program (EEMP) for street and park tree planting. Over 1,000 trees were installed using an EEMP grant through June 2015.

#### *18. Ohlone Greenway Improvements between Hill and Blake*

This project will improve the Ohlone Greenway consistent with the Greenway Master Plan (2009) includes path, landscaping, street crossing improvements and other amenities on the Ohlone and cross streets between Hill and Blake Streets. The street crossing improvements at Hill Street were implemented in 2019 as part of the Ohlone BART Station Area Access, Safety and Placemaking Improvement Project. The next phase is installation of side path and enhanced landscaping between Hill Street and Safeway entrance.

#### *19. Ohlone Greenway Master Plan Program*

This program has been implemented as various projects based on the recommendations in the Ohlone Greenway Master Plan (2009) and will more recently will be implement per the Park & Recreation Facilities Master Plan (2019), which updated a few recommendations. The BART-related improvements, including consolidation into mixed-use path, were completed in 2014. Other completed projects are the Ohlone Natural Area south of Fairmount Avenue (funded through a Prop 84 grant), Wayfinding Program (funded by Measure J TLC), and Ohlone BART Station Area Access, Safety and Placemaking Improvements (funded by several grants and developer contributions). In the next two years, the program includes upgrade and expansion of camera security system using development fees. Future improvements, although unfunded at this point, include additional lighting, enhanced landscaping, additional crossing

improvements, community or native gardens, drinking fountains, restrooms, renovated play areas, gathering spaces and plazas, path connections to adjacent uses, interpretive exhibits and artistic elements. The area between Wall Avenue and Baxter Creek Gateway Park has been identified as a key node for improvements including lighting and green infrastructure.

*20. Creek Major Maintenance & Restoration*

The program is intended to provide an evaluation of major maintenance and restoration needs for creeks throughout the City. The first phase that included applying for a Stream Alteration Agreement and related permit to conduct creek maintenance was undertaken in FY15-16. Some of the creek work along the Ohlone Greenway has been identified in the Ohlone Greenway Master Plan and Hillside Natural Area, Urban Greening Master Plan. Other work includes repair of the creek erosion at Huber Park, as well as, other major maintenance and restoration efforts in creeks within other park areas throughout the City.

*21. Annual Street Improvement Program*

The project includes the implementation of a variety of roadway treatments including slurry seal, microsurface, micropave, cape seal, asphalt inlay & overlay of various thicknesses, and repairs of failed pavement locations. The scope also includes installation of curb ramps in compliance with the ADA for all streets that receive an any treatment within a crosswalk area, curb, gutter, and sidewalk upgrades as needed, upgrades to traffic control and safety systems that pertain to pavement work (striping, crosswalks, bike facilities, and associated signage), and upgrades to road-related storm drainage facilities. The project will involve multiple specialty contracts such as seal coats, asphalt overlay, roadway repairs and concrete. This project also includes funding the bi-annual Pavement Management Program update and development of program annual program work plan.

*22. Access Modifications - Streets & Sidewalks*

This project will implement the public right-of-way portion of the City's American with Disabilities Act (ADA) Transition Plan Update, which was adopted in September 2009. Specific locations and scopes of work will be determined annually in conformance with the Plan and based on guidance from ADA Working Group. In general, work includes installation or reconstruction of curb ramps, repair of mid-block sidewalk locations to remove vertical and horizontal obstructions including damaged and narrow sidewalks, and installation of accessible pedestrian signals. Thanks to the passage of Senate Bill 1, this program is being expanded to include priority sidewalk repairs necessitated by street tree root damage - this is the launching of a "Sidewalk Repair Program". Note that this program is in addition to the curb ramp work required by street repaving program, however the access program may be contracted jointly with the Street Improvement/Paving Program.

*23. City-Wide Signage*

This project is the phased replacement of old signs (identification and wayfinding) with new signage that is consistent with the City's updated identity program on San Pablo Avenue, the WCCTAC Wayfinding Program, and the El Cerrito Trails Signage Plan.

*24. Del Norte TOD Infrastructure/Complete Streets Improvements*

The project includes planning, engineering and construction of various public infrastructure improvements to facilitate transit-oriented development in the Del Norte Area including auto and bus circulation improvements; bicycle, pedestrian, and bus transit access improvements; signage; lighting; ADA improvements; improvements to adjacent streets, street crossings and signals. A package of complete streets improvements for this area was identified in the San Pablo Avenue Specific Plan & Complete Streets Plan, adopted by City Council in September 2014. Subsequently, the City successfully applied for \$7,152,000 million in funding for a set of the above improvements packaged as the El Cerrito del Norte TOD Complete Streets Improvements Project. The grant-funded project includes new signalized crossings for pedestrians, new bicycle lanes, reduction in turning lanes/auxiliary lanes and conversion of one-way to two-way streets for improved vehicle flow, and signalization changes on San Pablo Avenue at the intersections of Hill Street and Cutting Boulevard, and similar improvements on Hill Street and Cutting Boulevard between I-80/San Pablo Avenue and the BART Station entrances next to Ohlone Greenway. The project limits include San Pablo Ave, Cutting Bl, Hill St, Eastshore Bl, and Knott Ave near and in front of the Del Norte BART Station.

*25. Balra Retaining Wall Replacement*

The project consists of the repair or replacement of the retaining wall and creek headwall in front of 779 Balra Drive, and repair street and sidewalk damage above wall. The gradual failure of this wall is causing subsidence of the street and sidewalk above, and has created some uneven surfaces in the walking and driving paths.

*26. Traffic Safety & Management Program*

This program funds various capital projects to improve safety for motorists, pedestrians and bicyclists traveling on city streets as well as implement various improvements under the Neighborhood Traffic Management Program consisting of educational, engineering and enforcement measures to address speeding, high traffic volumes, pedestrian and bicycle access and livability on residential streets.

*27. Wildcat Drive Repair*

This project would restore Wildcat Drive to its original width. The last in a series of landslides removed a section of Wildcat Drive (approximately 100 feet long and 10 feet wide) and the abutting valley gutter and embankment. Emergency work, consisting of a sheet pile retaining wall, was performed that stabilized the remaining roadway and provide two-way travel on one lane.

*28. San Pablo Avenue Complete Streets*

This project will implement the San Pablo Avenue Specific Plan and Complete Streets Plan, adopted by the City Council in September 2014, in the Mid-town and Downtown sections. The project consists of complete streets improvements within and around the San Pablo Avenue Specific Plan area which includes all of San Pablo Avenue and crossing arterials. The scope of the project improvements includes sidewalk replacement, pedestrian level lighting, crosswalks improvements (curb bulb-outs, pedestrian refuge islands, flashing lights, and enhanced signing & striping), new mid-block crosswalks, bike facility (route, lanes, and cycletrack) implementation; bus islands, street trees, landscaping and street furniture.

*29. Active Transportation Program*

This project implements the Active Transportation Plan, adopted by the City Council in April 2016. The Plan updated the City's Circulation Plan for Bicyclists and Pedestrians, which was adopted by the City Council in 2007 as the City's first master plan for pedestrian and bicycle networks and improvements. The update is intended to reflect constructed projects to date, new and innovative best practices, changing demands, the State of California Active Transportation Program guidelines, and recent City plans as well as those of neighboring jurisdictions. Detailed project concepts were developed for nine areas of the City to help secure external funding sources.

*30. Central Ave and Carlson Blvd Street Improvements*

The project consists of asphalt concrete overlay and inlay treatments for pavement rehabilitation, reconstruction of limited sections of existing curb, gutter, and sidewalk, construction or reconstruction of curb ramps, replacement of thermoplastic striping and pavement markers and enhanced pedestrian crossing at El Dorado St. The project limits are on Central Avenue from Santa Clara Avenue to San Pablo Avenue and Carlson Boulevard from Central Avenue to the northern city limits. The first component of the project consisting of curb ramp and sidewalk work was previously completed as part of the 2018 Curb Ramp and Sidewalk Repair Project. The remaining work is scheduled for construction in late summer/early fall 2020.

*31. Carlson Bl & San Diego St Crosswalk Improvements*

This project implements pedestrian improvements identified in the Council adopted City of El Cerrito Active Transportation Plan, to install flashing pedestrian lights and median refuges, at the intersection of Carlson Boulevard and San Diego Street. The improvements at this intersection are part of the Cerrito Creek Trail/ BART to Bay Bicycle and Pedestrian Route in the ATP, which is in the highest priority category in the ATP. The project will enhance the existing crosswalk on one of the busiest streets in the City. The first component of the project consisting of curb ramp and median work was previously completed as part of the 2018 Curb Ramp and Sidewalk Repair Project. The remaining work is scheduled for construction in spring 2021.

*32. Local Roadway Safety Plan*

The project includes development of a data-driven plan to identify, analyze, and prioritize roadway safety improvements on local roads. Key components include: (1) hot spot/reactive multimodal collision analysis; (2) infrastructure data inventory of key safety countermeasures, such as protected turns, median refuges, and bikeways; (3) collision profile development to proactively identify potential countermeasures at similar locations without crash history; (4) systemic project list of candidate countermeasures; (5) prioritization of the countermeasure list based injury severity and community input; and (6) Enforcement, Education and Engineering recommendations.

*33. Local Match for Potential Federal Stimulus Funds*

This program to provide funding from the City Measure A Street Improvements funds to provide a local match for a potential federal stimulus program as a result of the COVID-19 pandemic.

*34. Storm Drain Program*

This program is for repair, rehabilitation and improvement of the City's storm drain system. Over the last several years, the program has consisted of evaluation of localized flooding at several locations throughout the City, and completion of variety of repair projects to increase inlet storm drain capacity and to repair failed pipe sections. The program includes an update to the Master Plan, currently near completion, consisting of an inventory and assessment of the storm drain system, hydraulic modeling, and recommendations for future projects. The Master Plan Update will provide cost estimates, priorities and a funding plan for maintenance and capital improvements over the next 10 years. The preliminary cost estimate for all capital projects is reflected in the program costs.

### 35. *Green Infrastructure Program*

The City's Green Infrastructure Plan was undertaken to comply with a provision of the Municipal Regional Permit (MRP) under the Clean Water Act and the National Pollution Discharge Elimination System (NPDES). This plan outlines how the City will meet future pollutant load reduction milestones through the incorporation of Low Impact Design (LID) systems, such as rain gardens, on public and private streets, roads, parking lots, and building roofs. Green Infrastructure can also help recharge groundwater supplies, reduce flood risk, create new habitats and wetlands, and provide additional community benefits by creating public spaces and capturing CO<sub>2</sub>. The City's General Plan (1999), Strategic Plan (2013), Climate Action Plan (2013), and Urban Greening Plan (2015) highlight the importance of creating a complete community that preserves existing natural assets, providing additional open space, and improving environmental quality. Only the preliminary cost estimate for at Green Infrastructure project in the Del Norte BART Station area is reflected in the program costs based on a conceptual design that was develop. Full program costs must still be identified.

## **SECTION 13:**

### **LONG-TERM DEBT**

*The City has various long- term commitments for payments to debt obligations to be repaid from various revenue sources. These obligations are discussed in this section and supported with the June 30, 2016 audited information.*



## REVENUE BONDS

### 2017 Sales Tax Revenue Refunding Bonds- Street Improvements

In FY 2016-17, \$8.65 million of Sales Tax Revenue Refunding Bonds were issued, refunding the outstanding portion of the Sales Tax Revenue Bond Series 2008 that was issued in June 2008. The original bond proceeds of approximately \$10 million was used to finance the City's Street Improvement Project. The cost of the initial four-year project was approximately \$17 million. After use of bond proceeds, remaining project funding will come from ongoing sales tax revenues not required for debt service and other funds available for this type of work. The City continues efforts to obtain all possible Federal and State funding for street improvements, including utilizing proceeds of the bonds as matching funds for Federal and State grant funding. The bond principal and interest is payable each May 1st from 2018 through May 1, 2036.

**Table 13-1**  
**2017 Sales Tax Revenue Refunding Bonds- Street Improvements**

|                                        | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|----------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| 2017 Sales Tax Revenue Refunding Bonds | \$8,650,000           | \$8,335,000           |           | \$325,000   | \$8,010,000           |

**Table 13-2**  
**Future debt service payments on the 2017 Sales Tax Revenue Refunding Bonds – Street Improvements**

| Fiscal Year Ending June 30 | Principal        | Interest         | Total            |
|----------------------------|------------------|------------------|------------------|
| 2020                       | 330,000          | 372,920          | 702,920          |
| 2021                       | 340,000          | 366,300          | 706,300          |
| 2022                       | 350,000          | 356,100          | 706,100          |
| 2023-2036                  | 6,990,000        | 2,884,050        | 9,874,050        |
| <b>Total</b>               | <b>8,010,000</b> | <b>3,979,370</b> | <b>9,874,050</b> |

### Measure A Lease Revenue Bonds - Swim Center Project

The El Cerrito Public Financing Authority issued 2002 Lease Revenue Bonds, which consisted of \$4,615,000 in bonds bearing interest at 3.00% to 4.75%. The interest is payable each August 15 and February 15. Principal is payable each August 15, through August 15, 2020. In FY 2012-13, the 2002 Lease Revenue Bonds were refinanced at a rate of 1.80% on a refunded principal amount of \$2,516,500 with the first principal payment due on September 1, 2013. The interest is payable each September 1 and March 1 through September 1, 2020.

The bonds are secured by a pledge, security interest in, and a first and exclusive lien on all base rental payments and other payments paid by the City and received by the Authority and the monies in the funds and accounts established pursuant to the Bond Indenture of Trust. The payment of bond principal and interest is also covered by a financial guaranty insurance policy.

**Table 13-3**  
**2012 Measure A - Swim Center Lease Revenue Refunding Bonds**

|                                                    | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|----------------------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| 2012 Measure A - Swim Center Lease Refunding Bonds | \$2,516,500           | \$879,100             | \$0       | \$343,500   | \$535,600             |

**Table 13-4****Future scheduled annual minimum debt service requirements for the 2012 Measure A - Swim Center Lease Revenue Refunding Bonds**

| Fiscal Year Ending<br>June 30 | Principal      | Interest     | Total          |
|-------------------------------|----------------|--------------|----------------|
| 2020                          | 350,400        | 7,064        | 357,464        |
| 2021                          | 185,200        | 1,815        | 187,015        |
| <b>Total</b>                  | <b>535,600</b> | <b>8,879</b> | <b>544,479</b> |

**2017 Certificates of Participation (2006 City Hall Lease Refinancing)**

In FY 2016-17, \$7.04 million of Certificates of Participation (COPs) were issued to refinance the outstanding portion of the original \$9.61 million El Cerrito Public Financing Authority issued 2006 Lease Revenue Bonds. The proceeds of the 2006 Bonds were primarily used for construction of a new City Hall and improvements to certain City facilities. The annual principal and interest component of the aggregate lease payment with respect to the COPs is payable each January 15th with the final payment on January 15, 2036.

The COPs are secured by a pledge, security interest in, and a first and exclusive lien on all lease payments and other payments paid by the City and received by the Authority.

**Table 13-5****2017 City Hall Lease Revenue Certificates of Participation**

|                                                    | Original Issue<br>Amount | Balance<br>June 30, 2018 | Additions | Retirements | Balance<br>June 30, 2019 |
|----------------------------------------------------|--------------------------|--------------------------|-----------|-------------|--------------------------|
| 2017 City Hall Lease<br>Revenue Refunding<br>Bonds | \$7,040,000              | \$7,040,000              |           | \$280,000   | \$6,760,000              |

**Table 13-6****Annual lease Payments on 2017 City Hall Lease Revenue Certificates of Participation**

| Fiscal Year Ending<br>June 30 | Principal        | Interest         | Total            |
|-------------------------------|------------------|------------------|------------------|
| 2020                          | 285,000          | 294,163          | 579,163          |
| 2021                          | 295,000          | 285,612          | 580,612          |
| 2022                          | 300,000          | 276,762          | 576,762          |
| 2023-2036                     | 5,880,000        | 2,154,624        | 8,034,624        |
| <b>Total</b>                  | <b>6,760,000</b> | <b>3,011,161</b> | <b>9,771,161</b> |

## CAPITAL LEASE OBLIGATIONS

### Solar Equipment Capital Lease

On December 5, 2012, the City entered into a capital lease agreement in the amount of \$1,595,000 at 2.75% interest with Green Campus Partners to finance the purchase and installation of solar equipment on City facilities. The term of the lease provides for semi-annual principal and interest payments of \$65,236 on December 1 and June 1 through December 1, 2027.

**Table 13-7**  
**Solar Equipment Capital Lease**

|                               | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|-------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| Solar Equipment Capital Lease | \$1,595,300           | \$1,084,296           |           | \$101,346   | \$982,950             |

**Table 13-8**  
**Future Debt Service Payments on Solar Equipment Capital Lease**

| Fiscal Year Ending June 30 | Principal      | Interest       | Total            |
|----------------------------|----------------|----------------|------------------|
| 2020                       | 104,153        | 26,320         | 130,473          |
| 2021                       | 107,036        | 23,436         | 130,472          |
| 2022                       | 110,000        | 20,472         | 130,472          |
| 2023-2028                  | 661,761        | 55,837         | 717,598          |
| <b>Total</b>               | <b>982,950</b> | <b>126,065</b> | <b>1,109,015</b> |

### Master Equipment Lease- Fire Trucks, Recycling Trucks and Toters

Between FY 2005-06 and FY 2009-10, the City entered into lease agreements to finance the acquisition of three fire trucks. The leases interest rates varied from 3.90% to 4.80% with annual payments of about \$165,000 through 2017.

In FY 2008-09 and FY 2009-10, the City entered into lease agreements to finance the acquisition of recycling trucks and Toters (carts used for curbside recycling services). The lease interest rates varied from 3.980% to 4.85% with annual payments of about \$183,000 through 2018.

In FY 2012-13, the City entered into a single master equipment lease agreement with Chase Bank to refinance the leases for the fire trucks, recycling trucks, and Toters. The lease arrangement bears interest at a yield of 1.98% with interest payments due on July 25 and January 25 through July 25, 2019.

The Internal Service Fund receives 51.74% of the Master Equipment Lease cost and the Enterprise Fund receives the balance 48.26%.

**Table 13-9**  
**Master Equipment Lease for Internal Service Fund 601**

|                                                         | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|---------------------------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| Master Equipment Lease for Internal Service Fund 51.74% | \$842,416             | \$189,416             |           | \$125,716   | \$63,700              |

**Table 13-10**  
**Future Debt Service Payments on Master Equipment Lease for Internal Service Fund 601**

| Fiscal Year Ending<br>June 30 | Principal     | Interest   | Total         |
|-------------------------------|---------------|------------|---------------|
| 2020                          | 63,700        | 567        | 64,267        |
| <b>Total</b>                  | <b>63,700</b> | <b>567</b> | <b>64,267</b> |

**Table 13-11**  
**Master Equipment Lease for Enterprise Fund 501**

|                                                             | Original Issue<br>Amount | Balance<br>June 30, 2018 | Additions | Retirements | Balance<br>June 30, 2019 |
|-------------------------------------------------------------|--------------------------|--------------------------|-----------|-------------|--------------------------|
| Master Equipment<br>Lease for Enterprise<br>Fund 601 48.26% | \$785,756                | \$176,676                |           | \$117,261   | \$59,415                 |

**Table 13-12**  
**Future Debt Service Payments on Master Equipment Lease for Enterprise Fund 501**

| Fiscal Year Ending<br>June 30 | Principal     | Interest   | Total         |
|-------------------------------|---------------|------------|---------------|
| 2020                          | 59,415        | 529        | 59,944        |
| <b>Total</b>                  | <b>59,415</b> | <b>529</b> | <b>59,944</b> |

### **Recycling Center Capital Lease**

On November 1, 2010, the City entered into a capital lease agreement in the amount of \$3,500,000 at 3.88% interest with Holman Capital to finance the reconstruction of the Recycling Center. The term of the lease provided for quarterly principal and interest payments of \$80,225 through October 1, 2025.

In July 2012, the Recycling Center Capital Lease was refinanced reducing the interest rate from 3.88% to 2.50%. The interest is payable each July 1, October 1, January 1, and April 1 through October 1, 2025.

**Table 13-13**  
**2012 Recycling Center Refunding Capital Lease**

|                                      | Original Issue<br>Amount | Balance<br>June 30, 2018 | Additions | Retirements | Balance<br>June 30, 2019 |
|--------------------------------------|--------------------------|--------------------------|-----------|-------------|--------------------------|
| 2012 Recycling<br>Facility Refunding | \$3,405,600              | \$2,096,200              | \$0       | \$258,000   | \$1,838,200              |

**Table 13-14**  
**Future Debt Service Payments on 2012 Recycling Center Refunding**

| Fiscal Year Ending<br>June 30 | Principal        | Interest       | Total            |
|-------------------------------|------------------|----------------|------------------|
| 2020                          | 264,400          | 42,271         | 306,671          |
| 2021                          | 270,800          | 35,788         | 306,588          |
| 2022                          | 277,400          | 29,148         | 306,548          |
| 2023-2036                     | 1,025,600        | 47,344         | 1,072,944        |
| <b>Total</b>                  | <b>1,838,200</b> | <b>154,551</b> | <b>1,992,751</b> |

### **2018 Recycling Center Trash Truck Capital Lease**

On January 19, 2018, the City entered into an equipment lease purchase agreement in the amount of \$551,498 at 2.887% interest with Capital One Public Funding, LLC to finance the purchase of two trash trucks. Semiannual principal and interest payments of \$43,790 are due each July and January 19 through January 19, 2025

**Table 13-15**  
**2018 Recycling Center Trash Truck Capital Lease**

|                                      | Original Issue<br>Amount | Balance<br>June 30, 2018 | Additions | Retirements | Balance<br>June 30, 2019 |
|--------------------------------------|--------------------------|--------------------------|-----------|-------------|--------------------------|
| 2018 Recycling<br>Center Trash Truck | \$551,498                | \$551,498                | \$0       | \$72,175    | \$479,323                |

**Table 13-16**  
**Future Debt Service Payments on 2018 Recycling Center Trash Truck Capital Lease**

| Fiscal Year Ending<br>June 30 | Principal      | Interest      | Total          |
|-------------------------------|----------------|---------------|----------------|
| 2020                          | 74,273         | 13,305        | 87,578         |
| 2021                          | 76,434         | 11,146        | 87,580         |
| 2022                          | 78,656         | 8,924         | 87,580         |
| 2023-2025                     | 249,960        | 12,779        | 262,739        |
| <b>Total</b>                  | <b>479,323</b> | <b>46,154</b> | <b>525,477</b> |

### **2019 Public Works and Recreation Department Vehicles Capital Lease**

On January 15, 2019, the City entered into an equipment lease purchase agreement in the amount of \$116,121 with KS State Bank to finance the purchase of two public works trucks and one recreation van. Semi-annual principal and interest payments of \$25,758 are due each July and January 15 through January 15, 2023

**Table 13-17**  
**2019 Public Works and Recreation Department Vehicles Capital lease**

|                                              | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|----------------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| 2019 PW and Recreation Vehicle Capital Lease | \$116,121             | \$0                   | \$116,121 | \$25,157    | \$90,964              |

**Table 13-18**  
**Future Debt Service Payments on 2019 Public Works and Recreation Department Vehicles Capital lease**

| Fiscal Year Ending June 30 | Principal     | Interest      | Total          |
|----------------------------|---------------|---------------|----------------|
| 2020                       | 21,049        | 4,709         | 25,758         |
| 2021                       | 22,139        | 3,619         | 25,758         |
| 2022                       | 23,285        | 2,473         | 25,758         |
| 2023                       | 24,491        | 1,267         | 25,758         |
| <b>Total</b>               | <b>90,964</b> | <b>12,068</b> | <b>103,032</b> |

### 2019 Recreation Paratransit Capital Lease

On June 5, 2019, the City centered into an equipment lease purchase agreement with Wells Fargo Bank in the amount of \$47,667. Monthly principal and interest payments of \$1,087 are due 30th of the month till June 5, 2023

**Table 13-19**  
**2019 Recreation Department Paratransit Capital Lease**

|                                           | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|-------------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| 2019 Recreation Paratransit Capital Lease | \$47,667              | \$0                   | \$47,667  | \$0         | \$47,667              |

**Table 13-20**  
**Future Debt Service Payments on 2019 Recreation Paratransit Capital Lease**

| Fiscal Year Ending June 30 | Principal     | Interest     | Total         |
|----------------------------|---------------|--------------|---------------|
| 2020                       | 11,235        | 1,809        | 13,044        |
| 2021                       | 11,579        | 1,465        | 13,044        |
| 2022                       | 12,135        | 909          | 13,044        |
| 2023                       | 12,718        | 326          | 13,044        |
| <b>Total</b>               | <b>47,667</b> | <b>4,509</b> | <b>52,176</b> |



## 2020 Recreation Department Starcraft Capital Lease

On December 8, 2019, the City entered into an equipment lease purchase agreement with Wells Fargo Bank in the amount of \$67,426. Yearly principal and interest payments of \$18,030 are due 8th of the year till December 8th, 2022.

**Table 13-21**  
**2020 Recreation Starcraft Capital Lease**

|                                         | Original Issue Amount | Balance June 30, 2018 | Additions | Retirements | Balance June 30, 2019 |
|-----------------------------------------|-----------------------|-----------------------|-----------|-------------|-----------------------|
| 2020 Recreation Starcraft Capital Lease | \$67,426              | \$0                   | \$0       | \$0         | \$0                   |

**Table 13-22**  
**Future Debt Service Payments on 2020 Recreation Starcraft Capital Lease**

| Fiscal Year Ending June 30 | Principal     | Interest     | Total         |
|----------------------------|---------------|--------------|---------------|
| 2020                       | 18,030        |              | 18,030        |
| 2021                       | 15,718        | 2,312        | 18,030        |
| 2022                       | 16,454        | 1,576        | 18,030        |
| 2023                       | 17,224        | 806          | 18,030        |
| <b>Total</b>               | <b>67,426</b> | <b>4,694</b> | <b>72,120</b> |

## Changes in Long-Term Liabilities

Long-term liability activity for the fiscal year ended June 30, 2019 was summarized as follows:

|                                                           | <i>Original Issue Amount</i> | <i>Balance June 30, 2018</i> | <i>Additions</i> | <i>Retirements</i> | <i>Balance June 30, 2019</i> |
|-----------------------------------------------------------|------------------------------|------------------------------|------------------|--------------------|------------------------------|
| <b>Revenue Bonds:</b>                                     |                              |                              |                  |                    |                              |
| 2017 Sales Tax Revenue Refunding                          | 8,650,000                    | 8,335,000                    |                  | 325,000            | 8,010,000                    |
| 2012 Measure A- Swim Center Lease Revenue Refunding Bonds | 2,516,500                    | 879,100                      |                  | 343,500            | 535,600                      |
| 2017 City Hall Lease Revenue Refunding                    | 7,040,000                    | 7,040,000                    |                  | 280,000            | 6,760,000                    |
| <b>Total Revenue Bond</b>                                 | <b>18,206,500</b>            | <b>16,254,100</b>            |                  | <b>948,500</b>     | <b>15,305,600</b>            |
| <b>Capital Lease Obligations:</b>                         |                              |                              |                  |                    |                              |
| Solar Lease                                               | 1,595,300                    | 1,084,296                    |                  | 101,346            | 982,950                      |
| Master Equipment Lease (51.74%)                           | 842,416                      | 189,416                      |                  | 125,716            | 63,700                       |
| Master Equipment Lease (48.26%)                           | 785,755                      | 176,676                      |                  | 117,261            | 59,415                       |
| 2012 Recycling Center                                     | 3,405,600                    | 2,096,200                    |                  | 245,700            | 1,850,500                    |
| 2018 Recycling Trash Trucks                               | 551,498                      | 551,498                      |                  | 72,175             | 479,323                      |
| 2019 PW and Recreation Vehicles                           | 116,121                      |                              | 116,121          | 25,157             | 90,964                       |
| 2019 Recreation Paratransit                               | 47,667                       |                              |                  |                    |                              |
| 2020 Recreation Starcraft                                 | 67,426                       |                              |                  |                    |                              |
| <b>Total Capital Lease Obligations</b>                    | <b>7,411,783</b>             | <b>4,098,086</b>             | <b>116,121</b>   | <b>687,355</b>     | <b>3,526,852</b>             |

## Deferred Debt Expense

Bond issuance costs and Bond premiums are amortized over the terms of the respective bonds using a method that approximates the effective interest method.

## **SECTION 14:**

# **APPENDICES AND STATISTICS**

|             |                              |
|-------------|------------------------------|
| APPENDIX 1: | GLOSSARY OF BUDGET TERMS     |
| APPENDIX 2: | DEMOGRAPHIC PROFILE          |
| APPENDIX 3: | EMPLOYEE BENEFIT SCHEDULE    |
| APPENDIX 4: | FINANCIAL POLICIES           |
| APPENDIX 5: | BOARDS AND COMMISSIONS       |
| APPENDIX 6: | DEPARTMENT LINE ITEM BUDGETS |
| APPENDIX 7: | CITY COUNCIL RESOLUTIONS     |

# APPENDIX 1

## GLOSSARY OF BUDGET TERMS

**21ST CENTURY PROGRAMS**—Block grants from the U.S. Department of Education awarded to states for after school programming. The State of California uses 21st Century funds to augment its ASES programs to increase the number of schools eligible for funding. El Cerrito's 21st Century Program is at Harding Elementary School.

**AC TRANSIT**—A public sector transportation agency that provides bus and other public transit services to various localities in the San Francisco East Bay Area, including El Cerrito.

**ADA**—Americans with Disabilities Act.

**ADOPTED BUDGET**—The budget document formally approved by the City Council.

**APPROPRIATION**—Legal authorization granted by City Council or other policy body to make expenditures and incur obligations for a specific purpose within a specific time frame.

**ASES**—After School Education and Safety Program Act of 2002, approved by voters under Proposition 49. California Constitutional Amendment that guarantees a certain level of funding for after school programs in the state. Schools are selected for funding based on their rates of students who receive free or reduced lunches in public schools. El Cerrito has ASES programs at Fairmont Elementary and Portola Middle Schools.

**ASSESSED VALUATION**—A dollar value placed on real estate or other property by the County Assessor as a basis for levying property taxes.

**AUDIT**—A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and ensure compliance with generally accepted standards for financial accounting and reporting.

**BART**—Bay Area Rapid Transit, a fixed-rail mass transportation system in the San Francisco Bay Area.

**BASIS OF BUDGETING**—Basis of budgeting refers to the method used for recognizing revenues and expenditures in the budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.

**BALANCED BUDGET**—A budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists.

**BEGINNING FUND BALANCE**—Fund balance available in a fund from the end of the prior year for use in the following year.

**BOND PROCEEDS**—The money paid to the issuer by the purchaser or underwriter of a new issue of municipal securities. These moneys are used to finance the project or purpose for which the securities were issued, and to pay certain costs of issuance as may be provided in the bond contract.

**BUDGET**—A plan of financial operation embodying an estimate of proposed expenditures/expenses for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the fiscal year.

**BUDGET AUTHORITY**—Under certain circumstances, the City Council may adjust the budgeted appropriations for reasons unforeseen at the time of the adoption of the original budget. Such amendments are made by Council resolutions. The City Manager may make transfers of appropriations within a fund.

**BUSINESS LICENSE TAX**—A general tax on businesses for the privilege of conducting business within the City limits. Rates are set at each city's discretion but may not be discriminatory or confiscatory.

**CALED**—California Association for Local Economic Development.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**—Annual appropriations for capital improvement projects such as street improvements, building construction, and various kinds of major facility maintenance. Capital projects are outlined in a five-year expenditure plan, which details funding sources and expenditure amounts. They often are multi-year projects, which require funding beyond the one-year period of the annual budget.

**CAPITAL OUTLAY**—A budget appropriation category comprising all equipment having a unit cost of more than \$500 and an estimated useful life of over one year.

**CDBG**—Community Development Block Grant.

**CERTIFICATE OF DEPOSIT (CD)**—A deposit insured up to \$250,000 (as of July 1, 2009) by the FDIC at a set rate for a specific period of time.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**—A set of mandated government financial statements for local and state governments that demonstrates compliance with the accounting requirements established by the Governmental Accounting Standards Board (GASB).

**COPS**—Community Oriented Policing Services. A grant program supporting community involvement offered by the U.S. Department of Justice.

**COUPON**—The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value; a certificate attached to a bond evidencing interest due on a payment date.

**CPI**—Consumer Price Index. Various indices that measure inflation in various economic sectors and regions.

**CRW**—The City's software system used for permits, code enforcement and business licenses.

**CURRENT SERVICE CHARGES**—Charges imposed to support services provided to individuals. These charges may not exceed the cost of providing the service plus overhead. The rationale behind service charges is that certain services are primarily for the benefit of individuals rather than the general public.

**CURRENT YIELD**—The interest paid on an investment expressed as a percentage of the current price of the security.

**DEBT SERVICE**—Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or leasing arrangements.

**DEFICIT**—An excess of expenditures or expenses over revenues (resources).

**DEPARTMENT**—An organizational unit composed of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

**DIVISION**—A sub-section (or activity) within a Department that furthers the objectives of the City by providing specific services or programs.

**DUI**—Driving Under the Influence (of alcohol or drugs).

**DISCRETIONARY REVENUE**—Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

**EBMUD**—East Bay Municipal Utility District, a public utility that provides water service in El Cerrito and other cities.

**ENCUMBRANCE**—Funds not yet expended and are delegated or set aside in anticipation of expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

**ENTERPRISE FUND**—A type of fund operated in a manner similar to private enterprises. Enterprise funds capture the total costs of the associated programs, including facilities and services, as well as all revenues attributable to those programs. These programs are entirely or predominantly self-supporting.

**ERAF**—Educational Revenue Augmentation Fund. The state enacted legislation in 1992 whereby partial responsibility of funding education was shifted to local governments, directing specified amounts of local agency property taxes be deposited into such funds to support schools.

**EOY**—End Of Year. The City's fiscal year runs from July 1 through June 30, while certain programs operate on a federal fiscal year, which runs from October 1 through September 30, and other programs operate on a calendar year basis (January 1 through December 31).

**EXPENDITURES**—Monies spent, including current operating expenses, debt service, and capital outlays.

**EXPENSE**—The actual spending of funds by an enterprise fund authorized by an appropriation.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)**—Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (\$250,000) per depositor.

**FEES**—A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

**FINES AND FORFEITURES**—Revenues received and bail monies forfeited upon conviction of a misdemeanor, traffic, or municipal infraction.

**FISCAL YEAR**—The City’s year for accounting and budgeting purposes, which begins on July 1 and ends on June 30.

**FIXED ASSETS**—A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$5,000.

**FRANCHISE FEES**—Fees paid to a municipality from a franchisee for “rental” or as a “toll” for the use of city streets and rights-of-way. The businesses required to pay franchise fees in El Cerrito include utilities such as gas, electricity, cable television, and solid waste collection and disposal. Telephone utilities are specifically exempted from franchise fees by State law.

**FULL-TIME EQUIVALENT (FTE)**—A measure signifying the full number of hours for one full year that a regular employee in that position would provide services. Thus, a regular, full time employee would equal 1.0 FTE. A half-time employee would equal 0.5 FTE.

**FUND**—An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. Primary reasons for creating separate funds include allocating interest, complying with federal requirements, and maintaining separate sets of books for reporting purposes.

**FUND BALANCE**—The amount of financial resources available for use. Generally, this figure represents a summary of all the annual operating surpluses and deficits since the fund’s inception.

**FUNDING SOURCE**—Identifies the source of resources for City expenditures.

**FY**—Fiscal Year. See description under “Fiscal Year”.

**GASOLINE TAX (GAS TAX, HIGHWAY USERS TAX)**—18-cent per gallon tax on fuel used to propel a motor vehicle or aircraft. The use of these revenues is restricted to “research, planning, construction, improvement, maintenance, and operation of public streets and highways or public mass transit guide ways.” The basic means of distribution to cities is population.

**GANN LIMIT (SPENDING LIMIT)**—Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**GENERAL FUND**—The primary fund used to account for revenues and expenditures of the City not legally restricted as to use. This Fund is used to offset the cost of the City’s general operations.

**GENERAL OBLIGATION BOND**—A bond whose repayment is guaranteed by pledging all the assets and revenues of a government agency.

**GENERAL FUND REVENUES**—General sources of income the City collects and receives into the Treasury for public use (e.g., property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenue.

**GENERAL PLAN UPDATE**—The City’s General Plan is a master planning document for the community. State law requires that all cities develop and update their General Plan periodically.

**GOVERNANCE**—The process of providing community leadership and overall direction for a City. It involves understanding the community’s desires for its future, focusing those desires into an achievable vision, and establishing specific objectives and goals in order to realize that future vision. It also involves leadership in explaining City policies to the community and gathering support for City programs.

**GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)**—A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**GRANT**—A contribution from one government unit to another, usually made for a specific purpose and time period.

**INFRASTRUCTURE**—Facilities on which the continuance and growth of a community depend, such as streets and roads, sewers, public buildings, parks, etc.

**INTEREST RATE**—The annual yield earned on an investment, expressed as a percentage.

**INTERFUND TRANSFERS IN/OUT**—Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**INTEGRATED WASTE MANAGEMENT (IWM) FUND**—An enterprise fund for the Integrated Waste Management services functions, including curbside recycling collection and operation of the City’s Recycling + Environmental Resource Center; supported by user fees.

**LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (LLAD)**—A district encompassing the City of El Cerrito in which an assessment levied on residential and commercial property owners for the purpose of providing landscaping, street lights, and the maintenance of parks, street landscaping, and recreation facilities. The assessment is added to the property tax bill.

**LICENSES AND PERMITS**—Revenues in this category are charges designed to reimburse a city for costs of regulating the activities being licensed. These charges may not generate revenues in excess of costs.

**MASTER FEE SCHEDULE**—Fee schedule that includes all of the City’s user fees, charges for services, and business license tax rates updated and adopted by the City Council on an annual basis.

**MEASURE A- PARCEL TAX (2000)**—Revenues, approved by the voters in 2000, for the sole and exclusive purpose of providing the funds necessary for the renovation and reconstruction of the El Cerrito Swim Center, the rehabilitation of Canyon Trail Clubhouse and the performance of access and restroom renovations to the Harding, Huber and Poinsett Park Clubhouses.

**MEASURE A- SALES TAX (2008)**—A retail transactions and use tax approved by the voters in 2008. Proceeds levied and imposed are accounted for and paid into a special fund designated for use for all aspects of street repair and maintenance including repair, reconstruction and sealing of City streets; repair, maintenance and reconstruction of curbs and ramps adjacent to City streets; crosswalk and pedestrian improvements on or adjacent to City streets; other related services such as lane line, crosswalk and bicycle lane striping and other necessary pavement markings; and other such improvements as are deemed necessary by the City Council for the benefit of the residents of the City.

**MEASURE J STORM DRAIN**—A measure passed by El Cerrito voters in 1993 to maintain, repair, and reconstruct the City’s storm drains. All properties in the City are assessed annually based on equivalent residential units. Funds are accounted for in the Measure J-Storm Drain Fund.

**MEASURE C TRANSIT**—Funds that are used for limited paratransit services, which augment the basic service provided by the BART/AC Transit Consortium. Any excess tax revenues over expenditures related to paratransit services are placed in the Measure C-Transit Reserve. Measure C was extended by Measure J in November 2004.

**MEASURE J TRANSIT**—Measure J was approved in November 2004, and provided for the continuation of Measure C, the half-cent transportation sales tax for an additional 25 years (see description under “Measure C Transit”, above).

**MEASURE R SALES TAX**—Measure R is a half-cent, general sales tax measure for seven years that was passed in November 2010 in order to maintain the current level of services in El Cerrito during the economic recession.

**MEASURE WW**—An East Bay Regional Parks District bond measure passed by the voters in 2008, which included funds for cities including El Cerrito for local park and recreation projects.

**MTC**—Metropolitan Transportation Commission. A regional agency that coordinates transportation programs and funding in the San Francisco Bay Area. The MTC formerly provided grant money for the Paratransit Program. The responsibility for providing these services was transferred to AC Transit and BART on July 1, 1997.

**MOTOR VEHICLE IN-LIEU FEES**—Registered vehicle owners pay a fee to the State each year in lieu of paying property taxes for their vehicle. The fee is computed as a percent of the depreciated value of their motor vehicle. Each city and county in California receives a portion of this revenue, based on population. The State Legislature has modified the level of revenue disbursement to cities and counties in recent years.

**MUNICIPAL CODE**—City Council approved ordinances currently in effect. The Code defines City policy and contains the “laws” of the City.

**MUNICIPAL SERVICES CORPORATION (MSC)**—A nonprofit public benefit corporation formed in 1982 to benefit and support the community. Its charitable and public purposes were expanded in 2011, in accordance with Section 509(a)(3) of the Internal Revenue Code, to include “lessening the burdens of government of the City,” by contributing to physical improvements, providing economic opportunity, stimulating economic development, assisting with redevelopment activities and programs, and combating community deterioration. The MSC provides grants in support of these purposes, undertakes development of its land holdings, and manages the Cerrito Theater for the benefit of the community.

**NOTE**—A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**NPDES**—National Pollutant Discharge Elimination System.

**OBJECTIVES**—The expected results or achievements of a budget activity, which can be measured and achieved within a given time frame. Achievement of the objective advances the organization towards a corresponding goal.

**OES**—Office of Emergency Services.



**OPERATING BUDGET**—The annual appropriation of revenues and expenditures that define financial and programmatic activities.

**OPERATING EXPENSES**—The cost for personnel, materials and equipment required for a department to function.

**ORDINANCE**—A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

**PASS-THRU PAYMENTS**—Payments made by the former El Cerrito Redevelopment Agency to the taxing entities affected by the Redevelopment Plan for the City of El Cerrito Redevelopment Project Area. Payments were calculated either by fiscal agreement or a statutory formula to the taxing entities from the tax increment collected by the Redevelopment Agency. Upon dissolution of the Redevelopment Agency, pass-through payments to the tax entities continue to be made by the County Auditor-Controller, calculated in the same manner, prior to disbursing Redevelopment Property Tax to the El Cerrito Redevelopment Agency Successor Agency to make payments on the former Redevelopment Agency's enforceable obligations.

**PERS**—Public Employees' Retirement System. The State-sponsored retirement system in which most City employees participate.

**PERSONNEL EXPENDITURES**—Salaries and wages paid to employees.

**PROGRAM REVENUES**—Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

**PROPOSED BUDGET**—The working document for the fiscal year under discussion.

**POST**—Peace Officer Standards and Training. A State reimbursement program for Police Officer Training.

**PRINCIPAL**—The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**PROPERTY TAX**—All real property and tangible personal property are subject to a property tax rate of 1% of their assessed values. Since Proposition 13 was enacted in 1978, the assessed valuation of real property in the "base year" of FY 1975-1976 may increase each year by a calculated change in the cost of living, not to exceed 2%, as long as it is held by the same owner. When there is a transfer of property ownership, or when property is newly constructed, it is reappraised at its market value. The property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the state. By definition, this ad valorem tax is based on the property value, as defined in law, rather than on a fixed amount or benefit.

**PUBLIC SAFETY TAX (PROPOSITION 172)**—This half-cent sales tax was authorized in 1994 by a vote of the people in California. Proposition 172 designated the tax be used to fund public safety activities such as police and fire services and facilities.

**PURCHASE DATE**—The date in which a security is purchased for settlement on that or a later date.

**PURCHASE ORDER**—Authorizes the delivery of specific goods or service and the incurrence of debt for them.

**PDA**—Priority Development Area. A designation of the FOCUS Program, a development and conservation strategy for the Bay Area, led by the Association of Bay Area Governments and Metropolitan Transportation Commission. The San Pablo Avenue corridor is a PDA under the Focus Program, targeted for transit-oriented, infill development.

**RAD**—Residential Architectural Development.

**RDA**—Redevelopment Agency.

**RENTS**—Income derived from the rental of property.

**RESERVE**—An account used to record a portion of the fund balance as legally segregated for a specific use, usually at a future time.

**RESOLUTION**—A special order of the City Council, which has a lower legal standing than an ordinance.

**RESTRICTED USE FUNDS**—Funds designated for use for a specific purpose.

**REVENUES**—Monies received or anticipated by a local government from both tax and non-tax sources during the fiscal year.

**REVENUE BONDS**—A type of bond usually issued to construct facilities. The bonds are repaid from revenue produced by the operation of those facilities.

**SALARY SAVINGS**—That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies or other factors.

**SALES TAX**—This tax is levied on goods and services at the point-of-sale. Since the State adopted the Bradley-Burns Uniform Sales and Use Tax Law, the State has consolidated the collection of sales taxes and made uniform the rate at which goods are taxed (allowing for local voter-approved increments). The sales tax rate in Contra Costa County is currently 8.5%, of which approximately 1% is returned to El Cerrito for those sales that take place in El Cerrito. In February 2008, voters approved an additional half-cent sales and use tax dedicated to funding a comprehensive street pavement repair and maintenance program. In November 2010, voters approved an additional half-cent general sales tax measure for seven years, in order to maintain the current level of services in El Cerrito during the economic recession.

**SECURED TAXES**—Taxes levied on real properties in the City which are "secured" by liens on the properties.

**SERAF**—Supplemental Education Revenue Augmentation Fund. SERAF payments were State takeaways from redevelopment agencies of about \$1.7 billion in FY 2009-10 and \$400 million in FY 2010-11. El Cerrito's shares of the SERAF takeaways were about \$1.7 million and \$364,000, respectively.

**SERVICES**—Expenditures/expenses for services.

**SPECIAL REVENUE FUNDS**—This fund type collects revenues that are restricted by the City, State, or Federal government as to how the City might spend them.

**STMP**—Subregional Transportation Mitigation Program.

**SUPPLIES AND OTHER CHARGES**—Expenditures/expenses for supplies or other charges that ordinarily are consumed within a fiscal year and which are not included in inventories.

**TAX RATE**—The amount of tax levied expressed as a percentage of the value of the item being taxed.

**TRAN**—Tax and Revenue Anticipation Note. Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

**TEA**—Transportation Equity Act.

**TDA**—Transportation Development Act. A State program providing grants for specific transportation projects.

**TOD**—Transit Orientated Development.

**TFCA**—Transportation Fund for Clean Air.

**TOT**—Transient Occupancy Tax. A general tax imposed on occupants for the privilege of occupying rooms in hotels, motels, inns, or other lodging facilities for 30 days or less. The current tax rate in El Cerrito is 10%.

**UNDESIGNATED FUND BALANCE**—Funds which the City Council has not specifically designated for any other purpose. The City maintains an Undesignated General Fund Balance to help mitigate the effects of such unanticipated situations as the following:

- a) Economic downturns
- b) Loss of revenues to or imposition of additional costs by other governmental agencies
- c) Errors in financial forecasting
- d) Natural disasters

The full policy of the City Council is shown in this document in Appendix 4, Fiscal Policies.

**USE OF MONEY AND PROPERTY**—This revenue comes from the investment of temporarily idle public funds. Investing these funds is a responsible way to raise monies using a City's own resources. In making investment decisions, consideration should be given to safety, liquidity, and yield, in that order. In keeping with the need for safety, the California Government Code restricts the various instruments in which the City may invest. The City of El Cerrito has a local Investment Policy.

**UTILITY USERS TAX**—This tax is imposed on the residential and commercial consumers of utilities—electric, gas, cable television, water, and telephone services (including cellular). The City's current tax rate is 8%, and was ratified by the voters with the passage of Measure K in 2004. The tax is collected by the companies providing the service as part of their billing process.

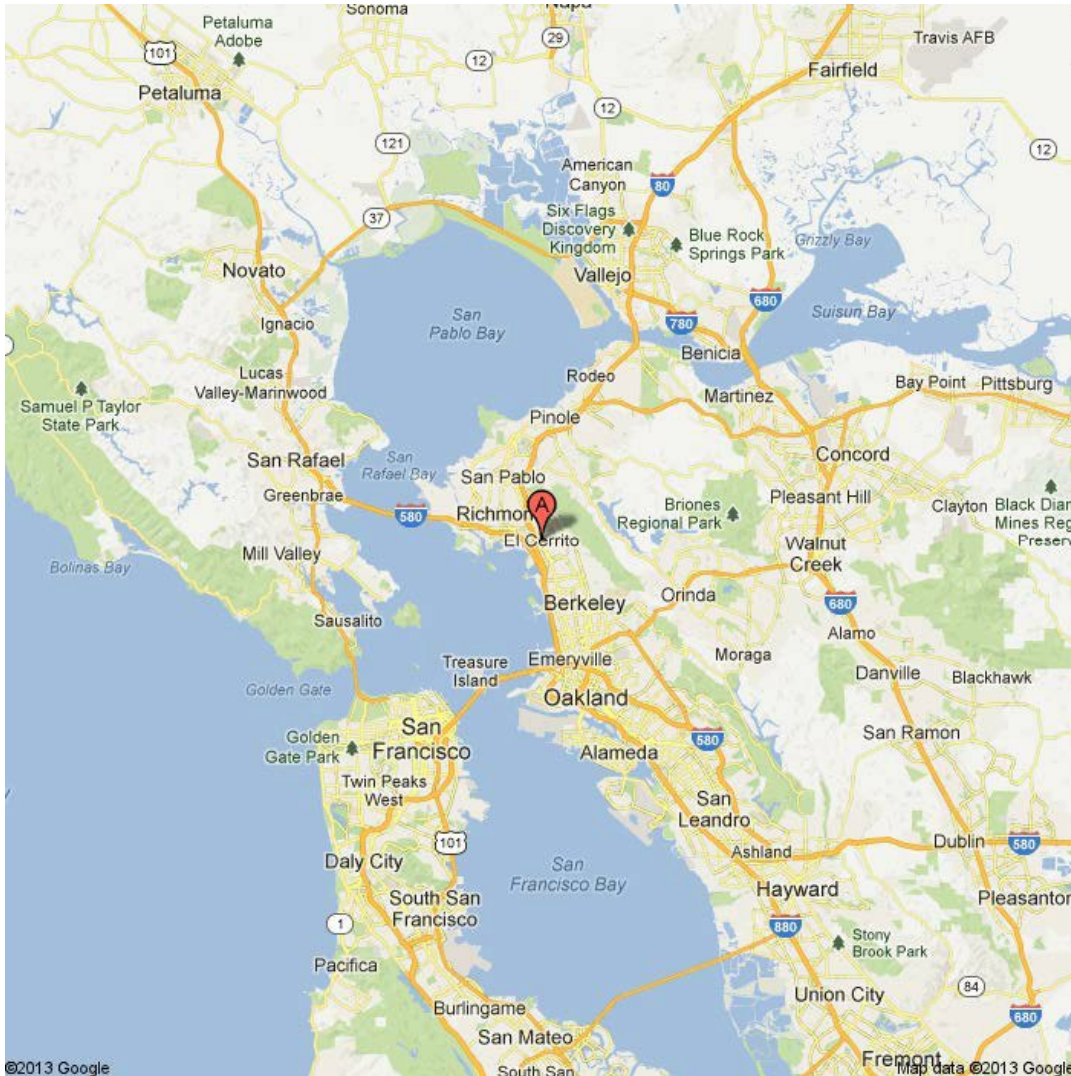
**VEHICLE ABATEMENT FUNDS**—These funds are generated by assessing a fee per vehicle for all vehicles registered in the County. State legislation allowed the eighteen cities and County of Contra Costa to join together and form a Service Authority to oversee a fund to be used for the removal of abandoned, wrecked, and inoperable vehicles. Any excess of Vehicle Abatement revenues over expenditures related to this purpose is held in the Vehicle Abatement Reserve.

**WCCTAC**—West Contra Costa Transportation Advisory Committee.

**WCCUSD**—West Contra Costa Unified School District.

## APPENDIX 2

# DEMOGRAPHIC PROFILE



Located on the eastern shore of San Francisco Bay, El Cerrito is a 3.9-square-mile city blessed with a pleasant climate year-round. The hilly areas of El Cerrito provide spectacular views of San Francisco, the Bay and Golden Gate Bridges, and Mt. Tamalpais. El Cerrito is conveniently located along Interstate 80 and is less than 30 miles from two major airports, and the Silicon Valley, Berkeley, and Sacramento are within easy reach. Its extensive transportation system includes two Bay Area Rapid Transit stations. El Cerrito's residents enjoy the tree-lined Hillside Natural Area, 102 acres of dedicated open space, as well as over 46 acres of parks, 18 acres of school recreational areas, and 38 acres of other amenities. These amenities include the Ohlone Greenway, a pleasantly landscaped linear park that runs along the length of the city and is popular with walkers, runners and bicyclists. El Cerrito is a well-educated community, with 59 percent of people 25 and over having a bachelor's degree or higher. Its population, estimated at 25,508, has a history of civic involvement.

**CITY OF EL CERRITO**  
**Miscellaneous Statistics**

|                                                           |                                     |
|-----------------------------------------------------------|-------------------------------------|
| Date of Incorporation                                     | August 23, 1917                     |
| Form of Government                                        | Council/Manager                     |
| Climate                                                   | Coastal Mediterranean               |
| Average annual rainfall                                   | 25"                                 |
| Area in square miles                                      | 3.9                                 |
| Population <sup>(1)</sup>                                 | 25,508                              |
| Population Ranking among California Cities <sup>(2)</sup> | 269 out of 482                      |
| Elevation                                                 | 73 feet above sea level             |
| Location                                                  | 37°55'3" N, 122°18'18" W            |
| Number of housing units <sup>(1)</sup>                    | 11,012                              |
| Number of registered voters <sup>(3)</sup>                | 14,120                              |
| Median household income <sup>(2)</sup>                    | \$100,422                           |
| Average age of residents <sup>(2)</sup>                   | 42.2                                |
| Facilities and services:                                  |                                     |
| Number of Full Time Employees                             | 169                                 |
| Fire protection (provided by)                             | City of El Cerrito                  |
| Police protection (provided by)                           | City of El Cerrito                  |
| Miles of paved streets                                    | 68 center line miles                |
| Miles of off-street bicycle trails                        | Ohlone Greenway—2.5 miles           |
| DMV Regional Office                                       | 1                                   |
| Bay Area Rapid Transit Stations                           | 2                                   |
| Schools:                                                  |                                     |
| Elementary schools—Public                                 | 3                                   |
| Middle schools—Public                                     | 2                                   |
| High schools—Public                                       | 2                                   |
| Private Schools                                           | 4                                   |
| Public Utilities:                                         |                                     |
| Water services (provided by)                              | East Bay Municipal Utility District |
| Wastewater services (provided by)                         | Stege Sanitary District             |
| Refuse disposal (provided by)                             | East Bay Sanitary                   |
| Recycling Services (provided by)                          | City of El Cerrito                  |
| Culture and recreation <sup>(4)</sup> :                   |                                     |
| City-owned park acreage                                   | 46 acres                            |
| Open space facilities                                     | 102 acres                           |
| Other City-maintained recreational facilities             | 23.3 acres                          |
| School district areas                                     | 26.6 acres                          |
| Library Services (provided by)                            | Contra Costa County                 |

Notes:

- (1) California Department of Finance, 1/1/2020 dataset
- (2) United States Census Bureau, Year 2010-2019 dataset
- (3) Contra Costa County Elections Department
- (4) City of El Cerrito General Plan

**CITY OF EL CERRITO  
DEMOGRAPHIC STATISTICS: PAST TEN YEARS**

| <b>Calendar Year</b> | <b>City Population<sup>(2)</sup></b> | <b>Median Population Age<sup>(2)</sup></b> | <b>Unemployment Rate<sup>(3)</sup></b> | <b>K-12 Public School<sup>(4)</sup></b> | <b>Contra Costa County Population<sup>(2)</sup></b> | <b>% of County Population</b> |
|----------------------|--------------------------------------|--------------------------------------------|----------------------------------------|-----------------------------------------|-----------------------------------------------------|-------------------------------|
| 2010                 | 23,644                               | 43.7                                       | 9.5%                                   | 3,076                                   | 1,049,025                                           | 2.25%                         |
| 2011                 | 23,845                               | 43.3                                       | 8.9%                                   | 3,076                                   | 1,065,440                                           | 2.24%                         |
| 2012                 | 24,074                               | 44.5                                       | 7.7%                                   | 3,316                                   | 1,077,548                                           | 2.23%                         |
| 2013                 | 24,323                               | 44.4                                       | 6.5%                                   | 3,375                                   | 1,093,401                                           | 2.22%                         |
| 2014                 | 24,551                               | 44.4                                       | 5.3%                                   | 3,483                                   | 1,108,876                                           | 2.21%                         |
| 2015                 | 24,902                               | 43.8                                       | 4.3%                                   | 3,679                                   | 1,124,405                                           | 2.21%                         |
| 2016                 | 25,458                               | 43.6                                       | 3.5%                                   | 3,905                                   | 1,137,268                                           | 2.24%                         |
| 2017                 | 25,468                               | 42.7                                       | 3.1%                                   | 4,109                                   | 1,145,535                                           | 2.22%                         |
| 2018                 | 25,607                               | 42.2                                       | 2.6%                                   | 4,190                                   | 1,150,519                                           | 2.23%                         |
| 2019                 | 25,508                               | 42.2                                       | 2.4%                                   | 4,353                                   | 1,153,526                                           | 2.21%                         |

Note:

- (1) West Contra Costa Unified School District
- (2) United States Census Bureau
- (3) California Employment Development Department
- (4) California Department of Education

| <b>PRINCIPAL EMPLOYERS FY 2012-2013 waiting on data from CD</b> |                                           |
|-----------------------------------------------------------------|-------------------------------------------|
| Barnes and Noble                                                | Nation's                                  |
| Bed Bath & Beyond                                               | Pastime Hardware                          |
| Berkeley Country Club                                           | Prospect Sierra School                    |
| City of El Cerrito                                              | Romano's Macaroni Grill                   |
| CVS Pharmacy                                                    | Safeway                                   |
| El Cerrito Royale                                               | Shields Nursing Center                    |
| Fat Apple's Restaurant                                          | Trader Joe's                              |
| Home Depot                                                      | US Post Office                            |
| Honda of El Cerrito                                             | West Contra Costa Unified School District |
| Lucky Supermarket                                               |                                           |

Source: El Cerrito Housing Element 2015-2023

# APPENDIX 3

## EMPLOYEE BENEFIT SCHEDULE

| BENEFIT                       | POLICE EMPLOYEES ASSOCIATION<br>1/1/2020 to 12/31/2022                            | UNITED PROFESSIONAL FIREFIGHTERS LOCAL 1230<br>7/1/2019 to 6/30/2021     | PUBLIC SAFETY MANAGEMENT ASSOCIATION<br>1/1/20 to 6/30/22                | MANAGEMENT & CONFIDENTIAL<br>7/1/2020                                     | SEIU LOCAL 1021<br>7/1/2020 to 6/30/2022                                 |
|-------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Flex Benefits Medical         | Maximum of \$2,197.12 for family medical for 7/1/19 -12/31/20                     | Maximum of \$2,197.12 for family medical for 7/1/19 - 12/31/20           | Maximum of \$2,197.12 for family medical for 7/1/19-12/31/20             | Maximum of \$2,197.12 for family medical for 7/1/19 - 12/31/20            | Maximum of \$2,197.12 for family medical for 7/1/19 - 12/31/20           |
| Dental                        | Maximum of \$164.05 for family dental eff. 6/1/2020                               | Maximum of \$164.05 for family dental eff. 6/1/2020                      | Maximum of \$164.05 for family dental eff. 6/1/2020                      | Maximum of \$164.05 for family dental eff. 6/1/2020                       | Maximum of \$164.05 for family dental eff.6/1/2020                       |
| Life Insurance                | Annual Salary (max of \$100,000); rate= annual salary/ 1000*0.203                 | Annual Salary (max of \$100,000); rate= annual salary/ 1000*0.203        | Annual Salary (max of \$100,000); rate= annual salary/ 1000*0.203        | Annual Salary (max of \$100,000); rate= annual salary/ 1000*0.203         | Annual Salary (max of \$100,000); rate= annual salary/ 1000*0.203        |
| STD/LTD Insurance 60 day wait | Sworn: rate = monthly salary/100*\$0.71                                           | Sworn: rate = monthly salary/100*\$0.71                                  | Sworn: rate = monthly salary/100*\$0.71                                  |                                                                           |                                                                          |
| STD/LTD Insurance 30 day wait | Non-sworn: rate = annual salary/100*\$0.86                                        |                                                                          |                                                                          | Rate = annual salary/100*\$0.86                                           | Rate = annual salary/100*\$0.86                                          |
| PERS Safety "classic members" | 3% at 50, SHY, sick leave credit; ER rate =23.674% as of 7/1/20 EE=12%            | 3% at 50, SHY, sick leave credit; ER rate =23.674% as of 7/1/20 EE=12%   | 3% at 50, SHY, sick leave credit; ER rate =23.674% as of 7/1/20 EE=12%   |                                                                           |                                                                          |
| PEPRA Safety "new members"    | 2.7% at 57, 3YA, sick leave credit; ER rate =13.044% as of 7/1/20 EE=12%          | 2.7% at 57, 3YA, sick leave credit; ER rate =13.044% as of 7/1/20 EE=12% | 2.7% at 57, 3YA, sick leave credit; ER rate =13.044% as of 7/1/20 EE=12% |                                                                           |                                                                          |
| PERS Misc "classic members"   | Non-Sworn 2.7% at 55, 3YA, sick leave credit; ER rate=14.194% as of 7/1/20 EE=12% |                                                                          |                                                                          | 2.7% at 55, 1 yr., sick leave credit; ER rate= 14.194% as of 7/1/20 EE=9% | 2.7% at 55, 1 yr., sick leave credit; ER rate=14.194% as of 7/1/20 EE=8% |
| PEPRA Misc "new members"      | Non-Sworn 2% at 62, 3YA, sick leave credit; ER rate=7.732% as of 7/1/20 EE=12%    |                                                                          |                                                                          | 2% at 62, 3YA, sick leave credit; ER rate=7.732% as of 7/1/20 EE=9%       | 2% at 62, 3YA, sick leave credit; ER rate=7.732% as of 7/1/20 EE=8%      |
| FICA/Medicare                 | Sworn - Medicare 1.45%<br>Non-sworn - + FICA 6.2%                                 | Medicare 1.45%                                                           | Medicare 1.45%                                                           | FICA 6.2% of first \$137,700; Medicare 1.45%                              | FICA 6.2% of first \$137,700; Medicare 1.45%                             |
| Education Pay                 | 3%-AA; 4.5%-BA; 5.5%-MA                                                           |                                                                          | 4.5%-BA; 5.5%-MA                                                         |                                                                           |                                                                          |



|                         |                                                               |                                                         |                                                                                  |                                         |                                          |
|-------------------------|---------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|
| Longevity Pay           | Annually 3% - 5 to 9 yrs; 6% - 10 to 19 yrs; 9% at 20 yrs     |                                                         | Police Mgmt only – same as PEA                                                   |                                         | \$1,000 annually at 15 yrs or more       |
| Auto/Other              |                                                               | \$300/month for retiree med.                            | Varies- Vehicle for some                                                         | Auto allowance suspended                |                                          |
| Uniform Allowance       | Sworn \$1000 yr; Non-sworn \$725                              | \$725 annually                                          | Police \$1000; Fire \$1000                                                       |                                         | Maintenance: \$200/yr for steeltoed      |
| Assignment Differential | 5% - detective, admin, canine, motor or school resource offcr | 10% if 40hr staff officer; 10% paramedic                | Fire Training Chief – 10%                                                        |                                         |                                          |
| Holidays                | 10+birthday and 3 floaters; nonsworn -1½ more days.           | 12+ birthday                                            | 11½ + birthday + 3 floaters                                                      | 11½ + birthday + 3 floaters             | 11½ +birthday+2 floaters                 |
| Administrative Leave    |                                                               |                                                         | Maximum of 10 days                                                               | Mgmt - Maximum of 10 days               |                                          |
| Work Week               | Sworn 40 hrs, 3-12 schedule; Non-sworn 37½ or 40 hrs          | Standard 56 hrs average (24 hr shifts); 48/96 schedule  | 40 hrs, except shift Battalion Chiefs on 56 hr average                           | 37½ hr/ either 9/75 or 8/75 for 2 weeks | 37½ hrs/ either 9/75 or 8/75 for 2 weeks |
| Last Salary Increase    | 1/1/2019 – 3%                                                 | 7/1/2019 – Firefighter -1.5% Engineer - 4% Captain - 1% | 7/2018 BC: 2% 1/2019 Police Mgmt: 3%; 7/2019 Police Chief/Fire Chief: 4%         | 7/1/2019 – 3%                           | 7/1/2019 – 3.5%                          |
| Next Salary Increase    | 1/1/2021 – 3%*                                                | 7/2021 - 3%*                                            | 7/2021* Police Mgmt – 3% Battalion Chief – 3% Police Chief - 2% Fire Chief - CPI |                                         | 7/2021– 3%*                              |

CITY MANAGER: Benefits same as Management & Confidential; 3% EE PERS contribution.

CITY COUNCIL: Salary \$441/month since 12/3/1991; 10% reduction for FY 2020-21

\*2020 salary increase deferred to 2021

# **APPENDIX 4**

## **FINANCIAL POLICIES**

### **City of El Cerrito Comprehensive Financial Policy**

Approved Resolution No: 2019-31: May 21, 2019

#### **PURPOSE:**

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic decision making related to financial matters.

#### **POLICY:**

The following financial policies are intended to establish a comprehensive set of guidelines for use by the City Council and staff on decision- making that has a fiscal impact. The goal is to maintain the City's financial stability in order to be able to continually adapt to local, regional and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition.

This financial policy will be reviewed annually by the Financial Advisory Board and any proposed substantive revisions will be submitted to the City Council for approval. The City's comprehensive financial policies will be utilized when preparing the Annual Operating Budget and shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

#### **OVERVIEW & LONG-TERM FINANCIAL PLANNING**

A Five-Year Year Financial Plan will be prepared at a minimum for the General Fund, and Integrated Waste Management Funds. The City's Five- Year Financial Plan is the long-term picture of the City's finances and will be updated annually as part of the annual budget process.

The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax and Utility Taxes) and economically sensitive revenue sources (e.g., Sales Tax).

The City shall develop and maintain methods for the evaluation of future development and major fiscal impacts on the City budget.

The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities.

The City shall address issues related to cash flow requirements and any short term borrowing requirements on a timely basis.

The City shall require any annexation agreements to have a long- term beneficial financial impact on the City.

#### **BUDGET POLICIES**

The City Manager shall prepare a proposed annual budget to be reviewed by the Financial Advisory Board and presented to the City Council within all statutorily prescribed deadlines. The City Council

will adopt the budget at a public hearing by June 30 of each year.

A Budget will be adopted by Resolution of the City Council annually, which will contain the budget amendment process, budget amendment authority, and spending authorities.

All departments are responsible for meeting the City's financial policy goals and ensuring the City's long- term financial health. Budget control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within departments and within funds. In addition, amendments that are made to authorize spending of increased or new special purpose revenues may be approved by the City Manager. Budget modifications between funds or increases or decreases to a fund's overall budget must be approved by the City Council.

It is the City's policy to adopt a balanced General Fund budget where operating revenue is equal to, or exceeds, operating expenditures. In the event a balanced budget is not adopted, due to a deliberate reduction of accumulated fund balance or if the cause of the imbalance is expected to last for no more than one year, as with the case of a one time settlement or large purchase, the planned use of reserves to balance the budget is permitted as long as the reserve is consistent with the amounts described in Section 3., General Fund Balance Reserve Policy.

The operating budget shall serve as the annual financial plan for the City. It shall serve as the City's management plan for implementing goals and objectives of the City Council, City Manager and departments and will define service levels.

During the annual budget development process, the existing budget shall be examined to assure removal or reduction of any services or programs that should be eliminated or reduced in cost.

The annual review process shall include an assessment to determine if funds are available to operate and maintain proposed capital facilities and other public improvements.

Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or one-time expenditures upon approval of the City Council/.

Where practical, the City's annual budget will include performance measures of workload, efficiency, and effectiveness.

## **Revenues:**

The City will estimate annual revenues using an objective, analytical process; specific assumptions will be documented and maintained. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, and/or reliable economic forecasters when available.

Specific revenue sources will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Principles (GAAP). All non-tax increment, non-restricted revenues will be deposited in the General Fund and appropriated through the budget process. On-going revenues will fund on-going expenditures.

A diversified and stable revenue system will be maintained to the extent possible to protect programs from short-term fluctuations in any single revenue source.

**Appropriations:**

The City shall, to the extent possible, pay for current year expenditures with current year revenues. Where authorized activities or equipment remain incomplete and/or unpurchased, revenues and/or fund balance may be carried forward at the City Manager's direction to the next fiscal year to support such an activity/purchase.

The City shall avoid budgetary procedures which rely on financial strategies that defer payment of current operating expenses to future years.

Department Heads are responsible for ensuring that department expenditures stay within the department's budgeted appropriation.

A City Council Resolution is necessary to increase any total fund appropriation where no corresponding revenue offset exists that is restricted for that purpose.

The City Manager may adjust appropriations among departments within a fund.

**GENERAL FUND RESERVE POLICY**

The purpose of the reserve policy is to set aside funds to insure against events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. The reserve is designed to protect issuer ratings and offset economy downturns and revenue shortfalls.

It is a goal of the City to achieve a general fund annual operating reserve of 10% of projected General Fund operating expenditures in each fiscal year. As part of the annual budget process, the City Council shall consider a Five-Year Plan that attempts to maintain a reserve ratio of 10%. The City Council may adopt a deficit budget to deal with the uses discussed in Section 3.5 so long as the projected reserve does not go below 10% in any year of the Five-Year Plan. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to 10% within five years and 15% within 10 years.

The unreserved fund balance in an Internal Service Fund may be transferred to the General Fund only for a fiscal emergency or for one-time uses such as natural disasters or unforeseen liabilities.

**EMERGENCY AND DISASTER RECOVERY FUND (EDRF)**

The City shall maintain a separate fund on its books called the Emergency and Disaster Recovery Fund (EDRF), separate from the City's General Fund. The cash in this fund will be invested in accordance with the City's investment policy.

The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City Council shall fund three months of payroll costs, currently \$6 million, in the EDRF. The cash reserve requirement shall be reviewed every biennial budget cycle. The City budget shall contain a plan to achieve the target cash reserve in the EDRF over two biennial budget cycles.

The City Council may authorize the use of the EDRF for the purposes described in this Section 4 by a simple majority of the quorum. In the event that, because of an emergency, a quorum of the City Council is unavailable to meet, a single member or the City Manager may call a meeting to reconstitute the City Council, pursuant to the California Emergency Services Act (Gov. Code § 8642.) Once reconstituted, the City Council may authorize the use of the EDRF for the purposes described in this Section 4.

In the event that, because of the nature of an emergency, use of the EDRF is necessary before it is

possible for the City Council to meet, the City Manager may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the City Manager. In the event that the City Manager is unavailable because of the emergency, the assistant director of emergency services, as defined in Chapter 2.28 of the El Cerrito Municipal Code, may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the assistant director of emergency services.

## **FINANCIAL REPORTING POLICIES**

### **Accounting Standards:**

The City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). The City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

### **Annual Audit:**

An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR). The CAFR will be submitted annually to the Government Finance Officers Association for peer review with the goal of continuing receipt of the Certificate of Achievement for Excellence in Financial Reporting.

The independent firm will be selected through a competitive bidding process at least once every five years. The contract may be for an initial period of three years with two additional one-year options at the City Council's discretion. The current firm may be allowed to participate in the bid process. The need for rotation of the audit staff or audit firm will be considered in the bid process. The Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

## **OPERATIONAL MANAGEMENT POLICIES**

The City shall not commit to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications relating to those programs and projects is completed.

All departments are responsible for meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements.

Departmental requests for increases in staffing will be thoroughly analyzed; only those that meet adopted program initiatives and policy directives will be considered. To the extent feasible, personnel cost reductions will be achieved through attrition.

### **User Fees and Charges and Development Impact Fees:**

Where direct services to users can be measured, as set forth in the Master Fee Schedule, the City should use appropriate fees, charges or assessments rather than general tax funds. All user fees and charges will be examined or adjusted annually to determine the direct and indirect cost of service. User fees and charges for services shall be established at a level related to the cost of providing such service except where the City Council has determined there is a public benefit to subsidize the service with tax-based revenue. The acceptable recovery rate and any associated changes to user fees and

charges will be approved by the City Council following public review.

The City may identify the costs associated with new development as a basis for establishing development impact fees but the long-term benefit of the development to the City should be considered in establishing such fees.

### **Grant Management:**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant and present that report for approval by the City Council.

The term of Grant funded positions for programs should be clearly identified and presented to the City Council for approval. It is mandatory to disclose if General Fund revenues will be needed to fund a position during or after the Grant or program expires.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources may be substituted only after all program priorities and alternatives are considered.

The cost of all externally mandated services for which funding is available shall be fully evaluated, including overhead, to allow for complete reimbursement of expenses.

### **Revenue Collection Policy:**

The City will pursue revenue collection and auditing to assure that monies due the City are received in a timely manner.

The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible.

The City will centralize accounts receivable/collection activities so that all receivables are handled consistently.

Accounts receivable management and diligent oversight of collections from all revenue sources are imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts shall be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they will be written-off from the financial statements in accordance with established policies.

### **FINANCIAL MANAGEMENT POLICIES**

Staff shall keep City Council apprised of financial opportunities available and shall develop appropriate recommendations.

All requests for City Council action in excess of the City Manager's approval limit, shall include an analysis of the immediate and future fiscal impact of such action particularly impacts on the General Fund. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.



## **Cash Management Investment:**

Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et. seq. and the City's adopted investment policy and will ensure that proper controls and safeguards are maintained. Pursuant to the Investment Policy, the Financial Advisory Board, at least annually will review, and the City Council will affirm, a detailed investment policy.

Reports on the investment portfolio and cash position will be developed and presented to the Financial Advisory Board and the City Council in conformity with the California Government Code.

Funds will be managed in a prudent and diligent manner with emphasis on safety of principal, liquidity, and yield, in that order

The quarterly report shall include a statement in compliance with California Government Code 53646.

## **CAPITAL IMPROVEMENT PROJECT POLICIES**

A Ten-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which result in a capitalized asset and have a useful (depreciable) life of two years or more.

Each Capital Improvement Project will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and to avoid significant unfunded liabilities.

The City will develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.

The City shall actively pursue outside funding sources for all Capital Improvement Projects. Outside funding sources, such as grants, shall be used to finance only those Capital Improvement Projects that are consistent with the Ten-year Capital Improvement Plan and/or local governmental priorities, and whose operating and maintenance costs will be included in future operating budget forecasts.

Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

The City must carefully seek and analyze the appropriate type of financing instrument appropriate for financing capital projects. Several options may be available - general obligation debt, fee-supported debt, fund reserves, tax increment, etc. All debt financing mechanisms shall be carefully considered and analyzed for fiscal benefit and cost effectiveness. Long-term borrowing shall be restricted to projects too large to be financed from current revenues (pay- as-you-go). Where possible, special assessment, revenue or other self- supporting bonds shall be used in lieu of general obligation bonds.

## **DEBT MANAGEMENT POLICIES**

These Debt Management Policies are intended to comply with Government Code Section 8855(i) and shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

### **Purposes for Which Debt May Be Issued**

- Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.
- Long-term debt financings are appropriate when the following conditions exist:
  - When the project to be financed is necessary to provide basic services.
  - When the project to be financed will provide benefit to constituents over multiple years.
  - When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
  - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
- Long-term debt financings are not appropriate for current operating expenses and routine maintenance expenses.
- The City may use long-term debt financings subject to the following conditions:
  - The project to be financed must be approved by the City Council.
  - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project.
  - The City estimates that sufficient revenues will be available to service the debt through its maturity.
  - The City determines that the issuance of the debt will comply with the applicable state and federal law.
    - Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.
    - Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

### **Types of Debt**

- The following types of debt are allowable under these Debt Management Policies:
  - general obligation bonds
  - bond or grant anticipation notes
  - tax and revenue anticipation notes
  - lease revenue bonds, certificates of participation and lease-purchase transactions
  - other revenue bonds (including sales tax revenue bonds) and certificates of participation
  - pension obligation bonds
  - land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under

- applicable assessment statutes
- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and the City Council may approve such debt by amending these Debt Management Policies.

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

### **Relationship of Debt to Capital Improvement Program and Budget**

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's Ten-Year Capital Improvement Plan. The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear. The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

### **Policy Goals Related to Planning Goals and Objectives**

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's Five-Year Financial Plan and its annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 5% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

### **Internal Control Procedures**

When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post- issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- the City's Disclosure Policies and Procedures,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the City's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, and for the purpose of ensuring that proceeds of debt will be used for their intended purpose, proceeds of debt will be held by a third-party trustee and the City will submit

written requisitions for such proceeds. The City will submit a requisition signed by the Finance Director only after obtaining the signature of the City Manager.

### **Debt Limits**

The outstanding principal amount of debt described in Section B will not exceed two percent (2%) of the total assessed value of property in the City, and debt service and lease payments incurred for financing purposes that are payable from the City's general fund will not exceed 5% of operational appropriations.

### **EQUIPMENT REPLACEMENT FUND**

The City may maintain a dedicated fund to provide for replacement of vehicles and certain equipment. Unreserved fund balance will be available for transfer to the General Fund only in the event of a fiscal emergency as described in Section 3.4.

### **ENTERPRISE FUNDS**

All Enterprise Funds user fees will be examined annually to ensure that they recover all direct and indirect costs of service, provide for capital improvements and maintenance, and maintain adequate reserves.

Rate increases shall be approved by the City Council following formal noticing and a public hearing. Rate adjustments will be based on the projected expenditures in the Ten-Year Financial plan.

# **City of El Cerrito Investment Policy**

Approved Resolution 2019-66: December 17, 2019

## **POLICY:**

It is the policy of the City of El Cerrito ("City"), to invest public funds in a manner which provides for safety of principal while providing sufficient liquidity to cover the City's short and long term needs while generating the appropriate yield. All investment activity will conform to the California Government Code, Sections 53601 through 53659.

In accordance with Section 53646 of the California Government Code, the Treasurer may annually render to the City Council a statement of investment policy and the policy will have been previously reviewed by the Financial Advisory Board.

## **1.0 SCOPE**

This investment policy applies to all financial assets of the City as accounted for in the City of El Cerrito's Comprehensive Annual Financial Report. Policy statements included in this document focus on the City's pooled funds, but will also apply to all other funds under the Treasurer's control unless specifically exempted by statute or ordinance. This policy includes, but is not limited to the following funds:

- General Fund
- Enterprise Funds
- Capital Project Funds
- Debt Service Funds
- Special Revenue Funds
- Internal Service Funds
- Trust and Agency Funds
- Retirement Agency Funds
- Any new funds created by the City Council

This policy specifically exempts any City or bond proceeds in the possession of a trustee or fiscal agent. These bond proceeds shall be invested in accordance with the requirements and restrictions outlined in the bond documents. This policy does not apply to any lending program of the City.

## **2.0 PRUDENCE**

All persons authorized to make investment decisions for the City of El Cerrito are trustees and therefore fiduciaries subject to the prudent person rule.

The standard of prudence to be used by City of El Cerrito fiduciaries is the "Prudent Investor" Standard found in the California Government Code Section 53600.3.

The fiduciaries are the City Manager, City Treasurer and City Council. Acting within the intent and scope of the Investment Policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the City Council in a timely manner and the fiduciaries take appropriate action to control adverse developments.

## **3.0 OBJECTIVE**

The objective of the investment portfolio is to meet the City's short and long-term cash flow needs. To achieve this objective, the portfolio will be structured to provide, in priority order, safety of principal, liquidity and yield.

- **Safety:** Safety of principal is the foremost objective of the City of El Cerrito in the investment of public funds. All investments of the City shall be undertaken in a manner that ensures the preservation of capital. Each investment transaction shall seek to ensure that capital losses are avoided, whether from issuer default, broker/dealer default, or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
- **Credit Risk:** Credit risk is the risk of loss due to failure of the issuer to repay an obligation and shall be mitigated by investing in only high-quality credit investments and by diversifying the investment portfolio so that the failure of any one issuer would not unduly jeopardize the City's fiscal status.
- **Market Risk:** Market risk is the risk of market value fluctuations due to overall changes in the general level of interest rates and shall be mitigated by structuring the portfolio so that securities mature at the same time major expenditures occur, eliminating the need to sell securities prior to their maturity. The taking of short positions, which is, selling securities the City does not own, is prohibited. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of overall investment return.
- **Liquidity:** The City's investment portfolio will be structured to provide sufficient liquidity to meet the operating requirements of the City of El Cerrito. The City of El Cerrito will attempt to match its investments with anticipated cash flow requirements whenever possible. The maximum maturity of any one security, unless otherwise restricted by the California Government Code, is limited to five years. The portfolio's weighted average maturity shall be limited to three years.
- **Yield:** State law requires that the objective of return on investment be subordinate to the objectives of safety and liquidity. Employees should also seek the best return on investments while satisfying the concerns of safety and liquidity. Therefore, the Treasurer shall seek to achieve a return on the funds under City control throughout all economic cycles, taking into consideration the City of El Cerrito's investment risk constraints and cash flow requirements.

#### 4.0 DELEGATION OF AUTHORITY

Pursuant to Section 53601 of the California Government Code, the City Council as the legislative body of the City of El Cerrito has primary responsibility for the investment of all funds in the City treasury. As authorized under Section 53607 of the California Government Code, the City Council hereby delegates its authority to invest or reinvest the funds of the City, and to sell or exchange securities so purchased, to the City Treasurer who shall assume full responsibility for all such transactions until such time as this delegation of authority may be revoked by the City Council. In the City Treasurer's absence, the City Manager is authorized to perform any such transactions.

#### 5.0 INVESTMENT PROCEDURES

The City Treasurer may establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures could include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements.

#### 6.0 ETHICS AND CONFLICT OF INTEREST

Elected officials, officers and employees of the City who make investment decisions will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employee actions will be in accordance with this policy, California Government Code Sections 1090 et seq., 87100 et seq., other applicable Government Code Sections or future Council actions.

#### 7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS



The City of El Cerrito shall transact business only with commercial banks, savings and loans, credit unions, and investment securities broker/dealers. The broker/dealers must be primary dealers regularly reporting to the Federal Reserve Bank of New York or regional broker/dealers that qualify under the Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule). Selection of financial institutions and broker/dealers authorized to do business with the City shall be at the discretion of the fiduciaries. The Treasurer will maintain a list of financial institutions authorized to provide investment services to the City.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with audited financial statement from the three most recent years, at least three references from other California Local agencies, a completed Broker/dealer questionnaire and a statement certifying that the institution has reviewed the California Government Code Section 53600 et seq. and the City's Investment Policy. The certification will state that the financial institution or broker/dealer and all investments presented to the Treasurer will be in compliance with the applicable State Code and the City Investment Policy.

The Treasurer shall determine if the Financial Institutions are adequately capitalized, make markets in securities appropriate to the City's needs and are recommended by other local agency portfolio managers.

The Treasurer will conduct an annual review of the financial condition of all qualified institutions. Additionally, their current financial statements are required to be on file.

## **8.0 AUTHORIZED INVESTMENTS**

The City is authorized by California Government Code Section 53600 et seq. to invest in the following types of securities:

United States Treasury Bills, Bonds, and Notes, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limitation as to the percentage of the portfolio that can be invested in this category. The maximum term shall be five years.

Obligations issued by United States Government Agencies such as, but not limited to the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), the Government National Mortgage Association (GNMA) and the Tennessee Valley Authority (TVA). United States Government Agency securities with call features are also authorized. There is no limitation as to the percentage of the portfolio that can be invested in this category. The maximum term shall be five years.

Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as Banker's Acceptances. Purchases in this category may not exceed 180 days to maturity nor exceed 30% of the cost value of the portfolio.

Commercial Paper of prime quality and ranked P1 by Moody's Investor Services, A1 by Standard and Poor's or F1 by Fitch Financial Services Inc., issued by a corporation organized and operating in the U.S. as a general corporation and having assets in excess of \$500 million and having an "A" or better rating on its long-term debt as provided by Moody's, Standard and Poor's or Fitch. Purchases of eligible commercial paper may not exceed 270 days to maturity. Purchases of commercial paper may not exceed 10 percent of the cost value of the portfolio or represent more than 10 percent of the outstanding paper of an issuing corporation.

Total combined corporate debt (Commercial Paper and Medium-Term Notes) may not exceed 20 percent of the cost value of the portfolio.

Negotiable Certificates of Deposit issued by a nationally or state-chartered bank or a state or federal savings institution or credit union. Securities eligible for purchase in this category shall be rated "A"

or better by Moody's, Standard and Poor's or Fitch. Purchases of Negotiable Certificates of Deposit shall not exceed 30 percent of the cost value of the portfolio nor exceed a five-year term.

Medium Term Notes (MTNs) issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. MTNs eligible for investment in this category must be rated "A" or better by Moody's, Standard and Poor's or Fitch. Investments in this category will be limited to a five-year maximum maturity and may not exceed 10 percent of the cost value of the portfolio.

Total combined corporate debt (Commercial Paper and Medium-Term Notes) may not exceed 20 percent of the cost value of the portfolio.

Shares of beneficial interest issued by diversified management companies that are Money Market Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. These funds must either have attained the highest rating/ranking by at least two of the three largest nationally recognized rating services. Investments in this category will not exceed 5 percent of the portfolio.

State Pool - Local Agency Investment Fund (LAIF). This fund was established by the State Treasurer for the benefit of Local agencies under California Government Code Section 16429.1. The City may invest in the LAIF up to the maximum amount permitted by State law. Purchase of investments will take into account the need for liquidity offered by LAIF for operational purposes, as well as the need for portfolio diversification.

Time Certificates of Deposit collateralized in accordance with the California Government Code Sections 53652 and 53653, may be purchased by the City from banks or savings and loan associations or credit unions. Purchases in this category will not exceed 5 years to maturity or 30 percent of the cost value of the portfolio. Purchases in a single institution will not exceed 10 percent of the cost value of the portfolio.

Derivative Securities are those securities that derive their value from another asset or index. Investments in derivative securities will be made using the Prudent Investor Rule and will be limited to federal agency callable issues. Purchases in this category will not exceed 10% of the cost value of the portfolio.

Prohibited Investments. Investments not described herein are ineligible investments. The City shall not invest any funds in inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages, in accordance with, California Government Code Section 53601.6. With the exception of callable agencies, any security that derives its value from another asset or index is prohibited. In addition, the City shall not invest any funds in any security that could result in zero interest accrual if held to maturity.

## **9.0 INVESTMENT POOLS/MUTUAL FUNDS**

A thorough investigation of any pooled investments or money market mutual fund is required prior to investing City funds. A due diligence review will be performed on all money market mutual funds and pooled investment funds on a continued basis.

As outlined in section 7.0 of this policy, investments in mutual funds are restricted to money market mutual funds and must meet the experience and asset requirements as stated. The fiduciaries will continually monitor the funds to ensure the maintenance of those ratings/requirements.

Reports on the performance of the Pooled Money Investment Account/LAIF can be found on the California State Treasurer's web site as well as the Investment Board report, historical rates/costs and market valuations. These reports shall be reviewed by the Treasurer each month as part of the due diligence review.

## **10.0 COLLATERALIZATION**

California Government Code, Sections 53652 et seq., specifies the types and levels of collateral for public funds on deposit above the FDIC insurance amounts. The collateral requirements apply to both active bank deposits (checking and savings accounts) and inactive bank deposits (non-negotiable certificates of deposit) and must be maintained for all the City's bank deposits

## **11.0 SAFEKEEPING AND CUSTODY**

All securities held by the City of El Cerrito shall be held in safekeeping by a third-party bank trust department acting as agent for the City under the terms of the custody agreement executed by the bank and the City, and shall be evidenced by safekeeping receipts. All securities will be received and delivered using standard delivery-versus-payment (DVP) procedures. Investments in the State Pool or money market mutual funds are undeliverable and are not subject to delivery or third-party safekeeping.

## **12.0 DIVERSIFICATION**

Except as provided in section 8.0, the City of El Cerrito will diversify its portfolio by investment type, issuer, maturity dates and broker/dealer. Limits for security types are set forth in Section 8.0 of this document.

## **13.0 INTERNAL CONTROLS**

The City Treasurer will maintain a system of internal controls to ensure compliance with investment procedures of the City and Successor Agency of the City of El Cerrito and the California Government Code and these controls will be audited annually by the City's external audit firm.

## **14.0 REPORTING**

The Council may request that the Treasurer render a report to the City Council. The report shall include the type of investment, issuer, maturity date, par and cost/book values of all securities, investments and monies held by the City of El Cerrito. It shall also include the rate of interest, the current market value as of the report date and the source of the valuation. The report shall state compliance of the portfolio with the Investment Policy as well as the California Government Code and it shall state the City's ability to meet its estimated expenditures for the next six months or provide an explanation as to why sufficient money is not available and what actions are being done to correct the deficiency.

## **15.0 INVESTMENT POLICY REVIEW AND ADOPTION**

The City of El Cerrito's Investment Policy will continue to be reviewed and adopted by the City Council annually, even if not required by California Government Code 53646. Prior to the annual submission to the City Council the Investment Policy will be reviewed by the Financial Advisory Board and the Board's comments will be presented to the City Council for its consideration.

## **16.0 GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government sponsored enterprises.

**BANKERS ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution, as well as the issuer, guarantees payment of the bill.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Time certificates of deposit are collateralized in accordance with the State code. Large-denomination CD's are typically negotiable and non-collateralized.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY-VERSUS-PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt of the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**FIDUCIARY:** An individual in whom another has placed the utmost trust and confidence to manage and protect property or money. The relationship wherein one person has an obligation to act for other's benefit.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the US Government. Ginnie Mae securities are backed by the mortgages, including FHA and VA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**ISSUER:** A legal entity that has the power to issue and distribute securities. Issuers include corporations, municipalities, foreign and domestic governments and their agencies, and investment trusts.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**POOLED MONEY INVESTMENT FUND (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the County or State Treasurer for investment and reinvestment. The State of California's pool is known as the Local Agency Investment Fund, or LAIF.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**PORTFOLIO:** Collection of securities and investments held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**RATE OF RETURN:** For fixed-rate securities, it is the coupon or contractual dividend rate divided by the purchase price which is also the current yield.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15c301:** See Uniform Net Capital Rule.

**TREASURY BILLS:** A non-interest bearing discount security issued by the US Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing US Treasury securities issued as direct obligations of the US Government and having initial maturities from two to 10 years.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15:1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage: (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security; (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

# APPENDIX 5

## BOARDS AND COMMISSIONS

Boards, Commissions and Committees are appointed by and serve as advisors to the City Council. More than 50 residents serve the City on these advisory bodies and make a tremendously valuable contribution to the effective provision of responsive services to the community.

Each year, certain Boards, Commissions and Committees, through their staff liaisons, have made funding requests that relate to specific tasks, projects, or events. In order to provide clarity of actual expenditures as well as engage the members of the advisory bodies during the planning process, each request for funding appears within this section. The actual expenditure will be contained within the respective staff liaison departmental budget request.

### ARTS & CULTURE COMMISSION (7 Members)

Acts in an advisory capacity to the City Council in all matters pertaining to arts in the community. Makes recommendations to the Council concerning the resources and needs of the community on the subject of the arts, opportunities for participation of artists and performers in City-sponsored activities, and ways to encourage community involvement in the arts. Makes recommendations to the Council regarding acquisition of art by the City, public art and exterior works of art installed on public property in the City. Oversees the City's Arts in Public Places Program, Poet Laureate Program and El Cerrito Creative Re-Use Artist Residency ("ECCRU") at the Recycling + Environmental Resource Center. Juries exhibits for the City Hall Gallery Space. Meets the 4th Monday of each month at 7:00 p.m. at City Hall. Current members: Allison Cooper, George Gager, Ruth Cazden, Courtney Helion, Bill Nichols, Blake Washington and Ann Wiens. Staff liaison: Maya Williams (City Management).

| Project/Task/Event                             | Amount Requested |
|------------------------------------------------|------------------|
| Events (California Arts Month, Concerts, etc.) | \$4,000          |
| <b>Total</b>                                   | <b>\$4,000</b>   |

### CITIZENS' STREET OVERSIGHT COMMITTEE (5 Members)

Monitors expenditures of revenue collected pursuant to ECMC Chapter 4.60, the "Pothole Repair and Local Street Improvement and Maintenance Transactions and Use Tax," to determine whether such funds are expended for the purposes specified in the current Street Repair and Maintenance Expenditure Plan. The plan is approved by the City Council; The Oversight Committee issues reports on its findings to the City Council and public at least annually. Meets 4th Monday of January and September and 2nd Monday of November. Current members: Matthew Kelly, Paul Allen, Vanessa Hill, Kathy Fleming, and Prachi Amin. Staff liaison: Yvetteh Ortiz (Public Works).

### CIVIL SERVICE COMMISSION (5 Members)

Hears appeals submitted by any person in City civil service relative to any disciplinary action, dismissal, demotion, or alleged violation of the Municipal Code or the personnel rules, and certifies its findings and recommendations. Holds hearings and makes recommendations on any matter of personnel administration requested by the Council or the City Manager. Meets on call at 7:00 p.m. at City Hall. Current members: Phyllis Hoffman, Michael Fischer, Andrew Adams, Eugene Park and Bruce Yow. Staff liaison: Kristen Cunningham (City Management).



**COMMITTEE ON AGING (13 Members)**

The Committee on Aging is open to any and all interested adult residents in El Cerrito. The Committee serves as an advisory body to the City Council on matters such as quality programs, services, housing options, and facilities for seniors; accessible public transportation and paratransit services for persons unable to use public transit facilities; and support services to assist frail older adults and their families both within and outside of their homes. Meets on the 3rd Wednesday of each month at 3:00 p.m. at City Hall. Current members: Buddy Akacic, Joanna Kim-Selby, Pansy Kwong, David Van Etten, Janet James, Kenneth Epley, Jennifer Haller, Steve Lipson, Katherine Cesa, Carol Kehoe, Shirley Cressey, Kim Marlia and Nola Veganas. Staff liaison: Bridget Cooney (Senior Services, Recreation).

**CRIME PREVENTION COMMITTEE (6 Members)**

The Crime Prevention Committee was formed by resolution of the City Council in 1975. Membership is composed of El Cerrito residents interested in or knowledgeable about the criminal justice system. The Committee sponsors National Night Out, Neighborhood Watch, and many crime-prevention-related seminars, programs and events. Meets the 2nd Wednesday of each month at 7:00 p.m. at City Hall. Current members: Eugene Go, George Gager, Dorothy Herzberg, Bruce Yow, Marty Takimoto, James Dolgonas. Staff liaison: Sgt.Scott Cliatt (Police Department).

| <b>Project/Task/Event</b>                   | <b>Amount Requested</b> |
|---------------------------------------------|-------------------------|
| National Night Out/<br>Educational Seminars | \$4,200                 |
| <b>Total</b>                                | <b>\$4,200</b>          |

**DESIGN REVIEW BOARD (5 members)**

The Design Review Board reviews new Tier II developments and major Tier III renovations of existing properties in the San Pablo Specific Plan area. They serve as the first appeal hearing body for administrative Tier I design review actions and make recommendations to the Planning Commission regarding Tier IV projects located in the Plan area. They also have final design authority for new residential developments, from duplexes to multi-family units outside of the Plan area. Their purview includes the consideration of the proposed architecture, site layout, landscaping as well as master sign programs for the purpose of encouraging quality design. In this role, they work collaboratively with applicants to refine their projects in terms of materials, finishes and landscaping. Finally, they are the approving authority for the necessary environmental documentation required by the California Environmental Quality Act (CEQA) related to projects under their review. Meets on the 1st Wednesday of each month, 7:30 p.m. at City Hall. Current members: John Thompson, Carl Groch, Wenlin Li, Ben Chuaqui and Gyanendra Singh. Staff liaison: Jeff Balantine (Community Development).

| <b>Project/Task/Event</b> | <b>Amount Requested</b> |
|---------------------------|-------------------------|
| Training                  | \$3,500                 |
| <b>Total</b>              | <b>\$3,500</b>          |

**ECONOMIC DEVELOPMENT COMMITTEE (Up to 15 Members)**

Membership may increase from 9 to up to 15 in the new format, with a revolving seat for the President of the City's Chamber of Commerce. Meets on the fourth Wednesday of every month, 7:00 p.m. at City Hall. Current members: Paul Hernandez, Mark Figone, George Gager, Rachel Melby, Jason Somer, Jean Shrem, Laua Maurer, Eric Wright and (7 Vacancies). Staff liaison: Jennifer Bright.

| <b>Project/Task/Event</b> | <b>Amount Requested</b> |
|---------------------------|-------------------------|
| Events and Outreach       | \$4,000                 |
| <b>Total</b>              | <b>\$4,000</b>          |

#### **ENVIRONMENTAL QUALITY COMMITTEE (13 Members)**

The Environmental Quality Committee was established in FY 2007-08. The fifteen-member Environmental Quality Committee serves in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the residents of the City with regard to environmental quality issues within the City of El Cerrito. The Committee recommends programs, policies, and ordinances to the City Council and promotes the City's environmental quality efforts. The Committee also promotes and fosters public awareness, education, interest and support for environmental quality efforts, fosters volunteer opportunities, and educates El Cerrito residents regarding environmental quality and issues relating to environmental impacts. The Committee meets on the 2nd Tuesday of each month at 7:00 p.m. at City Hall. Members: Neil Tsutsui, Rebecca Milliken, Sean O'Connor, Howdy Goudey, Mark Miner, Paloma Pavel, Jeff Sobul, Renee Solari, Ellen Spitalnik, Dave Weinstein, Elizabeth Molnar, Daniel Hamilton, Sheila Tarbet. Staff liaison: Will Provost (Public Works).

| <b>Project/Task/Event</b> | <b>Amount Requested</b> |
|---------------------------|-------------------------|
| Events and Outreach       | \$5,000                 |
| <b>Total</b>              | <b>\$5,000</b>          |

#### **FINANCIAL ADVISORY BOARD (5 Members)**

Reviews and makes recommendations on the proposed annual budget and long-term financial plan for the City and the Redevelopment Agency. Conducts an annual review of the City's investment policies, and gives consideration to the managing of the City's financial reserves to assure maximum returns on approved investments. Reviews the annual audit and management letter, and provides the City Council with recommended changes in financial practices. Reviews and makes recommendations on all proposed bonds or other debt instruments to be issued by the City. Meets on the 2nd Tuesday of each month at 7:00 p.m. at City Hall. Current members: Dick Patterson, Farhad Farahmand and Tenzin Rangdol and (2 vacancies). Staff liaison: Mark R. Rasiah (Finance).

#### **HUMAN RELATIONS COMMISSION (6 Members)**

Develops positive human relations through education, encouragement of greater respect, and understanding between people, their equal opportunity rights under the law, and the recognition of the racial, ethnic, religious, and cultural diversity of the El Cerrito community. Initiates educational and cultural programs, and promotes tolerance and mutual respect among all persons. Commission members are generally representative of the demographics of the City, considering race, religion, age, gender, ethnicity, and other factors. Meets on the 1st Wednesday of each month, 7:00 p.m. at City Hall. Current members: Margo Hunter Parisi, Buddy Akacic, Lee Kariuki, W. Mina Wilson, Alice Morris, and Walter Williams III. Staff liaison: Kristen Cunningham (Human Resources).

| <b>Project/Task/Event</b> | <b>Amount Requested</b> |
|---------------------------|-------------------------|
| Diversity Events          | \$4,500                 |
| <b>Total</b>              | <b>\$4,500</b>          |

**PARKS AND RECREATION COMMISSION (6 Members)**

Acts in an advisory capacity on all matters pertaining to public recreation, including parks, playgrounds, landscaping, childcare, educational and enrichment courses, and entertainment. Reviews the annual budget and Master Fee Schedule of the Recreation Department and makes recommendations with respect thereto. Assists in the planning of a recreation programs for the City and promotes and stimulates public interest; and, to that end, solicits to the fullest possible extent the cooperation of interested community groups and other public and private agencies. Studies present and future needs of the City with regard to park and recreation facilities. Reviews and recommends parks and recreation facilities design plans. Reviews and recommends projects and policies as they relate to the Parks and Recreation Facilities Master Plan (2019) and Measure H. Generally meets on the 4th Wednesday of each month at 7:00 p.m. at City Hall. Current members: Ben Chuaqui, Avis Codron, Norma LaForce, Art Machado, Tara McIntire and David Zuckermann. Staff liaison: Chris Jones (Recreation).

**PLANNING COMMISSION (6 Members)**

California's Conservation and Planning law requires the City to establish a Planning Commission. One of its primary functions is as an advisory body to the City Council in matters relating to current and advance planning and the development of the built environment. This includes the review and stewardship of the City's long-range planning goals, policies and programs on a broad array of issues related to land use, including concessions under state density law. In addition, this body hears and takes action on Tier IV development projects located inside the San Pablo Avenue Plan area, after receiving the recommendation of the Design Review Board. They also hear appeals of administrative decisions of the Zoning Administrator as well as appeals of actions made by the Design Review Board. In addition, the Commission takes action on conditional use permits, variances, development agreements and serves as the approving authority for necessary environmental documentation required by the California Environmental Quality Act (CEQA) for any project under their purview. Meets on the 3rd Wednesday of each month in regular session at 7:30 p.m. at the Community Center. Current members: Greg Crump, Andrea Lucas, Joy Navarrete, Brendan Bloom, Leslie Mendez, and Erin Gillett. Staff liaisons: Sean Moss (Community Development).

| <b>Project/Task/Event</b> | <b>Amount Requested</b> |
|---------------------------|-------------------------|
| Training                  | \$3,500                 |
| <b>Total</b>              | <b>\$3,500</b>          |

**URBAN FOREST COMMITTEE (5 Members)**

The Tree Committee serves in an advisory capacity to the City Council, other commissions, and residents with regard to the growth, maintenance, and location of trees within the city. The Committee recommends programs, policies, and ordinances to implement and promote the City's Street Tree and Urban Forest Management Plan and to coordinate with the Public Works staff regarding management and maintenance efforts. The Committee promotes and fosters public awareness, education, interest and support for urban forestry efforts, fosters volunteer opportunities for tree planting and watering along the City's streets and in residential front yards, and educates El Cerrito residents regarding selecting, planting and maintaining trees. Meets 2<sup>nd</sup> Monday of each month at 7 pm in the Hillside Room at City Hall. Current Members: Mary Torrusio, Yan Linhart, Robert Hrubes, Robin Mitchell, Cathy Bleier, and (9 Vacancies). Staff liaison: Stephen Prée (Public Works).

| <b>Project/Task/Event</b>                     | <b>Amount<br/>Requested</b> |
|-----------------------------------------------|-----------------------------|
| Conferences, Public<br>Education and Outreach | \$2,000                     |
| <b>Total</b>                                  | <b>\$2,000</b>              |

## **Appendix 6**

### **City Council Resolutions**

## RESOLUTION 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING THE ANNUAL BUDGET FOR FY 2020-21 AND SPENDING AUTHORITY FROM ALL FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2020-21

WHEREAS, City staff have prepared, transmitted, and presented the amended FY 2020-21 Budget to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in public review session; and

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

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

WHEREAS, the amended spending authority from tax proceeds are within the City's Fiscal Year 2020-21 Gann Appropriations Limit, as defined by the California State Constitution Article XIII B.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby amends the FY 2020-21 Budget spending limits across funds as follows:

|                                 |            |
|---------------------------------|------------|
| General Fund                    | 38,714,837 |
| Gas Tax Fund                    | 516,965    |
| NPDES                           | 404,808    |
| Landscape and Lighting          | 827,379    |
| Measure J Return to Source      | 384,076    |
| Measure A Parcel Tax            | 485,754    |
| Measure H Parcel Tax            | 632,891    |
| Asset Seizure                   | 0          |
| Vehicle Abatement               | 30,900     |
| SB-1 Road Repair                | 614,020    |
| Park in Lieu Fund               | 0          |
| Street Improvement Fund         | 1,780,193  |
| Public Arts Fund                | 100,000    |
| Measure J - Paratransit         | 106,939    |
| Federal, State and Local Grants | 0          |
| C.O.P.S. Grant                  | 30,000     |
| City Housing Trust              | 0          |
| City LMI Housing                | 196,730    |
| Capital Improvements            | 2,464,911  |
| Measure J Storm Drain           | 670,527    |
| Integrated Waste Management     | 3,421,934  |
| Vehicle/Equipment Replacement   | 136,200    |



|                                              |                             |
|----------------------------------------------|-----------------------------|
|                                              | <b>Agenda Item No. ____</b> |
| Employees' Pension Trust Section 401A        | 85,000                      |
| Financing Authority Measure A Debt Svc.      | 187,014                     |
| Financing Authority City Hall Debt Svc.      | 580,763                     |
| Financing Authority Street Improv. Debt Svc. | 706,300                     |
| <b>Total</b>                                 | <b>53,078,141</b>           |

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

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.
2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.
3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of \$45,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., public works, State purchasing).
4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

I CERTIFY that at the regular meeting on October 6, 2020, the El Cerrito City Council passed this resolution by the following vote:

AYES:  
NOES:  
ABSENT:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October XX, 2020.

\_\_\_\_\_  
Holly M. Charley, City Clerk

APPROVED:

\_\_\_\_\_  
Greg B. Lyman, Mayor

RESOLUTION 2020-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND CONTRA COSTA COUNTY POPULATION ADJUSTMENT FACTORS

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

WHEREAS, in accordance with Government Code Section 7910, the City Council must establish an annual appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the per capita change in the cost of living for purposes of calculating the appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the population growth factor for purposes of calculating the appropriations limit; and

WHEREAS, an appropriations limit has been calculated in accordance with applicable law; and

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

SECTION 1. In accordance with Article XIIIB of the Constitution and Government Code Section 7900 et seq., the adjustment factors to be applied to the appropriations limit for the 2020-21 fiscal year shall be the California Per Capita Personal Income adjustment factor and the Contra Costa County population adjustment factor.

SECTION 2. In accordance with Article XIIIB of the Constitution and Government Code Section 7902, the appropriations limit for the 2020-21 fiscal year shall be \$150,061,132 which exceeds the City's projected applicable appropriation amount by \$121,090,411.

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

\* \* \* \* \*

**Agenda Item No. \_\_**

I CERTIFY that at the regular meeting on October 6, 2020 the El Cerrito City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October XX, 2020.

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Holly M. Charlety, City Clerk

APPROVED:

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Greg B. Lyman, Mayor

## **APPENDIX 7**

### **DEPARTMENT LINE ITEM BUDGETS**

## Department Line Item Budgets

| Account Number                                                             | Account Description                    | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|----------------------------------------------------------------------------|----------------------------------------|-------------|-------------|------------------|--------------|
| Fund: 101 - General Fund                                                   |                                        |             |             |                  |              |
| REVENUES                                                                   |                                        |             |             |                  |              |
| Department:                                                                | 00 - Non-Departmental Revenue          |             |             |                  |              |
| Division:                                                                  | 00 - Non-Departmental Revenue          |             |             |                  |              |
| 4000-Taxes - Property and Other Taxes                                      |                                        |             |             |                  |              |
| 40010                                                                      | Property Tax-Cur Secured               | 7,267,181   | 7,711,328   | 8,157,336        | 8,450,000    |
| 40020                                                                      | Property Tax-Supplemental              | 200,997     | 233,756     | 220,985          | 279,131      |
| 40030                                                                      | Property Tax-Unitary                   | 87,002      | 90,191      | 86,828           | 91,000       |
| 40040                                                                      | Property Tax-Cur Unsec                 | 246,953     | 262,466     | 272,978          | 265,000      |
| 40050                                                                      | Property Tax-PY Secured                | (17,665)    | (12,044)    | (14,924)         | (20,600)     |
| 40060                                                                      | Property Tax-PY Supplemental           | (10,268)    | (9,248)     | (9,170)          | (11,330)     |
| 40070                                                                      | Property Tax-PY Unsecured              | (453)       | 6,671       | 732              | (5,150)      |
| 40080                                                                      | Property Tax-Homeowners'               | 62,794      | 61,566      | 61,291           | 66,950       |
| 40085                                                                      | Property Tax-RPTTF Pass Through Pmts   | 364,685     | 304,770     | 290,356          | 335,000      |
| 40090                                                                      | Property Tax-RPTTF Residual Pmts       | 1,035,773   | 1,282,579   | 291,486          | 990,000      |
| 40210                                                                      | Sales Tax-1% Bradley-Burns Local Share | 3,009,646   | 3,083,029   | 2,437,744        | 3,022,020    |
| 40220                                                                      | Sales Tax-1/2% Prop 172                | 292,468     | 307,173     | 327,504          | 315,087      |
| 40230                                                                      | Sales & Use Tax In-Lieu                | 0           | 873,025     | 330,380          | 0            |
| 40240                                                                      | Sales Tax - District Tax               | 3,156,177   | 3,282,083   | 2,720,940        | 3,112,893    |
| 40410                                                                      | Transient Occupancy Tax                | 145,489     | 147,550     | 118,891          | 136,000      |
| 40510                                                                      | Franchise Fees                         | 1,279,037   | 1,192,630   | 1,586,508        | 1,250,000    |
| 40515                                                                      | IN KIND/PEG FEES                       | 0           | 51,355      | 51,104           | 0            |
| 40610                                                                      | Business License Taxes                 | 846,900     | 910,104     | 918,799          | 850,000      |
| 40710                                                                      | Real Property County Transfer Tx       | 145,909     | 1,102,563   | 3,467,532        | 2,400,000    |
| 40810                                                                      | Utility Users' Tax                     | 0           | 0           | 83,455           | 0            |
| 40811                                                                      | Utility Users' Tax - Energy            | 1,635,106   | 1,591,708   | 1,543,395        | 1,500,000    |
| 40812                                                                      | Utility Users' Tax - Water             | 187,156     | 583,060     | 565,261          | 500,000      |
| 40813                                                                      | Utility Users' Tax - Telecom           | 1,143,413   | 1,033,124   | 886,629          | 1,200,000    |
| Account Classification Total: 4000-Taxes - Property and Other Taxes        |                                        | 21,078,300  | 24,089,438  | 24,396,043       | 24,726,001   |
| 4200-Lic & Perm - Licenses & Permits                                       |                                        |             |             |                  |              |
| 42285                                                                      | Tobacco Retailer License               | 5,880       | 3,512       | 5,312            | 3,512        |
| Account Classification Total: 4200-Lic & Perm - Licenses & Permits         |                                        | 5,880       | 3,512       | 5,312            | 3,512        |
| 4300-Fines/Forf - Fines & Forfeitures                                      |                                        |             |             |                  |              |
| 43925                                                                      | Penalties-BLT                          | 22,004      | 15,457      | 13,302           | 20,000       |
| Account Classification Total: 4300-Fines/Forf - Fines & Forfeitures        |                                        | 22,004      | 15,457      | 13,302           | 20,000       |
| 4400-Use of Prp - Use of Money and Property                                |                                        |             |             |                  |              |
| 44010                                                                      | Interest Income                        | 36,530      | 52,161      | 135,414          | 7,426        |
| 44210                                                                      | Property Leases                        | 90,736      | 105,103     | 99,810           | 96,542       |
| 44220                                                                      | Rentals-Facilities                     | 6,996       | 3,361       | 3,690            | 7,426        |
| Account Classification Total: 4400-Use of Prp - Use of Money and Property  |                                        | 134,263     | 160,625     | 238,914          | 111,394      |
| 4500-Intergov'l - Intergovernmental Revenues                               |                                        |             |             |                  |              |
| 45020                                                                      | VLF In Lieu                            | 2,499,743   | 2,653,610   | 2,817,324        | 2,800,000    |
| 45090                                                                      | Misc In-Lieu Taxes                     | 0           | 0           | 394              | 0            |
| 45530                                                                      | SB-90 Reimbursement                    | 0           | 0           | 19,634           | 0            |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues |                                        | 2,499,743   | 2,653,610   | 2,837,352        | 2,800,000    |
| 4600-Charges - Charges for Services                                        |                                        |             |             |                  |              |
| 46510                                                                      | Successor Agency Admin Allowance       | 250,000     | 250,000     | 250,000          | 50,000       |
| Account Classification Total: 4600-Charges - Charges for Services          |                                        | 250,000     | 250,000     | 250,000          | 50,000       |
| 4800-Oth Revenue - Other Revenue                                           |                                        |             |             |                  |              |
| 48010                                                                      | Real Property Sales                    | 0           | 722,585     | 0                | 16,000       |
| 48020                                                                      | Personal Property Sales                | 8,365       | 7,560       | 14,985           | 15,000       |
| 48120                                                                      | Contributions & Donations              | 1,440       | 600         | 0                | 0            |
| 48970                                                                      | Damage Recoveries                      | 18,865      | 0           | 693              | 0            |
| 48990                                                                      | Other Misc Revenue                     | 19,069      | 31,014      | 18,523           | 5,000        |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                                        | 47,739      | 761,760     | 34,201           | 36,000       |
| 4900-Oth Source - Other Financing Sources                                  |                                        |             |             |                  |              |
| 49990.206                                                                  | Operating XferIn-MEAS A                | 50,912      | 51,000      | 51,000           | 0            |
| 49990.207                                                                  | Operating XferIn-MEAS H                | 0           | 0           | 0                | 50,000       |
| 49990.501                                                                  | Operating Xfer In-IWM                  | 3,671       | 3,671       | 3,671            | 3,671        |
| 49991.201                                                                  | Indirect Xfer In-Gas                   | 100,500     | 101,000     | 104,030          | 100,000      |
| 49991.202                                                                  | Indirect Xfer In-NPDES                 | 73,060      | 75,300      | 77,559           | 75,000       |
| 49991.203                                                                  | Indirect Xfer In-LLAD                  | 159,607     | 160,750     | 160,750          | 160,000      |
| 49991.204                                                                  | Indirect Xfer In-MEAS J                | 62,520      | 63,000      | 64,396           | 63,000       |
| 49991.205                                                                  | Indirect Xfer In-Storm Drain           | 74,391      | 74,000      | 76,220           | 74,000       |
| 49991.501                                                                  | Indirect Xfer In-IWM                   | 357,150     | 357,150     | 367,865          | 378,901      |
| Account Classification Total: 4900-Oth Source - Other Financing Sources    |                                        | 881,811     | 885,871     | 905,491          | 904,572      |
| Division Total: 00 - Non-Departmental Revenue                              |                                        | 24,919,740  | 28,820,272  | 28,680,615       | 28,651,479   |

## Department Line Item Budgets

| Account Number                                                                    | Account Description       | 2018 Actual       | 2019 Actual       | 2020 Est. Actual  | 2021 Amended      |
|-----------------------------------------------------------------------------------|---------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Department Total: 00 - Non-Departmental Revenue</b>                            |                           | <b>24,919,740</b> | <b>28,820,272</b> | <b>28,680,615</b> | <b>28,651,479</b> |
| <b>Department: 10 - Administration</b>                                            |                           |                   |                   |                   |                   |
| <b>Division: 10 - City Council</b>                                                |                           |                   |                   |                   |                   |
| <i>4600-Charges - Charges for Services</i>                                        |                           |                   |                   |                   |                   |
| 46520                                                                             | Program Fees              | 4,050             | 0                 | 4,890             | 4,500             |
| <b>Account Classification Total: 4600-Charges - Charges for Services</b>          |                           | <b>4,050</b>      | <b>0</b>          | <b>4,890</b>      | <b>4,500</b>      |
| <b>Division Total: 10 - City Council</b>                                          |                           | <b>4,050</b>      | <b>0</b>          | <b>4,890</b>      | <b>4,500</b>      |
| <b>Division: 40 - City Clerk</b>                                                  |                           |                   |                   |                   |                   |
| <i>4400-Use of Prp - Use of Money and Property</i>                                |                           |                   |                   |                   |                   |
| 44220                                                                             | Rentals-Facilities        | 520               | 600               | 0                 | 0                 |
| <b>Account Classification Total: 4400-Use of Prp - Use of Money and Property</b>  |                           | <b>520</b>        | <b>600</b>        | <b>0</b>          | <b>0</b>          |
| <i>4600-Charges - Charges for Services</i>                                        |                           |                   |                   |                   |                   |
| 46520                                                                             | Program Fees              | 12                | 2,840             | (2,065)           | 0                 |
| 46523                                                                             | Passport Fees             | 15,470            | 17,640            | 19,991            | 0                 |
| <b>Account Classification Total: 4600-Charges - Charges for Services</b>          |                           | <b>15,482</b>     | <b>20,480</b>     | <b>17,926</b>     | <b>0</b>          |
| <b>Division Total: 40 - City Clerk</b>                                            |                           | <b>16,002</b>     | <b>21,080</b>     | <b>17,926</b>     | <b>0</b>          |
| <b>Division: 50 - Finance Department</b>                                          |                           |                   |                   |                   |                   |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                           |                   |                   |                   |                   |
| 45550                                                                             | OES Reimbursement         | 17,173            | 2,816             | 0                 | 0                 |
| <b>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</b> |                           | <b>17,173</b>     | <b>2,816</b>      | <b>0</b>          | <b>0</b>          |
| <i>4600-Charges - Charges for Services</i>                                        |                           |                   |                   |                   |                   |
| 46520                                                                             | Program Fees              | 15,760            | (14,297)          | 23,761            | 0                 |
| 46930                                                                             | Business License Admin    | 86,843            | 87,831            | 88,596            | 0                 |
| <b>Account Classification Total: 4600-Charges - Charges for Services</b>          |                           | <b>102,603</b>    | <b>73,534</b>     | <b>112,357</b>    | <b>0</b>          |
| <i>4800-Oth Revenue - Other Revenue</i>                                           |                           |                   |                   |                   |                   |
| 48990                                                                             | Other Misc Revenue        | 101,515           | 20,768            | 13,250            | 0                 |
| 48995                                                                             | Cal Card Rebate Revenue   | 10,427            | 10,332            | 11,139            | 10,000            |
| <b>Account Classification Total: 4800-Oth Revenue - Other Revenue</b>             |                           | <b>111,942</b>    | <b>31,100</b>     | <b>24,389</b>     | <b>10,000</b>     |
| <b>Division Total: 50 - Finance Department</b>                                    |                           | <b>231,719</b>    | <b>107,450</b>    | <b>136,746</b>    | <b>10,000</b>     |
| <b>Division: 60 - Human Resources</b>                                             |                           |                   |                   |                   |                   |
| <i>4600-Charges - Charges for Services</i>                                        |                           |                   |                   |                   |                   |
| 46520                                                                             | Program Fees              | 0                 | 0                 | 15                | 0                 |
| <b>Account Classification Total: 4600-Charges - Charges for Services</b>          |                           | <b>0</b>          | <b>0</b>          | <b>15</b>         | <b>0</b>          |
| <i>4800-Oth Revenue - Other Revenue</i>                                           |                           |                   |                   |                   |                   |
| 48120                                                                             | Contributions & Donations | 0                 | 0                 | 350               | 0                 |
| <b>Account Classification Total: 4800-Oth Revenue - Other Revenue</b>             |                           | <b>0</b>          | <b>0</b>          | <b>350</b>        | <b>0</b>          |
| <b>Division Total: 60 - Human Resources</b>                                       |                           | <b>0</b>          | <b>0</b>          | <b>365</b>        | <b>0</b>          |
| <b>Division: 80 - Environmental Services</b>                                      |                           |                   |                   |                   |                   |
| <i>4800-Oth Revenue - Other Revenue</i>                                           |                           |                   |                   |                   |                   |
| 48990                                                                             | Other Misc Revenue        | (0)               | 0                 | 0                 | 0                 |
| <b>Account Classification Total: 4800-Oth Revenue - Other Revenue</b>             |                           | <b>(0)</b>        | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Division Total: 80 - Environmental Services</b>                                |                           | <b>(0)</b>        | <b>0</b>          | <b>0</b>          | <b>0</b>          |
| <b>Department Total: 10 - Administration</b>                                      |                           | <b>251,771</b>    | <b>128,530</b>    | <b>159,927</b>    | <b>14,500</b>     |
| <b>Department: 20 - Police</b>                                                    |                           |                   |                   |                   |                   |
| <b>Division: 11 - Police Administration</b>                                       |                           |                   |                   |                   |                   |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                           |                   |                   |                   |                   |
| 45540                                                                             | POST Reimbursement        | 10,666            | 11,392            | 24,708            | 20,000            |
| <b>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</b> |                           | <b>10,666</b>     | <b>11,392</b>     | <b>24,708</b>     | <b>20,000</b>     |
| <i>4600-Charges - Charges for Services</i>                                        |                           |                   |                   |                   |                   |
| 46210                                                                             | Fingerprinting Services   | 19,741            | 26,495            | 26,514            | 28,000            |
| 46520                                                                             | Program Fees              | 127,539           | 93,512            | 66,192            | 70,000            |
| 46910                                                                             | Reproduction Fees         | 5,146             | 3,972             | 3,599             | 4,244             |
| <b>Account Classification Total: 4600-Charges - Charges for Services</b>          |                           | <b>152,426</b>    | <b>123,979</b>    | <b>96,305</b>     | <b>102,244</b>    |
| <i>4800-Oth Revenue - Other Revenue</i>                                           |                           |                   |                   |                   |                   |
| 48990                                                                             | Other Misc Revenue        | 185,678           | 52                | 156               | 0                 |
| <b>Account Classification Total: 4800-Oth Revenue - Other Revenue</b>             |                           | <b>185,678</b>    | <b>52</b>         | <b>156</b>        | <b>0</b>          |
| <b>Division Total: 11 - Police Administration</b>                                 |                           | <b>348,770</b>    | <b>135,423</b>    | <b>121,168</b>    | <b>122,244</b>    |
| <b>Division: 12 - Police Operations</b>                                           |                           |                   |                   |                   |                   |
| <i>4300-Fines/Forf - Fines &amp; Forfeitures</i>                                  |                           |                   |                   |                   |                   |
| 43010                                                                             | Moving Vehicle Citations  | 109,382           | 79,210            | 150,187           | 90,000            |
| 43020                                                                             | Parking Citations/Fines   | 90,787            | 124,018           | 63,107            | 60,000            |
| <b>Account Classification Total: 4300-Fines/Forf - Fines &amp; Forfeitures</b>    |                           | <b>200,168</b>    | <b>203,227</b>    | <b>213,294</b>    | <b>150,000</b>    |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                           |                   |                   |                   |                   |
| 45790                                                                             | Other Local Reimbursement | 28,225            | 3,126             | 0                 | 0                 |
| 45791                                                                             | WCCSD SRO Reimbursements  | 346,840           | 346,840           | 300,000           | 0                 |
| <b>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</b> |                           | <b>375,065</b>    | <b>349,966</b>    | <b>300,000</b>    | <b>0</b>          |
| <i>4800-Oth Revenue - Other Revenue</i>                                           |                           |                   |                   |                   |                   |



## Department Line Item Budgets

| Account Number                                                             | Account Description          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|----------------------------------------------------------------------------|------------------------------|-------------|-------------|------------------|--------------|
| 48990                                                                      | Other Misc Revenue           | 0           | 60          | 0                | 0            |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                              | 0           | 60          | 0                | 0            |
| Division Total: 12 - Police Operations                                     |                              | 575,233     | 553,253     | 513,294          | 150,000      |
| Department Total: 20 - Police                                              |                              | 924,004     | 688,676     | 634,462          | 272,244      |
| Department: 25 - Fire                                                      |                              |             |             |                  |              |
| Division: 10 - Fire Administration                                         |                              |             |             |                  |              |
| 4500-Intergov'l - Intergovernmental Revenues                               |                              |             |             |                  |              |
| 45440                                                                      | State Grant-Operating        | 0           | 0           | 600              | 0            |
| 45550                                                                      | OES Reimbursement            | 783,498     | 541,735     | 256,229          | 450,000      |
| 45570                                                                      | Fire Inspection Fees         | (507)       | (670)       | 0                | 10,000       |
| 45720                                                                      | Kensington Fire District     | 2,767,305   | 3,015,409   | 3,136,823        | 3,518,174    |
| 45790                                                                      | Other Local Reimbursement    | 43,549      | 31,497      | 44,241           | 30,000       |
| 45792                                                                      | Measure H EMS Reimbursements | 107,797     | 111,012     | 111,012          | 114,000      |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues |                              | 3,701,641   | 3,698,983   | 3,548,905        | 4,122,174    |
| 4600-Charges - Charges for Services                                        |                              |             |             |                  |              |
| 46010                                                                      | Plan Check Fees              | 47,628      | 92,739      | 69,860           | 100,000      |
| 46250                                                                      | Weed Abatement               | 0           | 0           | 288              | 103,000      |
| 46520                                                                      | Program Fees                 | 7,092       | 2,320       | 3,368            | 5,000        |
| Account Classification Total: 4600-Charges - Charges for Services          |                              | 54,719      | 95,059      | 73,516           | 208,000      |
| 4800-Oth Revenue - Other Revenue                                           |                              |             |             |                  |              |
| 48120                                                                      | Contributions & Donations    | 0           | 0           | 200              | 0            |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                              | 0           | 0           | 200              | 0            |
| Division Total: 10 - Fire Administration                                   |                              | 3,756,360   | 3,794,042   | 3,622,621        | 4,330,174    |
| Department Total: 25 - Fire                                                |                              | 3,756,360   | 3,794,042   | 3,622,621        | 4,330,174    |
| Department: 30 - Public Works                                              |                              |             |             |                  |              |
| Division: 20 - Public Works Engineering                                    |                              |             |             |                  |              |
| 4500-Intergov'l - Intergovernmental Revenues                               |                              |             |             |                  |              |
| 45590                                                                      | Other State Reimbursement    | 1,805       | 1,164       | 245              | 0            |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues |                              | 1,805       | 1,164       | 245              | 0            |
| 4600-Charges - Charges for Services                                        |                              |             |             |                  |              |
| 46520                                                                      | Program Fees                 | 404,657     | 355,263     | 292,367          | 293,550      |
| Account Classification Total: 4600-Charges - Charges for Services          |                              | 404,657     | 355,263     | 292,367          | 293,550      |
| 4800-Oth Revenue - Other Revenue                                           |                              |             |             |                  |              |
| 48990                                                                      | Other Misc Revenue           | 0           | 1,050       | 0                | 0            |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                              | 0           | 1,050       | 0                | 0            |
| Division Total: 20 - Public Works Engineering                              |                              | 406,462     | 357,477     | 292,612          | 293,550      |
| Division: 30 - Public Works Maintenance                                    |                              |             |             |                  |              |
| 4500-Intergov'l - Intergovernmental Revenues                               |                              |             |             |                  |              |
| 45590                                                                      | Other State Reimbursement    | 8,656       | 26,163      | 17,161           | 16,480       |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues |                              | 8,656       | 26,163      | 17,161           | 16,480       |
| 4600-Charges - Charges for Services                                        |                              |             |             |                  |              |
| 46520                                                                      | Program Fees                 | 25,768      | 16,711      | 20,627           | 17,784       |
| Account Classification Total: 4600-Charges - Charges for Services          |                              | 25,768      | 16,711      | 20,627           | 17,784       |
| 4800-Oth Revenue - Other Revenue                                           |                              |             |             |                  |              |
| 48990                                                                      | Other Misc Revenue           | 2,792       | 1,837       | 2,297            | 0            |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                              | 2,792       | 1,837       | 2,297            | 0            |
| Division Total: 30 - Public Works Maintenance                              |                              | 37,216      | 44,711      | 40,084           | 34,264       |
| Department Total: 30 - Public Works                                        |                              | 443,678     | 402,188     | 332,696          | 327,814      |
| Department: 40 - Community Development                                     |                              |             |             |                  |              |
| Division: 10 - Comm Dev-Econ Developmt                                     |                              |             |             |                  |              |
| 4400-Use of Prp - Use of Money and Property                                |                              |             |             |                  |              |
| 44210                                                                      | Property Leases              | 1,000       | 0           | 0                | 0            |
| Account Classification Total: 4400-Use of Prp - Use of Money and Property  |                              | 1,000       | 0           | 0                | 0            |
| 4600-Charges - Charges for Services                                        |                              |             |             |                  |              |
| 46520                                                                      | Program Fees                 | 3,912       | 26,022      | 161,724          | 99,000       |
| 46930                                                                      | Business License Admin       | 0           | 0           | 0                | 77,250       |
| Account Classification Total: 4600-Charges - Charges for Services          |                              | 3,912       | 26,022      | 161,724          | 176,250      |
| 4800-Oth Revenue - Other Revenue                                           |                              |             |             |                  |              |
| 48010                                                                      | Real Property Sales          | 0           | 78,170      | 0                | 0            |
| Account Classification Total: 4800-Oth Revenue - Other Revenue             |                              | 0           | 78,170      | 0                | 0            |
| Division Total: 10 - Comm Dev-Econ Developmt                               |                              | 4,912       | 104,192     | 161,724          | 176,250      |
| Division: 30 - Comm Dev-Planning                                           |                              |             |             |                  |              |
| 4600-Charges - Charges for Services                                        |                              |             |             |                  |              |
| 46010                                                                      | Plan Check Fees              | 187,571     | 118,058     | 102,982          | 125,000      |
| 46520                                                                      | Program Fees                 | 221,125     | 318,445     | 186,070          | 200,078      |
| Account Classification Total: 4600-Charges - Charges for Services          |                              | 408,695     | 436,504     | 289,052          | 325,078      |
| 4800-Oth Revenue - Other Revenue                                           |                              |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                    | Account Description       | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------|---------------------------|-------------|-------------|------------------|--------------|
| 48990                                                                             | Other Misc Revenue        | 9,726       | 68,684      | 50,250           | 60,000       |
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>              |                           | 9,726       | 68,684      | 50,250           | 60,000       |
| <b>Division Total: 30 - Comm Dev-Planning</b>                                     |                           | 418,421     | 505,188     | 339,302          | 385,078      |
| Division: 40 - Comm Dev-Building Svcs                                             |                           |             |             |                  |              |
| <i>4000-Taxes - Property and Other Taxes</i>                                      |                           |             |             |                  |              |
| 40910                                                                             | Construction Tax          | 1,714       | 1,935       | 2,811            | 0            |
| <i>Account Classification Total: 4000-Taxes - Property and Other Taxes</i>        |                           | 1,714       | 1,935       | 2,811            | 0            |
| <i>4200-Lic &amp; Perm - Licenses &amp; Permits</i>                               |                           |             |             |                  |              |
| 42210                                                                             | Building Permits          | 651,753     | 648,923     | 635,150          | 625,000      |
| 42220                                                                             | Building Issuance Fee     | 52,760      | 54,641      | 37,808           | 40,000       |
| 42230                                                                             | Electrical Permits        | 23,845      | 32,958      | 44,242           | 40,000       |
| 42240                                                                             | Mechanical Permits        | 21,448      | 23,212      | 32,325           | 25,000       |
| 42260                                                                             | Plumbing Permits          | 10,020      | 12,630      | 30,145           | 25,000       |
| <i>Account Classification Total: 4200-Lic &amp; Perm - Licenses &amp; Permits</i> |                           | 759,825     | 772,364     | 779,670          | 755,000      |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                           |             |             |                  |              |
| 45790                                                                             | Other Local Reimbursement | 536         | 571         | 140              | 0            |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i> |                           | 536         | 571         | 140              | 0            |
| <i>4600-Charges - Charges for Services</i>                                        |                           |             |             |                  |              |
| 46010                                                                             | Plan Check Fees           | 369,542     | 518,212     | 429,407          | 375,000      |
| 46040                                                                             | Rental Inspection Fees    | 71,929      | 36,623      | 70,500           | 75,000       |
| 46190                                                                             | Other Planning/Insp Fees  | 80,226      | 10,272      | 11,586           | 10,000       |
| 46520                                                                             | Program Fees              | 1,000       | 1,200       | 300              | 800          |
| 46920                                                                             | Document Imaging Fee      | 19,008      | 21,596      | 45,532           | 26,523       |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>          |                           | 541,705     | 587,903     | 557,325          | 487,323      |
| <i>4800-Oth Revenu - Other Revenue</i>                                            |                           |             |             |                  |              |
| 48990                                                                             | Other Misc Revenue        | 325         | 610         | 0                | 0            |
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>              |                           | 325         | 610         | 0                | 0            |
| <b>Division Total: 40 - Comm Dev-Building Svcs</b>                                |                           | 1,304,106   | 1,363,382   | 1,339,946        | 1,242,323    |
| <b>Department Total: 40 - Community Development</b>                               |                           | 1,727,439   | 1,972,762   | 1,840,971        | 1,803,651    |
| Department: 50 - Recreation                                                       |                           |             |             |                  |              |
| Division: 10 - Recreation-Admin                                                   |                           |             |             |                  |              |
| <i>4600-Charges - Charges for Services</i>                                        |                           |             |             |                  |              |
| 46520                                                                             | Program Fees              | 82,362      | 87,763      | 52,618           | 45,000       |
| 46524                                                                             | Special Event Revenue     | 0           | (39)        | 0                | 0            |
| 46541                                                                             | Field Maintenance Fees    | 25,185      | 7,320       | 18,973           | 11,750       |
| 46542                                                                             | Restroom Key Fees         | 3,380       | 5,720       | 4,120            | 2,513        |
| 46543                                                                             | Tennis Permit Fees        | 4,308       | 58          | 155              | 608          |
| 46550                                                                             | Taxable Sales             | 0           | 32          | 0                | 32           |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>          |                           | 115,234     | 100,853     | 75,865           | 59,903       |
| <i>4800-Oth Revenu - Other Revenue</i>                                            |                           |             |             |                  |              |
| 48120                                                                             | Contributions & Donations | 0           | 0           | 13,769           | 0            |
| 48990                                                                             | Other Misc Revenue        | (29,919)    | 343         | 42               | 125,000      |
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>              |                           | (29,919)    | 343         | 13,810           | 125,000      |
| <b>Division Total: 10 - Recreation-Admin</b>                                      |                           | 85,315      | 101,196     | 89,675           | 184,903      |
| Division: 20 - Recreation-Childer Admin                                           |                           |             |             |                  |              |
| <i>4600-Charges - Charges for Services</i>                                        |                           |             |             |                  |              |
| 46520                                                                             | Program Fees              | 88,757      | 100,324     | 58,469           | 75,000       |
| 46521.1                                                                           | Teeter Tots Fees          | 120,652     | 135,544     | 105,809          | 100,000      |
| 46521.11                                                                          | Childcare - COVID-19      | 0           | 0           | 0                | 65,000       |
| 46521.2                                                                           | Casa Cerrito Preschool    | 240,120     | 229,999     | 95,716           | 125,000      |
| 46521.3                                                                           | Harding Childcare         | 293,923     | 432,981     | 352,342          | 430,000      |
| 46521.5                                                                           | Madera Childcare          | 461,850     | 587,218     | 443,966          | 320,000      |
| 46521.6                                                                           | Fairmount Childcare       | 149,363     | 210,847     | 179,236          | 200,000      |
| 46521.7                                                                           | Harding Child AM          | 20,881      | 72          | 0                | 0            |
| 46521.9                                                                           | Fairmount Child AM        | 10,400      | 0           | 0                | 0            |
| 46522.1                                                                           | Arlington Daycamp         | 61,434      | 76,864      | 32,381           | 80,000       |
| 46522.2                                                                           | Daycamp VIP               | 5,400       | 5,879       | 27               | 6,000        |
| 46522.3                                                                           | Harding Daycamp           | 90,681      | 83,018      | 136,424          | 120,000      |
| 46522.4                                                                           | Mix & Match Camp          | 43,795      | 70,177      | 135,202          | 80,000       |
| 46522.5                                                                           | Enrichment Programs       | 8,500       | 4,966       | 29               | 10,000       |
| 46522.6                                                                           | Discover Summer Camp      | 83,656      | 97,119      | 56,467           | 115,000      |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>          |                           | 1,679,412   | 2,035,007   | 1,596,067        | 1,726,000    |
| <b>Division Total: 20 - Recreation-Childer Admin</b>                              |                           | 1,679,412   | 2,035,007   | 1,596,067        | 1,726,000    |
| Division: 30 - Recreation-Swim Center                                             |                           |             |             |                  |              |
| <i>4400-Use of Ppp - Use of Money and Property</i>                                |                           |             |             |                  |              |
| 44227                                                                             | Rentals-Swim Ctr          | 64,006      | 48,056      | 31,249           | 40,000       |
| 44228                                                                             | Rental-Schools            | 0           | 110         | 0                | 110          |

## Department Line Item Budgets

| Account Number                                                                   | Account Description          | 2018 Actual    | 2019 Actual    | 2020 Est. Actual | 2021 Amended   |
|----------------------------------------------------------------------------------|------------------------------|----------------|----------------|------------------|----------------|
| <i>Account Classification Total: 4400-Use of Prp - Use of Money and Property</i> |                              | 64,006         | 48,165         | 31,249           | 40,110         |
| <i>4600-Charges - Charges for Services</i>                                       |                              |                |                |                  |                |
| 46520                                                                            | Program Fees                 | 45,558         | 46,261         | 2,442            | 40,000         |
| 46525                                                                            | Recreation Swim              | 113,551        | 89,447         | 69,155           | 41,589         |
| 46526                                                                            | Lap Swim                     | 123,886        | 153,577        | 121,369          | 350,000        |
| 46526.1                                                                          | Water Aerobics               | 17,419         | 20,511         | 16,292           | 10,000         |
| 46527                                                                            | Swim Teams                   | 76,456         | 95,716         | 79,767           | 150,000        |
| 46527.1                                                                          | Swim Team ECHS               | 0              | 0              | 97               | 0              |
| 46530                                                                            | Training/Class Fees          | 14,320         | 7,506          | 1,315            | 9,000          |
| 46537                                                                            | Lesson Fees                  | 251,130        | 326,119        | 125,597          | 190,000        |
| 46550                                                                            | Taxable Sales                | 3,509          | 1,439          | 1,191            | 1,000          |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>         |                              | 645,830        | 740,577        | 417,225          | 791,589        |
| <i>4800-Oth Revenue - Other Revenue</i>                                          |                              |                |                |                  |                |
| 48120                                                                            | Contributions & Donations    | 18             | 792            | 48               | 0              |
| 48990                                                                            | Other Misc Revenue           | 0              | 0              | 88               | 0              |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>            |                              | 18             | 792            | 136              | 0              |
| <b>Division Total: 30 - Recreation-Swim Center</b>                               |                              | <b>709,854</b> | <b>789,534</b> | <b>448,610</b>   | <b>831,699</b> |
| <i>Division: 40 - Recreation-Senior Svcs</i>                                     |                              |                |                |                  |                |
| <i>4400-Use of Prp - Use of Money and Property</i>                               |                              |                |                |                  |                |
| 44220                                                                            | Rentals-Facilities           | 0              | 0              | 4,850            | 2,500          |
| <i>Account Classification Total: 4400-Use of Prp - Use of Money and Property</i> |                              | 0              | 0              | 4,850            | 2,500          |
| <i>4600-Charges - Charges for Services</i>                                       |                              |                |                |                  |                |
| 46520                                                                            | Program Fees                 | 42,941         | 44,576         | 40,255           | 25,000         |
| 46532                                                                            | Excursions/Trips             | 19,334         | 10,197         | 5,494            | 2,905          |
| 46544                                                                            | Trash Bag Program            | 36             | 0              | 153              | 0              |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>         |                              | 62,311         | 54,773         | 45,902           | 27,905         |
| <i>4800-Oth Revenue - Other Revenue</i>                                          |                              |                |                |                  |                |
| 48120                                                                            | Contributions & Donations    | 22,853         | 21,974         | 14,368           | 15,000         |
| 48122                                                                            | Lunch Donations              | 14,618         | 0              | 0                | 0              |
| 48990                                                                            | Other Misc Revenue           | 7,812          | 12,185         | 229              | 6,000          |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>            |                              | 45,283         | 34,159         | 14,597           | 21,000         |
| <i>4900-Oth Source - Other Financing Sources</i>                                 |                              |                |                |                  |                |
| 49991.214                                                                        | Indirect Xfer In-Paratransit | 33,403         | 34,000         | 35,360           | 34,000         |
| <i>Account Classification Total: 4900-Oth Source - Other Financing Sources</i>   |                              | 33,403         | 34,000         | 35,360           | 34,000         |
| <b>Division Total: 40 - Recreation-Senior Svcs</b>                               |                              | <b>140,996</b> | <b>122,932</b> | <b>100,709</b>   | <b>85,405</b>  |
| <i>Division: 50 - Recreation-Adult/Commnty</i>                                   |                              |                |                |                  |                |
| <i>4400-Use of Prp - Use of Money and Property</i>                               |                              |                |                |                  |                |
| 44221                                                                            | Rentals-Comm Center          | 48,989         | 69,898         | 45,821           | 45,000         |
| 44222                                                                            | Rentals-Field Reserv         | 30,827         | 14,914         | 22,559           | 55,000         |
| 44223                                                                            | Rentals-Clubhouse            | 38,974         | 28,592         | 28,279           | 16,000         |
| 44224                                                                            | Rentals-Picnic               | 26,721         | 33,158         | 19,141           | 20,000         |
| 44226                                                                            | Rentals-Tennis Crt           | 28,655         | 31,950         | 42,093           | 60,000         |
| <i>Account Classification Total: 4400-Use of Prp - Use of Money and Property</i> |                              | 174,166        | 178,513        | 157,892          | 196,000        |
| <i>4600-Charges - Charges for Services</i>                                       |                              |                |                |                  |                |
| 46520.4                                                                          | Orchestra Class              | 0              | 3,868          | 1,670            | 3,500          |
| 46524                                                                            | Special Event Revenue        | 0              | 0              | 10,847           | 8,000          |
| 46530                                                                            | Training/Class Fees          | 0              | 724            | 1,310            | 0              |
| 46531                                                                            | General Activities           | 117,323        | 123,658        | 96,562           | 80,000         |
| 46540                                                                            | Miscellaneous Program Fee    | 3,519          | 3,470          | 3,388            | 1,500          |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>         |                              | 120,841        | 131,719        | 113,777          | 93,000         |
| <i>4800-Oth Revenue - Other Revenue</i>                                          |                              |                |                |                  |                |
| 48120                                                                            | Contributions & Donations    | 772            | 0              | (25)             | 0              |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>            |                              | 772            | 0              | (25)             | 0              |
| <b>Division Total: 50 - Recreation-Adult/Commnty</b>                             |                              | <b>295,780</b> | <b>310,232</b> | <b>271,644</b>   | <b>289,000</b> |
| <i>Division: 60 - Recreation-Youth Services</i>                                  |                              |                |                |                  |                |
| <i>4600-Charges - Charges for Services</i>                                       |                              |                |                |                  |                |
| 46520.2                                                                          | Ravencloff Prgm              | 87,011         | 130,089        | 6,403            | 100,000        |
| 46524                                                                            | Special Event Revenue        | 0              | 0              | 8,048            | 0              |
| 46531                                                                            | General Activities           | 170,083        | 216,272        | 186,768          | 135,000        |
| 46533                                                                            | Special Programs             | 237,235        | 256,527        | 101,337          | 310,000        |
| 46534                                                                            | Sports Programs              | 381,022        | 412,121        | 316,168          | 315,000        |
| 46540                                                                            | Miscellaneous Program Fee    | 25,764         | 24,610         | 16,611           | 0              |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>         |                              | 901,115        | 1,039,618      | 635,336          | 860,000        |
| <i>4800-Oth Revenue - Other Revenue</i>                                          |                              |                |                |                  |                |
| 48120                                                                            | Contributions & Donations    | 700            | 0              | 0                | 0              |
| 48121                                                                            | Fundraisers                  | 2,329          | 4,167          | 1,511            | 1,000          |
| 48990                                                                            | Other Misc Revenue           | 0              | 0              | (6)              | 0              |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual       | 2019 Actual       | 2020 Est. Actual  | 2021 Amended      |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>                          |                                      | 3,029             | 4,167             | 1,504             | 1,000             |
| Division Total: 60 - Recreation-Youth Services                                                |                                      | 904,144           | 1,043,786         | 636,841           | 861,000           |
| Department Total: 50 - Recreation                                                             |                                      | 3,815,500         | 4,402,688         | 3,143,548         | 3,978,007         |
| <b>REVENUES Total</b>                                                                         |                                      | <b>35,838,492</b> | <b>40,209,157</b> | <b>38,414,840</b> | <b>39,377,869</b> |
| <b>EXPENSES</b>                                                                               |                                      |                   |                   |                   |                   |
| Department: 10 - Administration                                                               |                                      |                   |                   |                   |                   |
| Division: 10 - City Council                                                                   |                                      |                   |                   |                   |                   |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                   |                   |                   |                   |
| 51110                                                                                         | Regular Salaries & Wages             | 24,483            | 26,460            | 26,460            | 26,460            |
| 51210                                                                                         | PERS Contributions                   | 1,135             | 1,196             | 1,317             | 3,414             |
| 51211                                                                                         | PERS UAL                             | 0                 | 4,854             | 5,678             | 6,469             |
| 51220                                                                                         | FICA/Medicare                        | 1,955             | 1,955             | 1,955             | 2,024             |
| 51150                                                                                         | Special Pay                          | 250               | 250               | 250               | 250               |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | <b>27,823</b>     | <b>34,715</b>     | <b>35,660</b>     | <b>38,617</b>     |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                   |                   |                   |                   |
| 52110                                                                                         | Collect & Admin Services             | (44)              | 8,346             | 9,015             | 9,284             |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 29,636            | 111,466           | 81,987            | 108,339           |
| 52230                                                                                         | Other Technical Services             | 5,000             | 0                 | 0                 | 0                 |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | <b>34,593</b>     | <b>119,812</b>    | <b>91,002</b>     | <b>117,623</b>    |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                   |                   |                   |                   |
| 54210                                                                                         | Telephone Expenses                   | 195               | 143               | 143               | 480               |
| 54220                                                                                         | Mobile/Wireless Expenses             | 1,481             | 1,873             | 1,861             | 1,920             |
| 54230                                                                                         | Internet Services                    | 0                 | 0                 | 301               | 0                 |
| 54410                                                                                         | Printing & Binding                   | 324               | 181               | 199               | 90                |
| 54610                                                                                         | Travel & Training                    | 12,390            | 13,923            | 6,692             | 8,200             |
| 54910                                                                                         | Dues & Subscriptions                 | 10,601            | 8,687             | 10,932            | 11,000            |
| 54920                                                                                         | Events & Field Trips                 | 17,414            | 11,249            | 10,833            | 8,657             |
| 54990                                                                                         | Other Administrative Svcs            | 3,653             | 3,000             | 0                 | 26,700            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | <b>46,057</b>     | <b>39,055</b>     | <b>30,962</b>     | <b>57,047</b>     |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                   |                   |                   |                   |
| 55110                                                                                         | General Office Supplies              | 1,803             | 1,658             | 1,174             | 422               |
| 55120                                                                                         | Postage & Delivery                   | 0                 | 26                | 3                 | 0                 |
| 55130                                                                                         | Photocopying Charges                 | 927               | 196               | 109               | 0                 |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | <b>2,730</b>      | <b>1,880</b>      | <b>1,286</b>      | <b>422</b>        |
| Division Total: 10 - City Council                                                             |                                      | 111,202           | 195,462           | 158,910           | 213,709           |
| Division: 20 - City Manager                                                                   |                                      |                   |                   |                   |                   |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                   |                   |                   |                   |
| 51110                                                                                         | Regular Salaries & Wages             | 507,069           | 524,937           | 580,744           | 453,845           |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 2,048             | 655               | 908               | 10,400            |
| 51200                                                                                         | PARS Contribution                    | 4                 | 8                 | 16                | 0                 |
| 51210                                                                                         | PERS Contributions                   | 54,657            | 62,445            | 69,963            | 56,695            |
| 51211                                                                                         | PERS UAL                             | 105,239           | 119,304           | 133,211           | 120,875           |
| 51220                                                                                         | FICA/Medicare                        | 34,565            | 39,142            | 35,648            | 27,640            |
| 51230                                                                                         | Medical Benefits                     | 50,268            | 58,962            | 59,064            | 47,109            |
| 51235                                                                                         | Life & LTD Insurance                 | 5,621             | 6,104             | 6,397             | 2,702             |
| 51240                                                                                         | Workers Compensation Premiums        | 15,634            | 22,687            | 23,486            | 13,230            |
| 51140                                                                                         | Overtime Pay                         | 158               | 3,342             | 1,623             | 0                 |
| 51150                                                                                         | Special Pay                          | 650               | 650               | 500               | 0                 |
| 51155                                                                                         | One-Time Payouts                     | 29,849            | 101,165           | 0                 | 0                 |
| 51237                                                                                         | Allowances & Other Benefits          | 6,038             | 9,142             | 8,875             | 0                 |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | <b>811,800</b>    | <b>948,543</b>    | <b>920,433</b>    | <b>732,496</b>    |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                   |                   |                   |                   |
| 52120                                                                                         | Legal & Financial Svcs               | 1,250             | 980               | 0                 | 35,010            |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 119,813           | 185,485           | 111,517           | 14,959            |
| 52230                                                                                         | Other Technical Services             | 138,907           | 106,239           | 78,300            | 65,927            |
| 52240                                                                                         | Miscellaneous Services               | 55,735            | 15,000            | 15,000            | 15,914            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | <b>315,705</b>    | <b>307,704</b>    | <b>204,817</b>    | <b>131,810</b>    |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                   |                   |                   |                   |
| 53990                                                                                         | Other Property Services              | 0                 | 0                 | 101               | 0                 |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | <b>0</b>          | <b>0</b>          | <b>101</b>        | <b>0</b>          |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                   |                   |                   |                   |
| 54210                                                                                         | Telephone Expenses                   | 5,961             | 4,793             | 4,403             | 6,180             |
| 54220                                                                                         | Mobile/Wireless Expenses             | 5,114             | 4,294             | 3,370             | 2,151             |
| 54230                                                                                         | Internet Services                    | 15,216            | 19,230            | 15,669            | 11,330            |
| 54240                                                                                         | Software Licenses & Maintenance      | 0                 | 611               | 600               | 0                 |
| 54310                                                                                         | Legal Notices & Advertise            | 265               | 494               | 0                 | 0                 |
| 54410                                                                                         | Printing & Binding                   | 288               | 795               | 4,899             | 0                 |

## Department Line Item Budgets

| Account Number                                                                                        | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| 54610                                                                                                 | Travel & Training                    | 12,921      | 28,670      | 21,148           | 7,725        |
| 54910                                                                                                 | Dues & Subscriptions                 | 12,955      | 11,241      | 20,082           | 5,314        |
| 54920                                                                                                 | Events & Field Trips                 | 48,199      | (4,261)     | 1,486            | 0            |
| 54990                                                                                                 | Other Administrative Svcs            | 528         | 5,113       | 871              | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                      | 101,446     | 70,980      | 72,528           | 32,700       |
| <i>5500-Supplies - Supplies</i>                                                                       |                                      |             |             |                  |              |
| 55110                                                                                                 | General Office Supplies              | 3,003       | 1,108       | 1,030            | 946          |
| 55120                                                                                                 | Postage & Delivery                   | 594         | 311         | 1,298            | 568          |
| 55130                                                                                                 | Photocopying Charges                 | 1,075       | 332         | 222              | 473          |
| 55140                                                                                                 | Recognition-EE/Volunteer             | 8,454       | 0           | 0                | 6,624        |
| 55210                                                                                                 | Fuel                                 | 137         | 145         | 148              | 0            |
| 55220                                                                                                 | Safety Supplies                      | 0           | 0           | 948              | 0            |
| 55290                                                                                                 | Other Operating Supplies             | 879         | 2,372       | 700              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                         |                                      | 14,141      | 4,268       | 4,346            | 8,611        |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                                   |                                      |             |             |                  |              |
| 56410                                                                                                 | Office Equipment <\$10K              | 671         | 4,070       | 3,885            | 4,647        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>                     |                                      | 671         | 4,070       | 3,885            | 4,647        |
| <b>Division Total: 20 - City Manager</b>                                                              |                                      | 1,243,763   | 1,335,564   | 1,206,110        | 910,264      |
| <i>Division: 30 - City Attorney</i>                                                                   |                                      |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                      |             |             |                  |              |
| 52120                                                                                                 | Legal & Financial Svcs               | 388,341     | 519,482     | 486,379          | 318,270      |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 388,341     | 519,482     | 486,379          | 318,270      |
| <b>Division Total: 30 - City Attorney</b>                                                             |                                      | 388,341     | 519,482     | 486,379          | 318,270      |
| <i>Division: 40 - City Clerk</i>                                                                      |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                      |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages             | 166,959     | 122,250     | 189,357          | 191,061      |
| 51120                                                                                                 | Part-Time Permanent Salaries & Wages | 1,524       | 61,448      | 0                | 0            |
| 51210                                                                                                 | PERS Contributions                   | 18,088      | 12,421      | 22,193           | 22,634       |
| 51211                                                                                                 | PERS UAL                             | 28,868      | 26,686      | 48,480           | 43,419       |
| 51220                                                                                                 | FICA/Medicare                        | 12,054      | 13,930      | 13,640           | 13,868       |
| 51230                                                                                                 | Medical Benefits                     | 30,003      | 14,236      | 17,926           | 21,653       |
| 51235                                                                                                 | Life & LTD Insurance                 | 1,837       | 1,284       | 2,654            | 1,316        |
| 51240                                                                                                 | Workers Compensation Premiums        | 7,335       | 10,693      | 11,018           | 8,142        |
| 51140                                                                                                 | Overtime Pay                         | 158         | 229         | 376              | 0            |
| 51150                                                                                                 | Special Pay                          | 650         | 650         | 800              | 1,300        |
| 51155                                                                                                 | One-Time Payouts                     | 0           | 9,461       | 0                | 0            |
| 51237                                                                                                 | Allowances & Other Benefits          | 3,900       | 2,400       | 3,150            | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                      | 271,376     | 275,688     | 309,594          | 303,393      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                      |             |             |                  |              |
| 52110                                                                                                 | Collect & Admin Services             | 3,371       | 46,712      | 11,956           | 11,000       |
| 52190                                                                                                 | Miscellaneous Prof Svcs              | 14,357      | 0           | 2,412            | 0            |
| 52230                                                                                                 | Other Technical Services             | 150         | 0           | 0                | 0            |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 17,878      | 46,712      | 14,368           | 11,000       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                                     |                                      |             |             |                  |              |
| 54210                                                                                                 | Telephone Expenses                   | 544         | 410         | 718              | 480          |
| 54220                                                                                                 | Mobile/Wireless Expenses             | 975         | 1,310       | 1,198            | 720          |
| 54240                                                                                                 | Software Licenses & Maintenance      | 0           | 9,376       | 16,890           | 7,200        |
| 54310                                                                                                 | Legal Notices & Advertise            | 2,626       | 4,494       | 4,394            | 5,000        |
| 54610                                                                                                 | Travel & Training                    | 1,895       | 1,407       | 2,793            | 2,500        |
| 54910                                                                                                 | Dues & Subscriptions                 | 400         | 540         | 65               | 850          |
| 54920                                                                                                 | Events & Field Trips                 | 0           | 3,201       | 191              | 0            |
| 54990                                                                                                 | Other Administrative Svcs            | 6,131       | 5,362       | 96,486           | 63,300       |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                      | 12,572      | 26,099      | 122,736          | 80,050       |
| <i>5500-Supplies - Supplies</i>                                                                       |                                      |             |             |                  |              |
| 55110                                                                                                 | General Office Supplies              | 3,153       | 327         | 365              | 474          |
| 55120                                                                                                 | Postage & Delivery                   | 1,682       | 1,561       | 674              | 500          |
| 55130                                                                                                 | Photocopying Charges                 | 1,565       | 918         | 710              | 946          |
| 55290                                                                                                 | Other Operating Supplies             | 0           | 9           | 30,642           | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                         |                                      | 6,399       | 2,815       | 32,390           | 1,920        |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                                   |                                      |             |             |                  |              |
| 56410                                                                                                 | Office Equipment <\$10K              | 1,635       | 2,584       | 2,860            | 200          |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>                     |                                      | 1,635       | 2,584       | 2,860            | 200          |
| <b>Division Total: 40 - City Clerk</b>                                                                |                                      | 309,859     | 353,898     | 481,949          | 396,563      |
| <i>Division: 50 - Finance Department</i>                                                              |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                      |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages             | 497,165     | 548,592     | 625,279          | 554,795      |
| 51120                                                                                                 | Part-Time Permanent Salaries & Wages | 4,266       | 490         | 908              | 1,000        |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual      | 2019 Actual      | 2020 Est. Actual | 2021 Amended     |
|-----------------------------------------------------------------------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
| 51200                                                                                         | PARS Contribution                    | 55               | 8                | 16               | 0                |
| 51210                                                                                         | PERS Contributions                   | 48,850           | 54,772           | 64,378           | 64,812           |
| 51211                                                                                         | PERS UAL                             | 69,016           | 102,663          | 111,810          | 121,447          |
| 51220                                                                                         | FICA/Medicare                        | 34,575           | 39,605           | 41,139           | 39,900           |
| 51230                                                                                         | Medical Benefits                     | 116,472          | 156,706          | 132,642          | 127,053          |
| 51235                                                                                         | Life & LTD Insurance                 | 5,189            | 3,751            | 7,106            | 4,115            |
| 51240                                                                                         | Workers Compensation Premiums        | 22,069           | 31,985           | 33,151           | 24,426           |
| 51140                                                                                         | Overtime Pay                         | 1,633            | 664              | 1,595            | 4,160            |
| 51150                                                                                         | Special Pay                          | 1,300            | 2,350            | 2,750            | 1,300            |
| 51155                                                                                         | One-Time Payouts                     | 4,195            | 0                | 8,276            | 0                |
| 51237                                                                                         | Allowances & Other Benefits          | 7,650            | 9,150            | 9,450            | 0                |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 812,435          | 950,737          | 1,038,499        | 943,008          |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                  |                  |                  |                  |
| 52110                                                                                         | Collect & Admin Services             | 85,422           | 55,096           | 91,528           | 63,654           |
| 52120                                                                                         | Legal & Financial Svcs               | 97,012           | 140,184          | 126,159          | 63,617           |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 127,523          | 86,224           | 57,258           | 47,741           |
| 52230                                                                                         | Other Technical Services             | 90,313           | 122,519          | 108,239          | 84,630           |
| 52240                                                                                         | Miscellaneous Services               | 3,766            | 3,631            | 4,442            | 0                |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 404,037          | 407,654          | 387,626          | 259,642          |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                  |                  |                  |                  |
| 54210                                                                                         | Telephone Expenses                   | 4,103            | 3,423            | 3,441            | 4,120            |
| 54220                                                                                         | Mobile/Wireless Expenses             | 2,709            | 2,132            | 2,247            | 2,575            |
| 54240                                                                                         | Software Licenses & Maintenance      | 0                | 901              | 27,267           | 0                |
| 54310                                                                                         | Legal Notices & Advertise            | 1,141            | 0                | 0                | 309              |
| 54410                                                                                         | Printing & Binding                   | 1,350            | 3,947            | 1,040            | 3,605            |
| 54610                                                                                         | Travel & Training                    | 1,638            | 1,844            | (77)             | 6,180            |
| 54910                                                                                         | Dues & Subscriptions                 | 1,360            | 2,217            | 582              | 2,575            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 12,301           | 14,463           | 34,500           | 19,364           |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                  |                  |                  |                  |
| 55110                                                                                         | General Office Supplies              | 2,540            | 4,437            | 2,608            | 3,312            |
| 55120                                                                                         | Postage & Delivery                   | 5,071            | 4,865            | 4,635            | 4,258            |
| 55130                                                                                         | Photocopying Charges                 | 2,000            | 1,160            | 927              | 1,419            |
| 55290                                                                                         | Other Operating Supplies             | 796              | 52               | 539              | 473              |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 10,406           | 10,514           | 8,708            | 9,462            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |                  |                  |                  |                  |
| 56410                                                                                         | Office Equipment <\$10K              | 401              | 2,267            | 3,772            | 2,526            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 401              | 2,267            | 3,772            | 2,526            |
| <i>5800-Financing - Financing Costs</i>                                                       |                                      |                  |                  |                  |                  |
| 58110                                                                                         | Principal Payments                   | 98,616           | 101,346          | 104,153          | 0                |
| 58120                                                                                         | Interest Payments                    | 31,857           | 29,126           | 26,320           | 0                |
| 58230                                                                                         | Fines & Penalties                    | 5,653            | 5,410            | 710              | 0                |
| 58250                                                                                         | Cash Over/Short                      | 0                | (2)              | (3)              | 0                |
| 58920                                                                                         | Bank & Credit Card Fees              | 63,290           | 53,890           | 78,692           | 79,568           |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                      | 199,415          | 189,771          | 209,872          | 79,568           |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                 |                                      |                  |                  |                  |                  |
| 59990.701                                                                                     | Operating Xfer Out-PENS              | 121,669          | 85,774           | 89,205           | 0                |
| 59990.835                                                                                     | Operating Xfer Out-CHALL             | 290,603          | 580,660          | 580,660          | 0                |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                   |                                      | 412,272          | 666,434          | 669,865          | 0                |
| <b>Division Total: 50 - Finance Department</b>                                                |                                      | <b>1,851,267</b> | <b>2,241,840</b> | <b>2,352,842</b> | <b>1,313,570</b> |
| <b>Division: 60 - Human Resources</b>                                                         |                                      |                  |                  |                  |                  |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                  |                  |                  |                  |
| 51110                                                                                         | Regular Salaries & Wages             | 188,617          | 226,124          | 229,336          | 207,899          |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 334              | 0                | 0                | 0                |
| 51200                                                                                         | PARS Contribution                    | 4                | 0                | 0                | 0                |
| 51210                                                                                         | PERS Contributions                   | 22,268           | 27,665           | 29,891           | 28,202           |
| 51211                                                                                         | PERS UAL                             | 34,087           | 47,654           | 53,285           | 63,534           |
| 51220                                                                                         | FICA/Medicare                        | 13,666           | 16,194           | 16,274           | 15,759           |
| 51230                                                                                         | Medical Benefits                     | 34,561           | 28,892           | 31,025           | 30,564           |
| 51235                                                                                         | Life & LTD Insurance                 | 2,251            | 2,705            | 2,625            | 1,553            |
| 51240                                                                                         | Workers Compensation Premiums        | 7,335            | 2,897            | 11,925           | 8,142            |
| 51155                                                                                         | One-Time Payouts                     | 0                | 20,330           | 0                | 0                |
| 51237                                                                                         | Allowances & Other Benefits          | 3,900            | 3,900            | 3,150            | 0                |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 307,024          | 376,361          | 377,511          | 355,653          |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                  |                  |                  |                  |
| 52110                                                                                         | Collect & Admin Services             | 27,964           | 22,460           | 13,137           | 5,768            |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 4,188            | 6,630            | 60,724           | 5,305            |
| 52210                                                                                         | Lab & Investigative Svcs             | 678              | 1,439            | 2,763            | 1,591            |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual      | 2019 Actual      | 2020 Est. Actual | 2021 Amended     |
|-----------------------------------------------------------------------------------------------|--------------------------------------|------------------|------------------|------------------|------------------|
| 52220                                                                                         | Medical Services                     | 0                | 0                | 340              | 0                |
| 52230                                                                                         | Other Technical Services             | 32,001           | 24,518           | 34,230           | 49,862           |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 64,832           | 55,046           | 111,194          | 62,526           |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                  |                  |                  |                  |
| 53110                                                                                         | Utilities-Energy                     | 16               | 0                | 0                | 0                |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 0                | (4,533)          | 0                | 0                |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 16               | (4,533)          | 0                | 0                |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                  |                  |                  |                  |
| 54110                                                                                         | Insurance Premiums                   | 684,297          | 595,189          | 642,508          | 662,000          |
| 54120                                                                                         | Settlements & Judgements             | 17,656           | 22,910           | 54,810           | 30,900           |
| 54130                                                                                         | Insurance-Workers Comp               | 37,143           | 8,095            | 621              | 8,000            |
| 54210                                                                                         | Telephone Expenses                   | 629              | 410              | 409              | 618              |
| 54220                                                                                         | Mobile/Wireless Expenses             | 1,203            | 1,698            | 1,212            | 1,545            |
| 54240                                                                                         | Software Licenses & Maintenance      | 0                | 300              | 300              | 0                |
| 54310                                                                                         | Legal Notices & Advertise            | 0                | 0                | 933              | 0                |
| 54610                                                                                         | Travel & Training                    | 18,063           | 4,954            | 10,453           | 4,120            |
| 54910                                                                                         | Dues & Subscriptions                 | 397              | 189              | (504)            | 1,030            |
| 54920                                                                                         | Events & Field Trips                 | 5,375            | 5,803            | 4,780            | 0                |
| 54990                                                                                         | Other Administrative Svcs            | 44,362           | 34,079           | 95,329           | 15,100           |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 809,125          | 673,627          | 810,850          | 723,313          |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                  |                  |                  |                  |
| 55110                                                                                         | General Office Supplies              | 1,531            | 669              | 3,608            | 946              |
| 55120                                                                                         | Postage & Delivery                   | 293              | 289              | 335              | 487              |
| 55130                                                                                         | Photocopying Charges                 | 1,360            | 647              | 417              | 717              |
| 55140                                                                                         | Recognition-EE/Volunteer             | 1,481            | 11,996           | 6,832            | 5,678            |
| 55290                                                                                         | Other Operating Supplies             | 28,189           | 26,477           | 29,781           | 22,552           |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 32,855           | 40,078           | 40,974           | 30,380           |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |                  |                  |                  |                  |
| 56410                                                                                         | Office Equipment <\$10K              | 88               | 469              | 2,882            | 805              |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 88               | 469              | 2,882            | 805              |
| <b>Division Total: 60 - Human Resources</b>                                                   |                                      | <b>1,213,941</b> | <b>1,141,048</b> | <b>1,343,411</b> | <b>1,172,677</b> |
| <i>Division: 70 - Information Systems Div</i>                                                 |                                      |                  |                  |                  |                  |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                  |                  |                  |                  |
| 51110                                                                                         | Regular Salaries & Wages             | 314,315          | 375,915          | 386,148          | 355,858          |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 796              | 1,333            | 2,363            | 0                |
| 51200                                                                                         | PARS Contribution                    | 10               | 21               | 39               | 0                |
| 51210                                                                                         | PERS Contributions                   | 35,686           | 45,581           | 50,823           | 49,063           |
| 51211                                                                                         | PERS UAL                             | 37,708           | 86,987           | 97,834           | 109,147          |
| 51220                                                                                         | FICA/Medicare                        | 21,749           | 25,027           | 25,385           | 25,163           |
| 51230                                                                                         | Medical Benefits                     | 65,711           | 82,705           | 85,284           | 85,002           |
| 51235                                                                                         | Life & LTD Insurance                 | 3,460            | 4,181            | 4,389            | 2,456            |
| 51240                                                                                         | Workers Compensation Premiums        | 11,066           | 15,993           | 16,624           | 12,213           |
| 51140                                                                                         | Overtime Pay                         | 55               | 0                | 0                | 0                |
| 51150                                                                                         | Special Pay                          | 1,300            | 1,300            | 1,300            | 1,300            |
| 51155                                                                                         | One-Time Payouts                     | 0                | 0                | 11,023           | 0                |
| 51237                                                                                         | Allowances & Other Benefits          | 6,150            | 7,800            | 6,300            | 0                |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 498,008          | 646,842          | 687,510          | 640,202          |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                  |                  |                  |                  |
| 52110                                                                                         | Collect & Admin Services             | 1,793            | 11,328           | 0                | 15,450           |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 0                | 9,858            | 1,448            | 10,300           |
| 52230                                                                                         | Other Technical Services             | 33,198           | 27,090           | 22,709           | 41,000           |
| 54250                                                                                         | Hardware Maintenance & Support       | 37,994           | 2,275            | 20,688           | 0                |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 72,985           | 50,551           | 44,845           | 66,750           |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                  |                  |                  |                  |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 0                | 302              | 0                | 515              |
| 53290                                                                                         | Miscellaneous R&M Svcs               | 0                | 0                | 0                | 4,120            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 0                | 302              | 0                | 4,635            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                  |                  |                  |                  |
| 54210                                                                                         | Telephone Expenses                   | 693              | 1,768            | 1,360            | 824              |
| 54220                                                                                         | Mobile/Wireless Expenses             | (7,463)          | 3,453            | 5,112            | 4,120            |
| 54230                                                                                         | Internet Services                    | 36,295           | 6,206            | 16,135           | 5,000            |
| 54240                                                                                         | Software Licenses & Maintenance      | 68,789           | 104,671          | 86,247           | 140,000          |
| 54610                                                                                         | Travel & Training                    | 2,284            | 133              | 63               | 2,060            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 100,598          | 116,231          | 108,917          | 152,004          |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                  |                  |                  |                  |
| 55110                                                                                         | General Office Supplies              | 2,609            | 40               | 0                | 515              |
| 55130                                                                                         | Photocopying Charges                 | 399              | 90               | 75               | 0                |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| 55210                                                                                         | Fuel                                 | 239         | 254         | 256              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 3,247       | 384         | 331              | 515          |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K              | 46,170      | 18,947      | 32,743           | 17,112       |
| 56420                                                                                         | Office Equipment >\$10K              | 2,635       | 26,547      | 50,492           | 21,000       |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 48,805      | 45,494      | 83,235           | 38,112       |
| <b>Division Total: 70 - Information Systems Div</b>                                           |                                      | 723,642     | 859,804     | 924,838          | 902,218      |
| <b>Division: 80 - Environmental Services</b>                                                  |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51211                                                                                         | PERS UAL                             | 0           | 5,087       | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 0           | 5,087       | 0                | 0            |
| <b>Division Total: 80 - Environmental Services</b>                                            |                                      | 0           | 5,087       | 0                | 0            |
| <b>Department Total: 10 - Administration</b>                                                  |                                      | 5,842,015   | 6,652,185   | 6,954,440        | 5,227,271    |
| <b>Department: 20 - Police</b>                                                                |                                      |             |             |                  |              |
| <b>Division: 11 - Police Administration</b>                                                   |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages             | 859,356     | 1,111,200   | 1,210,002        | 1,298,023    |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 77,413      | 48,149      | 62,281           | 93,600       |
| 51200                                                                                         | PARS Contribution                    | 0           | 0           | 24               | 0            |
| 51210                                                                                         | PERS Contributions                   | 101,693     | 156,194     | 182,897          | 240,387      |
| 51211                                                                                         | PERS UAL                             | 147,048     | 153,750     | 223,184          | 474,550      |
| 51220                                                                                         | FICA/Medicare                        | 40,686      | 46,749      | 51,242           | 63,132       |
| 51230                                                                                         | Medical Benefits                     | 161,585     | 223,049     | 242,367          | 252,720      |
| 51235                                                                                         | Life & LTD Insurance                 | 15,492      | 16,622      | 12,424           | 11,007       |
| 51240                                                                                         | Workers Compensation Premiums        | 47,869      | 64,064      | 71,908           | 52,923       |
| 51140                                                                                         | Overtime Pay                         | 20,308      | 43,462      | 20,708           | 20,000       |
| 51142                                                                                         | Straight OT                          | 761         | 3,305       | 3,911            | 0            |
| 51150                                                                                         | Special Pay                          | 35,030      | 63,468      | 73,767           | 80,001       |
| 51155                                                                                         | One-Time Payouts                     | 1,868       | 11,762      | 22,291           | 0            |
| 51237                                                                                         | Allowances & Other Benefits          | 22,351      | 39,836      | 43,912           | 49,573       |
| 51990                                                                                         | Salary Savings                       | 0           | 0           | 0                | (297,751)    |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 1,531,458   | 1,981,608   | 2,220,917        | 2,338,165    |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |             |             |                  |              |
| 52110                                                                                         | Collect & Admin Services             | 1,014,478   | 1,026,965   | 1,205,080        | 1,195,000    |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 47,727      | 94,447      | 57,863           | 45,000       |
| 52210                                                                                         | Lab & Investigative Svcs             | 8,220       | 12,140      | 10,001           | 12,000       |
| 52230                                                                                         | Other Technical Services             | 0           | 670         | 0                | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 1,070,425   | 1,134,222   | 1,272,945        | 1,252,000    |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy                     | 9,135       | 8,748       | 8,515            | 8,500        |
| 53230                                                                                         | Building Maint Services              | 40,762      | 27,545      | 21,098           | 36,000       |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | (2,393)     | 435         | 329              | 0            |
| 53290                                                                                         | Miscellaneous R&M Svcs               | 18,788      | 6,464       | 7,119            | 16,000       |
| 53990                                                                                         | Other Property Services              | 0           | 0           | 1,967            | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 66,292      | 43,193      | 39,027           | 60,500       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                   | 26,035      | 8,260       | 13,801           | 15,450       |
| 54220                                                                                         | Mobile/Wireless Expenses             | 30,876      | 11,139      | 12,829           | 21,630       |
| 54230                                                                                         | Internet Services                    | 537         | 7,630       | 5,358            | 6,180        |
| 54240                                                                                         | Software Licenses & Maintenance      | 79,961      | 26,098      | 72,141           | 147,800      |
| 54310                                                                                         | Legal Notices & Advertise            | 1,997       | 2,148       | 2,800            | 2,060        |
| 54410                                                                                         | Printing & Binding                   | 8,815       | 13,723      | 8,655            | 4,120        |
| 54610                                                                                         | Travel & Training                    | 97,915      | 134,598     | 117,876          | 100,000      |
| 54910                                                                                         | Dues & Subscriptions                 | 1,114       | 1,505       | 2,810            | 3,090        |
| 54920                                                                                         | Events & Field Trips                 | 0           | 22          | 0                | 0            |
| 54990                                                                                         | Other Administrative Svcs            | 2,673       | 6,130       | 2,289            | 3,605        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 249,922     | 211,254     | 238,558          | 303,935      |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |             |             |                  |              |
| 55110                                                                                         | General Office Supplies              | 12,466      | 8,361       | 7,355            | 15,000       |
| 55120                                                                                         | Postage & Delivery                   | 2,480       | 3,776       | 4,385            | 4,000        |
| 55130                                                                                         | Photocopying Charges                 | 4,338       | 4,050       | 1,988            | 4,732        |
| 55210                                                                                         | Fuel                                 | 5,779       | 5,855       | 6,124            | 0            |
| 55220                                                                                         | Safety Supplies                      | 3,022       | 8,092       | 10,030           | 0            |
| 55290                                                                                         | Other Operating Supplies             | 3,092       | 3,584       | 2,153            | 9,500        |
| 55520                                                                                         | Building Supplies                    | 0           | 0           | 312              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 31,177      | 33,718      | 32,346           | 33,232       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 56410                                                                                         | Office Equipment <\$10K                      | 18,790      | 5,841       | 45,613           | 20,000       |
| 56520                                                                                         | Vehicles >\$10K                              | 0           | 10,569      | 22               | 20,000       |
| 56710                                                                                         | Other Equipment <\$10K                       | 55,086      | 19          | 3,667            | 10,000       |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                              | 73,876      | 16,428      | 49,301           | 50,000       |
| <i>5800-Financing - Financing Costs</i>                                                       |                                              |             |             |                  |              |
| 58920                                                                                         | Bank & Credit Card Fees                      | 1,344       | 1,555       | 1,272            | 1,545        |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                              | 1,344       | 1,555       | 1,272            | 1,545        |
| <b>Division Total: 11 - Police Administration</b>                                             |                                              | 3,024,494   | 3,421,978   | 3,854,367        | 4,039,377    |
| <b>Division: 12 - Police Operations</b>                                                       |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 3,370,231   | 3,611,071   | 3,583,478        | 3,864,674    |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages         | 62,338      | 51,634      | 32,963           | 10,000       |
| 51200                                                                                         | PARS Contribution                            | 0           | 19          | 0                | 0            |
| 51210                                                                                         | PERS Contributions                           | 532,433     | 565,515     | 587,005          | 641,777      |
| 51211                                                                                         | PERS UAL                                     | 636,007     | 796,771     | 775,684          | 685,519      |
| 51220                                                                                         | FICA/Medicare                                | 42,718      | 67,381      | 66,897           | 63,451       |
| 51230                                                                                         | Medical Benefits                             | 516,732     | 544,406     | 555,843          | 594,748      |
| 51235                                                                                         | Life & LTD Insurance                         | 40,404      | 38,185      | 35,407           | 29,737       |
| 51240                                                                                         | Workers Compensation Premiums                | 145,537     | 208,090     | 218,624          | 142,485      |
| 51140                                                                                         | Overtime Pay                                 | 389,011     | 421,070     | 472,554          | 300,000      |
| 51142                                                                                         | Straight OT                                  | 4,374       | 2,238       | 2,938            | 3,120        |
| 51150                                                                                         | Special Pay                                  | 104,254     | 121,375     | 107,380          | 91,424       |
| 51155                                                                                         | One-Time Payouts                             | 57,323      | 75,775      | 91,186           | 0            |
| 51237                                                                                         | Allowances & Other Benefits                  | 133,646     | 157,169     | 151,611          | 142,402      |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 55,515      | 13,932      | 50,371           | 0            |
| 51990                                                                                         | Salary Savings                               | 0           | 0           | 0                | (612,651)    |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 6,090,522   | 6,674,631   | 6,731,941        | 5,956,686    |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |             |             |                  |              |
| 52110                                                                                         | Collect & Admin Services                     | 0           | 66,705      | 0                | 0            |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 708         | 1,826       | 51               | 5,000        |
| 52210                                                                                         | Lab & Investigative Svcs                     | 4,893       | 0           | 0                | 0            |
| 52230                                                                                         | Other Technical Services                     | 228         | 904         | 1,824            | 2,000        |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 5,829       | 69,435      | 1,875            | 7,000        |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |             |             |                  |              |
| 53250                                                                                         | Vehicle & Equip Maint Svc                    | 84,564      | 109,597     | 63,913           | 75,000       |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 84,564      | 109,597     | 63,913           | 75,000       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |             |             |                  |              |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 0           | 10          | 0                | 0            |
| 54240                                                                                         | Software Licenses & Maintenance              | 217         | 20          | 0                | 0            |
| 54410                                                                                         | Printing & Binding                           | 0           | 43          | 212              | 0            |
| 54610                                                                                         | Travel & Training                            | 13,847      | 10,473      | 2,487            | 0            |
| 54920                                                                                         | Events & Field Trips                         | 0           | 0           | 19               | 0            |
| 54990                                                                                         | Other Administrative Svcs                    | 5,125       | 3,505       | 4,204            | 6,000        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 19,188      | 14,051      | 6,923            | 6,000        |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55110                                                                                         | General Office Supplies                      | 12,930      | 132         | 411              | 0            |
| 55120                                                                                         | Postage & Delivery                           | 0           | 13          | 0                | 0            |
| 55210                                                                                         | Fuel                                         | 61,980      | 65,421      | 65,482           | 65,000       |
| 55220                                                                                         | Safety Supplies                              | 56,380      | 49,681      | 59,618           | 36,000       |
| 55230                                                                                         | Medical Supplies                             | 146         | 0           | 0                | 0            |
| 55250                                                                                         | Vehicle & Equip Supplies                     | 0           | 55          | 0                | 0            |
| 55290                                                                                         | Other Operating Supplies                     | 11,540      | 8,433       | 2,579            | 11,000       |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 142,975     | 123,735     | 128,090          | 112,000      |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                              |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K                      | 8,477       | 0           | 0                | 0            |
| 56520                                                                                         | Vehicles >\$10K                              | 152,953     | 87,247      | 136,863          | 150,000      |
| 56710                                                                                         | Other Equipment <\$10K                       | 8,430       | 840         | 11,650           | 10,000       |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                              | 169,860     | 88,087      | 148,513          | 160,000      |
| <b>Division Total: 12 - Police Operations</b>                                                 |                                              | 6,512,939   | 7,079,536   | 7,081,255        | 6,316,686    |
| <b>Division: 13 - Police Investigations</b>                                                   |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 803,311     | 805,387     | 614,251          | 915,998      |
| 51210                                                                                         | PERS Contributions                           | 144,599     | 128,672     | 123,974          | 179,537      |
| 51211                                                                                         | PERS UAL                                     | 232,047     | 198,701     | 307,915          | 301,072      |
| 51220                                                                                         | FICA/Medicare                                | 12,571      | 11,992      | 10,394           | 14,610       |
| 51230                                                                                         | Medical Benefits                             | 121,145     | 120,438     | 110,522          | 154,067      |
| 51235                                                                                         | Life & LTD Insurance                         | 8,384       | 7,505       | 6,259            | 7,305        |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual       | 2019 Actual       | 2020 Est. Actual  | 2021 Amended      |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 51240                                                                                         | Workers Compensation Premiums                | 22,069            | 37,378            | 33,151            | 28,497            |
| 51140                                                                                         | Overtime Pay                                 | 51,845            | 77,354            | 94,803            | 90,000            |
| 51142                                                                                         | Straight OT                                  | 0                 | 451               | 0                 | 0                 |
| 51150                                                                                         | Special Pay                                  | 48,958            | 31,041            | 41,897            | 48,063            |
| 51155                                                                                         | One-Time Payouts                             | 10,199            | 37,710            | 11,734            | 0                 |
| 51237                                                                                         | Allowances & Other Benefits                  | 30,805            | 32,675            | 27,187            | 43,521            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 1,485,930         | 1,489,303         | 1,382,088         | 1,782,670         |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |                   |                   |                   |                   |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 7,221             | 6,289             | 4,312             | 8,000             |
| 52210                                                                                         | Lab & Investigative Svcs                     | 73,926            | 59,531            | 64,574            | 82,000            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 81,147            | 65,820            | 68,887            | 90,000            |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |                   |                   |                   |                   |
| 53230                                                                                         | Building Maint Services                      | 103               | 0                 | 0                 | 0                 |
| 53250                                                                                         | Vehicle & Equip Maint Svc                    | 900               | (10)              | 0                 | 0                 |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 1,003             | (10)              | 0                 | 0                 |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |                   |                   |                   |                   |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 1,808             | 0                 | 0                 | 0                 |
| 54610                                                                                         | Travel & Training                            | 248               | 800               | 650               | 0                 |
| 54910                                                                                         | Dues & Subscriptions                         | 595               | 595               | 0                 | 0                 |
| 54990                                                                                         | Other Administrative Svcs                    | 6,918             | 5,814             | 1,559             | 5,000             |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 9,569             | 7,209             | 2,209             | 5,000             |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |                   |                   |                   |                   |
| 55110                                                                                         | General Office Supplies                      | 5,572             | 0                 | 0                 | 0                 |
| 55210                                                                                         | Fuel                                         | 2,128             | 2,211             | 2,197             | 0                 |
| 55220                                                                                         | Safety Supplies                              | 0                 | 0                 | 186               | 0                 |
| 55290                                                                                         | Other Operating Supplies                     | 4,198             | 1,065             | 985               | 0                 |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 11,897            | 3,276             | 3,368             | 0                 |
| <b>Division Total: 13 - Police Investigations</b>                                             |                                              | <b>1,589,547</b>  | <b>1,565,599</b>  | <b>1,456,552</b>  | <b>1,877,670</b>  |
| <b>Department Total: 20 - Police</b>                                                          |                                              | <b>11,126,979</b> | <b>12,067,113</b> | <b>12,392,174</b> | <b>12,233,733</b> |
| <b>Department: 25 - Fire</b>                                                                  |                                              |                   |                   |                   |                   |
| <b>Division: 10 - Fire Administration</b>                                                     |                                              |                   |                   |                   |                   |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |                   |                   |                   |                   |
| 51110                                                                                         | Regular Salaries & Wages                     | 4,686,677         | 4,899,247         | 4,981,328         | 5,415,574         |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages         | 2,113             | 0                 | 1,350             | 1,500             |
| 51200                                                                                         | PARS Contribution                            | 0                 | 0                 | 18                | 0                 |
| 51210                                                                                         | PERS Contributions                           | 778,156           | 832,279           | 893,585           | 984,513           |
| 51211                                                                                         | PERS UAL                                     | 1,146,722         | 1,370,650         | 1,633,915         | 1,913,571         |
| 51220                                                                                         | FICA/Medicare                                | 84,151            | 86,254            | 84,922            | 85,589            |
| 51230                                                                                         | Medical Benefits                             | 686,956           | 727,498           | 753,546           | 828,429           |
| 51235                                                                                         | Life & LTD Insurance                         | 44,983            | 45,915            | 48,747            | 40,444            |
| 51240                                                                                         | Workers Compensation Premiums                | 111,366           | 197,397           | 204,706           | 150,627           |
| 51140                                                                                         | Overtime Pay                                 | 1,016,392         | 1,205,677         | 1,107,189         | 500,000           |
| 51145                                                                                         | FLSA Overtime Pay                            | 95,601            | 94,202            | 100,518           | 104,855           |
| 51146                                                                                         | Fire Non-Supp OT                             | 58,246            | 73,633            | 36,789            | 75,000            |
| 51147                                                                                         | Fire OES Response                            | 689,296           | 497,802           | 166,174           | 350,000           |
| 51155                                                                                         | One-Time Payouts                             | 0                 | 122,472           | 2,400             | 0                 |
| 51237                                                                                         | Allowances & Other Benefits                  | 141,667           | 140,625           | 147,496           | 152,100           |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 48,769            | 7,383             | 0                 | 0                 |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 9,591,094         | 10,301,035        | 10,162,681        | 10,602,202        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |                   |                   |                   |                   |
| 52110                                                                                         | Collect & Admin Services                     | 0                 | 0                 | (2,307)           | 0                 |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 10,811            | 43,186            | 40,507            | 80,000            |
| 52220                                                                                         | Medical Services                             | 7,095             | 13,755            | 10,829            | 18,540            |
| 52230                                                                                         | Other Technical Services                     | 4,593             | 2,862             | 364               | 13,400            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 22,499            | 59,803            | 49,393            | 111,940           |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |                   |                   |                   |                   |
| 53110                                                                                         | Utilities-Energy                             | 23,936            | 15,103            | 21,365            | 19,200            |
| 53230                                                                                         | Building Maint Services                      | 20,594            | 22,733            | 27,343            | 20,000            |
| 53240                                                                                         | Landscape/Park Maint Svcs                    | 36,332            | 44,812            | 137,350           | 53,500            |
| 53250                                                                                         | Vehicle & Equip Maint Svc                    | 84,982            | 129,993           | 113,926           | 126,280           |
| 53270                                                                                         | Weed Abatement                               | 0                 | 0                 | 0                 | 100,000           |
| 53290                                                                                         | Miscellaneous R&M Svcs                       | 34,474            | 224,749           | 254,968           | 266,976           |
| 53330                                                                                         | Vehic Replcmt Rental Chrg                    | 94,478            | 77,084            | 133,860           | 30,000            |
| 53910                                                                                         | Solid Waste Services                         | 9,567             | 9,471             | 8,406             | 6,200             |
| 53990                                                                                         | Other Property Services                      | 0                 | 727               | 685               | 0                 |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 304,364           | 524,672           | 697,902           | 622,156           |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |                   |                   |                   |                   |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 54210                                                                                         | Telephone Expenses                           | 17,463      | 14,301      | 16,498           | 17,000       |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 13,272      | 14,373      | 16,956           | 13,400       |
| 54230                                                                                         | Internet Services                            | 0           | 0           | 13,169           | 12,000       |
| 54240                                                                                         | Software Licenses & Maintenance              | 0           | 150         | 2,232            | 4,700        |
| 54310                                                                                         | Legal Notices & Advertise                    | 2,443       | 157         | 28               | 5,000        |
| 54410                                                                                         | Printing & Binding                           | 6,508       | 3,263       | 6,566            | 6,180        |
| 54610                                                                                         | Travel & Training                            | 36,738      | 34,997      | 26,862           | 44,970       |
| 54910                                                                                         | Dues & Subscriptions                         | 13,651      | 14,187      | 14,836           | 14,690       |
| 54990                                                                                         | Other Administrative Svcs                    | 18,564      | 21,438      | 17,716           | 300          |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 108,638     | 102,866     | 114,864          | 118,240      |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55110                                                                                         | General Office Supplies                      | 27,619      | 5,215       | 3,198            | 6,000        |
| 55120                                                                                         | Postage & Delivery                           | 1,212       | 1,633       | 2,058            | 2,400        |
| 55130                                                                                         | Photocopying Charges                         | 833         | 147         | 2,381            | 1,000        |
| 55210                                                                                         | Fuel                                         | 36,783      | 39,005      | 38,698           | 42,800       |
| 55230                                                                                         | Medical Supplies                             | 24,438      | 27,334      | 24,398           | 28,200       |
| 55240                                                                                         | Clothing & Uniform Supply                    | 16,260      | 44,652      | 25,105           | 53,600       |
| 55250                                                                                         | Vehicle & Equip Supplies                     | 0           | 0           | 0                | 14,490       |
| 55290                                                                                         | Other Operating Supplies                     | 8,037       | 9,886       | 4,704            | 8,500        |
| 55520                                                                                         | Building Supplies                            | 5,793       | 5,982       | 5,289            | 6,035        |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 120,976     | 133,853     | 105,832          | 163,025      |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                              |             |             |                  |              |
| 56310                                                                                         | Improvements, not Bldgs                      | 15,602      | 23,349      | 11,862           | 7,800        |
| 56410                                                                                         | Office Equipment <\$10K                      | 815         | 2,421       | 24,742           | 9,000        |
| 56710                                                                                         | Other Equipment <\$10K                       | 21,481      | 21,595      | 4,240            | 6,000        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                              | 37,897      | 47,364      | 40,843           | 22,800       |
| <i>5800-Financing - Financing Costs</i>                                                       |                                              |             |             |                  |              |
| 58220                                                                                         | Licenses & Permits                           | 134         | 0           | 1,379            | 5,450        |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                              | 134         | 0           | 1,379            | 5,450        |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                 |                                              |             |             |                  |              |
| 59990.601                                                                                     | TRANSFER OUT-I/S                             | 26,862      | 26,862      | 26,862           | 0            |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                   |                                              | 26,862      | 26,862      | 26,862           | 0            |
| <i>Division Total: 10 - Fire Administration</i>                                               |                                              | 10,212,464  | 11,196,455  | 11,199,757       | 11,645,813   |
| <i>Department Total: 25 - Fire</i>                                                            |                                              | 10,212,464  | 11,196,455  | 11,199,757       | 11,645,813   |
| <b>Department: 30 - Public Works</b>                                                          |                                              |             |             |                  |              |
| <b>Division: 20 - Public Works Engineering</b>                                                |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 161,222     | 114,370     | 170,058          | 158,561      |
| 51200                                                                                         | PARS Contribution                            | 0           | 0           | 28               | 0            |
| 51210                                                                                         | PERS Contributions                           | 17,770      | 12,346      | 15,025           | 20,093       |
| 51211                                                                                         | PERS UAL                                     | 39,739      | 28,307      | 39,308           | 42,368       |
| 51220                                                                                         | FICA/Medicare                                | 12,117      | 8,580       | 12,405           | 11,994       |
| 51230                                                                                         | Medical Benefits                             | 30,863      | 24,541      | 25,216           | 31,958       |
| 51235                                                                                         | Life & LTD Insurance                         | 1,976       | 1,416       | 2,033            | 1,404        |
| 51240                                                                                         | Workers Compensation Premiums                | 5,791       | 8,368       | 9,472            | 6,738        |
| 51140                                                                                         | Overtime Pay                                 | 47          | 2,098       | 1,396            | 0            |
| 51150                                                                                         | Special Pay                                  | 774         | 659         | 793              | 793          |
| 51155                                                                                         | One-Time Payouts                             | 485         | 2,216       | 2,146            | 0            |
| 51237                                                                                         | Allowances & Other Benefits                  | 4,373       | 2,627       | 3,292            | 0            |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 17          | 0           | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 275,173     | 205,528     | 281,171          | 273,909      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 49,470      | 125,736     | 36,879           | 10,000       |
| 52230                                                                                         | Other Technical Services                     | 5,043       | 0           | 0                | 1,030        |
| 52240                                                                                         | Miscellaneous Services                       | 10,060      | 500         | (8,075)          | 2,882        |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 64,573      | 126,236     | 28,804           | 13,912       |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |             |             |                  |              |
| 53240                                                                                         | Landscape/Park Maint Svcs                    | 1,766       | 0           | 1,610            | 0            |
| 53250                                                                                         | Vehicle & Equip Maint Svc                    | 721         | 814         | 573              | 530          |
| 53320                                                                                         | Vehicle & Equipment Lease                    | 2,632       | 3,410       | 3,090            | 3,713        |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 5,119       | 4,224       | 5,273            | 4,243        |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                           | 2,622       | 1,711       | 1,703            | 1,800        |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 8,036       | 7,954       | 9,312            | 9,400        |
| 54410                                                                                         | Printing & Binding                           | 372         | 119         | 0                | 0            |
| 54610                                                                                         | Travel & Training                            | 3,317       | 1,126       | 1,604            | 4,800        |
| 54910                                                                                         | Dues & Subscriptions                         | 796         | 641         | 3,866            | 1,030        |



## Department Line Item Budgets

| Account Number                                                                                        | Account Description                  | 2018 Actual    | 2019 Actual    | 2020 Est. Actual | 2021 Amended   |
|-------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|----------------|------------------|----------------|
| 54920                                                                                                 | Events & Field Trips                 | 324            | 380            | 1,920            | 309            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                      | 15,467         | 11,931         | 18,406           | 17,339         |
| <i>5500-Supplies - Supplies</i>                                                                       |                                      |                |                |                  |                |
| 55110                                                                                                 | General Office Supplies              | 2,358          | 437            | 848              | 800            |
| 55120                                                                                                 | Postage & Delivery                   | 1,387          | 1,065          | 594              | 900            |
| 55130                                                                                                 | Photocopying Charges                 | 668            | 586            | 488              | 600            |
| 55220                                                                                                 | Safety Supplies                      | 0              | 0              | 0                | 900            |
| 55290                                                                                                 | Other Operating Supplies             | 50             | 82             | 44               | 100            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                         |                                      | 4,463          | 2,170          | 1,974            | 3,300          |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                                   |                                      |                |                |                  |                |
| 56410                                                                                                 | Office Equipment <\$10K              | 4,553          | 5,159          | 8,765            | 3,362          |
| 56520                                                                                                 | Vehicles >\$10K                      | 30,636         | 88,252         | 0                | 0              |
| 56710                                                                                                 | Other Equipment <\$10K               | 0              | 32             | 0                | 212            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>                     |                                      | 35,189         | 93,443         | 8,765            | 3,574          |
| <b>Division Total: 20 - Public Works Engineering</b>                                                  |                                      | <b>399,983</b> | <b>443,531</b> | <b>344,394</b>   | <b>316,277</b> |
| <b>Division: 30 - Public Works Maintenance</b>                                                        |                                      |                |                |                  |                |
| <i>5100-Persn - Personnel</i>                                                                         |                                      |                |                |                  |                |
| 51110                                                                                                 | Regular Salaries & Wages             | 223,218        | 262,580        | 277,523          | 226,852        |
| 51120                                                                                                 | Part-Time Permanent Salaries & Wages | 11,752         | 4,044          | 4,160            | 4,160          |
| 51200                                                                                                 | PARS Contribution                    | 162            | 141            | 136              | 0              |
| 51210                                                                                                 | PERS Contributions                   | 17,159         | 21,416         | 25,153           | 28,683         |
| 51211                                                                                                 | PERS UAL                             | 21,426         | 42,822         | 44,549           | 47,296         |
| 51220                                                                                                 | FICA/Medicare                        | 16,333         | 20,311         | 21,200           | 18,935         |
| 51230                                                                                                 | Medical Benefits                     | 59,694         | 80,015         | 75,289           | 77,783         |
| 51235                                                                                                 | Life & LTD Insurance                 | 2,516          | 3,134          | 3,282            | 2,228          |
| 51240                                                                                                 | Workers Compensation Premiums        | 14,026         | 20,270         | 21,070           | 15,470         |
| 51140                                                                                                 | Overtime Pay                         | 10,514         | 10,250         | 4,160            | 4,160          |
| 51142                                                                                                 | Straight OT                          | 4,976          | 6,416          | 6,240            | 6,240          |
| 51150                                                                                                 | Special Pay                          | 1,290          | 1,395          | 1,395            | 1,395          |
| 51155                                                                                                 | One-Time Payouts                     | 1,821          | 2,674          | 1,384            | 0              |
| 51237                                                                                                 | Allowances & Other Benefits          | 2,633          | 2,633          | 2,096            | 0              |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                      | 387,518        | 478,099        | 487,638          | 433,202        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                      |                |                |                  |                |
| 52190                                                                                                 | Miscellaneous Prof Svcs              | 0              | 700            | 7,000            | 3,970          |
| 52230                                                                                                 | Other Technical Services             | 5,413          | 3,902          | 2,351            | 3,230          |
| 52240                                                                                                 | Miscellaneous Services               | 8,714          | 12,500         | 17,629           | 8,950          |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 14,127         | 17,102         | 26,980           | 16,150         |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                                   |                                      |                |                |                  |                |
| 53110                                                                                                 | Utilities-Energy                     | 75,332         | 98,138         | 74,768           | 107,280        |
| 53111                                                                                                 | Utilities-Water & Sewer              | 76,356         | 86,609         | 103,160          | 100,000        |
| 53210                                                                                                 | Infrastructure Maint Svc             | 99,632         | 111,452        | 161,617          | 132,533        |
| 53230                                                                                                 | Building Maint Services              | 90,526         | 91,949         | 103,921          | 112,000        |
| 53240                                                                                                 | Landscape/Park Maint Svcs            | 410,920        | 358,007        | 424,545          | 203,000        |
| 53250                                                                                                 | Vehicle & Equip Maint Svc            | 50,112         | 34,797         | 59,245           | 53,045         |
| 53260                                                                                                 | Janitorial Services                  | 14,868         | 15,036         | 14,737           | 15,490         |
| 53290                                                                                                 | Miscellaneous R&M Svcs               | 2,265          | 2,552          | 0                | 2,630          |
| 53320                                                                                                 | Vehicle & Equipment Lease            | 0              | 586            | 0                | 1,000          |
| 53910                                                                                                 | Solid Waste Services                 | 5,971          | 8,313          | 30,058           | 41,222         |
| 53990                                                                                                 | Other Property Services              | 5,130          | 6,552          | 670              | 5,517          |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>                     |                                      | 831,113        | 813,992        | 972,722          | 773,717        |
| <i>5400-Other Svcs - Other Purchased Services</i>                                                     |                                      |                |                |                  |                |
| 54210                                                                                                 | Telephone Expenses                   | 13,913         | 10,294         | 9,192            | 10,000         |
| 54220                                                                                                 | Mobile/Wireless Expenses             | 7,533          | 10,385         | 10,799           | 11,000         |
| 54230                                                                                                 | Internet Services                    | 3,100          | 2,609          | 5,831            | 4,700          |
| 54240                                                                                                 | Software Licenses & Maintenance      | 0              | 2,777          | 1,350            | 2,200          |
| 54610                                                                                                 | Travel & Training                    | 2,979          | 4,790          | 4,311            | 3,300          |
| 54910                                                                                                 | Dues & Subscriptions                 | 4,337          | 5,378          | 1,500            | 4,400          |
| 54920                                                                                                 | Events & Field Trips                 | 3,171          | 2,618          | 203              | 2,500          |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                      | 35,033         | 38,849         | 33,187           | 38,100         |
| <i>5500-Supplies - Supplies</i>                                                                       |                                      |                |                |                  |                |
| 55110                                                                                                 | General Office Supplies              | 3,793          | 2,952          | 2,077            | 2,000          |
| 55120                                                                                                 | Postage & Delivery                   | 8              | 51             | 39               | 100            |
| 55130                                                                                                 | Photocopying Charges                 | 468            | 316            | 610              | 473            |
| 55210                                                                                                 | Fuel                                 | 11,325         | 12,017         | 11,991           | 12,360         |
| 55220                                                                                                 | Safety Supplies                      | 2,333          | 4,105          | 5,286            | 4,605          |
| 55250                                                                                                 | Vehicle & Equip Supplies             | 3,436          | 2,534          | 6,281            | 7,192          |
| 55290                                                                                                 | Other Operating Supplies             | 12,351         | 10,231         | 9,397            | 6,180          |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                   | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|---------------------------------------|-------------|-------------|------------------|--------------|
| 55510                                                                                         | Infrastructure Supplies               | 0           | 342         | 0                | 0            |
| 55520                                                                                         | Building Supplies                     | 11,994      | 17,969      | 10,547           | 9,463        |
| 55530                                                                                         | Landscape & Park Supplies             | 0           | 0           | 67               | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                       | 45,708      | 50,516      | 46,295           | 42,373       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                       |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K               | 6,909       | 946         | 6,240            | 2,500        |
| 56620                                                                                         | Heavy Equipment >\$10K                | 12,911      | 1,011       | 0                | 0            |
| 56710                                                                                         | Other Equipment <\$10K                | 1,724       | 0           | 0                | 2,122        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                       | 21,543      | 1,957       | 6,240            | 4,622        |
| <i>5800-Financing - Financing Costs</i>                                                       |                                       |             |             |                  |              |
| 58110.5                                                                                       | Principal Payment - Equipment         | 0           | 19,119      | 15,997           | 18,000       |
| 58120.5                                                                                       | Interest Payments - PW and REC Trucks | 0           | 457         | 3,579            | 4,000        |
| 58220                                                                                         | Licenses & Permits                    | 0           | 0           | 4,889            | 5,305        |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                       | 0           | 19,576      | 24,465           | 27,305       |
| <b>Division Total: 30 - Public Works Maintenance</b>                                          |                                       | 1,335,042   | 1,420,092   | 1,597,526        | 1,335,469    |
| <b>Department Total: 30 - Public Works</b>                                                    |                                       | 1,735,024   | 1,863,623   | 1,941,920        | 1,651,746    |
| <b>Department: 40 - Community Development</b>                                                 |                                       |             |             |                  |              |
| <b>Division: 10 - Comm Dev-Econ Developmt</b>                                                 |                                       |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                       |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages              | 132,851     | 192,208     | 233,034          | 310,497      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages  | 13,769      | 1,020       | 0                | 0            |
| 51200                                                                                         | PARS Contribution                     | 182         | 17          | 31               | 0            |
| 51210                                                                                         | PERS Contributions                    | 14,462      | 22,461      | 27,182           | 32,321       |
| 51211                                                                                         | PERS UAL                              | 34,613      | 38,694      | 47,170           | 53,381       |
| 51220                                                                                         | FICA/Medicare                         | 9,466       | 13,249      | 15,689           | 22,742       |
| 51230                                                                                         | Medical Benefits                      | 29,244      | 29,935      | 33,816           | 53,368       |
| 51235                                                                                         | Life & LTD Insurance                  | 1,511       | 2,197       | 2,642            | 2,728        |
| 51240                                                                                         | Workers Compensation Premiums         | 10,680      | 15,435      | 16,044           | 15,063       |
| 51140                                                                                         | Overtime Pay                          | 322         | 126         | 205              | 0            |
| 51150                                                                                         | Special Pay                           | 460         | 260         | 260              | 260          |
| 51237                                                                                         | Allowances & Other Benefits           | 3,600       | 5,850       | 4,725            | 0            |
| 51990                                                                                         | Salary Savings                        | 0           | 0           | 0                | (105,554)    |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                       | 251,161     | 321,453     | 380,799          | 384,806      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                       |             |             |                  |              |
| 52120                                                                                         | Legal & Financial Svcs                | 8,110       | 12,397      | 0                | 5,609        |
| 52190                                                                                         | Miscellaneous Prof Svcs               | 49,176      | 48,341      | 36,069           | 30,000       |
| 52230                                                                                         | Other Technical Services              | 40,089      | 18,320      | 6,045            | 25,000       |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                       | 97,375      | 79,058      | 42,114           | 60,609       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                       |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                    | 449         | 410         | 1,992            | 515          |
| 54220                                                                                         | Mobile/Wireless Expenses              | 2,435       | 2,774       | 3,811            | 3,090        |
| 54240                                                                                         | Software Licenses & Maintenance       | 0           | 300         | 600              | 0            |
| 54310                                                                                         | Legal Notices & Advertise             | 0           | 1,301       | 0                | 0            |
| 54410                                                                                         | Printing & Binding                    | 0           | 122         | 312              | 1,545        |
| 54610                                                                                         | Travel & Training                     | 4,209       | 5,557       | 1,167            | 4,500        |
| 54910                                                                                         | Dues & Subscriptions                  | 13,899      | 8,485       | 1,737            | 5,150        |
| 54920                                                                                         | Events & Field Trips                  | 5,128       | 6,266       | 2,888            | 2,500        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                       | 26,120      | 25,214      | 12,507           | 17,300       |
| <i>5500-Supplies - Supplies</i>                                                               |                                       |             |             |                  |              |
| 55110                                                                                         | General Office Supplies               | 1,582       | 318         | 0                | 473          |
| 55120                                                                                         | Postage & Delivery                    | 31          | 187         | 457              | 757          |
| 55130                                                                                         | Photocopying Charges                  | 0           | 0           | 0                | 473          |
| 55220                                                                                         | Safety Supplies                       | 0           | 0           | 480              | 0            |
| 55240                                                                                         | Clothing & Uniform Supply             | 0           | 0           | 574              | 237          |
| 55290                                                                                         | Other Operating Supplies              | 0           | 0           | 786              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                       | 1,613       | 504         | 2,295            | 1,940        |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                       |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K               | 98          | 2,177       | 6,248            | 2,576        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                       | 98          | 2,177       | 6,248            | 2,576        |
| <b>Division Total: 10 - Comm Dev-Econ Developmt</b>                                           |                                       | 376,368     | 428,407     | 443,963          | 467,231      |
| <b>Division: 30 - Comm Dev-Planning</b>                                                       |                                       |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                       |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages              | 246,826     | 264,888     | 284,896          | 333,266      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages  | 1,341       | 0           | 0                | 0            |
| 51200                                                                                         | PARS Contribution                     | 17          | 0           | 0                | 0            |
| 51210                                                                                         | PERS Contributions                    | 28,062      | 25,813      | 29,157           | 39,068       |
| 51211                                                                                         | PERS UAL                              | 63,208      | 79,341      | 82,111           | 74,186       |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual    | 2019 Actual    | 2020 Est. Actual | 2021 Amended   |
|-----------------------------------------------------------------------------------------------|--------------------------------------|----------------|----------------|------------------|----------------|
| 51220                                                                                         | FICA/Medicare                        | 19,769         | 19,223         | 20,113           | 25,019         |
| 51230                                                                                         | Medical Benefits                     | 72,902         | 69,507         | 65,211           | 62,962         |
| 51235                                                                                         | Life & LTD Insurance                 | 3,002          | 2,994          | 3,301            | 2,755          |
| 51240                                                                                         | Workers Compensation Premiums        | 12,353         | 17,852         | 18,557           | 14,859         |
| 51140                                                                                         | Overtime Pay                         | 425            | 564            | 914              | 0              |
| 51150                                                                                         | Special Pay                          | 720            | 520            | 520              | 520            |
| 51155                                                                                         | One-Time Payouts                     | 14,212         | 9,026          | 7,993            | 0              |
| 51237                                                                                         | Allowances & Other Benefits          | 8,025          | 5,550          | 3,938            | 0              |
| 51990                                                                                         | Salary Savings                       | 0              | 0              | 0                | (23,000)       |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 470,862        | 495,277        | 516,711          | 529,635        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                |                |                  |                |
| 52130                                                                                         | Architect/Engineering Svc            | 500            | 0              | 0                | 0              |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 244,285        | 124,305        | 28,070           | 30,000         |
| 52190.1                                                                                       | Temp Staff in City Hall              | 0              | 0              | 45,000           | 0              |
| 52230                                                                                         | Other Technical Services             | 4,737          | 0              | 0                | 0              |
| 52240                                                                                         | Miscellaneous Services               | 4,133          | 0              | 0                | 1,854          |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 253,654        | 124,305        | 73,070           | 31,854         |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                |                |                  |                |
| 54210                                                                                         | Telephone Expenses                   | 1,204          | 827            | 824              | 1,030          |
| 54220                                                                                         | Mobile/Wireless Expenses             | 1,620          | 905            | 720              | 2,575          |
| 54240                                                                                         | Software Licenses & Maintenance      | 0              | 136            | 750              | 0              |
| 54310                                                                                         | Legal Notices & Advertise            | 7,051          | 8,837          | 6,018            | 6,180          |
| 54410                                                                                         | Printing & Binding                   | 2,224          | 392            | 128              | 2,060          |
| 54610                                                                                         | Travel & Training                    | 6,361          | 1,787          | 580              | 4,500          |
| 54910                                                                                         | Dues & Subscriptions                 | 150            | 1,287          | 1,330            | 1,766          |
| 54920                                                                                         | Events & Field Trips                 | 448            | 54             | 0                | 0              |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 19,058         | 14,225         | 10,351           | 18,111         |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                |                |                  |                |
| 55110                                                                                         | General Office Supplies              | 1,738          | 175            | 0                | 473            |
| 55120                                                                                         | Postage & Delivery                   | 1,684          | 2,092          | 1,371            | 1,893          |
| 55130                                                                                         | Photocopying Charges                 | 5,650          | 3,947          | 1,685            | 5,678          |
| 55290                                                                                         | Other Operating Supplies             | 177            | 222            | 98               | 0              |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 9,249          | 6,436          | 3,154            | 8,044          |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |                |                |                  |                |
| 56410                                                                                         | Office Equipment <\$10K              | 186            | (58)           | 5,309            | 2,690          |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 186            | (58)           | 5,309            | 2,690          |
| <b>Division Total: 30 - Comm Dev-Planning</b>                                                 |                                      | <b>753,010</b> | <b>640,185</b> | <b>608,594</b>   | <b>590,334</b> |
| <i>Division: 40 - Comm Dev-Building Svcs</i>                                                  |                                      |                |                |                  |                |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                |                |                  |                |
| 51110                                                                                         | Regular Salaries & Wages             | 544,641        | 538,628        | 637,263          | 545,000        |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 3,025          | 0              | 0                | 0              |
| 51210                                                                                         | PERS Contributions                   | 54,606         | 54,563         | 62,016           | 64,491         |
| 51211                                                                                         | PERS UAL                             | 77,517         | 87,885         | 103,949          | 93,782         |
| 51220                                                                                         | FICA/Medicare                        | 40,727         | 39,133         | 44,439           | 45,170         |
| 51230                                                                                         | Medical Benefits                     | 118,040        | 110,980        | 137,495          | 145,834        |
| 51235                                                                                         | Life & LTD Insurance                 | 6,474          | 6,155          | 14,785           | 5,141          |
| 51240                                                                                         | Workers Compensation Premiums        | 28,567         | 41,376         | 42,913           | 31,143         |
| 51140                                                                                         | Overtime Pay                         | 1,712          | 935            | 3,674            | 2,080          |
| 51142                                                                                         | Straight OT                          | 29             | 0              | 0                | 0              |
| 51150                                                                                         | Special Pay                          | 1,420          | 770            | 520              | 1,820          |
| 51155                                                                                         | One-Time Payouts                     | 3,964          | 8,172          | 0                | 0              |
| 51237                                                                                         | Allowances & Other Benefits          | 6,825          | 5,550          | 3,938            | 0              |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 887,547        | 894,148        | 1,050,991        | 934,461        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                |                |                  |                |
| 52130                                                                                         | Architect/Engineering Svc            | 112,974        | 146,437        | 3,510            | 0              |
| 52130.1                                                                                       | Small Projects                       | 0              | 0              | 16,947           | 75,000         |
| 52130.2                                                                                       | Major Projects                       | 0              | 0              | 113,107          | 0              |
| 52130.4                                                                                       | Solar Plan Review                    | 0              | 0              | 5,482            | 5,000          |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 268,724        | 322,285        | (36,007)         | 0              |
| 52190.1                                                                                       | Temp Staff in City Hall              | 0              | 0              | 93,143           | 250,000        |
| 52190.2                                                                                       | Temp Inspector                       | 0              | 0              | 108,570          | 110,000        |
| 52190.3                                                                                       | Temp Code Enforcement                | 0              | 0              | 48,315           | 0              |
| 52230                                                                                         | Other Technical Services             | 14,593         | (4,448)        | 0                | 2,500          |
| 52240                                                                                         | Miscellaneous Services               | 18,402         | 17,249         | 20,089           | 0              |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 414,693        | 481,523        | 373,155          | 442,500        |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                |                |                  |                |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 8,346          | 2,255          | 10,505           | 0              |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| 53320                                                                                         | Vehicle & Equipment Lease            | 10          | 0           | 0                | 8,700        |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 8,356       | 2,255       | 10,505           | 8,700        |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                   | 2,360       | 1,446       | 1,439            | 1,201        |
| 54220                                                                                         | Mobile/Wireless Expenses             | 1,785       | 2,030       | 720              | 4,120        |
| 54230                                                                                         | Internet Services                    | 0           | 825         | 0                | 0            |
| 54240                                                                                         | Software Licenses & Maintenance      | 0           | 556         | 1,650            | 10,000       |
| 54310                                                                                         | Legal Notices & Advertise            | 0           | 0           | 324              | 0            |
| 54410                                                                                         | Printing & Binding                   | 625         | 247         | 256              | 1,030        |
| 54610                                                                                         | Travel & Training                    | 6,071       | 7,663       | 5,243            | 7,210        |
| 54910                                                                                         | Dues & Subscriptions                 | 995         | 640         | 725              | 1,060        |
| 54920                                                                                         | Events & Field Trips                 | 80          | 713         | 0                | 0            |
| 54990                                                                                         | Other Administrative Svcs            | 0           | 0           | 2,052            | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 11,915      | 14,120      | 12,409           | 24,621       |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |             |             |                  |              |
| 55110                                                                                         | General Office Supplies              | 2,583       | 115         | 53               | 1,419        |
| 55120                                                                                         | Postage & Delivery                   | 1,387       | 717         | 379              | 946          |
| 55130                                                                                         | Photocopying Charges                 | 3,021       | 1,981       | 970              | 2,366        |
| 55210                                                                                         | Fuel                                 | 1,964       | 2,084       | 2,078            | 1,838        |
| 55220                                                                                         | Safety Supplies                      | 95          | 774         | 331              | 0            |
| 55240                                                                                         | Clothing & Uniform Supply            | 257         | 130         | 29               | 473          |
| 55250                                                                                         | Vehicle & Equip Supplies             | 68          | 18          | 137              | 0            |
| 55290                                                                                         | Other Operating Supplies             | 195         | 1,027       | 971              | 0            |
| 55520                                                                                         | Building Supplies                    | 93          | 251         | 216              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 9,663       | 7,097       | 5,164            | 7,042        |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K              | 5,475       | 6,153       | 7,307            | 2,716        |
| 56710                                                                                         | Other Equipment <\$10K               | 122         | 0           | 0                | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 5,597       | 6,153       | 7,307            | 2,716        |
| <i>5800-Financing - Financing Costs</i>                                                       |                                      |             |             |                  |              |
| 58250                                                                                         | Cash Over/Short                      | 0           | 0           | (44)             | 0            |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                      | 0           | 0           | (44)             | 0            |
| <i>Division Total: 40 - Comm Dev-Building Svcs</i>                                            |                                      | 1,337,772   | 1,405,296   | 1,459,487        | 1,420,040    |
| <i>Department Total: 40 - Community Development</i>                                           |                                      | 2,467,149   | 2,473,887   | 2,512,043        | 2,477,605    |
| <b>Department: 50 - Recreation</b>                                                            |                                      |             |             |                  |              |
| <b>Division: 10 - Recreation-Admin</b>                                                        |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages             | 227,730     | 235,843     | 315,035          | 275,010      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 2,243       | 16,156      | 4,805            | 2,000        |
| 51200                                                                                         | PARS Contribution                    | 15          | 14          | 0                | 0            |
| 51210                                                                                         | PERS Contributions                   | 26,796      | 27,623      | 41,724           | 35,076       |
| 51211                                                                                         | PERS UAL                             | 59,203      | 59,140      | 64,204           | 76,152       |
| 51220                                                                                         | FICA/Medicare                        | 16,038      | 15,911      | 22,527           | 19,082       |
| 51230                                                                                         | Medical Benefits                     | 18,232      | 29,170      | 50,325           | 37,701       |
| 51235                                                                                         | Life & LTD Insurance                 | 2,629       | 2,679       | 3,629            | 1,886        |
| 51240                                                                                         | Workers Compensation Premiums        | 11,066      | 15,993      | 16,624           | 11,195       |
| 51140                                                                                         | Overtime Pay                         | 82          | 194         | 730              | 520          |
| 51150                                                                                         | Special Pay                          | 0           | 0           | 1,250            | 975          |
| 51155                                                                                         | One-Time Payouts                     | 9,419       | 9,702       | 10,992           | 0            |
| 51237                                                                                         | Allowances & Other Benefits          | 7,800       | 7,350       | 6,300            | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 381,254     | 419,775     | 538,145          | 459,597      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 209,429     | 20,281      | 9,650            | 26,050       |
| 52230                                                                                         | Other Technical Services             | 253         | 5,429       | 234              | 3,000        |
| 52240                                                                                         | Miscellaneous Services               | 1,384       | 2,678       | 1,252            | 1,061        |
| 52250                                                                                         | Instructor Services                  | 923         | 19          | 0                | 1,061        |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 211,989     | 28,406      | 11,136           | 31,172       |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy                     | 5,910       | 5,910       | 4,196            | 16,410       |
| 53111                                                                                         | Utilities-Water & Sewer              | 38,578      | 43,758      | 53,436           | 9,124        |
| 53230                                                                                         | Building Maint Services              | 11,696      | 13,096      | 6,666            | 7,000        |
| 53240                                                                                         | Landscape/Park Maint Svcs            | 0           | 1,500       | 0                | 0            |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 3,558       | 599         | 4,110            | 5,850        |
| 53290                                                                                         | Miscellaneous R&M Svcs               | 0           | 13          | 0                | 0            |
| 53320                                                                                         | Vehicle & Equipment Lease            | 0           | 3,457       | 7,823            | 0            |
| 53990                                                                                         | Other Property Services              | 0           | 27,083      | 25,542           | 14,853       |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 59,742      | 95,415      | 101,773          | 53,237       |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                           | 15,348      | 22,990      | 12,778           | 19,570       |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 1,371       | 849         | 1,800            | 2,060        |
| 54230                                                                                         | Internet Services                            | 12,685      | 22,043      | 20,027           | 4,120        |
| 54240                                                                                         | Software Licenses & Maintenance              | 21,368      | 22,909      | 27,856           | 9,000        |
| 54310                                                                                         | Legal Notices & Advertise                    | 976         | 0           | 0                | 515          |
| 54410                                                                                         | Printing & Binding                           | 29,852      | 34,268      | 25,356           | 15,000       |
| 54610                                                                                         | Travel & Training                            | 4,241       | 756         | 1,036            | 2,650        |
| 54910                                                                                         | Dues & Subscriptions                         | 1,026       | 2,391       | 1,953            | 2,060        |
| 54920                                                                                         | Events & Field Trips                         | 100,194     | 173,750     | 30,516           | 83,000       |
| 54990                                                                                         | Other Administrative Svcs                    | 4,404       | 11,042      | (2,527)          | 4,780        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 191,465     | 290,999     | 118,795          | 142,755      |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55110                                                                                         | General Office Supplies                      | 2,190       | 1,193       | 413              | 2,003        |
| 55120                                                                                         | Postage & Delivery                           | 21,515      | 18,094      | 13,639           | 12,000       |
| 55130                                                                                         | Photocopying Charges                         | 3,471       | 2,935       | 709              | 1,000        |
| 55140                                                                                         | Recognition-EE/Volunteer                     | 0           | 179         | 168              | 1,838        |
| 55210                                                                                         | Fuel                                         | 1,423       | 1,450       | 1,446            | 1,838        |
| 55290                                                                                         | Other Operating Supplies                     | 1,042       | 1,768       | 5,836            | 3,000        |
| 55520                                                                                         | Building Supplies                            | 886         | 278         | 743              | 4,594        |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 30,527      | 25,897      | 22,954           | 26,273       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                              |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K                      | 6,039       | (5,069)     | 32,153           | 2,000        |
| 56710                                                                                         | Other Equipment <\$10K                       | 2,111       | 0           | 9,879            | 3,000        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                              | 8,149       | (5,069)     | 42,033           | 5,000        |
| <i>5800-Financing - Financing Costs</i>                                                       |                                              |             |             |                  |              |
| 58110.5                                                                                       | Principal Payment - Equipment                | 0           | 6,038       | 5,052            | 5,100        |
| 58120.5                                                                                       | Interest Payments - PW and REC Trucks        | 0           | 144         | 1,130            | 1,130        |
| 58220                                                                                         | Licenses & Permits                           | 766         | 0           | 467              | 0            |
| 58250                                                                                         | Cash Over/Short                              | (869)       | 24          | (342)            | 0            |
| 58920                                                                                         | Bank & Credit Card Fees                      | 142,583     | 151,299     | 115,103          | 125,000      |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                              | 142,480     | 157,505     | 121,410          | 131,230      |
| <i>Division Total: 10 - Recreation-Admin</i>                                                  |                                              | 1,025,607   | 1,012,929   | 956,246          | 849,264      |
| <i>Division: 20 - Recreation-Childr Admin</i>                                                 |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 442,675     | 442,812     | 432,035          | 394,488      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages         | 535,832     | 626,592     | 542,836          | 490,000      |
| 51200                                                                                         | PARS Contribution                            | 4,757       | 5,646       | 4,304            | 0            |
| 51210                                                                                         | PERS Contributions                           | 61,804      | 66,502      | 74,693           | 56,109       |
| 51211                                                                                         | PERS UAL                                     | 84,443      | 68,081      | 88,662           | 122,878      |
| 51220                                                                                         | FICA/Medicare                                | 47,606      | 52,871      | 52,911           | 30,760       |
| 51230                                                                                         | Medical Benefits                             | 121,292     | 126,512     | 129,754          | 137,220      |
| 51235                                                                                         | Life & LTD Insurance                         | 6,305       | 5,016       | 12,068           | 3,518        |
| 51240                                                                                         | Workers Compensation Premiums                | 29,468      | 37,378      | 44,266           | 28,497       |
| 51140                                                                                         | Overtime Pay                                 | 24,967      | 31,703      | 18,676           | 3,000        |
| 51142                                                                                         | Straight OT                                  | 45          | 0           | 0                | 0            |
| 51150                                                                                         | Special Pay                                  | 7,600       | 7,600       | 7,600            | 7,600        |
| 51155                                                                                         | One-Time Payouts                             | 5,317       | 9,430       | 10,882           | 0            |
| 51237                                                                                         | Allowances & Other Benefits                  | 3,450       | 3,900       | 3,150            | 0            |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 253         | 0           | 130              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 1,375,814   | 1,484,042   | 1,421,966        | 1,274,070    |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 1,431       | 2,052       | 9,710            | 2,000        |
| 52220                                                                                         | Medical Services                             | 4,628       | 992         | 489              | 1,000        |
| 52250                                                                                         | Instructor Services                          | 2,347       | 7,260       | 2,739            | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 8,406       | 10,304      | 12,938           | 3,000        |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy                             | 11,285      | 10,629      | 10,057           | 8,990        |
| 53230                                                                                         | Building Maint Services                      | 748         | 224         | 235              | 0            |
| 53310                                                                                         | Land & Building Lease                        | 14,100      | 10,000      | (652)            | 5,459        |
| 53990                                                                                         | Other Property Services                      | 0           | 1,652       | 2,467            | 1,167        |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 26,132      | 22,505      | 12,107           | 15,616       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                           | 3,408       | 3,023       | 1,517            | 3,605        |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 3,100       | 5,203       | 5,124            | 1,545        |
| 54230                                                                                         | Internet Services                            | 410         | 51          | 2,761            | 1,030        |
| 54310                                                                                         | Legal Notices & Advertise                    | 715         | 636         | 0                | 1,090        |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 54610                                                                                         | Travel & Training                            | 1,244       | 2,882       | 1,551            | 2,150        |
| 54910                                                                                         | Dues & Subscriptions                         | 0           | 0           | 210              | 1,236        |
| 54920                                                                                         | Events & Field Trips                         | 23,835      | 33,455      | 19,124           | 6,000        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 25,079      | 36,337      | 20,885           | 9,386        |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55110                                                                                         | General Office Supplies                      | 2,743       | 947         | 344              | 1,000        |
| 55120                                                                                         | Postage & Delivery                           | 451         | 161         | 72               | 500          |
| 55130                                                                                         | Photocopying Charges                         | 3,304       | 2,698       | 559              | 1,500        |
| 55140                                                                                         | Recognition-EE/Volunteer                     | 0           | 75          | 0                | 1,000        |
| 55210                                                                                         | Fuel                                         | 1,349       | 1,432       | 1,428            | 600          |
| 55230                                                                                         | Medical Supplies                             | 154         | 0           | 0                | 0            |
| 55240                                                                                         | Clothing & Uniform Supply                    | 0           | 0           | 0                | 1,893        |
| 55250                                                                                         | Vehicle & Equip Supplies                     | 0           | 2,910       | 0                | 0            |
| 55290                                                                                         | Other Operating Supplies                     | 64,203      | 98,471      | 62,817           | 75,000       |
| 55520                                                                                         | Building Supplies                            | 146         | 0           | 290              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 72,350      | 106,694     | 65,511           | 81,493       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                              |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K                      | 0           | 62          | 987              | 1,000        |
| 56710                                                                                         | Other Equipment <\$10K                       | 0           | 8,525       | 5,171            | 1,000        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                              | 0           | 8,588       | 6,158            | 2,000        |
| <i>5800-Financing - Financing Costs</i>                                                       |                                              |             |             |                  |              |
| 58220                                                                                         | Licenses & Permits                           | 1,694       | 1,694       | 0                | 2,122        |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                              | 1,694       | 1,694       | 0                | 2,122        |
| <i>Division Total: 20 - Recreation-Chldcr Admin</i>                                           |                                              | 1,517,109   | 1,679,077   | 1,548,966        | 1,394,957    |
| <i>Division: 30 - Recreation-Swim Center</i>                                                  |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 211,566     | 186,015     | 86,309           | 72,549       |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages         | 479,461     | 532,566     | 460,878          | 325,000      |
| 51200                                                                                         | PARS Contribution                            | 5,805       | 6,726       | 5,785            | 0            |
| 51210                                                                                         | PERS Contributions                           | 21,248      | 21,920      | 19,679           | 9,797        |
| 51211                                                                                         | PERS UAL                                     | 37,275      | 34,819      | 43,239           | 22,170       |
| 51220                                                                                         | FICA/Medicare                                | 22,396      | 22,929      | 18,513           | 5,550        |
| 51230                                                                                         | Medical Benefits                             | 35,332      | 33,167      | 20,534           | 10,180       |
| 51235                                                                                         | Life & LTD Insurance                         | 4,464       | 3,177       | 1,605            | 635          |
| 51240                                                                                         | Workers Compensation Premiums                | 7,335       | 10,693      | 11,018           | 3,969        |
| 51140                                                                                         | Overtime Pay                                 | 10,015      | 7,509       | 11,485           | 1,000        |
| 51150                                                                                         | Special Pay                                  | 1,314       | 287         | 69               | 0            |
| 51155                                                                                         | One-Time Payouts                             | 834         | 319         | 0                | 0            |
| 51237                                                                                         | Allowances & Other Benefits                  | 3,900       | 3,488       | 2,363            | 0            |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 0           | 113         | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 840,945     | 863,728     | 681,477          | 450,850      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 58,852      | 48,241      | 51,468           | 1,236        |
| 52220                                                                                         | Medical Services                             | 0           | 85          | 45               | 0            |
| 52250                                                                                         | Instructor Services                          | 0           | 0           | 1,129            | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 58,852      | 48,326      | 52,642           | 1,236        |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy                             | 39,495      | 38,848      | 37,814           | 22,000       |
| 53111                                                                                         | Utilities-Water & Sewer                      | 0           | 0           | 0                | 27,371       |
| 53230                                                                                         | Building Maint Services                      | 3,226       | 1,223       | 581              | 0            |
| 53290                                                                                         | Miscellaneous R&M Svcs                       | 506         | 2,495       | 0                | 0            |
| 53990                                                                                         | Other Property Services                      | 895         | 0           | 19,357           | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 44,122      | 42,566      | 57,753           | 49,371       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                              |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                           | 4,457       | 4,142       | 2,564            | 3,605        |
| 54220                                                                                         | Mobile/Wireless Expenses                     | 960         | 842         | 1,680            | 1,030        |
| 54230                                                                                         | Internet Services                            | 410         | 51          | 2,761            | 0            |
| 54610                                                                                         | Travel & Training                            | 7,062       | 8,807       | 2,990            | 1,200        |
| 54910                                                                                         | Dues & Subscriptions                         | 1,343       | 412         | 650              | 1,545        |
| 54920                                                                                         | Events & Field Trips                         | 7,029       | 11,677      | 3,504            | 3,500        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                              | 21,261      | 25,933      | 14,148           | 10,880       |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55110                                                                                         | General Office Supplies                      | 1,823       | 1,400       | 369              | 946          |
| 55120                                                                                         | Postage & Delivery                           | 0           | 50          | 31               | 473          |
| 55130                                                                                         | Photocopying Charges                         | 3,430       | 2,903       | 671              | 1,500        |
| 55140                                                                                         | Recognition-EE/Volunteer                     | 282         | 1,275       | 515              | 946          |
| 55210                                                                                         | Fuel                                         | 1,332       | 1,414       | 1,410            | 1,000        |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual      | 2019 Actual      | 2020 Est. Actual | 2021 Amended   |
|-----------------------------------------------------------------------------------------------|--------------------------------------|------------------|------------------|------------------|----------------|
| 55230                                                                                         | Medical Supplies                     | 1,305            | 1,588            | 181              | 700            |
| 55240                                                                                         | Clothing & Uniform Supply            | 4,508            | 5,368            | 0                | 3,000          |
| 55290                                                                                         | Other Operating Supplies             | 29,187           | 17,033           | 4,578            | 12,500         |
| 55295                                                                                         | Chemicals                            | 37,614           | 52,200           | 39,830           | 0              |
| 55520                                                                                         | Building Supplies                    | 1,389            | 16               | 94               | 0              |
| 55590                                                                                         | Other Maintenance Supply             | 5,980            | 5,446            | 403              | 3,785          |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 86,850           | 88,693           | 48,084           | 24,850         |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |                  |                  |                  |                |
| 56410                                                                                         | Office Equipment <\$10K              | 0                | 62               | 0                | 0              |
| 56710                                                                                         | Other Equipment <\$10K               | 167              | 9,807            | 0                | 3,000          |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 167              | 9,870            | 0                | 3,000          |
| <i>5800-Financing - Financing Costs</i>                                                       |                                      |                  |                  |                  |                |
| 58220                                                                                         | Licenses & Permits                   | 1,721            | 3,389            | 1,395            | 2,122          |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                         |                                      | 1,721            | 3,389            | 1,395            | 2,122          |
| <b>Division Total: 30 - Recreation-Swim Center</b>                                            |                                      | <b>1,053,918</b> | <b>1,082,504</b> | <b>855,498</b>   | <b>542,309</b> |
| <i>Division: 40 - Recreation-Senior Svcs</i>                                                  |                                      |                  |                  |                  |                |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                  |                  |                  |                |
| 51110                                                                                         | Regular Salaries & Wages             | 107,621          | 102,175          | 127,166          | 104,331        |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 35,206           | 27,052           | 33,551           | 2,000          |
| 51200                                                                                         | PARS Contribution                    | 374              | 469              | 307              | 0              |
| 51210                                                                                         | PERS Contributions                   | 11,840           | 7,798            | 14,519           | 11,684         |
| 51211                                                                                         | PERS UAL                             | 84,392           | (51,481)         | 12,666           | 20,237         |
| 51220                                                                                         | FICA/Medicare                        | 9,100            | 7,666            | 10,465           | 7,981          |
| 51230                                                                                         | Medical Benefits                     | 12,148           | 16,909           | 31,517           | 28,875         |
| 51235                                                                                         | Life & LTD Insurance                 | 1,195            | 5,382            | 1,539            | 912            |
| 51240                                                                                         | Workers Compensation Premiums        | 6,434            | 10,693           | 9,665            | 6,107          |
| 51140                                                                                         | Overtime Pay                         | 255              | 495              | 1,141            | 500            |
| 51150                                                                                         | Special Pay                          | 0                | 0                | 500              | 0              |
| 51155                                                                                         | One-Time Payouts                     | 1,695            | 11,992           | 0                | 0              |
| 51237                                                                                         | Allowances & Other Benefits          | 2,925            | 1,575            | 2,363            | 0              |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 273,185          | 140,725          | 245,399          | 182,627        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                  |                  |                  |                |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 30               | 64               | 149              | 0              |
| 52220                                                                                         | Medical Services                     | 0                | 70               | 155              | 0              |
| 52240                                                                                         | Miscellaneous Services               | 0                | 157              | 0                | 0              |
| 52250                                                                                         | Instructor Services                  | 22,631           | 21,225           | 15,806           | 10,500         |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 22,661           | 21,516           | 16,110           | 10,500         |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                  |                  |                  |                |
| 53110                                                                                         | Utilities-Energy                     | 10,721           | 10,653           | 10,295           | 11,090         |
| 53230                                                                                         | Building Maint Services              | 3,331            | (4,223)          | 10,502           | 0              |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 1,706            | 1,437            | 0                | 1,000          |
| 53310                                                                                         | Land & Building Lease                | 0                | 125,929          | 136,433          | 125,000        |
| 53990                                                                                         | Other Property Services              | 0                | 716              | 372              | 1,215          |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 15,757           | 134,512          | 157,602          | 138,305        |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                  |                  |                  |                |
| 54210                                                                                         | Telephone Expenses                   | 3,628            | 2,763            | 1,583            | 2,781          |
| 54220                                                                                         | Mobile/Wireless Expenses             | 1,200            | 1,565            | 2,915            | 1,000          |
| 54230                                                                                         | Internet Services                    | 1,036            | 288              | 2,900            | 0              |
| 54410                                                                                         | Printing & Binding                   | 2,568            | 2,410            | 2,301            | 2,000          |
| 54610                                                                                         | Travel & Training                    | 0                | 231              | 30               | 1,060          |
| 54910                                                                                         | Dues & Subscriptions                 | 288              | 1,905            | 1,740            | 515            |
| 54920                                                                                         | Events & Field Trips                 | 13,633           | 9,622            | 6,502            | 3,800          |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 22,354           | 18,783           | 17,972           | 11,156         |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                  |                  |                  |                |
| 55110                                                                                         | General Office Supplies              | 2,437            | 1,918            | 1,464            | 1,000          |
| 55120                                                                                         | Postage & Delivery                   | 7,925            | 7,878            | 6,417            | 4,000          |
| 55130                                                                                         | Photocopying Charges                 | 891              | 922              | 830              | 946            |
| 55140                                                                                         | Recognition-EE/Volunteer             | 0                | 0                | 131              | 473            |
| 55210                                                                                         | Fuel                                 | 666              | 707              | 709              | 919            |
| 55240                                                                                         | Clothing & Uniform Supply            | 265              | 0                | 0                | 0              |
| 55250                                                                                         | Vehicle & Equip Supplies             | 0                | 0                | 0                | 473            |
| 55290                                                                                         | Other Operating Supplies             | 1,945            | 5,537            | 1,455            | 2,500          |
| 55520                                                                                         | Building Supplies                    | 378              | 102              | 168              | 0              |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 14,506           | 17,065           | 11,175           | 10,311         |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |                  |                  |                  |                |
| 56410                                                                                         | Office Equipment <\$10K              | 156              | 0                | 4,829            | 0              |
| 56710                                                                                         | Other Equipment <\$10K               | 0                | 4,238            | 3,010            | 2,000          |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 156         | 4,238       | 7,839            | 2,000        |
| <b>Division Total: 40 - Recreation-Senior Svcs</b>                                            |                                      | 348,619     | 336,838     | 456,097          | 354,899      |
| <b>Division: 50 - Recreation-Adult/Commnty</b>                                                |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages             | 61,454      | 43,533      | 56,740           | 47,023       |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 10,406      | 6,943       | 5,978            | 4,200        |
| 51200                                                                                         | PARS Contribution                    | 20          | 32          | 78               | 0            |
| 51210                                                                                         | PERS Contributions                   | 5,604       | 5,407       | 7,645            | 5,679        |
| 51211                                                                                         | PERS UAL                             | 21,140      | 12,020      | 16,597           | 10,587       |
| 51220                                                                                         | FICA/Medicare                        | 5,288       | 3,630       | 4,259            | 3,622        |
| 51230                                                                                         | Medical Benefits                     | 11,621      | 8,478       | 13,225           | 12,167       |
| 51235                                                                                         | Life & LTD Insurance                 | 732         | 512         | 678              | 421          |
| 51240                                                                                         | Workers Compensation Premiums        | 5,533       | 7,996       | 8,312            | 3,053        |
| 51140                                                                                         | Overtime Pay                         | 962         | 1,092       | 528              | 0            |
| 51150                                                                                         | Special Pay                          | 780         | 780         | 780              | 325          |
| 51155                                                                                         | One-Time Payouts                     | 3,503       | 0           | 0                | 0            |
| 51237                                                                                         | Allowances & Other Benefits          | 225         | 300         | 788              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 127,269     | 90,724      | 115,606          | 87,077       |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |             |             |                  |              |
| 52250                                                                                         | Instructor Services                  | 77,667      | 72,258      | 60,206           | 70,000       |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 77,667      | 72,258      | 60,206           | 70,000       |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |             |             |                  |              |
| 53230                                                                                         | Building Maint Services              | 779         | 10,791      | 91               | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 779         | 10,791      | 91               | 0            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses                   | 6,209       | 6,622       | 4,297            | 5,150        |
| 54220                                                                                         | Mobile/Wireless Expenses             | 372         | 482         | 720              | 1,030        |
| 54230                                                                                         | Internet Services                    | 461         | 103         | 2,761            | 0            |
| 54610                                                                                         | Travel & Training                    | 435         | 0           | 620              | 45           |
| 54910                                                                                         | Dues & Subscriptions                 | 200         | 0           | 0                | 0            |
| 54920                                                                                         | Events & Field Trips                 | 0           | 1,049       | 0                | 1,000        |
| 54990                                                                                         | Other Administrative Svcs            | 30          | 0           | 0                | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 7,707       | 8,256       | 8,397            | 7,225        |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |             |             |                  |              |
| 55110                                                                                         | General Office Supplies              | 1,193       | 697         | 262              | 946          |
| 55120                                                                                         | Postage & Delivery                   | 426         | 862         | 220              | 0            |
| 55130                                                                                         | Photocopying Charges                 | 3,430       | 2,834       | 671              | 1,500        |
| 55250                                                                                         | Vehicle & Equip Supplies             | 0           | 0           | 2,250            | 0            |
| 55290                                                                                         | Other Operating Supplies             | 3,373       | 5,807       | 1,692            | 3,500        |
| 55520                                                                                         | Building Supplies                    | 497         | 122         | 212              | 0            |
| 55590                                                                                         | Other Maintenance Supply             | 0           | 0           | 550              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 8,919       | 10,322      | 5,857            | 5,946        |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |             |             |                  |              |
| 56710                                                                                         | Other Equipment <\$10K               | 0           | 2,601       | 7,366            | 3,000        |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 0           | 2,601       | 7,366            | 3,000        |
| <b>Division Total: 50 - Recreation-Adult/Commnty</b>                                          |                                      | 222,341     | 194,951     | 197,524          | 173,248      |
| <b>Division: 60 - Recreation-Youth Services</b>                                               |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages             | 63,915      | 101,557     | 161,585          | 141,339      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 43,498      | 51,713      | 42,293           | 27,000       |
| 51200                                                                                         | PARS Contribution                    | 438         | 605         | 423              | 0            |
| 51210                                                                                         | PERS Contributions                   | 5,399       | 6,943       | 10,793           | 10,987       |
| 51211                                                                                         | PERS UAL                             | 343         | 17,923      | 20,964           | 3,842        |
| 51220                                                                                         | FICA/Medicare                        | 5,894       | 8,690       | 12,426           | 10,837       |
| 51230                                                                                         | Medical Benefits                     | 12,985      | 13,016      | 23,704           | 22,874       |
| 51235                                                                                         | Life & LTD Insurance                 | 729         | 1,066       | 1,895            | 1,246        |
| 51240                                                                                         | Workers Compensation Premiums        | 5,533       | 7,996       | 8,312            | 9,160        |
| 51140                                                                                         | Overtime Pay                         | 1,428       | 3,737       | 2,734            | 2,080        |
| 51150                                                                                         | Special Pay                          | 520         | 520         | 520              | 325          |
| 51155                                                                                         | One-Time Payouts                     | 7,736       | 0           | 0                | 0            |
| 51237                                                                                         | Allowances & Other Benefits          | 675         | 3,150       | 3,150            | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 149,094     | 216,916     | 288,801          | 229,690      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 80          | 132         | 1,893            | 0            |
| 52250                                                                                         | Instructor Services                  | 360,146     | 497,481     | 457,266          | 425,000      |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 360,226     | 497,613     | 459,159          | 425,000      |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                    | Account Description                          | 2018 Actual      | 2019 Actual      | 2020 Est. Actual | 2021 Amended     |
|-----------------------------------------------------------------------------------|----------------------------------------------|------------------|------------------|------------------|------------------|
| 53110                                                                             | Utilities-Energy                             | 199              | 0                | 0                | 0                |
| 53250                                                                             | Vehicle & Equip Maint Svc                    | 330              | 1,668            | 5,466            | 1,200            |
| 53310                                                                             | Land & Building Lease                        | 19,600           | 19,135           | (2,427)          | 0                |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i> |                                              | 20,129           | 20,803           | 3,039            | 1,200            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                 |                                              |                  |                  |                  |                  |
| 54110                                                                             | Insurance Premiums                           | 4,966            | 0                | 0                | 0                |
| 54210                                                                             | Telephone Expenses                           | 4,424            | 4,143            | 2,565            | 3,605            |
| 54220                                                                             | Mobile/Wireless Expenses                     | 0                | (58)             | 0                | 1,030            |
| 54230                                                                             | Internet Services                            | 359              | 0                | 2,761            | 0                |
| 54310                                                                             | Legal Notices & Advertise                    | 1,695            | 341              | 0                | 2,575            |
| 54410                                                                             | Printing & Binding                           | 0                | 0                | 112              | 0                |
| 54610                                                                             | Travel & Training                            | 931              | 40               | 1,219            | 1,030            |
| 54910                                                                             | Dues & Subscriptions                         | 90               | 150              | 300              | 309              |
| 54920                                                                             | Events & Field Trips                         | 27,617           | 35,764           | 33,384           | 20,000           |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>   |                                              | 40,082           | 40,380           | 40,341           | 28,549           |
| <i>5500-Supplies - Supplies</i>                                                   |                                              |                  |                  |                  |                  |
| 55110                                                                             | General Office Supplies                      | 1,043            | 964              | 245              | 600              |
| 55120                                                                             | Postage & Delivery                           | 9                | 94               | 20               | 189              |
| 55130                                                                             | Photocopying Charges                         | 3,263            | 2,644            | 1,921            | 2,000            |
| 55140                                                                             | Recognition-EE/Volunteer                     | 0                | 1,524            | 0                | 500              |
| 55210                                                                             | Fuel                                         | 1,582            | 1,959            | 2,036            | 750              |
| 55240                                                                             | Clothing & Uniform Supply                    | 61               | 0                | 0                | 946              |
| 55290                                                                             | Other Operating Supplies                     | 15,060           | 13,528           | 7,530            | 5,000            |
| 55520                                                                             | Building Supplies                            | 309              | 0                | 0                | 0                |
| 55590                                                                             | Other Maintenance Supply                     | 0                | 64               | 0                | 0                |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                     |                                              | 21,328           | 20,775           | 11,752           | 9,985            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                               |                                              |                  |                  |                  |                  |
| 56710                                                                             | Other Equipment <\$10K                       | 1,597            | 0                | 0                | 0                |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i> |                                              | 1,597            | 0                | 0                | 0                |
| <b>Division Total: 60 - Recreation-Youth Services</b>                             |                                              | <b>592,455</b>   | <b>796,486</b>   | <b>803,091</b>   | <b>694,424</b>   |
| <i>Division: 70 - Recreation-Custodial Services</i>                               |                                              |                  |                  |                  |                  |
| <i>5100-Persn - Personnel</i>                                                     |                                              |                  |                  |                  |                  |
| 51110                                                                             | Regular Salaries & Wages                     | 235,044          | 218,779          | 208,384          | 239,253          |
| 51120                                                                             | Part-Time Permanent Salaries & Wages         | 60,667           | 68,547           | 69,205           | 55,000           |
| 51200                                                                             | PARS Contribution                            | 525              | 538              | 474              | 0                |
| 51210                                                                             | PERS Contributions                           | 24,166           | 26,845           | 29,574           | 33,814           |
| 51211                                                                             | PERS UAL                                     | 0                | 93,770           | 54,158           | 73,521           |
| 51220                                                                             | FICA/Medicare                                | 16,571           | 17,638           | 18,225           | 18,404           |
| 51230                                                                             | Medical Benefits                             | 88,524           | 101,509          | 99,773           | 113,368          |
| 51235                                                                             | Life & LTD Insurance                         | 2,328            | 5,194            | 2,406            | 2,118            |
| 51240                                                                             | Workers Compensation Premiums                | 14,412           | 26,685           | 21,056           | 19,439           |
| 51140                                                                             | Overtime Pay                                 | 1,277            | 2,139            | 1,874            | 1,000            |
| 51142                                                                             | Straight OT                                  | 0                | 0                | 24               | 0                |
| 51150                                                                             | Special Pay                                  | 1,000            | 1,000            | 1,000            | 1,325            |
| 51155                                                                             | One-Time Payouts                             | 0                | 3,997            | 0                | 0                |
| 51237                                                                             | Allowances & Other Benefits                  | 975              | 488              | 788              | 0                |
| 51242                                                                             | Workers Compensation Pay (In Lieu of Salary) | 0                | 0                | 534              | 0                |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                       |                                              | 445,491          | 567,128          | 507,475          | 557,242          |
| <i>5300-Prop Svcs - Purchased Property Services</i>                               |                                              |                  |                  |                  |                  |
| 53230                                                                             | Building Maint Services                      | 0                | 6,675            | 15,154           | 7,111            |
| 53250                                                                             | Vehicle & Equip Maint Svc                    | 714              | 2,027            | 1,393            | 0                |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i> |                                              | 714              | 8,702            | 16,546           | 7,111            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                 |                                              |                  |                  |                  |                  |
| 54220                                                                             | Mobile/Wireless Expenses                     | 1,496            | 1,691            | 5,538            | 2,575            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>   |                                              | 1,496            | 1,691            | 5,538            | 2,575            |
| <i>5500-Supplies - Supplies</i>                                                   |                                              |                  |                  |                  |                  |
| 55220                                                                             | Safety Supplies                              | 336              | 1,469            | 758              | 0                |
| 55240                                                                             | Clothing & Uniform Supply                    | 1,000            | 800              | 398              | 1,419            |
| 55290                                                                             | Other Operating Supplies                     | 433              | 966              | 233              | 0                |
| 55520                                                                             | Building Supplies                            | 29,196           | 29,877           | 26,657           | 28,482           |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                     |                                              | 30,965           | 33,112           | 28,046           | 29,901           |
| <b>Division Total: 70 - Recreation-Custodial Services</b>                         |                                              | <b>478,666</b>   | <b>610,634</b>   | <b>557,605</b>   | <b>596,829</b>   |
| <b>Department Total: 50 - Recreation</b>                                          |                                              | <b>5,238,715</b> | <b>5,713,418</b> | <b>5,375,028</b> | <b>4,605,930</b> |
| <i>Department: 60 - Economic Development</i>                                      |                                              |                  |                  |                  |                  |
| <i>Division: 20 - Economic Development</i>                                        |                                              |                  |                  |                  |                  |
| <i>5400-Other Svcs - Other Purchased Services</i>                                 |                                              |                  |                  |                  |                  |
| 54920                                                                             | Events & Field Trips                         | 0                | 22               | 0                | 0                |

## Department Line Item Budgets

| Account Number                                                                                        | Account Description                | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|------------------------------------|-------------|-------------|------------------|--------------|
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                    | 0           | 22          | 0                | 0            |
| Division Total: 20 - Economic Development                                                             |                                    | 0           | 22          | 0                | 0            |
| Department Total: 60 - Economic Development                                                           |                                    | 0           | 22          | 0                | 0            |
| <b>Department: 90 - Non-Departmental</b>                                                              |                                    |             |             |                  |              |
| <b>Division: 00 - Non-Departmental</b>                                                                |                                    |             |             |                  |              |
| <i>5800-Financing - Financing Costs</i>                                                               |                                    |             |             |                  |              |
| 58110                                                                                                 | Principal Payments                 | 0           | 0           | 0                | 107,518      |
| 58120                                                                                                 | Interest Payments                  | 71,875      | 104,708     | 134,625          | 99,609       |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                                 |                                    | 71,875      | 104,708     | 134,625          | 207,127      |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                         |                                    |             |             |                  |              |
| 59990.701                                                                                             | Operating Xfer OutPENS             | 0           | 0           | 0                | 85,000       |
| 59990.835                                                                                             | Operating Xfer Out-CHALL           | 0           | 0           | 0                | 580,612      |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                           |                                    | 0           | 0           | 0                | 665,612      |
| Division Total: 00 - Non-Departmental                                                                 |                                    | 71,875      | 104,708     | 134,625          | 872,739      |
| <b>Division: 50 - Capital Outlay</b>                                                                  |                                    |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                    |             |             |                  |              |
| 52190                                                                                                 | Miscellaneous Prof Svcs            | 56,178      | 16,216      | 30,124           | 0            |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                    | 56,178      | 16,216      | 30,124           | 0            |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                                   |                                    |             |             |                  |              |
| 53810                                                                                                 | Construction Services              | 350,077     | 73,214      | 61,928           | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>                     |                                    | 350,077     | 73,214      | 61,928           | 0            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                                   |                                    |             |             |                  |              |
| 56410                                                                                                 | Office Equipment <\$10K            | 2,244       | 8,744       | 0                | 0            |
| 56710                                                                                                 | Other Equipment <\$10K             | 14,241      | 8,970       | 0                | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>                     |                                    | 16,485      | 17,714      | 0                | 0            |
| <i>5800-Financing - Financing Costs</i>                                                               |                                    |             |             |                  |              |
| 58220                                                                                                 | Licenses & Permits                 | 4,452       | 0           | 0                | 0            |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                                 |                                    | 4,452       | 0           | 0                | 0            |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                         |                                    |             |             |                  |              |
| 59990.231                                                                                             | Operating Transfer out to Fund 231 | 0           | 250,352     | 0                | 0            |
| 59990.301                                                                                             | Operating Xfer Out-CIP             | 0           | 472,234     | 0                | 0            |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                           |                                    | 0           | 722,585     | 0                | 0            |
| Division Total: 50 - Capital Outlay                                                                   |                                    | 427,191     | 829,730     | 92,052           | 0            |
| Department Total: 90 - Non-Departmental                                                               |                                    | 499,066     | 934,438     | 226,677          | 872,739      |
| <b>EXPENSES Total</b>                                                                                 |                                    | 37,121,414  | 40,901,142  | 40,602,039       | 38,714,837   |
| <b>Fund REVENUE Total: 101 - General Fund</b>                                                         |                                    | 35,838,492  | 40,209,157  | 38,414,840       | 39,377,869   |
| <b>Fund EXPENSE Total: 101 - General Fund</b>                                                         |                                    | 37,121,414  | 40,901,142  | 40,602,039       | 38,714,837   |
| <b>Fund Total: 101 - General Fund</b>                                                                 |                                    | (1,282,922) | (691,984)   | (2,187,199)      | 663,032      |
| <b>Fund: 201 - Gas Tax Fund</b>                                                                       |                                    |             |             |                  |              |
| <b>REVENUES</b>                                                                                       |                                    |             |             |                  |              |
| <b>Department: 00 - Non-Departmental Revenue</b>                                                      |                                    |             |             |                  |              |
| <b>Division: 00 - Non-Departmental Revenue</b>                                                        |                                    |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                                   |                                    |             |             |                  |              |
| 45310                                                                                                 | Gas Tax (Section 2105)             | 133,496     | 136,831     | 129,869          | 134,947      |
| 45320                                                                                                 | Gas Tax (Section 2106)             | 92,084      | 94,122      | 85,859           | 91,898       |
| 45330                                                                                                 | Gas Tax (Section 2107)             | 173,737     | 172,080     | 163,984          | 162,343      |
| 45340                                                                                                 | Gas Tax (Section 2107.5)           | 5,000       | 5,000       | 6,000            | 6,000        |
| 45350                                                                                                 | Traffic Congestion Relief          | 27,966      | 28,124      | 28,622           | 0            |
| 45370                                                                                                 | Gas Tax (Section 2103)             | 95,798      | 83,315      | 175,549          | 215,109      |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>                     |                                    | 528,082     | 519,471     | 589,882          | 610,297      |
| Division Total: 00 - Non-Departmental Revenue                                                         |                                    | 528,082     | 519,471     | 589,882          | 610,297      |
| Department Total: 00 - Non-Departmental Revenue                                                       |                                    | 528,082     | 519,471     | 589,882          | 610,297      |
| <b>REVENUES Total</b>                                                                                 |                                    | 528,082     | 519,471     | 589,882          | 610,297      |
| <b>EXPENSES</b>                                                                                       |                                    |             |             |                  |              |
| <b>Department: 30 - Public Works</b>                                                                  |                                    |             |             |                  |              |
| <b>Division: 20 - Public Works Engineering</b>                                                        |                                    |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                    |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages           | 85,036      | 64,126      | 88,108           | 81,668       |
| 51210                                                                                                 | PERS Contributions                 | 8,352       | 6,832       | 10,306           | 10,177       |
| 51211                                                                                                 | PERS UAL                           | 18,677      | 14,936      | 17,470           | 19,595       |
| 51220                                                                                                 | FICA/Medicare                      | 6,121       | 4,996       | 6,679            | 6,317        |
| 51230                                                                                                 | Medical Benefits                   | 13,648      | 15,737      | 20,179           | 20,105       |
| 51235                                                                                                 | Life & LTD Insurance               | 982         | 848         | 1,043            | 719          |
| 51240                                                                                                 | Workers Compensation Premiums      | 3,667       | 5,300       | 5,509            | 4,071        |
| 51140                                                                                                 | Overtime Pay                       | 68          | 3,051       | 2,031            | 0            |
| 51150                                                                                                 | Special Pay                        | 880         | 790         | 910              | 910          |
| 51155                                                                                                 | One-Time Payouts                   | 9           | 1,985       | 2,341            | 0            |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 51237                                                                                         | Allowances & Other Benefits                  | 1,170       | 675         | 945              | 0            |
| 51242                                                                                         | Workers Compensation Pay (In Lieu of Salary) | 14          | 0           | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 138,623     | 119,275     | 155,521          | 143,562      |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                              |             |             |                  |              |
| 52110                                                                                         | Collect & Admin Services                     | 5,168       | 1,862       | 2,628            | 2,800        |
| 52190                                                                                         | Miscellaneous Prof Svcs                      | 28,633      | 21,010      | 4,272            | 26,332       |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 33,801      | 22,872      | 6,900            | 29,132       |
| <i>Division Total: 20 - Public Works Engineering</i>                                          |                                              | 172,424     | 142,147     | 162,421          | 172,694      |
| <i>Division: 30 - Public Works Maintenance</i>                                                |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 89,111      | 88,194      | 87,085           | 82,285       |
| 51210                                                                                         | PERS Contributions                           | 9,327       | 10,405      | 11,350           | 10,907       |
| 51211                                                                                         | PERS UAL                                     | 11,646      | 18,670      | 21,838           | 23,925       |
| 51220                                                                                         | FICA/Medicare                                | 6,049       | 6,342       | 6,077            | 5,785        |
| 51230                                                                                         | Medical Benefits                             | 16,417      | 17,765      | 16,373           | 16,425       |
| 51235                                                                                         | Life & LTD Insurance                         | 954         | 1,026       | 1,004            | 746          |
| 51240                                                                                         | Workers Compensation Premiums                | 3,153       | 4,556       | 4,736            | 3,501        |
| 51140                                                                                         | Overtime Pay                                 | 2,748       | 2,484       | 2,044            | 4,011        |
| 51142                                                                                         | Straight OT                                  | 1,634       | 1,668       | 1,629            | 2,006        |
| 51150                                                                                         | Special Pay                                  | 558         | 558         | 643              | 688          |
| 51155                                                                                         | One-Time Payouts                             | 1,594       | 1,620       | 595              | 0            |
| 51237                                                                                         | Allowances & Other Benefits                  | 1,209       | 1,209       | 977              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                              | 144,400     | 154,496     | 154,351          | 150,279      |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                              |             |             |                  |              |
| 53120                                                                                         | Utilities-Street Light                       | 134,672     | 103,438     | 130,858          | 75,675       |
| 53130                                                                                         | Utilities-Sign/Signal                        | 21,340      | 18,831      | 18,330           | 18,317       |
| 53210                                                                                         | Infrastructure Maint Svc                     | 35,045      | (623)       | 0                | 0            |
| 53220                                                                                         | Sign & Signal Maint Svc                      | 39,000      | (1,900)     | 0                | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                              | 230,056     | 119,746     | 149,188          | 93,992       |
| <i>5500-Supplies - Supplies</i>                                                               |                                              |             |             |                  |              |
| 55510                                                                                         | Infrastructure Supplies                      | 0           | 1,096       | 0                | 0            |
| 55530                                                                                         | Landscape & Park Supplies                    | 0           | 10          | 0                | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                              | 0           | 1,106       | 0                | 0            |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                 |                                              |             |             |                  |              |
| 59991.101                                                                                     | Indirect Xfer-GEN                            | 100,500     | 101,000     | 104,030          | 100,000      |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                   |                                              | 100,500     | 101,000     | 104,030          | 100,000      |
| <i>Division Total: 30 - Public Works Maintenance</i>                                          |                                              | 474,956     | 376,348     | 407,568          | 344,271      |
| <i>Department Total: 30 - Public Works</i>                                                    |                                              | 647,381     | 518,495     | 569,989          | 516,965      |
| <i>EXPENSES Total</i>                                                                         |                                              | 647,381     | 518,495     | 569,989          | 516,965      |
| <i>Fund REVENUE Total: 201 - Gas Tax Fund</i>                                                 |                                              | 528,082     | 519,471     | 589,882          | 610,297      |
| <i>Fund EXPENSE Total: 201 - Gas Tax Fund</i>                                                 |                                              | 647,381     | 518,495     | 569,989          | 516,965      |
| <i>Fund Total: 201 - Gas Tax Fund</i>                                                         |                                              | (119,299)   | 976         | 19,893           | 93,332       |
| <i>Fund: 202 - Nat'l Pollut Dis Elim Sys</i>                                                  |                                              |             |             |                  |              |
| <i>REVENUES</i>                                                                               |                                              |             |             |                  |              |
| <i>Department: 00 - Non-Departmental Revenue</i>                                              |                                              |             |             |                  |              |
| <i>Division: 00 - Non-Departmental Revenue</i>                                                |                                              |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                           |                                              |             |             |                  |              |
| 45710                                                                                         | Nat'l Pol Disch Elim Sys                     | 359,486     | 310,860     | 318,107          | 330,074      |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>             |                                              | 359,486     | 310,860     | 318,107          | 330,074      |
| <i>Division Total: 00 - Non-Departmental Revenue</i>                                          |                                              | 359,486     | 310,860     | 318,107          | 330,074      |
| <i>Department Total: 00 - Non-Departmental Revenue</i>                                        |                                              | 359,486     | 310,860     | 318,107          | 330,074      |
| <i>Department: 30 - Public Works</i>                                                          |                                              |             |             |                  |              |
| <i>Division: 20 - Public Works Engineering</i>                                                |                                              |             |             |                  |              |
| <i>4600-Charges - Charges for Services</i>                                                    |                                              |             |             |                  |              |
| 46520                                                                                         | Program Fees                                 | 0           | 912         | 53               | 0            |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>                      |                                              | 0           | 912         | 53               | 0            |
| <i>Division Total: 20 - Public Works Engineering</i>                                          |                                              | 0           | 912         | 53               | 0            |
| <i>Department Total: 30 - Public Works</i>                                                    |                                              | 0           | 912         | 53               | 0            |
| <i>REVENUES Total</i>                                                                         |                                              | 359,486     | 311,772     | 318,160          | 330,074      |
| <i>EXPENSES</i>                                                                               |                                              |             |             |                  |              |
| <i>Department: 30 - Public Works</i>                                                          |                                              |             |             |                  |              |
| <i>Division: 20 - Public Works Engineering</i>                                                |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                              |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                     | 6,435       | 6,052       | 12,849           | 25,044       |
| 51210                                                                                         | PERS Contributions                           | 624         | 602         | 1,597            | 3,337        |
| 51211                                                                                         | PERS UAL                                     | 1,395       | 1,120       | 1,310            | 7,243        |
| 51220                                                                                         | FICA/Medicare                                | 466         | 433         | 982              | 1,931        |

## Department Line Item Budgets

| Account Number                                                                     | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 51230                                                                              | Medical Benefits                             | 985         | 1,372       | 2,932            | 6,379        |
| 51235                                                                              | Life & LTD Insurance                         | 74          | 74          | 151              | 228          |
| 51240                                                                              | Workers Compensation Premiums                | 386         | 372         | 580              | 1,120        |
| 51140                                                                              | Overtime Pay                                 | 4           | 191         | 127              | 0            |
| 51150                                                                              | Special Pay                                  | 63          | 55          | 65               | 195          |
| 51155                                                                              | One-Time Payouts                             | 1           | 165         | 585              | 0            |
| 51237                                                                              | Allowances & Other Benefits                  | 98          | 79          | 236              | 0            |
| 51242                                                                              | Workers Compensation Pay (In Lieu of Salary) | 1           | 0           | 0                | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                              | 10,531      | 10,514      | 21,415           | 45,477       |
| 5200-Prof Svcs - Purchased Professional & Technical Services                       |                                              |             |             |                  |              |
| 52190                                                                              | Miscellaneous Prof Svcs                      | 18,657      | 9,940       | 9,381            | 25,270       |
| Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                              | 18,657      | 9,940       | 9,381            | 25,270       |
| 5400-Other Svcs - Other Purchased Services                                         |                                              |             |             |                  |              |
| 54610                                                                              | Travel & Training                            | 0           | 43          | 0                | 1,750        |
| 54910                                                                              | Dues & Subscriptions                         | 11,206      | 0           | 0                | 0            |
| 54990                                                                              | Other Administrative Svcs                    | 6,650       | (4,000)     | 1,065            | 3,000        |
| Account Classification Total: 5400-Other Svcs - Other Purchased Services           |                                              | 17,856      | (3,957)     | 1,065            | 4,750        |
| 5800-Financing - Financing Costs                                                   |                                              |             |             |                  |              |
| 58220                                                                              | Licenses & Permits                           | 0           | 9,118       | 9,137            | 10,000       |
| Account Classification Total: 5800-Financing - Financing Costs                     |                                              | 0           | 9,118       | 9,137            | 10,000       |
| Division Total: 20 - Public Works Engineering                                      |                                              | 47,044      | 25,615      | 40,998           | 85,497       |
| Division: 30 - Public Works Maintenance                                            |                                              |             |             |                  |              |
| 5100-Persn - Personnel                                                             |                                              |             |             |                  |              |
| 51110                                                                              | Regular Salaries & Wages                     | 92,681      | 90,009      | 86,144           | 90,274       |
| 51210                                                                              | PERS Contributions                           | 9,401       | 10,311      | 11,081           | 11,835       |
| 51211                                                                              | PERS UAL                                     | 11,739      | 20,910      | 24,459           | 25,637       |
| 51220                                                                              | FICA/Medicare                                | 6,444       | 6,737       | 6,566            | 6,851        |
| 51230                                                                              | Medical Benefits                             | 25,410      | 27,523      | 25,477           | 27,726       |
| 51235                                                                              | Life & LTD Insurance                         | 1,018       | 1,080       | 1,036            | 807          |
| 51240                                                                              | Workers Compensation Premiums                | 3,925       | 5,858       | 5,896            | 4,804        |
| 51140                                                                              | Overtime Pay                                 | 2,306       | 2,070       | 1,733            | 8,916        |
| 51142                                                                              | Straight OT                                  | 1,362       | 1,390       | 1,357            | 6,458        |
| 51150                                                                              | Special Pay                                  | 465         | 465         | 593              | 753          |
| 51155                                                                              | One-Time Payouts                             | 1,992       | 1,342       | 2,521            | 0            |
| 51237                                                                              | Allowances & Other Benefits                  | 2,204       | 2,204       | 1,780            | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                              | 158,946     | 169,898     | 168,641          | 184,061      |
| 5300-Prop Svcs - Purchased Property Services                                       |                                              |             |             |                  |              |
| 53210                                                                              | Infrastructure Maint Svc                     | 10,756      | 27,826      | 33,699           | 60,000       |
| 53240                                                                              | Landscape/Park Maint Svcs                    | 85          | 0           | 0                | 0            |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services         |                                              | 10,841      | 27,826      | 33,699           | 60,000       |
| 5400-Other Svcs - Other Purchased Services                                         |                                              |             |             |                  |              |
| 54920                                                                              | Events & Field Trips                         | 153         | 66          | 60               | 250          |
| 54990                                                                              | Other Administrative Svcs                    | 0           | 53          | 172              | 0            |
| Account Classification Total: 5400-Other Svcs - Other Purchased Services           |                                              | 153         | 118         | 232              | 250          |
| 5500-Supplies - Supplies                                                           |                                              |             |             |                  |              |
| 55510                                                                              | Infrastructure Supplies                      | 0           | 96          | 0                | 0            |
| Account Classification Total: 5500-Supplies - Supplies                             |                                              | 0           | 96          | 0                | 0            |
| 5900-Oth Financ - Other Financing Uses                                             |                                              |             |             |                  |              |
| 59991.101                                                                          | Indirect Xfer-GEN                            | 73,060      | 75,300      | 77,559           | 75,000       |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses               |                                              | 73,060      | 75,300      | 77,559           | 75,000       |
| Division Total: 30 - Public Works Maintenance                                      |                                              | 243,000     | 273,238     | 280,131          | 319,311      |
| Department Total: 30 - Public Works                                                |                                              | 290,044     | 298,853     | 321,129          | 404,808      |
| EXPENSES Total                                                                     |                                              | 290,044     | 298,853     | 321,129          | 404,808      |
| Fund REVENUE Total: 202 - Nat'l Pollut Dis Elim Sys                                |                                              | 359,486     | 311,772     | 318,160          | 330,074      |
| Fund EXPENSE Total: 202 - Nat'l Pollut Dis Elim Sys                                |                                              | 290,044     | 298,853     | 321,129          | 404,808      |
| Fund Total: 202 - Nat'l Pollut Dis Elim Sys                                        |                                              | 69,442      | 12,918      | (2,969)          | (74,734)     |
| Fund: 203 - Land & Light Assess Distr                                              |                                              |             |             |                  |              |
| REVENUES                                                                           |                                              |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                          |                                              |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                            |                                              |             |             |                  |              |
| 4000-Taxes - Property and Other Taxes                                              |                                              |             |             |                  |              |
| 40110                                                                              | Special Assessments                          | 774,977     | 777,656     | 781,248          | 781,000      |
| Account Classification Total: 4000-Taxes - Property and Other Taxes                |                                              | 774,977     | 777,656     | 781,248          | 781,000      |
| Division Total: 00 - Non-Departmental Revenue                                      |                                              | 774,977     | 777,656     | 781,248          | 781,000      |
| Department Total: 00 - Non-Departmental Revenue                                    |                                              | 774,977     | 777,656     | 781,248          | 781,000      |
| Department: 30 - Public Works                                                      |                                              |             |             |                  |              |
| Division: 30 - Public Works Maintenance                                            |                                              |             |             |                  |              |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual    | 2019 Actual    | 2020 Est. Actual | 2021 Amended   |
|-----------------------------------------------------------------------------------------------|--------------------------------------|----------------|----------------|------------------|----------------|
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                           |                                      |                |                |                  |                |
| 45790                                                                                         | Other Local Reimbursement            | 0              | 9,452          | 19,621           | 10,500         |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>             |                                      | 0              | 9,452          | 19,621           | 10,500         |
| <i>4800-Oth Revenu - Other Revenue</i>                                                        |                                      |                |                |                  |                |
| 48990                                                                                         | Other Misc Revenue                   | 510            | 100            | 1,610            | 0              |
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>                          |                                      | 510            | 100            | 1,610            | 0              |
| Division Total: 30 - Public Works Maintenance                                                 |                                      | 510            | 9,552          | 21,231           | 10,500         |
| Department Total: 30 - Public Works                                                           |                                      | 510            | 9,552          | 21,231           | 10,500         |
| <b>REVENUES Total</b>                                                                         |                                      | <b>775,487</b> | <b>787,208</b> | <b>802,479</b>   | <b>791,500</b> |
| <b>EXPENSES</b>                                                                               |                                      |                |                |                  |                |
| Department: 30 - Public Works                                                                 |                                      |                |                |                  |                |
| Division: 20 - Public Works Engineering                                                       |                                      |                |                |                  |                |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                |                |                  |                |
| 52110                                                                                         | Collect & Admin Services             | 0              | 9,999          | 0                | 3,500          |
| 52120                                                                                         | Legal & Financial Svcs               | 9,437          | 7,269          | 9,983            | 10,000         |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 9,437          | 17,268         | 9,983            | 13,500         |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                |                |                  |                |
| 54910                                                                                         | Dues & Subscriptions                 | 0              | 945            | 945              | 1,000          |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 0              | 945            | 945              | 1,000          |
| Division Total: 20 - Public Works Engineering                                                 |                                      | 9,437          | 18,213         | 10,928           | 14,500         |
| Division: 30 - Public Works Maintenance                                                       |                                      |                |                |                  |                |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |                |                |                  |                |
| 51110                                                                                         | Regular Salaries & Wages             | 83,205         | 77,663         | 79,439           | 73,344         |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 6,918          | 6,785          | 16,264           | 16,711         |
| 51200                                                                                         | PARS Contribution                    | 109            | 0              | 173              | 422            |
| 51210                                                                                         | PERS Contributions                   | 8,807          | 9,505          | 10,500           | 9,966          |
| 51211                                                                                         | PERS UAL                             | 10,996         | 18,296         | 21,401           | 22,584         |
| 51220                                                                                         | FICA/Medicare                        | 5,914          | 5,945          | 6,304            | 5,653          |
| 51230                                                                                         | Medical Benefits                     | 24,994         | 26,873         | 27,711           | 27,620         |
| 51235                                                                                         | Life & LTD Insurance                 | 902            | 942            | 948              | 658            |
| 51240                                                                                         | Workers Compensation Premiums        | 3,667          | 5,300          | 5,509            | 4,071          |
| 51140                                                                                         | Overtime Pay                         | 2,724          | 2,484          | 2,000            | 4,011          |
| 51142                                                                                         | Straight OT                          | 1,634          | 1,668          | 1,629            | 2,006          |
| 51150                                                                                         | Special Pay                          | 558            | 558            | 558              | 558            |
| 51155                                                                                         | One-Time Payouts                     | 2,263          | 1,070          | 2,994            | 0              |
| 51237                                                                                         | Allowances & Other Benefits          | 2,145          | 2,145          | 1,733            | 0              |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 154,836        | 159,232        | 177,165          | 167,604        |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |                |                |                  |                |
| 52230                                                                                         | Other Technical Services             | 689            | 1,000          | 1,000            | 1,030          |
| 52240                                                                                         | Miscellaneous Services               | 53             | 0              | 0                | 0              |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 742            | 1,000          | 1,000            | 1,030          |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                |                |                  |                |
| 53110                                                                                         | Utilities-Energy                     | 16,606         | 16,459         | 15,963           | 19,110         |
| 53111                                                                                         | Utilities-Water & Sewer              | 120,210        | 136,351        | 166,507          | 168,500        |
| 53120                                                                                         | Utilities-Street Light               | 52,431         | 58,650         | 50,332           | 50,101         |
| 53210                                                                                         | Infrastructure Maint Svc             | 36,011         | 31,090         | 13,272           | 11,272         |
| 53230                                                                                         | Building Maint Services              | 150            | 85             | 0                | 0              |
| 53240                                                                                         | Landscape/Park Maint Svcs            | 65,902         | 75,538         | 84,432           | 106,917        |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 13             | 0              | 0                | 0              |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 291,323        | 318,173        | 330,506          | 355,900        |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |                |                |                  |                |
| 54610                                                                                         | Travel & Training                    | 2,914          | 6,135          | 17               | 1,545          |
| 54920                                                                                         | Events & Field Trips                 | 26             | 8              | 0                | 0              |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 2,939          | 6,144          | 17               | 1,545          |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |                |                |                  |                |
| 55520                                                                                         | Building Supplies                    | 1,247          | 0              | 0                | 0              |
| 55530                                                                                         | Landscape & Park Supplies            | 61,396         | 36,987         | 30,851           | 23,000         |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 62,643         | 36,987         | 30,851           | 23,000         |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                 |                                      |                |                |                  |                |
| 59991.101                                                                                     | Indirect Xfer-GEN                    | 159,607        | 160,750        | 160,750          | 160,000        |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                   |                                      | 159,607        | 160,750        | 160,750          | 160,000        |
| Division Total: 30 - Public Works Maintenance                                                 |                                      | 672,092        | 682,286        | 700,289          | 709,079        |
| Department Total: 30 - Public Works                                                           |                                      | 681,528        | 700,498        | 711,217          | 723,579        |
| Department: 50 - Recreation                                                                   |                                      |                |                |                  |                |
| Division: 30 - Recreation-Swim Center                                                         |                                      |                |                |                  |                |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |                |                |                  |                |
| 53111                                                                                         | Utilities-Water & Sewer              | 0              | 0              | 0                | 41,000         |



## Department Line Item Budgets

| Account Number                                                                                        | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>                     |                                              | 0           | 0           | 0                | 41,000       |
| Division Total: 30 - Recreation-Swim Center                                                           |                                              | 0           | 0           | 0                | 41,000       |
| Division: 70 - Recreation-Custodial Services                                                          |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                              |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages                     | 45,988      | 43,195      | 56,738           | 41,681       |
| 51210                                                                                                 | PERS Contributions                           | 7,548       | 6,174       | 6,459            | 3,223        |
| 51211                                                                                                 | PERS UAL                                     | 0           | 10,455      | 12,229           | 0            |
| 51220                                                                                                 | FICA/Medicare                                | 5,278       | 4,368       | 3,923            | 3,189        |
| 51230                                                                                                 | Medical Benefits                             | 26,703      | 22,116      | 18,757           | 9,518        |
| 51235                                                                                                 | Life & LTD Insurance                         | 766         | 610         | 549              | 368          |
| 51240                                                                                                 | Workers Compensation Premiums                | 3,667       | 5,300       | 5,509            | 4,071        |
| 51140                                                                                                 | Overtime Pay                                 | 96          | 344         | 0                | 750          |
| 51150                                                                                                 | Special Pay                                  | 1,000       | 1,000       | 1,000            | 0            |
| 51155                                                                                                 | One-Time Payouts                             | 0           | 0           | 3,928            | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                              | 91,047      | 93,561      | 109,092          | 62,800       |
| Division Total: 70 - Recreation-Custodial Services                                                    |                                              | 91,047      | 93,561      | 109,092          | 62,800       |
| Department Total: 50 - Recreation                                                                     |                                              | 91,047      | 93,561      | 109,092          | 103,800      |
| EXPENSES Total                                                                                        |                                              | 772,575     | 794,060     | 820,308          | 827,379      |
| Fund REVENUE Total: 203 - Land & Light Assess Distr                                                   |                                              | 775,487     | 787,208     | 802,479          | 791,500      |
| Fund EXPENSE Total: 203 - Land & Light Assess Distr                                                   |                                              | 772,575     | 794,060     | 820,308          | 827,379      |
| Fund Total: 203 - Land & Light Assess Distr                                                           |                                              | 2,912       | (6,852)     | (17,829)         | (35,879)     |
| Fund: 204 - Measure J-Return to Source Fund                                                           |                                              |             |             |                  |              |
| REVENUES                                                                                              |                                              |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                                             |                                              |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                                               |                                              |             |             |                  |              |
| <i>4000-Taxes - Property and Other Taxes</i>                                                          |                                              |             |             |                  |              |
| 40310                                                                                                 | Measure J-1/2% Transport                     | 456,053     | 479,482     | 0                | 384,200      |
| <i>Account Classification Total: 4000-Taxes - Property and Other Taxes</i>                            |                                              | 456,053     | 479,482     | 0                | 384,200      |
| Division Total: 00 - Non-Departmental Revenue                                                         |                                              | 456,053     | 479,482     | 0                | 384,200      |
| Department Total: 00 - Non-Departmental Revenue                                                       |                                              | 456,053     | 479,482     | 0                | 384,200      |
| Department: 50 - Recreation                                                                           |                                              |             |             |                  |              |
| Division: 40 - Recreation-Senior Svcs                                                                 |                                              |             |             |                  |              |
| <i>4600-Charges - Charges for Services</i>                                                            |                                              |             |             |                  |              |
| 46532.3                                                                                               | El Cerrito Rides                             | 0           | 175         | 0                | 0            |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>                              |                                              | 0           | 175         | 0                | 0            |
| Division Total: 40 - Recreation-Senior Svcs                                                           |                                              | 0           | 175         | 0                | 0            |
| Department Total: 50 - Recreation                                                                     |                                              | 0           | 175         | 0                | 0            |
| REVENUES Total                                                                                        |                                              | 456,053     | 479,657     | 0                | 384,200      |
| EXPENSES                                                                                              |                                              |             |             |                  |              |
| Department: 30 - Public Works                                                                         |                                              |             |             |                  |              |
| Division: 20 - Public Works Engineering                                                               |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                              |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages                     | 57,605      | 48,056      | 63,550           | 43,223       |
| 51120                                                                                                 | Part-Time Permanent Salaries & Wages         | 530         | 0           | 0                | 0            |
| 51200                                                                                                 | PARS Contribution                            | 7           | 0           | 0                | 0            |
| 51210                                                                                                 | PERS Contributions                           | 6,099       | 5,548       | 8,035            | 5,550        |
| 51211                                                                                                 | PERS UAL                                     | 23,371      | 12,696      | 14,850           | 11,612       |
| 51220                                                                                                 | FICA/Medicare                                | 3,979       | 3,588       | 4,606            | 3,176        |
| 51230                                                                                                 | Medical Benefits                             | 7,959       | 9,331       | 12,605           | 8,942        |
| 51235                                                                                                 | Life & LTD Insurance                         | 646         | 587         | 736              | 395          |
| 51240                                                                                                 | Workers Compensation Premiums                | 2,188       | 3,161       | 3,286            | 1,812        |
| 51140                                                                                                 | Overtime Pay                                 | 43          | 2,670       | 1,269            | 0            |
| 51150                                                                                                 | Special Pay                                  | 419         | 406         | 442              | 312          |
| 51155                                                                                                 | One-Time Payouts                             | 270         | 1,232       | 1,561            | 0            |
| 51237                                                                                                 | Allowances & Other Benefits                  | 951         | 668         | 851              | 0            |
| 51242                                                                                                 | Workers Compensation Pay (In Lieu of Salary) | 2           | 0           | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                              | 104,068     | 87,943      | 111,790          | 75,022       |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                              |             |             |                  |              |
| 52190                                                                                                 | Miscellaneous Prof Svcs                      | 10,105      | 13,983      | 9,034            | 10,300       |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 10,105      | 13,983      | 9,034            | 10,300       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                                     |                                              |             |             |                  |              |
| 54220                                                                                                 | Mobile/Wireless Expenses                     | 3,050       | 1,620       | 1,648            | 2,000        |
| 54910                                                                                                 | Dues & Subscriptions                         | 42,772      | 47,049      | 48,930           | 49,000       |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                              | 45,822      | 48,669      | 50,578           | 51,000       |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                         |                                              |             |             |                  |              |
| 59991.101                                                                                             | Indirect Xfer-GEN                            | 62,520      | 63,000      | 64,396           | 63,000       |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                           |                                              | 62,520      | 63,000      | 64,396           | 63,000       |

## Department Line Item Budgets

| Account Number                                                                             | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|--------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| Division Total: 20 - Public Works Engineering                                              |                                              | 222,515     | 213,595     | 235,798          | 199,322      |
| Division:                                                                                  | 30 - Public Works Maintenance                |             |             |                  |              |
| 5100-Persn - Personnel                                                                     |                                              |             |             |                  |              |
| 51110                                                                                      | Regular Salaries & Wages                     | 36,334      | 34,289      | 32,059           | 24,257       |
| 51210                                                                                      | PERS Contributions                           | 3,472       | 3,775       | 4,033            | 3,150        |
| 51211                                                                                      | PERS UAL                                     | 4,335       | 8,215       | 9,609            | 6,113        |
| 51220                                                                                      | FICA/Medicare                                | 2,676       | 2,792       | 2,592            | 1,894        |
| 51230                                                                                      | Medical Benefits                             | 12,152      | 13,166      | 11,644           | 9,041        |
| 51235                                                                                      | Life & LTD Insurance                         | 396         | 417         | 385              | 219          |
| 51240                                                                                      | Workers Compensation Premiums                | 1,866       | 2,696       | 2,803            | 1,628        |
| 51140                                                                                      | Overtime Pay                                 | 2,446       | 2,208       | 1,822            | 3,566        |
| 51142                                                                                      | Straight OT                                  | 1,452       | 1,482       | 1,448            | 1,784        |
| 51150                                                                                      | Special Pay                                  | 496         | 496         | 581              | 502          |
| 51155                                                                                      | One-Time Payouts                             | 478         | 951         | 534              | 0            |
| Account Classification Total: 5100-Persn - Personnel                                       |                                              | 66,102      | 70,488      | 67,509           | 52,154       |
| 5300-Prop Svcs - Purchased Property Services                                               |                                              |             |             |                  |              |
| 53120                                                                                      | Utilities-Street Light                       | 104,758     | 103,349     | 100,597          | 101,600      |
| 53210                                                                                      | Infrastructure Maint Svc                     | 15,000      | (667)       | (153)            | 0            |
| 53220                                                                                      | Sign & Signal Maint Svc                      | 0           | 710         | 731              | 11,000       |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services                 |                                              | 119,758     | 103,391     | 101,175          | 112,600      |
| 5500-Supplies - Supplies                                                                   |                                              |             |             |                  |              |
| 55510                                                                                      | Infrastructure Supplies                      | 25,924      | 20,929      | 47,276           | 0            |
| Account Classification Total: 5500-Supplies - Supplies                                     |                                              | 25,924      | 20,929      | 47,276           | 0            |
| 5900-Oth Financ - Other Financing Uses                                                     |                                              |             |             |                  |              |
| 59990.301                                                                                  | Operating Xfer Out-CIP                       | 20,000      | 20,000      | 20,000           | 20,000       |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses                       |                                              | 20,000      | 20,000      | 20,000           | 20,000       |
| Division Total: 30 - Public Works Maintenance                                              |                                              | 231,785     | 214,808     | 235,961          | 184,754      |
| Department Total: 30 - Public Works                                                        |                                              | 454,300     | 428,403     | 471,759          | 384,076      |
| Department:                                                                                | 90 - Non-Departmental                        |             |             |                  |              |
| Division:                                                                                  | 50 - Capital Outlay                          |             |             |                  |              |
| 5200-Prof Svcs - Purchased Professional & Technical Services                               |                                              |             |             |                  |              |
| 52190                                                                                      | Miscellaneous Prof Svcs                      | 12,155      | 7,691       | 0                | 0            |
| Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                              | 12,155      | 7,691       | 0                | 0            |
| 5300-Prop Svcs - Purchased Property Services                                               |                                              |             |             |                  |              |
| 53810                                                                                      | Construction Services                        | 0           | 53,910      | (166)            | 0            |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services                 |                                              | 0           | 53,910      | (166)            | 0            |
| Division Total: 50 - Capital Outlay                                                        |                                              | 12,155      | 61,601      | (166)            | 0            |
| Department Total: 90 - Non-Departmental                                                    |                                              | 12,155      | 61,601      | (166)            | 0            |
| EXPENSES Total                                                                             |                                              | 466,455     | 490,004     | 471,592          | 384,076      |
| Fund REVENUE                                                                               | Total: 204 - Measure J-Return to Source Fund | 456,053     | 479,657     | 0                | 384,200      |
| Fund EXPENSE                                                                               | Total: 204 - Measure J-Return to Source Fund | 466,455     | 490,004     | 471,592          | 384,076      |
| Fund Total: 204 - Measure J-Return to Source Fund                                          |                                              | (10,402)    | (10,347)    | (471,592)        | 124          |
| Fund:                                                                                      | 205 - Measure J Storm Drain                  |             |             |                  |              |
| REVENUES                                                                                   |                                              |             |             |                  |              |
| Department:                                                                                | 00 - Non-Departmental Revenue                |             |             |                  |              |
| Division:                                                                                  | 00 - Non-Departmental Revenue                |             |             |                  |              |
| 4000-Taxes - Property and Other Taxes                                                      |                                              |             |             |                  |              |
| 40150                                                                                      | Parcel Tax-Local Approved                    | 700,636     | 701,950     | 704,131          | 702,000      |
| Account Classification Total: 4000-Taxes - Property and Other Taxes                        |                                              | 700,636     | 701,950     | 704,131          | 702,000      |
| Division Total: 00 - Non-Departmental Revenue                                              |                                              | 700,636     | 701,950     | 704,131          | 702,000      |
| Department Total: 00 - Non-Departmental Revenue                                            |                                              | 700,636     | 701,950     | 704,131          | 702,000      |
| REVENUES Total                                                                             |                                              | 700,636     | 701,950     | 704,131          | 702,000      |
| EXPENSES                                                                                   |                                              |             |             |                  |              |
| Department:                                                                                | 30 - Public Works                            |             |             |                  |              |
| Division:                                                                                  | 20 - Public Works Engineering                |             |             |                  |              |
| 5100-Persn - Personnel                                                                     |                                              |             |             |                  |              |
| 51110                                                                                      | Regular Salaries & Wages                     | 24,674      | 17,005      | 26,185           | 24,313       |
| 51210                                                                                      | PERS Contributions                           | 2,197       | 1,591       | 2,753            | 2,774        |
| 51211                                                                                      | PERS UAL                                     | 4,914       | 3,734       | 4,368            | 4,689        |
| 51220                                                                                      | FICA/Medicare                                | 1,815       | 1,316       | 1,959            | 1,880        |
| 51230                                                                                      | Medical Benefits                             | 3,551       | 4,156       | 5,599            | 5,576        |
| 51235                                                                                      | Life & LTD Insurance                         | 291         | 245         | 310              | 219          |
| 51240                                                                                      | Workers Compensation Premiums                | 1,480       | 1,581       | 2,223            | 1,221        |
| 51140                                                                                      | Overtime Pay                                 | 9           | 381         | 254              | 0            |
| 51150                                                                                      | Special Pay                                  | 245         | 200         | 260              | 260          |
| 51155                                                                                      | One-Time Payouts                             | 3           | 674         | 780              | 0            |
| 51237                                                                                      | Allowances & Other Benefits                  | 390         | 225         | 315              | 0            |

## Department Line Item Budgets

| Account Number                                                                     | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 51242                                                                              | Workers Compensation Pay (In Lieu of Salary) | 7           | 0           | 0                | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                              | 39,575      | 31,107      | 45,005           | 40,932       |
| 5200-Prof Svcs - Purchased Professional & Technical Services                       |                                              |             |             |                  |              |
| 52110                                                                              | Collect & Admin Services                     | 0           | 11,700      | 0                | 5,100        |
| 52120                                                                              | Legal & Financial Svcs                       | 4,417       | 3,393       | 5,837            | 5,100        |
| Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                              | 4,417       | 15,093      | 5,837            | 10,200       |
| 5900-Oth Financ - Other Financing Uses                                             |                                              |             |             |                  |              |
| 59991.101                                                                          | Indirect Xfer-GEN                            | 74,391      | 74,000      | 76,220           | 74,000       |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses               |                                              | 74,391      | 74,000      | 76,220           | 74,000       |
| Division Total: 20 - Public Works Engineering                                      |                                              | 118,383     | 120,200     | 127,061          | 125,132      |
| Division: 30 - Public Works Maintenance                                            |                                              |             |             |                  |              |
| 5100-Persn - Personnel                                                             |                                              |             |             |                  |              |
| 51110                                                                              | Regular Salaries & Wages                     | 159,052     | 153,422     | 151,458          | 144,094      |
| 51210                                                                              | PERS Contributions                           | 16,556      | 18,248      | 19,883           | 19,526       |
| 51211                                                                              | PERS UAL                                     | 20,672      | 35,846      | 41,929           | 42,018       |
| 51220                                                                              | FICA/Medicare                                | 11,492      | 12,114      | 11,681           | 10,871       |
| 51230                                                                              | Medical Benefits                             | 42,413      | 45,936      | 44,459           | 44,474       |
| 51235                                                                              | Life & LTD Insurance                         | 1,722       | 1,832       | 1,795            | 1,281        |
| 51240                                                                              | Workers Compensation Premiums                | 6,627       | 10,228      | 9,955            | 7,776        |
| 51140                                                                              | Overtime Pay                                 | 9,117       | 8,279       | 12,458           | 0            |
| 51142                                                                              | Straight OT                                  | 5,446       | 5,559       | 8,328            | 0            |
| 51150                                                                              | Special Pay                                  | 1,860       | 1,860       | 1,988            | 2,055        |
| 51155                                                                              | One-Time Payouts                             | 2,373       | 4,316       | 1,908            | 0            |
| 51237                                                                              | Allowances & Other Benefits                  | 1,014       | 1,014       | 819              | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                              | 278,344     | 298,654     | 306,661          | 272,095      |
| 5300-Prop Svcs - Purchased Property Services                                       |                                              |             |             |                  |              |
| 53210                                                                              | Infrastructure Maint Svc                     | 22,327      | 33,148      | 25,976           | 63,000       |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services         |                                              | 22,327      | 33,148      | 25,976           | 63,000       |
| 5500-Supplies - Supplies                                                           |                                              |             |             |                  |              |
| 55110                                                                              | General Office Supplies                      | 0           | 229         | 0                | 0            |
| 55510                                                                              | Infrastructure Supplies                      | 2,671       | 3,866       | 2,534            | 10,300       |
| Account Classification Total: 5500-Supplies - Supplies                             |                                              | 2,671       | 4,095       | 2,534            | 10,300       |
| Division Total: 30 - Public Works Maintenance                                      |                                              | 303,342     | 335,898     | 335,171          | 345,395      |
| Department Total: 30 - Public Works                                                |                                              | 421,725     | 456,098     | 462,233          | 470,527      |
| Department: 90 - Non-Departmental                                                  |                                              |             |             |                  |              |
| Division: 50 - Capital Outlay                                                      |                                              |             |             |                  |              |
| 5100-Persn - Personnel                                                             |                                              |             |             |                  |              |
| 51110                                                                              | Regular Salaries & Wages                     | 0           | 0           | 3,109            | 0            |
| 51220                                                                              | FICA/Medicare                                | 0           | 0           | 220              | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                              | 0           | 0           | 3,329            | 0            |
| 5200-Prof Svcs - Purchased Professional & Technical Services                       |                                              |             |             |                  |              |
| 52190                                                                              | Miscellaneous Prof Svcs                      | 89,290      | 8,672       | 158,364          | 40,000       |
| Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                              | 89,290      | 8,672       | 158,364          | 40,000       |
| 5300-Prop Svcs - Purchased Property Services                                       |                                              |             |             |                  |              |
| 53810                                                                              | Construction Services                        | 49,736      | 0           | 350,839          | 160,000      |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services         |                                              | 49,736      | 0           | 350,839          | 160,000      |
| 5400-Other Svcs - Other Purchased Services                                         |                                              |             |             |                  |              |
| 54310                                                                              | Legal Notices & Advertise                    | 0           | 0           | 608              | 0            |
| 54410                                                                              | Printing & Binding                           | 0           | 0           | 275              | 0            |
| Account Classification Total: 5400-Other Svcs - Other Purchased Services           |                                              | 0           | 0           | 883              | 0            |
| Division Total: 50 - Capital Outlay                                                |                                              | 139,026     | 8,672       | 513,415          | 200,000      |
| Department Total: 90 - Non-Departmental                                            |                                              | 139,026     | 8,672       | 513,415          | 200,000      |
| EXPENSES Total                                                                     |                                              | 560,751     | 464,770     | 975,647          | 670,527      |
| Fund REVENUE Total: 205 - Measure J Storm Drain                                    |                                              | 700,636     | 701,950     | 704,131          | 702,000      |
| Fund EXPENSE Total: 205 - Measure J Storm Drain                                    |                                              | 560,751     | 464,770     | 975,647          | 670,527      |
| Fund Total: 205 - Measure J Storm Drain                                            |                                              | 139,884     | 237,181     | (271,516)        | 31,473       |
| Fund: 206 - Measure A Parcel Tax                                                   |                                              |             |             |                  |              |
| REVENUES                                                                           |                                              |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                          |                                              |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                            |                                              |             |             |                  |              |
| 4000-Taxes - Property and Other Taxes                                              |                                              |             |             |                  |              |
| 40150                                                                              | Parcel Tax-Local Approved                    | 654,469     | 633,080     | 614,465          | 0            |
| Account Classification Total: 4000-Taxes - Property and Other Taxes                |                                              | 654,469     | 633,080     | 614,465          | 0            |
| Division Total: 00 - Non-Departmental Revenue                                      |                                              | 654,469     | 633,080     | 614,465          | 0            |
| Department Total: 00 - Non-Departmental Revenue                                    |                                              | 654,469     | 633,080     | 614,465          | 0            |
| REVENUES Total                                                                     |                                              | 654,469     | 633,080     | 614,465          | 0            |
| EXPENSES                                                                           |                                              |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                                | Account Description       | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|---------------------------|-------------|-------------|------------------|--------------|
| <b>Department: 10 - Administration</b>                                                        |                           |             |             |                  |              |
| <b>Division: 50 - Finance Department</b>                                                      |                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                           |             |             |                  |              |
| 52110                                                                                         | Collect & Admin Services  | 0           | 12,000      | 0                | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                           | 0           | 12,000      | 0                | 0            |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                 |                           |             |             |                  |              |
| 59990.101                                                                                     | Operating Xfer Out-GEN    | 50,912      | 51,000      | 51,000           | 0            |
| 59990.834                                                                                     | Operating Xfer Out-FIN    | 355,847     | 360,730     | 360,730          | 187,014      |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                   |                           | 406,759     | 411,730     | 411,730          | 187,014      |
| <b>Division Total: 50 - Finance Department</b>                                                |                           | 406,759     | 423,730     | 411,730          | 187,014      |
| <b>Department Total: 10 - Administration</b>                                                  |                           | 406,759     | 423,730     | 411,730          | 187,014      |
| <b>Department: 50 - Recreation</b>                                                            |                           |             |             |                  |              |
| <b>Division: 30 - Recreation-Swim Center</b>                                                  |                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                           |             |             |                  |              |
| 52120                                                                                         | Legal & Financial Svcs    | 4,417       | 3,393       | 3,483            | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                           | 4,417       | 3,393       | 3,483            | 0            |
| <b>Division Total: 30 - Recreation-Swim Center</b>                                            |                           | 4,417       | 3,393       | 3,483            | 0            |
| <b>Department Total: 50 - Recreation</b>                                                      |                           | 4,417       | 3,393       | 3,483            | 0            |
| <b>Department: 90 - Non-Departmental</b>                                                      |                           |             |             |                  |              |
| <b>Division: 50 - Capital Outlay</b>                                                          |                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                           |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs   | 54,829      | 1,452       | 3,215            | 0            |
| 52240                                                                                         | Miscellaneous Services    | 4,614       | 0           | 0                | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                           | 59,443      | 1,452       | 3,215            | 0            |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                           |             |             |                  |              |
| 53810                                                                                         | Construction Services     | 539,790     | 46,772      | 20,686           | 298,740      |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                           | 539,790     | 46,772      | 20,686           | 298,740      |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                           |             |             |                  |              |
| 54310                                                                                         | Legal Notices & Advertise | 916         | 0           | 0                | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                           | 916         | 0           | 0                | 0            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                           |             |             |                  |              |
| 56210                                                                                         | Buildings & Structures    | 34,647      | 48,849      | 55,238           | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                           | 34,647      | 48,849      | 55,238           | 0            |
| <b>Division Total: 50 - Capital Outlay</b>                                                    |                           | 634,796     | 97,073      | 79,139           | 298,740      |
| <b>Department Total: 90 - Non-Departmental</b>                                                |                           | 634,796     | 97,073      | 79,139           | 298,740      |
| <b>EXPENSES Total</b>                                                                         |                           | 1,045,972   | 524,196     | 494,352          | 485,754      |
| <b>Fund REVENUE Total: 206 - Measure A Parcel Tax</b>                                         |                           | 654,469     | 633,080     | 614,465          | 0            |
| <b>Fund EXPENSE Total: 206 - Measure A Parcel Tax</b>                                         |                           | 1,045,972   | 524,196     | 494,352          | 485,754      |
| <b>Fund Total: 206 - Measure A Parcel Tax</b>                                                 |                           | (391,503)   | 108,884     | 120,113          | (485,754)    |
| <b>Fund: 207 - Measure H Park &amp; Rec Facilities</b>                                        |                           |             |             |                  |              |
| <b>REVENUES</b>                                                                               |                           |             |             |                  |              |
| <b>Department: 00 - Non-Departmental Revenue</b>                                              |                           |             |             |                  |              |
| <b>Division: 00 - Non-Departmental Revenue</b>                                                |                           |             |             |                  |              |
| <i>4000-Taxes - Property and Other Taxes</i>                                                  |                           |             |             |                  |              |
| 40150                                                                                         | Parcel Tax-Local Approved | 0           | 0           | 0                | 632,891      |
| <i>Account Classification Total: 4000-Taxes - Property and Other Taxes</i>                    |                           | 0           | 0           | 0                | 632,891      |
| <b>Division Total: 00 - Non-Departmental Revenue</b>                                          |                           | 0           | 0           | 0                | 632,891      |
| <b>Department Total: 00 - Non-Departmental Revenue</b>                                        |                           | 0           | 0           | 0                | 632,891      |
| <b>REVENUES Total</b>                                                                         |                           | 0           | 0           | 0                | 632,891      |
| <b>EXPENSES</b>                                                                               |                           |             |             |                  |              |
| <b>Department: 30 - Public Works</b>                                                          |                           |             |             |                  |              |
| <b>Division: 30 - Public Works Maintenance</b>                                                |                           |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                           |             |             |                  |              |
| 53240                                                                                         | Landscape/Park Maint Svcs | 0           | 0           | 0                | 268,000      |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                           | 0           | 0           | 0                | 268,000      |
| <b>Division Total: 30 - Public Works Maintenance</b>                                          |                           | 0           | 0           | 0                | 268,000      |
| <b>Department Total: 30 - Public Works</b>                                                    |                           | 0           | 0           | 0                | 268,000      |
| <b>Department: 50 - Recreation</b>                                                            |                           |             |             |                  |              |
| <b>Division: 30 - Recreation-Swim Center</b>                                                  |                           |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                           |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy          | 0           | 0           | 0                | 63,780       |
| 53210                                                                                         | Infrastructure Maint Svc  | 0           | 0           | 513              | 50,326       |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                           | 0           | 0           | 513              | 114,106      |
| <i>5500-Supplies - Supplies</i>                                                               |                           |             |             |                  |              |
| 55295                                                                                         | Chemicals                 | 0           | 0           | 0                | 52,000       |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                           | 0           | 0           | 0                | 52,000       |
| <b>Division Total: 30 - Recreation-Swim Center</b>                                            |                           | 0           | 0           | 513              | 166,106      |

## Department Line Item Budgets

| Account Number                                                             | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|----------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| Department Total: 50 - Recreation                                          |                                              | 0           | 0           | 513              | 166,106      |
| Department:                                                                | 90 - Non-Departmental                        |             |             |                  |              |
| Division:                                                                  | 50 - Capital Outlay                          |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                        |                                              |             |             |                  |              |
| 53290                                                                      | Miscellaneous R&M Svcs                       | 0           | 0           | 0                | 73,310       |
| 53810                                                                      | Construction Services                        | 0           | 0           | 0                | 35,475       |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services |                                              | 0           | 0           | 0                | 108,785      |
| <i>5500-Supplies - Supplies</i>                                            |                                              |             |             |                  |              |
| 55530                                                                      | Landscape & Park Supplies                    | 0           | 0           | 0                | 10,000       |
| Account Classification Total: 5500-Supplies - Supplies                     |                                              | 0           | 0           | 0                | 10,000       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                        |                                              |             |             |                  |              |
| 56710                                                                      | Other Equipment <\$10K                       | 0           | 0           | 0                | 30,000       |
| Account Classification Total: 5600-Prop & Cap - Property & Capital         |                                              | 0           | 0           | 0                | 30,000       |
| <i>5900-Oth Financ - Other Financing Uses</i>                              |                                              |             |             |                  |              |
| 59990.101                                                                  | Operating Xfer Out-GEN                       | 0           | 0           | 0                | 50,000       |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses       |                                              | 0           | 0           | 0                | 50,000       |
| Division Total: 50 - Capital Outlay                                        |                                              | 0           | 0           | 0                | 198,785      |
| Department Total: 90 - Non-Departmental                                    |                                              | 0           | 0           | 0                | 198,785      |
| EXPENSES Total                                                             |                                              | 0           | 0           | 513              | 632,891      |
| Fund REVENUE                                                               | Total: 207 - Measure H Park & Rec Facilities | 0           | 0           | 0                | 632,891      |
| Fund EXPENSE                                                               | Total: 207 - Measure H Park & Rec Facilities | 0           | 0           | 513              | 632,891      |
| Fund Total: 207 - Measure H Park & Rec Facilities                          |                                              | 0           | 0           | (513)            | 0            |
| Fund:                                                                      | 208 - Asset Seizure Fund                     |             |             |                  |              |
| REVENUES                                                                   |                                              |             |             |                  |              |
| Department:                                                                | 20 - Police                                  |             |             |                  |              |
| Division:                                                                  | 11 - Police Administration                   |             |             |                  |              |
| <i>4400-Use of Prp - Use of Money and Property</i>                         |                                              |             |             |                  |              |
| 44920                                                                      | Unclaimed Assets                             | 145,067     | 13,614      | 866              | 0            |
| Account Classification Total: 4400-Use of Prp - Use of Money and Property  |                                              | 145,067     | 13,614      | 866              | 0            |
| Division Total: 11 - Police Administration                                 |                                              | 145,067     | 13,614      | 866              | 0            |
| Department Total: 20 - Police                                              |                                              | 145,067     | 13,614      | 866              | 0            |
| REVENUES Total                                                             |                                              | 145,067     | 13,614      | 866              | 0            |
| EXPENSES                                                                   |                                              |             |             |                  |              |
| Department:                                                                | 20 - Police                                  |             |             |                  |              |
| Division:                                                                  | 11 - Police Administration                   |             |             |                  |              |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                        |                                              |             |             |                  |              |
| 56710                                                                      | Other Equipment <\$10K                       | 0           | 0           | 10,175           | 0            |
| Account Classification Total: 5600-Prop & Cap - Property & Capital         |                                              | 0           | 0           | 10,175           | 0            |
| Division Total: 11 - Police Administration                                 |                                              | 0           | 0           | 10,175           | 0            |
| Division:                                                                  | 12 - Police Operations                       |             |             |                  |              |
| <i>5500-Supplies - Supplies</i>                                            |                                              |             |             |                  |              |
| 55290                                                                      | Other Operating Supplies                     | 496         | 512         | 0                | 0            |
| Account Classification Total: 5500-Supplies - Supplies                     |                                              | 496         | 512         | 0                | 0            |
| Division Total: 12 - Police Operations                                     |                                              | 496         | 512         | 0                | 0            |
| Department Total: 20 - Police                                              |                                              | 496         | 512         | 10,175           | 0            |
| EXPENSES Total                                                             |                                              | 496         | 512         | 10,175           | 0            |
| Fund REVENUE                                                               | Total: 208 - Asset Seizure Fund              | 145,067     | 13,614      | 866              | 0            |
| Fund EXPENSE                                                               | Total: 208 - Asset Seizure Fund              | 496         | 512         | 10,175           | 0            |
| Fund Total: 208 - Asset Seizure Fund                                       |                                              | 144,572     | 13,103      | (9,310)          | 0            |
| Fund:                                                                      | 209 - Vehicle Abatement Fund                 |             |             |                  |              |
| REVENUES                                                                   |                                              |             |             |                  |              |
| Department:                                                                | 20 - Police                                  |             |             |                  |              |
| Division:                                                                  | 11 - Police Administration                   |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                        |                                              |             |             |                  |              |
| 45510                                                                      | Abandoned Vehicle Abatem                     | 37,306      | 75,461      | 11,773           | 30,000       |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues |                                              | 37,306      | 75,461      | 11,773           | 30,000       |
| Division Total: 11 - Police Administration                                 |                                              | 37,306      | 75,461      | 11,773           | 30,000       |
| Department Total: 20 - Police                                              |                                              | 37,306      | 75,461      | 11,773           | 30,000       |
| REVENUES Total                                                             |                                              | 37,306      | 75,461      | 11,773           | 30,000       |
| EXPENSES                                                                   |                                              |             |             |                  |              |
| Department:                                                                | 20 - Police                                  |             |             |                  |              |
| Division:                                                                  | 12 - Police Operations                       |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                        |                                              |             |             |                  |              |
| 53250                                                                      | Vehicle & Equip Maint Svc                    | 0           | 0           | 0                | 11,330       |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services |                                              | 0           | 0           | 0                | 11,330       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                        |                                              |             |             |                  |              |



## Department Line Item Budgets

| Account Number                                                                                        | Account Description                          | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------|------------------|--------------|
| 56510                                                                                                 | Vehicles <\$10K                              | 0           | 0           | 0                | 19,570       |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>                     |                                              | 0           | 0           | 0                | 19,570       |
| Division Total: 12 - Police Operations                                                                |                                              | 0           | 0           | 0                | 30,900       |
| Department Total: 20 - Police                                                                         |                                              | 0           | 0           | 0                | 30,900       |
| EXPENSES Total                                                                                        |                                              | 0           | 0           | 0                | 30,900       |
| Fund REVENUE                                                                                          | Total: 209 - Vehicle Abatement Fund          | 37,306      | 75,461      | 11,773           | 30,000       |
| Fund EXPENSE                                                                                          | Total: 209 - Vehicle Abatement Fund          | 0           | 0           | 0                | 30,900       |
| Fund Total: 209 - Vehicle Abatement Fund                                                              |                                              | 37,306      | 75,461      | 11,773           | (900)        |
| Fund: 211 - Street Improvemt & Maint                                                                  |                                              |             |             |                  |              |
| REVENUES                                                                                              |                                              |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                                             |                                              |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                                               |                                              |             |             |                  |              |
| <i>4000-Taxes - Property and Other Taxes</i>                                                          |                                              |             |             |                  |              |
| 40240                                                                                                 | Sales Tax - District Tax                     | 1,590,085   | 1,630,826   | 1,352,686        | 1,444,721    |
| <i>Account Classification Total: 4000-Taxes - Property and Other Taxes</i>                            |                                              | 1,590,085   | 1,630,826   | 1,352,686        | 1,444,721    |
| <i>4800-Oth Revenue - Other Revenue</i>                                                               |                                              |             |             |                  |              |
| 48990                                                                                                 | Other Misc Revenue                           | 4,718       | 3,877       | 13,174           | 5,000        |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>                                 |                                              | 4,718       | 3,877       | 13,174           | 5,000        |
| Division Total: 00 - Non-Departmental Revenue                                                         |                                              | 1,594,803   | 1,634,703   | 1,365,860        | 1,449,721    |
| Department Total: 00 - Non-Departmental Revenue                                                       |                                              | 1,594,803   | 1,634,703   | 1,365,860        | 1,449,721    |
| REVENUES Total                                                                                        |                                              | 1,594,803   | 1,634,703   | 1,365,860        | 1,449,721    |
| EXPENSES                                                                                              |                                              |             |             |                  |              |
| Department: 10 - Administration                                                                       |                                              |             |             |                  |              |
| Division: 50 - Finance Department                                                                     |                                              |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                              |             |             |                  |              |
| 52120                                                                                                 | Legal & Financial Svcs                       | 1,800       | 1,325       | 1,450            | 1,500        |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                              | 1,800       | 1,325       | 1,450            | 1,500        |
| <i>5900-Oth Financ - Other Financing Uses</i>                                                         |                                              |             |             |                  |              |
| 59990.836                                                                                             | Operating Xfer Out-ST IMP                    | 699,868     | 704,400     | 702,900          | 706,300      |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                           |                                              | 699,868     | 704,400     | 702,900          | 706,300      |
| Division Total: 50 - Finance Department                                                               |                                              | 701,668     | 705,725     | 704,350          | 707,800      |
| Department Total: 10 - Administration                                                                 |                                              | 701,668     | 705,725     | 704,350          | 707,800      |
| Department: 30 - Public Works                                                                         |                                              |             |             |                  |              |
| Division: 20 - Public Works Engineering                                                               |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                              |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages                     | 39,445      | 27,864      | 43,453           | 40,252       |
| 51210                                                                                                 | PERS Contributions                           | 4,352       | 2,998       | 2,953            | 4,772        |
| 51211                                                                                                 | PERS UAL                                     | 0           | 1,494       | 1,747            | 9,589        |
| 51220                                                                                                 | FICA/Medicare                                | 2,759       | 2,087       | 3,176            | 3,084        |
| 51230                                                                                                 | Medical Benefits                             | 8,688       | 6,238       | 5,058            | 5,437        |
| 51235                                                                                                 | Life & LTD Insurance                         | 462         | 329         | 502              | 351          |
| 51240                                                                                                 | Workers Compensation Premiums                | 1,480       | 2,139       | 2,223            | 1,628        |
| 51150                                                                                                 | Special Pay                                  | 60          | 45          | 65               | 65           |
| 51155                                                                                                 | One-Time Payouts                             | 1           | 331         | 390              | 0            |
| 51237                                                                                                 | Allowances & Other Benefits                  | 1,365       | 923         | 1,103            | 0            |
| 51242                                                                                                 | Workers Compensation Pay (In Lieu of Salary) | 2           | 0           | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                              | 58,614      | 44,446      | 60,668           | 65,178       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                                     |                                              |             |             |                  |              |
| 54220                                                                                                 | Mobile/Wireless Expenses                     | 0           | 60          | 0                | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                              | 0           | 60          | 0                | 0            |
| Division Total: 20 - Public Works Engineering                                                         |                                              | 58,614      | 44,506      | 60,668           | 65,178       |
| Division: 30 - Public Works Maintenance                                                               |                                              |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                              |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages                     | 24,075      | 22,591      | 23,260           | 21,266       |
| 51210                                                                                                 | PERS Contributions                           | 2,580       | 2,800       | 3,105            | 3,014        |
| 51211                                                                                                 | PERS UAL                                     | 3,222       | 5,228       | 6,115            | 6,622        |
| 51220                                                                                                 | FICA/Medicare                                | 1,801       | 1,889       | 1,889            | 1,658        |
| 51230                                                                                                 | Medical Benefits                             | 7,807       | 8,458       | 8,722            | 8,693        |
| 51235                                                                                                 | Life & LTD Insurance                         | 262         | 274         | 276              | 193          |
| 51240                                                                                                 | Workers Compensation Premiums                | 1,222       | 1,767       | 1,836            | 1,323        |
| 51140                                                                                                 | Overtime Pay                                 | 1,737       | 1,646       | 1,445            | 1,421        |
| 51142                                                                                                 | Straight OT                                  | 1,180       | 1,204       | 1,176            | 432          |
| 51150                                                                                                 | Special Pay                                  | 403         | 403         | 403              | 403          |
| 51155                                                                                                 | One-Time Payouts                             | 388         | 773         | 400              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                              | 44,677      | 47,032      | 48,627           | 45,025       |
| Division Total: 30 - Public Works Maintenance                                                         |                                              | 44,677      | 47,032      | 48,627           | 45,025       |
| Department Total: 30 - Public Works                                                                   |                                              | 103,291     | 91,538      | 109,294          | 110,203      |



## Department Line Item Budgets

| Account Number                                                                                | Account Description                                      | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|-------------|------------------|--------------|
| <b>Department: 90 - Non-Departmental</b>                                                      |                                                          |             |             |                  |              |
| <b>Division: 50 - Capital Outlay</b>                                                          |                                                          |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                                          |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages                                 | 238         | 0           | 0                | 0            |
| 51220                                                                                         | FICA/Medicare                                            | 17          | 0           | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                                          | 255         | 0           | 0                | 0            |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                                          |             |             |                  |              |
| 52130                                                                                         | Architect/Engineering Svc                                | 146,753     | 25,404      | 52,014           | 0            |
| 52190                                                                                         | Miscellaneous Prof Svcs                                  | 78,696      | 110,130     | 153,807          | 288,657      |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                                          | 225,449     | 135,534     | 205,820          | 288,657      |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                                          |             |             |                  |              |
| 53810                                                                                         | Construction Services                                    | 657,890     | 254,365     | 516,372          | 673,533      |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                                          | 657,890     | 254,365     | 516,372          | 673,533      |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                                          |             |             |                  |              |
| 54310                                                                                         | Legal Notices & Advertise                                | 1,394       | 870         | 1,247            | 0            |
| 54410                                                                                         | Printing & Binding                                       | 292         | 929         | 563              | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                                          | 1,686       | 1,800       | 1,811            | 0            |
| <i>5500-Supplies - Supplies</i>                                                               |                                                          |             |             |                  |              |
| 55120                                                                                         | Postage & Delivery                                       | 20          | 0           | 0                | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                                          | 20          | 0           | 0                | 0            |
| <b>Division Total: 50 - Capital Outlay</b>                                                    |                                                          | 885,299     | 391,699     | 724,003          | 962,190      |
| <b>Department Total: 90 - Non-Departmental</b>                                                |                                                          | 885,299     | 391,699     | 724,003          | 962,190      |
| <b>EXPENSES Total</b>                                                                         |                                                          | 1,690,259   | 1,188,963   | 1,537,647        | 1,780,193    |
| <b>Fund REVENUE</b>                                                                           | <b>Total: 211 - Street Improvemt &amp; Maint</b>         | 1,594,803   | 1,634,703   | 1,365,860        | 1,449,721    |
| <b>Fund EXPENSE</b>                                                                           | <b>Total: 211 - Street Improvemt &amp; Maint</b>         | 1,690,259   | 1,188,963   | 1,537,647        | 1,780,193    |
| <b>Fund Total: 211 - Street Improvemt &amp; Maint</b>                                         |                                                          | (95,456)    | 445,740     | (171,787)        | (330,472)    |
| <b>Fund: 212 - SB1-Road Repair &amp; Accountability</b>                                       |                                                          |             |             |                  |              |
| <b>REVENUES</b>                                                                               |                                                          |             |             |                  |              |
| <b>Department: 00 - Non-Departmental Revenue</b>                                              |                                                          |             |             |                  |              |
| <b>Division: 00 - Non-Departmental Revenue</b>                                                |                                                          |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                           |                                                          |             |             |                  |              |
| 45810                                                                                         | SB-1 Road Repair - Revenue                               | 144,145     | 457,336     | 373,612          | 437,555      |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>             |                                                          | 144,145     | 457,336     | 373,612          | 437,555      |
| <b>Division Total: 00 - Non-Departmental Revenue</b>                                          |                                                          | 144,145     | 457,336     | 373,612          | 437,555      |
| <b>Department Total: 00 - Non-Departmental Revenue</b>                                        |                                                          | 144,145     | 457,336     | 373,612          | 437,555      |
| <b>REVENUES Total</b>                                                                         |                                                          | 144,145     | 457,336     | 373,612          | 437,555      |
| <b>EXPENSES</b>                                                                               |                                                          |             |             |                  |              |
| <b>Department: 30 - Public Works</b>                                                          |                                                          |             |             |                  |              |
| <b>Division: 30 - Public Works Maintenance</b>                                                |                                                          |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                                          |             |             |                  |              |
| 53210                                                                                         | Infrastructure Maint Svc                                 | 0           | 65,956      | 20,852           | 55,000       |
| 53220                                                                                         | Sign & Signal Maint Svc                                  | 0           | 73,243      | 81,580           | 69,000       |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                                          | 0           | 139,198     | 102,431          | 124,000      |
| <i>5500-Supplies - Supplies</i>                                                               |                                                          |             |             |                  |              |
| 55510                                                                                         | Infrastructure Supplies                                  | 0           | 0           | 2,820            | 35,020       |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                                          | 0           | 0           | 2,820            | 35,020       |
| <b>Division Total: 30 - Public Works Maintenance</b>                                          |                                                          | 0           | 139,198     | 105,252          | 159,020      |
| <b>Department Total: 30 - Public Works</b>                                                    |                                                          | 0           | 139,198     | 105,252          | 159,020      |
| <b>Department: 90 - Non-Departmental</b>                                                      |                                                          |             |             |                  |              |
| <b>Division: 50 - Capital Outlay</b>                                                          |                                                          |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                                          |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs                                  | 5,500       | 43,919      | 118,573          | 45,500       |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                                          | 5,500       | 43,919      | 118,573          | 45,500       |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                                          |             |             |                  |              |
| 53220                                                                                         | Sign & Signal Maint Svc                                  | 71          | 3,283       | 0                | 0            |
| 53810                                                                                         | Construction Services                                    | 0           | 179,202     | 12,071           | 409,500      |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                                          | 71          | 182,485     | 12,071           | 409,500      |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                                          |             |             |                  |              |
| 54410                                                                                         | Printing & Binding                                       | 167         | 755         | 0                | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                                          | 167         | 755         | 0                | 0            |
| <b>Division Total: 50 - Capital Outlay</b>                                                    |                                                          | 5,738       | 227,159     | 130,644          | 455,000      |
| <b>Department Total: 90 - Non-Departmental</b>                                                |                                                          | 5,738       | 227,159     | 130,644          | 455,000      |
| <b>EXPENSES Total</b>                                                                         |                                                          | 5,738       | 366,357     | 235,896          | 614,020      |
| <b>Fund REVENUE</b>                                                                           | <b>Total: 212 - SB1-Road Repair &amp; Accountability</b> | 144,145     | 457,336     | 373,612          | 437,555      |
| <b>Fund EXPENSE</b>                                                                           | <b>Total: 212 - SB1-Road Repair &amp; Accountability</b> | 5,738       | 366,357     | 235,896          | 614,020      |
| <b>Fund Total: 212 - SB1-Road Repair &amp; Accountability</b>                                 |                                                          | 138,407     | 90,979      | 137,716          | (176,465)    |

## Department Line Item Budgets

| Account Number                                                                     | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| Fund: 213 - Public Art Fund                                                        |                                      |             |             |                  |              |
| <b>REVENUES</b>                                                                    |                                      |             |             |                  |              |
| Department:                                                                        | 00 - Non-Departmental Revenue        |             |             |                  |              |
| Division:                                                                          | 00 - Non-Departmental Revenue        |             |             |                  |              |
| 4500-Intergov'l - Intergovernmental Revenues                                       |                                      |             |             |                  |              |
| 45440                                                                              | State Grant-Operating                | 75          | 0           | 7,056            | 0            |
| Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues         |                                      | 75          | 0           | 7,056            | 0            |
| 4800-Oth Revenu - Other Revenue                                                    |                                      |             |             |                  |              |
| 48130                                                                              | Developer Contributions              | 174,240     | 4,591       | 23,370           | 0            |
| Account Classification Total: 4800-Oth Revenu - Other Revenue                      |                                      | 174,240     | 4,591       | 23,370           | 0            |
| 4900-Oth Source - Other Financing Sources                                          |                                      |             |             |                  |              |
| 49990.501                                                                          | Operating Xfer In-IWM                | 6,000       | 0           | 0                | 0            |
| Account Classification Total: 4900-Oth Source - Other Financing Sources            |                                      | 6,000       | 0           | 0                | 0            |
| Division Total: 00 - Non-Departmental Revenue                                      |                                      | 180,315     | 4,591       | 30,426           | 0            |
| Department Total: 00 - Non-Departmental Revenue                                    |                                      | 180,315     | 4,591       | 30,426           | 0            |
| Department:                                                                        | 10 - Administration                  |             |             |                  |              |
| Division:                                                                          | 20 - City Manager                    |             |             |                  |              |
| 4600-Charges - Charges for Services                                                |                                      |             |             |                  |              |
| 46520                                                                              | Program Fees                         | 0           | 0           | 3,492            | 0            |
| Account Classification Total: 4600-Charges - Charges for Services                  |                                      | 0           | 0           | 3,492            | 0            |
| Division Total: 20 - City Manager                                                  |                                      | 0           | 0           | 3,492            | 0            |
| Department Total: 10 - Administration                                              |                                      | 0           | 0           | 3,492            | 0            |
| <b>REVENUES Total</b>                                                              |                                      | 180,315     | 4,591       | 33,918           | 0            |
| <b>EXPENSES</b>                                                                    |                                      |             |             |                  |              |
| Department:                                                                        | 10 - Administration                  |             |             |                  |              |
| Division:                                                                          | 20 - City Manager                    |             |             |                  |              |
| 5100-Persn - Personnel                                                             |                                      |             |             |                  |              |
| 51110                                                                              | Regular Salaries & Wages             | 70          | 0           | 562              | 0            |
| 51120                                                                              | Part-Time Permanent Salaries & Wages | 332         | 53          | 0                | 0            |
| 51220                                                                              | FICA/Medicare                        | 10          | 4           | 0                | 0            |
| Account Classification Total: 5100-Persn - Personnel                               |                                      | 411         | 57          | 562              | 0            |
| 5200-Prof Svcs - Purchased Professional & Technical Services                       |                                      |             |             |                  |              |
| 52190                                                                              | Miscellaneous Prof Svcs              | 6,947       | 2,333       | 11,527           | 100,000      |
| Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                      | 6,947       | 2,333       | 11,527           | 100,000      |
| 5400-Other Svcs - Other Purchased Services                                         |                                      |             |             |                  |              |
| 54310                                                                              | Legal Notices & Advertise            | 0           | 50          | 0                | 0            |
| 54410                                                                              | Printing & Binding                   | 0           | 115         | 133              | 0            |
| 54920                                                                              | Events & Field Trips                 | 3,327       | 5,429       | 11,083           | 0            |
| Account Classification Total: 5400-Other Svcs - Other Purchased Services           |                                      | 3,327       | 5,594       | 11,217           | 0            |
| Division Total: 20 - City Manager                                                  |                                      | 10,686      | 7,984       | 23,306           | 100,000      |
| Department Total: 10 - Administration                                              |                                      | 10,686      | 7,984       | 23,306           | 100,000      |
| <b>EXPENSES Total</b>                                                              |                                      | 10,686      | 7,984       | 23,306           | 100,000      |
| Fund REVENUE Total: 213 - Public Art Fund                                          |                                      | 180,315     | 4,591       | 33,918           | 0            |
| Fund EXPENSE Total: 213 - Public Art Fund                                          |                                      | 10,686      | 7,984       | 23,306           | 100,000      |
| Fund Total: 213 - Public Art Fund                                                  |                                      | 169,629     | (3,393)     | 10,612           | (100,000)    |
| Fund: 214 - Measure J-Paratransit Fund                                             |                                      |             |             |                  |              |
| <b>REVENUES</b>                                                                    |                                      |             |             |                  |              |
| Department:                                                                        | 50 - Recreation                      |             |             |                  |              |
| Division:                                                                          | 40 - Recreation-Senior Svcs          |             |             |                  |              |
| 4000-Taxes - Property and Other Taxes                                              |                                      |             |             |                  |              |
| 40320                                                                              | Measure J-Paratransit                | 142,444     | 149,738     | 165,933          | 112,500      |
| Account Classification Total: 4000-Taxes - Property and Other Taxes                |                                      | 142,444     | 149,738     | 165,933          | 112,500      |
| 4600-Charges - Charges for Services                                                |                                      |             |             |                  |              |
| 46532                                                                              | Excursions/Trips                     | 0           | 0           | 4,583            | 0            |
| 46532.1                                                                            | Fare Box Revenue                     | 10,759      | 9,728       | 5,991            | 4,000        |
| 46536                                                                              | Other Advance Tickets                | 540         | 140         | 0                | 0            |
| Account Classification Total: 4600-Charges - Charges for Services                  |                                      | 11,299      | 9,868       | 10,574           | 4,000        |
| Division Total: 40 - Recreation-Senior Svcs                                        |                                      | 153,743     | 159,606     | 176,507          | 116,500      |
| Department Total: 50 - Recreation                                                  |                                      | 153,743     | 159,606     | 176,507          | 116,500      |
| <b>REVENUES Total</b>                                                              |                                      | 153,743     | 159,606     | 176,507          | 116,500      |
| <b>EXPENSES</b>                                                                    |                                      |             |             |                  |              |
| Department:                                                                        | 50 - Recreation                      |             |             |                  |              |
| Division:                                                                          | 40 - Recreation-Senior Svcs          |             |             |                  |              |
| 5100-Persn - Personnel                                                             |                                      |             |             |                  |              |
| 51110                                                                              | Regular Salaries & Wages             | 10,178      | 2,225       | (1,756)          | 0            |
| 51120                                                                              | Part-Time Permanent Salaries & Wages | 72,292      | 63,721      | 60,022           | 40,000       |
| 51200                                                                              | PARS Contribution                    | 322         | 543         | 149              | 0            |

## Department Line Item Budgets

| Account Number                                                                    | Account Description         | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------|-----------------------------|-------------|-------------|------------------|--------------|
| 51210                                                                             | PERS Contributions          | 2,432       | 140         | 1,688            | 0            |
| 51220                                                                             | FICA/Medicare               | 4,085       | 1,376       | 3,623            | 0            |
| 51235                                                                             | Life & LTD Insurance        | 0           | 0           | 197              | 0            |
| 51140                                                                             | Overtime Pay                | 383         | 429         | 459              | 0            |
| 51150                                                                             | Special Pay                 | 0           | 0           | 500              | 0            |
| 51155                                                                             | One-Time Payouts            | 2,581       | 0           | 265              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                       |                             | 92,272      | 68,433      | 65,147           | 40,000       |
| <i>5300-Prop Svcs - Purchased Property Services</i>                               |                             |             |             |                  |              |
| 53250                                                                             | Vehicle & Equip Maint Svc   | 15,704      | 19,828      | 439              | 20,000       |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i> |                             | 15,704      | 19,828      | 439              | 20,000       |
| <i>5400-Other Svcs - Other Purchased Services</i>                                 |                             |             |             |                  |              |
| 54920                                                                             | Events & Field Trips        | 158         | 160         | 56               | 530          |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>   |                             | 158         | 160         | 56               | 530          |
| <i>5500-Supplies - Supplies</i>                                                   |                             |             |             |                  |              |
| 55110                                                                             | General Office Supplies     | 2,419       | 1,983       | 0                | 4,244        |
| 55210                                                                             | Fuel                        | 6,354       | 6,742       | 6,752            | 6,365        |
| 55290                                                                             | Other Operating Supplies    | 139         | 25          | 226              | 1,800        |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                     |                             | 8,912       | 8,750       | 6,978            | 12,409       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                               |                             |             |             |                  |              |
| 56510                                                                             | Vehicles <\$10K             | 0           | 1,788       | 0                | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i> |                             | 0           | 1,788       | 0                | 0            |
| <i>5800-Financing - Financing Costs</i>                                           |                             |             |             |                  |              |
| 58110                                                                             | Principal Payments          | 0           | 0           | 30,209           | 0            |
| 58120                                                                             | Interest Payments           | 0           | 0           | 1,952            | 0            |
| 58920                                                                             | Bank & Credit Card Fees     | 0           | 0           | 158              | 0            |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>             |                             | 0           | 0           | 32,319           | 0            |
| <i>5900-Oth Financ - Other Financing Uses</i>                                     |                             |             |             |                  |              |
| 59991.101                                                                         | Indirect Xfer-GEN           | 33,403      | 34,000      | 35,360           | 34,000       |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>       |                             | 33,403      | 34,000      | 35,360           | 34,000       |
| <b>Division Total: 40 - Recreation-Senior Svcs</b>                                |                             | 150,449     | 132,960     | 140,299          | 106,939      |
| <b>Department Total: 50 - Recreation</b>                                          |                             | 150,449     | 132,960     | 140,299          | 106,939      |
| <b>EXPENSES Total</b>                                                             |                             | 150,449     | 132,960     | 140,299          | 106,939      |
| <b>Fund REVENUE Total: 214 - Measure J-Paratransit Fund</b>                       |                             | 153,743     | 159,606     | 176,507          | 116,500      |
| <b>Fund EXPENSE Total: 214 - Measure J-Paratransit Fund</b>                       |                             | 150,449     | 132,960     | 140,299          | 106,939      |
| <b>Fund Total: 214 - Measure J-Paratransit Fund</b>                               |                             | 3,294       | 26,647      | 36,208           | 9,561        |
| <b>Fund: 221 - Grants</b>                                                         |                             |             |             |                  |              |
| <b>REVENUES</b>                                                                   |                             |             |             |                  |              |
| <b>Department: 25 - Fire</b>                                                      |                             |             |             |                  |              |
| <b>Division: 10 - Fire Administration</b>                                         |                             |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                             |             |             |                  |              |
| 45460                                                                             | Local Agency Grants         | 2,415       | 0           | 14,509           | 0            |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i> |                             | 2,415       | 0           | 14,509           | 0            |
| <b>Division Total: 10 - Fire Administration</b>                                   |                             | 2,415       | 0           | 14,509           | 0            |
| <b>Department Total: 25 - Fire</b>                                                |                             | 2,415       | 0           | 14,509           | 0            |
| <b>Department: 40 - Community Development</b>                                     |                             |             |             |                  |              |
| <b>Division: 10 - Comm Dev-Econ Developmt</b>                                     |                             |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                             |             |             |                  |              |
| 45440                                                                             | State Grant-Operating       | 0           | 62,108      | 0                | 0            |
| 45790                                                                             | Other Local Reimbursement   | 0           | 130,558     | 0                | 0            |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i> |                             | 0           | 192,666     | 0                | 0            |
| <b>Division Total: 10 - Comm Dev-Econ Developmt</b>                               |                             | 0           | 192,666     | 0                | 0            |
| <b>Department Total: 40 - Community Development</b>                               |                             | 0           | 192,666     | 0                | 0            |
| <b>REVENUES Total</b>                                                             |                             | 2,415       | 192,666     | 14,509           | 0            |
| <b>EXPENSES</b>                                                                   |                             |             |             |                  |              |
| <b>Department: 10 - Administration</b>                                            |                             |             |             |                  |              |
| <b>Division: 20 - City Manager</b>                                                |                             |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                     |                             |             |             |                  |              |
| 51110                                                                             | Regular Salaries & Wages    | 0           | 1,353       | 0                | 0            |
| 51210                                                                             | PERS Contributions          | 0           | 165         | 0                | 0            |
| 51220                                                                             | FICA/Medicare               | 0           | 96          | 0                | 0            |
| 51230                                                                             | Medical Benefits            | 0           | 25          | 0                | 0            |
| 51235                                                                             | Life & LTD Insurance        | 0           | 6           | 0                | 0            |
| 51237                                                                             | Allowances & Other Benefits | 0           | 19          | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                       |                             | 0           | 1,663       | 0                | 0            |
| <b>Division Total: 20 - City Manager</b>                                          |                             | 0           | 1,663       | 0                | 0            |
| <b>Department Total: 10 - Administration</b>                                      |                             | 0           | 1,663       | 0                | 0            |
| <b>Department: 25 - Fire</b>                                                      |                             |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                                | Account Description       | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|---------------------------|-------------|-------------|------------------|--------------|
| <b>Division: 10 - Fire Administration</b>                                                     |                           |             |             |                  |              |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                           |             |             |                  |              |
| 54610                                                                                         | Travel & Training         | (4,206)     | 0           | 0                | 0            |
| 54990                                                                                         | Other Administrative Svcs | 1,521       | 0           | 0                | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                           | (2,685)     | 0           | 0                | 0            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                           |             |             |                  |              |
| 56710                                                                                         | Other Equipment <\$10K    | 0           | 0           | 14,509           | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                           | 0           | 0           | 14,509           | 0            |
| <b>Division Total: 10 - Fire Administration</b>                                               |                           | (2,685)     | 0           | 14,509           | 0            |
| <b>Department Total: 25 - Fire</b>                                                            |                           | (2,685)     | 0           | 14,509           | 0            |
| <b>Department: 40 - Community Development</b>                                                 |                           |             |             |                  |              |
| <b>Division: 10 - Comm Dev-Econ Developmt</b>                                                 |                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                           |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs   | 59,131      | 9,924       | (21,741)         | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                           | 59,131      | 9,924       | (21,741)         | 0            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                           |             |             |                  |              |
| 54210                                                                                         | Telephone Expenses        | 38          | 0           | 38               | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                           | 38          | 0           | 38               | 0            |
| <i>5500-Supplies - Supplies</i>                                                               |                           |             |             |                  |              |
| 55130                                                                                         | Photocopying Charges      | 1,310       | 846         | 433              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                           | 1,310       | 846         | 433              | 0            |
| <b>Division Total: 10 - Comm Dev-Econ Developmt</b>                                           |                           | 60,479      | 10,771      | (21,271)         | 0            |
| <b>Division: 30 - Comm Dev-Planning</b>                                                       |                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                           |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs   | 34,192      | 0           | 0                | 0            |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                           | 34,192      | 0           | 0                | 0            |
| <b>Division Total: 30 - Comm Dev-Planning</b>                                                 |                           | 34,192      | 0           | 0                | 0            |
| <b>Department Total: 40 - Community Development</b>                                           |                           | 94,672      | 10,771      | (21,271)         | 0            |
| <b>EXPENSES Total</b>                                                                         |                           | 91,987      | 12,434      | (6,762)          | 0            |
| <b>Fund REVENUE Total: 221 - Grants</b>                                                       |                           | 2,415       | 192,666     | 14,509           | 0            |
| <b>Fund EXPENSE Total: 221 - Grants</b>                                                       |                           | 91,987      | 12,434      | (6,762)          | 0            |
| <b>Fund Total: 221 - Grants</b>                                                               |                           | (89,573)    | 180,232     | 21,271           | 0            |
| <b>Fund: 222 - C.O.P.S. Grant Fund</b>                                                        |                           |             |             |                  |              |
| <b>REVENUES</b>                                                                               |                           |             |             |                  |              |
| <b>Department: 20 - Police</b>                                                                |                           |             |             |                  |              |
| <b>Division: 12 - Police Operations</b>                                                       |                           |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                           |                           |             |             |                  |              |
| 45440                                                                                         | State Grant-Operating     | 100,148     | 148,747     | 155,948          | 130,000      |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>             |                           | 100,148     | 148,747     | 155,948          | 130,000      |
| <b>Division Total: 12 - Police Operations</b>                                                 |                           | 100,148     | 148,747     | 155,948          | 130,000      |
| <b>Department Total: 20 - Police</b>                                                          |                           | 100,148     | 148,747     | 155,948          | 130,000      |
| <b>REVENUES Total</b>                                                                         |                           | 100,148     | 148,747     | 155,948          | 130,000      |
| <b>EXPENSES</b>                                                                               |                           |             |             |                  |              |
| <b>Department: 20 - Police</b>                                                                |                           |             |             |                  |              |
| <b>Division: 12 - Police Operations</b>                                                       |                           |             |             |                  |              |
| <i>5500-Supplies - Supplies</i>                                                               |                           |             |             |                  |              |
| 55220                                                                                         | Safety Supplies           | 0           | 0           | 107,400          | 30,000       |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                           | 0           | 0           | 107,400          | 30,000       |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                           |             |             |                  |              |
| 56720                                                                                         | Other Equipment >\$10K    | 0           | (785)       | 0                | 0            |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                           | 0           | (785)       | 0                | 0            |
| <b>Division Total: 12 - Police Operations</b>                                                 |                           | 0           | (785)       | 107,400          | 30,000       |
| <b>Department Total: 20 - Police</b>                                                          |                           | 0           | (785)       | 107,400          | 30,000       |
| <b>EXPENSES Total</b>                                                                         |                           | 0           | (785)       | 107,400          | 30,000       |
| <b>Fund REVENUE Total: 222 - C.O.P.S. Grant Fund</b>                                          |                           | 100,148     | 148,747     | 155,948          | 130,000      |
| <b>Fund EXPENSE Total: 222 - C.O.P.S. Grant Fund</b>                                          |                           | 0           | (785)       | 107,400          | 30,000       |
| <b>Fund Total: 222 - C.O.P.S. Grant Fund</b>                                                  |                           | 100,148     | 149,532     | 48,547           | 100,000      |
| <b>Fund: 230 - Municipal Services Corp</b>                                                    |                           |             |             |                  |              |
| <b>REVENUES</b>                                                                               |                           |             |             |                  |              |
| <b>Department: 60 - Economic Development</b>                                                  |                           |             |             |                  |              |
| <b>Division: 20 - Economic Development</b>                                                    |                           |             |             |                  |              |
| <i>4400-Use of Prp - Use of Money and Property</i>                                            |                           |             |             |                  |              |
| 44210                                                                                         | Property Leases           | 74,373      | 25,054      | 0                | 0            |
| <i>Account Classification Total: 4400-Use of Prp - Use of Money and Property</i>              |                           | 74,373      | 25,054      | 0                | 0            |
| <b>Division Total: 20 - Economic Development</b>                                              |                           | 74,373      | 25,054      | 0                | 0            |
| <b>Department Total: 60 - Economic Development</b>                                            |                           | 74,373      | 25,054      | 0                | 0            |

## Department Line Item Budgets

| Account Number                                                                             | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|--------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| REVENUES Total                                                                             |                                      | 74,373      | 25,054      | 0                | 0            |
| EXPENSES                                                                                   |                                      |             |             |                  |              |
| Department:                                                                                | 60 - Economic Development            |             |             |                  |              |
| Division:                                                                                  | 20 - Economic Development            |             |             |                  |              |
| 5200-Prof Svcs - Purchased Professional & Technical Services                               |                                      |             |             |                  |              |
| 52120                                                                                      | Legal & Financial Svcs               | 250         | 45          | 0                | 0            |
| Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                      | 250         | 45          | 0                | 0            |
| 5300-Prop Svcs - Purchased Property Services                                               |                                      |             |             |                  |              |
| 53990                                                                                      | Other Property Services              | 33,560      | 1,201       | 549              | 0            |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services                 |                                      | 33,560      | 1,201       | 549              | 0            |
| 5900-Oth Financ - Other Financing Uses                                                     |                                      |             |             |                  |              |
| 59300                                                                                      | Extraordinary Gain/(Loss)            | 0           | 4,660,000   | 0                | 0            |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses                       |                                      | 0           | 4,660,000   | 0                | 0            |
| Division Total: 20 - Economic Development                                                  |                                      | 33,810      | 4,661,246   | 549              | 0            |
| Department Total: 60 - Economic Development                                                |                                      | 33,810      | 4,661,246   | 549              | 0            |
| EXPENSES Total                                                                             |                                      | 33,810      | 4,661,246   | 549              | 0            |
| Fund REVENUE                                                                               | Total: 230 - Municipal Services Corp | 74,373      | 25,054      | 0                | 0            |
| Fund EXPENSE                                                                               | Total: 230 - Municipal Services Corp | 33,810      | 4,661,246   | 549              | 0            |
| Fund Total: 230 - Municipal Services Corp                                                  |                                      | 40,562      | (4,636,191) | (549)            | 0            |
| Fund: 231 - City Housing Trust Fund                                                        |                                      |             |             |                  |              |
| REVENUES                                                                                   |                                      |             |             |                  |              |
| Department:                                                                                | 00 - Non-Departmental Revenue        |             |             |                  |              |
| Division:                                                                                  | 00 - Non-Departmental Revenue        |             |             |                  |              |
| 4900-Oth Source - Other Financing Sources                                                  |                                      |             |             |                  |              |
| 49990.101                                                                                  | Operating Xfer In-GEN                | 0           | 250,352     | 0                | 0            |
| Account Classification Total: 4900-Oth Source - Other Financing Sources                    |                                      | 0           | 250,352     | 0                | 0            |
| Division Total: 00 - Non-Departmental Revenue                                              |                                      | 0           | 250,352     | 0                | 0            |
| Department Total: 00 - Non-Departmental Revenue                                            |                                      | 0           | 250,352     | 0                | 0            |
| REVENUES Total                                                                             |                                      | 0           | 250,352     | 0                | 0            |
| Fund REVENUE                                                                               | Total: 231 - City Housing Trust Fund | 0           | 250,352     | 0                | 0            |
| Fund EXPENSE                                                                               | Total: 231 - City Housing Trust Fund |             |             |                  |              |
| Fund Total: 231 - City Housing Trust Fund                                                  |                                      | 0           | 250,352     | 0                | 0            |
| Fund: 232 - City LMI Housing Fund                                                          |                                      |             |             |                  |              |
| REVENUES                                                                                   |                                      |             |             |                  |              |
| Department:                                                                                | 40 - Community Development           |             |             |                  |              |
| Division:                                                                                  | 10 - Comm Dev-Econ Developmt         |             |             |                  |              |
| 4400-Use of Prp - Use of Money and Property                                                |                                      |             |             |                  |              |
| 44010                                                                                      | Interest Income                      | 11,471      | 74,829      | 101,918          | 0            |
| Account Classification Total: 4400-Use of Prp - Use of Money and Property                  |                                      | 11,471      | 74,829      | 101,918          | 0            |
| 4600-Charges - Charges for Services                                                        |                                      |             |             |                  |              |
| 46520                                                                                      | Program Fees                         | 2,750       | 0           | 0                | 0            |
| Account Classification Total: 4600-Charges - Charges for Services                          |                                      | 2,750       | 0           | 0                | 0            |
| 4800-Oth Revenue - Other Revenue                                                           |                                      |             |             |                  |              |
| 48990                                                                                      | Other Misc Revenue                   | 12,000      | 0           | 0                | 164,800      |
| Account Classification Total: 4800-Oth Revenue - Other Revenue                             |                                      | 12,000      | 0           | 0                | 164,800      |
| Division Total: 10 - Comm Dev-Econ Developmt                                               |                                      | 26,221      | 74,829      | 101,918          | 164,800      |
| Department Total: 40 - Community Development                                               |                                      | 26,221      | 74,829      | 101,918          | 164,800      |
| REVENUES Total                                                                             |                                      | 26,221      | 74,829      | 101,918          | 164,800      |
| EXPENSES                                                                                   |                                      |             |             |                  |              |
| Department:                                                                                | 40 - Community Development           |             |             |                  |              |
| Division:                                                                                  | 10 - Comm Dev-Econ Developmt         |             |             |                  |              |
| 5200-Prof Svcs - Purchased Professional & Technical Services                               |                                      |             |             |                  |              |
| 52120                                                                                      | Legal & Financial Svcs               | 10,232      | 908         | 3,355            | 25,750       |
| 52190                                                                                      | Miscellaneous Prof Svcs              | 7,806       | 358         | 2,460            | 15,450       |
| Account Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services |                                      | 18,038      | 1,265       | 5,815            | 41,200       |
| 5300-Prop Svcs - Purchased Property Services                                               |                                      |             |             |                  |              |
| 53111                                                                                      | Utilities-Water & Sewer              | 7,301       | 8,281       | 10,112           | 0            |
| 53990                                                                                      | Other Property Services              | 0           | 0           | 0                | (515)        |
| Account Classification Total: 5300-Prop Svcs - Purchased Property Services                 |                                      | 7,301       | 8,281       | 10,112           | (515)        |
| 5400-Other Svcs - Other Purchased Services                                                 |                                      |             |             |                  |              |
| 54210                                                                                      | Telephone Expenses                   | 0           | (4)         | 0                | 515          |
| 54220                                                                                      | Mobile/Wireless Expenses             | 0           | 1           | 0                | 0            |
| Account Classification Total: 5400-Other Svcs - Other Purchased Services                   |                                      | 0           | (4)         | 0                | 515          |
| 5500-Supplies - Supplies                                                                   |                                      |             |             |                  |              |
| 55130                                                                                      | Photocopying Charges                 | 1,340       | 846         | 433              | 1,030        |
| Account Classification Total: 5500-Supplies - Supplies                                     |                                      | 1,340       | 846         | 433              | 1,030        |



## Department Line Item Budgets

| Account Number                                                                                        | Account Description                       | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------|-------------|------------------|--------------|
| <i>5900-Oth Financ - Other Financing Uses</i>                                                         |                                           |             |             |                  |              |
| 59110                                                                                                 | Loans & Grants                            | 0           | 0           | 101,210          | 154,500      |
| <i>Account Classification Total: 5900-Oth Financ - Other Financing Uses</i>                           |                                           | 0           | 0           | 101,210          | 154,500      |
| Division Total: 10 - Comm Dev-Econ Developmt                                                          |                                           | 26,678      | 10,389      | 117,570          | 196,730      |
| Department Total: 40 - Community Development                                                          |                                           | 26,678      | 10,389      | 117,570          | 196,730      |
| Department: 60 - Economic Development                                                                 |                                           |             |             |                  |              |
| Division: 20 - Economic Development                                                                   |                                           |             |             |                  |              |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                                   |                                           |             |             |                  |              |
| 53220                                                                                                 | Sign & Signal Maint Svc                   | 0           | 0           | 29               | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>                     |                                           | 0           | 0           | 29               | 0            |
| <i>5400-Other Svcs - Other Purchased Services</i>                                                     |                                           |             |             |                  |              |
| 54210                                                                                                 | Telephone Expenses                        | 371         | 286         | 281              | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>                       |                                           | 371         | 286         | 281              | 0            |
| Division Total: 20 - Economic Development                                                             |                                           | 371         | 286         | 310              | 0            |
| Department Total: 60 - Economic Development                                                           |                                           | 371         | 286         | 310              | 0            |
| EXPENSES Total                                                                                        |                                           | 27,049      | 10,675      | 117,880          | 196,730      |
| Fund REVENUE Total: 232 - City LMI Housing Fund                                                       |                                           | 26,221      | 74,829      | 101,918          | 164,800      |
| Fund EXPENSE Total: 232 - City LMI Housing Fund                                                       |                                           | 27,049      | 10,675      | 117,880          | 196,730      |
| Fund Total: 232 - City LMI Housing Fund                                                               |                                           | (828)       | 64,154      | (15,962)         | (31,930)     |
| Fund: 301 - Capital Improvement Fund                                                                  |                                           |             |             |                  |              |
| REVENUES                                                                                              |                                           |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                                             |                                           |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                                               |                                           |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                                                   |                                           |             |             |                  |              |
| 45430                                                                                                 | Federal Grant-Capital                     | 223,486     | 2,484,097   | 275,594          | 654,000      |
| 45450                                                                                                 | State Grant-Capital                       | 289,870     | 141,611     | 80,000           | 447,000      |
| 45460                                                                                                 | Local Agency Grants                       | 227,069     | 1,179,037   | 138,360          | 862,500      |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i>                     |                                           | 740,425     | 3,804,744   | 493,954          | 1,963,500    |
| <i>4800-Oth Revenue - Other Revenue</i>                                                               |                                           |             |             |                  |              |
| 48120                                                                                                 | Contributions & Donations                 | 0           | 0           | 5                | 0            |
| 48130                                                                                                 | Developer Contributions                   | 264,713     | 185,000     | 0                | 0            |
| 48990                                                                                                 | Other Misc Revenue                        | 13,420      | 0           | 0                | 0            |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>                                 |                                           | 278,133     | 185,000     | 5                | 0            |
| <i>4900-Oth Source - Other Financing Sources</i>                                                      |                                           |             |             |                  |              |
| 49990.101                                                                                             | Operating Xfer In-GEN                     | 0           | 472,234     | 0                | 0            |
| 49990.204                                                                                             | Operating Xfer In-Meas J Return to Source | 20,000      | 20,000      | 20,000           | 20,000       |
| <i>Account Classification Total: 4900-Oth Source - Other Financing Sources</i>                        |                                           | 20,000      | 492,234     | 20,000           | 20,000       |
| Division Total: 00 - Non-Departmental Revenue                                                         |                                           | 1,038,558   | 4,481,978   | 513,959          | 1,983,500    |
| Department Total: 00 - Non-Departmental Revenue                                                       |                                           | 1,038,558   | 4,481,978   | 513,959          | 1,983,500    |
| Department: 90 - Non-Departmental                                                                     |                                           |             |             |                  |              |
| Division: 50 - Capital Outlay                                                                         |                                           |             |             |                  |              |
| <i>4800-Oth Revenue - Other Revenue</i>                                                               |                                           |             |             |                  |              |
| 48610                                                                                                 | Transportation Impact Fees                | 0           | 207,217     | 453,029          | 235,000      |
| <i>Account Classification Total: 4800-Oth Revenue - Other Revenue</i>                                 |                                           | 0           | 207,217     | 453,029          | 235,000      |
| Division Total: 50 - Capital Outlay                                                                   |                                           | 0           | 207,217     | 453,029          | 235,000      |
| Department Total: 90 - Non-Departmental                                                               |                                           | 0           | 207,217     | 453,029          | 235,000      |
| REVENUES Total                                                                                        |                                           | 1,038,558   | 4,689,194   | 966,988          | 2,218,500    |
| EXPENSES                                                                                              |                                           |             |             |                  |              |
| Department: 30 - Public Works                                                                         |                                           |             |             |                  |              |
| Division: 20 - Public Works Engineering                                                               |                                           |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                         |                                           |             |             |                  |              |
| 51110                                                                                                 | Regular Salaries & Wages                  | 3,256       | 3,832       | 0                | 0            |
| 51211                                                                                                 | PERS UAL                                  | 0           | 2,614       | 0                | 0            |
| 51220                                                                                                 | FICA/Medicare                             | 207         | 148         | 0                | 0            |
| 51240                                                                                                 | Workers Compensation Premiums             | 515         | 744         | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                           |                                           | 3,978       | 7,338       | 0                | 0            |
| Division Total: 20 - Public Works Engineering                                                         |                                           | 3,978       | 7,338       | 0                | 0            |
| Department Total: 30 - Public Works                                                                   |                                           | 3,978       | 7,338       | 0                | 0            |
| Department: 90 - Non-Departmental                                                                     |                                           |             |             |                  |              |
| Division: 50 - Capital Outlay                                                                         |                                           |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                                           |             |             |                  |              |
| 52190                                                                                                 | Miscellaneous Prof Svcs                   | 493,492     | 81,803      | 379,034          | 1,238,411    |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                           | 493,492     | 81,803      | 379,034          | 1,238,411    |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                                   |                                           |             |             |                  |              |
| 53810                                                                                                 | Construction Services                     | 4,847,995   | (485,925)   | 532,140          | 1,226,500    |
| 53990                                                                                                 | Other Property Services                   | 689         | 0           | 0                | 0            |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>                     |                                           | 4,848,684   | (485,925)   | 532,140          | 1,226,500    |



## Department Line Item Budgets

| Account Number                                                                    | Account Description                   | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------|---------------------------------------|-------------|-------------|------------------|--------------|
| <i>5400-Other Svcs - Other Purchased Services</i>                                 |                                       |             |             |                  |              |
| 54310                                                                             | Legal Notices & Advertise             | 2,384       | 698         | 0                | 0            |
| 54410                                                                             | Printing & Binding                    | 1,581       | 0           | 0                | 0            |
| 54610                                                                             | Travel & Training                     | 0           | 0           | 18               | 0            |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>   |                                       | 3,965       | 698         | 18               | 0            |
| <i>5500-Supplies - Supplies</i>                                                   |                                       |             |             |                  |              |
| 55530                                                                             | Landscape & Park Supplies             | 0           | 0           | 889              | 0            |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                     |                                       | 0           | 0           | 889              | 0            |
| Division Total: 50 - Capital Outlay                                               |                                       | 5,346,141   | (403,424)   | 912,080          | 2,464,911    |
| Department Total: 90 - Non-Departmental                                           |                                       | 5,346,141   | (403,424)   | 912,080          | 2,464,911    |
| EXPENSES Total                                                                    |                                       | 5,350,119   | (396,086)   | 912,080          | 2,464,911    |
| Fund REVENUE                                                                      | Total: 301 - Capital Improvement Fund | 1,038,558   | 4,689,194   | 966,988          | 2,218,500    |
| Fund EXPENSE                                                                      | Total: 301 - Capital Improvement Fund | 5,350,119   | (396,086)   | 912,080          | 2,464,911    |
| Fund Total: 301 - Capital Improvement Fund                                        |                                       | (4,311,561) | 5,085,280   | 54,908           | (246,411)    |
| Fund: 501 - Integrated Waste Mgmt                                                 |                                       |             |             |                  |              |
| REVENUES                                                                          |                                       |             |             |                  |              |
| Department: 10 - Administration                                                   |                                       |             |             |                  |              |
| Division: 80 - Environmental Services                                             |                                       |             |             |                  |              |
| <i>4500-Intergov'l - Intergovernmental Revenues</i>                               |                                       |             |             |                  |              |
| 45440                                                                             | State Grant-Operating                 | 19,551      | 22,908      | 38,516           | 20,000       |
| 45460                                                                             | Local Agency Grants                   | 5,083       | 39,986      | 1,685            | 4,500        |
| <i>Account Classification Total: 4500-Intergov'l - Intergovernmental Revenues</i> |                                       | 24,634      | 62,894      | 40,201           | 24,500       |
| <i>4600-Charges - Charges for Services</i>                                        |                                       |             |             |                  |              |
| 46090                                                                             | Permit Issuance Fees                  | 440         | 290         | 394              | 200          |
| 46310                                                                             | IWM Fees                              | 2,256,990   | 2,475,635   | 2,605,196        | 3,674,784    |
| 46320                                                                             | Recycling Revenues                    | 288,671     | 86,212      | 701,261          | 60,000       |
| 46321.1                                                                           | Recycling Sales-CFL/Flourescent Tubes | 1,860       | 8,529       | 1,450            | 3,000        |
| 46321.3                                                                           | Recycling Sales-Compost               | 306         | 249         | 9                | 100          |
| 46321.4                                                                           | Recycling Sales-Carpet                | 617         | 0           | 0                | 0            |
| 46321.6                                                                           | Recycling Sales-Miscellaneous         | 145         | 187         | 761              | 100          |
| 46321.7                                                                           | Recycling Sales-Bike Cards            | 0           | 0           | 20               | 0            |
| 46321.8                                                                           | Recycling Sales-Green Team T-shirts   | 18          | 10          | 0                | 21           |
| 46321.9                                                                           | Recycling Sales-Event Stands          | 198         | 221         | 351              | 362          |
| <i>Account Classification Total: 4600-Charges - Charges for Services</i>          |                                       | 2,549,245   | 2,571,333   | 3,309,441        | 3,738,567    |
| <i>4800-Oth Revenu - Other Revenue</i>                                            |                                       |             |             |                  |              |
| 48120                                                                             | Contributions & Donations             | 1,896       | 1,121       | 997              | 1,000        |
| 48990                                                                             | Other Misc Revenue                    | 4,256       | 9,019       | 1,082            | 2,000        |
| <i>Account Classification Total: 4800-Oth Revenu - Other Revenue</i>              |                                       | 6,151       | 10,141      | 2,079            | 3,000        |
| Division Total: 80 - Environmental Services                                       |                                       | 2,580,030   | 2,644,367   | 3,351,721        | 3,766,067    |
| Department Total: 10 - Administration                                             |                                       | 2,580,030   | 2,644,367   | 3,351,721        | 3,766,067    |
| REVENUES Total                                                                    |                                       | 2,580,030   | 2,644,367   | 3,351,721        | 3,766,067    |
| EXPENSES                                                                          |                                       |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                         |                                       |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                           |                                       |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                     |                                       |             |             |                  |              |
| 51110                                                                             | Regular Salaries & Wages              | 0           | (4,691)     | 0                | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                       |                                       | 0           | (4,691)     | 0                | 0            |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                               |                                       |             |             |                  |              |
| 56910                                                                             | Depreciation Expense                  | 0           | 255,874     | 0                | 229,206      |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i> |                                       | 0           | 255,874     | 0                | 229,206      |
| <i>5800-Financing - Financing Costs</i>                                           |                                       |             |             |                  |              |
| 58110                                                                             | Principal Payments                    | 0           | (447,437)   | (398,089)        | 0            |
| 58120                                                                             | Interest Payments                     | 0           | 31,833      | 0                | 0            |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>             |                                       | 0           | (415,604)   | (398,089)        | 0            |
| Division Total: 00 - Non-Departmental Revenue                                     |                                       | 0           | (164,422)   | (398,089)        | 229,206      |
| Department Total: 00 - Non-Departmental Revenue                                   |                                       | 0           | (164,422)   | (398,089)        | 229,206      |
| Department: 10 - Administration                                                   |                                       |             |             |                  |              |
| Division: 20 - City Manager                                                       |                                       |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                     |                                       |             |             |                  |              |
| 51110                                                                             | Regular Salaries & Wages              | 57,189      | 52,192      | 53,174           | 48,625       |
| 51210                                                                             | PERS Contributions                    | 6,334       | 6,374       | 6,962            | 5,883        |
| 51211                                                                             | PERS UAL                              | 0           | 13,069      | 15,287           | 14,860       |
| 51220                                                                             | FICA/Medicare                         | 2,772       | 3,543       | 2,929            | 2,695        |
| 51230                                                                             | Medical Benefits                      | 4,320       | 3,474       | 3,511            | 3,821        |
| 51235                                                                             | Life & LTD Insurance                  | 578         | 538         | 561              | 430          |
| 51240                                                                             | Workers Compensation Premiums         | 901         | 1,302       | 1,353            | 1,018        |
| 51155                                                                             | One-Time Payouts                      | 1,831       | 14,452      | 0                | 0            |

## Department Line Item Budgets

| Account Number                                                                                | Account Description                  | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-----------------------------------------------------------------------------------------------|--------------------------------------|-------------|-------------|------------------|--------------|
| 51237                                                                                         | Allowances & Other Benefits          | 562         | 751         | 818              | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 74,487      | 95,693      | 84,594           | 77,332       |
| <i>Division Total: 20 - City Manager</i>                                                      |                                      | 74,487      | 95,693      | 84,594           | 77,332       |
| <i>Division: 80 - Environmental Services</i>                                                  |                                      |             |             |                  |              |
| <i>5100-Persn - Personnel</i>                                                                 |                                      |             |             |                  |              |
| 51110                                                                                         | Regular Salaries & Wages             | 670,922     | 686,260     | 744,878          | 671,731      |
| 51120                                                                                         | Part-Time Permanent Salaries & Wages | 48,298      | 48,182      | 33,249           | 54,080       |
| 51200                                                                                         | PARS Contribution                    | 604         | 358         | 376              | 837          |
| 51210                                                                                         | PERS Contributions                   | 60,088      | 70,247      | 80,072           | 80,076       |
| 51211                                                                                         | PERS UAL                             | 92,642      | 128,449     | 150,245          | 140,037      |
| 51220                                                                                         | FICA/Medicare                        | 48,530      | 55,085      | 56,753           | 50,755       |
| 51230                                                                                         | Medical Benefits                     | 153,132     | 183,728     | 212,279          | 209,642      |
| 51235                                                                                         | Life & LTD Insurance                 | 7,203       | 7,891       | 8,298            | 5,939        |
| 51240                                                                                         | Workers Compensation Premiums        | 38,861      | 54,672      | 58,087           | 41,931       |
| 51140                                                                                         | Overtime Pay                         | 45,704      | 46,416      | 37,268           | 24,960       |
| 51142                                                                                         | Straight OT                          | 329         | 184         | 603              | 0            |
| 51150                                                                                         | Special Pay                          | 4,600       | 5,600       | 4,750            | 4,600        |
| 51155                                                                                         | One-Time Payouts                     | 6,130       | 10,367      | 3,664            | 0            |
| 51237                                                                                         | Allowances & Other Benefits          | 5,850       | 5,850       | 4,735            | 0            |
| <i>Account Classification Total: 5100-Persn - Personnel</i>                                   |                                      | 1,182,893   | 1,303,289   | 1,395,258        | 1,284,588    |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                       |                                      |             |             |                  |              |
| 52190                                                                                         | Miscellaneous Prof Svcs              | 15,021      | 19,664      | 50,482           | 50,000       |
| 52210                                                                                         | Lab & Investigative Svcs             | 5,902       | 7,763       | 3,077            | 6,221        |
| 52230                                                                                         | Other Technical Services             | 2,275       | 2,045       | 1,843            | 2,127        |
| 52240                                                                                         | Miscellaneous Services               | 84,135      | 73,906      | 79,380           | 106,200      |
| <i>Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                                      | 107,332     | 103,378     | 134,782          | 164,548      |
| <i>5300-Prop Svcs - Purchased Property Services</i>                                           |                                      |             |             |                  |              |
| 53110                                                                                         | Utilities-Energy                     | 5,361       | 5,289       | 5,393            | 4,860        |
| 53111                                                                                         | Utilities-Water & Sewer              | 7,576       | 8,593       | 10,248           | 10,500       |
| 53210                                                                                         | Infrastructure Maint Svc             | 0           | 0           | 0                | 3,300        |
| 53230                                                                                         | Building Maint Services              | 10,630      | 4,515       | 6,771            | 6,989        |
| 53250                                                                                         | Vehicle & Equip Maint Svc            | 153,602     | 112,751     | 168,953          | 162,308      |
| 53910                                                                                         | Solid Waste Services                 | 3,506       | 3,528       | 174,671          | 272,000      |
| 53990                                                                                         | Other Property Services              | 0           | 625         | 756              | 824          |
| <i>Account Classification Total: 5300-Prop Svcs - Purchased Property Services</i>             |                                      | 180,674     | 135,301     | 366,791          | 460,781      |
| <i>5400-Other Svcs - Other Purchased Services</i>                                             |                                      |             |             |                  |              |
| 54110                                                                                         | Insurance Premiums                   | 0           | 0           | 24,715           | 0            |
| 54210                                                                                         | Telephone Expenses                   | 3,527       | 2,109       | 2,074            | 2,238        |
| 54220                                                                                         | Mobile/Wireless Expenses             | 480         | 377         | 3,600            | 4,338        |
| 54230                                                                                         | Internet Services                    | 646         | 3           | 0                | 515          |
| 54310                                                                                         | Legal Notices & Advertise            | 941         | 0           | 0                | 1,061        |
| 54410                                                                                         | Printing & Binding                   | 12,220      | 8,041       | 24,126           | 15,087       |
| 54610                                                                                         | Travel & Training                    | 1,152       | 2,015       | 9,330            | 7,432        |
| 54910                                                                                         | Dues & Subscriptions                 | 1,260       | 1,460       | 1,860            | 1,854        |
| 54920                                                                                         | Events & Field Trips                 | 4,513       | 5,102       | 1,652            | 2,500        |
| <i>Account Classification Total: 5400-Other Svcs - Other Purchased Services</i>               |                                      | 24,739      | 19,107      | 67,356           | 35,025       |
| <i>5500-Supplies - Supplies</i>                                                               |                                      |             |             |                  |              |
| 55110                                                                                         | General Office Supplies              | 2,098       | 1,621       | 2,087            | 2,348        |
| 55120                                                                                         | Postage & Delivery                   | 2,384       | 665         | 284              | 371          |
| 55130                                                                                         | Photocopying Charges                 | 667         | 623         | 1,377            | 1,607        |
| 55210                                                                                         | Fuel                                 | 53,944      | 58,016      | 54,656           | 69,619       |
| 55220                                                                                         | Safety Supplies                      | 2,005       | 2,272       | 3,303            | 4,635        |
| 55240                                                                                         | Clothing & Uniform Supply            | 5,068       | 3,860       | 9,182            | 6,310        |
| 55250                                                                                         | Vehicle & Equip Supplies             | 32,420      | 31,628      | 45,363           | 45,000       |
| 55290                                                                                         | Other Operating Supplies             | 4,351       | 2,884       | 7,176            | 7,210        |
| 55520                                                                                         | Building Supplies                    | 0           | 0           | 144              | 155          |
| <i>Account Classification Total: 5500-Supplies - Supplies</i>                                 |                                      | 102,938     | 101,568     | 123,572          | 137,255      |
| <i>5600-Prop &amp; Cap - Property &amp; Capital</i>                                           |                                      |             |             |                  |              |
| 56410                                                                                         | Office Equipment <\$10K              | 1,755       | 0           | 5,168            | 3,605        |
| 56620                                                                                         | Heavy Equipment >\$10K               | 0           | 8,271       | 0                | 131,740      |
| <i>Account Classification Total: 5600-Prop &amp; Cap - Property &amp; Capital</i>             |                                      | 1,755       | 8,271       | 5,168            | 135,345      |
| <i>5800-Financing - Financing Costs</i>                                                       |                                      |             |             |                  |              |
| 58110.1                                                                                       | Principal Payments-Facilities        | 0           | 258,000     | 264,400          | 270,800      |
| 58110.2                                                                                       | Principal Payments-Equipment         | 0           | 117,262     | 59,415           | 0            |
| 58110.4                                                                                       | Sideloader Recycling Truck           | 0           | 72,175      | 74,274           | 74,274       |
| 58120.1                                                                                       | Interest Payments-Facilities         | 64,285      | 48,531      | 31,478           | 35,788       |
| 58120.2                                                                                       | Interest Payments-Equipment          | 6,527       | 2,625       | 11,297           | 6,817        |

## Department Line Item Budgets

| Account Number                                                            | Account Description                           | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|---------------------------------------------------------------------------|-----------------------------------------------|-------------|-------------|------------------|--------------|
| 58120.4                                                                   | Interest Payment - Sideloader Recycling Truck | 0           | 15,405      | 13,306           | 15,405       |
| 58220                                                                     | Licenses & Permits                            | 5,912       | 2,322       | 2,454            | 3,183        |
| Account Classification Total: 5800-Financing - Financing Costs            |                                               | 76,724      | 516,320     | 456,624          | 406,267      |
| 5900-Oth Financ - Other Financing Uses                                    |                                               |             |             |                  |              |
| 59991.101                                                                 | Indirect Xfer-GEN                             | 357,150     | 357,150     | 367,865          | 378,901      |
| 59990.101                                                                 | Operating Xfer Out-GEN                        | 3,671       | 3,671       | 3,671            | 3,671        |
| 59990.213                                                                 | Operating Xfer Out-Art                        | 6,000       | 0           | 0                | 0            |
| Account Classification Total: 5900-Oth Financ - Other Financing Uses      |                                               | 366,821     | 360,821     | 371,536          | 382,572      |
| Division Total: 80 - Environmental Services                               |                                               | 2,043,875   | 2,548,055   | 2,921,087        | 3,006,381    |
| Department Total: 10 - Administration                                     |                                               | 2,118,362   | 2,643,748   | 3,005,682        | 3,083,713    |
| Department: 30 - Public Works                                             |                                               |             |             |                  |              |
| Division: 20 - Public Works Engineering                                   |                                               |             |             |                  |              |
| 5100-Persn - Personnel                                                    |                                               |             |             |                  |              |
| 51110                                                                     | Regular Salaries & Wages                      | 2,796       | 7,337       | (1,890)          | 3,012        |
| 51210                                                                     | PERS Contributions                            | 137         | 100         | 192              | 238          |
| 51211                                                                     | PERS UAL                                      | 305         | 0           | 0                | 0            |
| 51220                                                                     | FICA/Medicare                                 | 214         | 156         | 235              | 235          |
| 51230                                                                     | Medical Benefits                              | 527         | 564         | 578              | 574          |
| 51235                                                                     | Life & LTD Insurance                          | 37          | 39          | 40               | 26           |
| 51240                                                                     | Workers Compensation Premiums                 | 193         | 279         | 290              | 204          |
| 51150                                                                     | Special Pay                                   | 60          | 45          | 65               | 65           |
| 51155                                                                     | One-Time Payouts                              | 0           | 12          | 0                | 0            |
| 51242                                                                     | Workers Compensation Pay (In Lieu of Salary)  | 2           | 0           | 0                | 0            |
| Account Classification Total: 5100-Persn - Personnel                      |                                               | 4,271       | 8,533       | (490)            | 4,354        |
| Division Total: 20 - Public Works Engineering                             |                                               | 4,271       | 8,533       | (490)            | 4,354        |
| Division: 30 - Public Works Maintenance                                   |                                               |             |             |                  |              |
| 5100-Persn - Personnel                                                    |                                               |             |             |                  |              |
| 51110                                                                     | Regular Salaries & Wages                      | 67,921      | 53,279      | 49,205           | 47,580       |
| 51210                                                                     | PERS Contributions                            | 5,246       | 4,872       | 4,637            | 5,310        |
| 51211                                                                     | PERS UAL                                      | 6,550       | 13,816      | 16,160           | 7,641        |
| 51220                                                                     | FICA/Medicare                                 | 4,896       | 4,466       | 3,520            | 3,725        |
| 51230                                                                     | Medical Benefits                              | 23,985      | 23,543      | 14,610           | 15,113       |
| 51235                                                                     | Life & LTD Insurance                          | 746         | 710         | 545              | 430          |
| 51240                                                                     | Workers Compensation Premiums                 | 3,217       | 4,835       | 5,123            | 3,562        |
| 51140                                                                     | Overtime Pay                                  | 3,339       | 2,070       | 1,885            | 17,065       |
| 51142                                                                     | Straight OT                                   | 1,747       | 1,390       | 1,357            | 3,120        |
| 51150                                                                     | Special Pay                                   | 570         | 465         | 890              | 1,115        |
| 51155                                                                     | One-Time Payouts                              | 896         | 891         | 670              | 0            |
| Account Classification Total: 5100-Persn - Personnel                      |                                               | 119,115     | 110,336     | 98,602           | 104,661      |
| Division Total: 30 - Public Works Maintenance                             |                                               | 119,115     | 110,336     | 98,602           | 104,661      |
| Department Total: 30 - Public Works                                       |                                               | 123,386     | 118,869     | 98,111           | 109,015      |
| EXPENSES Total                                                            |                                               | 2,241,748   | 2,598,196   | 2,705,704        | 3,421,934    |
| Fund REVENUE Total: 501 - Integrated Waste Mgmt                           |                                               | 2,580,030   | 2,644,367   | 3,351,721        | 3,766,067    |
| Fund EXPENSE Total: 501 - Integrated Waste Mgmt                           |                                               | 2,241,748   | 2,598,196   | 2,705,704        | 3,421,934    |
| Fund Total: 501 - Integrated Waste Mgmt                                   |                                               | 338,282     | 46,172      | 646,017          | 344,133      |
| Fund: 601 - Vehicle/Equip Replacement                                     |                                               |             |             |                  |              |
| REVENUES                                                                  |                                               |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                 |                                               |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                   |                                               |             |             |                  |              |
| 4400-Use of Prp - Use of Money and Property                               |                                               |             |             |                  |              |
| 44240                                                                     | Departmental Rental Chgs                      | 0           | 129,000     | 133,860          | 136,200      |
| Account Classification Total: 4400-Use of Prp - Use of Money and Property |                                               | 0           | 129,000     | 133,860          | 136,200      |
| 4900-Oth Source - Other Financing Sources                                 |                                               |             |             |                  |              |
| 49990.101                                                                 | Operating Xfer In-GEN                         | 26,862      | 26,862      | 26,862           | 0            |
| Account Classification Total: 4900-Oth Source - Other Financing Sources   |                                               | 26,862      | 26,862      | 26,862           | 0            |
| Division Total: 00 - Non-Departmental Revenue                             |                                               | 26,862      | 155,862     | 160,722          | 136,200      |
| Department Total: 00 - Non-Departmental Revenue                           |                                               | 26,862      | 155,862     | 160,722          | 136,200      |
| REVENUES Total                                                            |                                               | 26,862      | 155,862     | 160,722          | 136,200      |
| EXPENSES                                                                  |                                               |             |             |                  |              |
| Department: 00 - Non-Departmental Revenue                                 |                                               |             |             |                  |              |
| Division: 00 - Non-Departmental Revenue                                   |                                               |             |             |                  |              |
| 5600-Prop & Cap - Property & Capital                                      |                                               |             |             |                  |              |
| 56910                                                                     | Depreciation Expense                          | 0           | 321,177     | 0                | 0            |
| Account Classification Total: 5600-Prop & Cap - Property & Capital        |                                               | 0           | 321,177     | 0                | 0            |
| Division Total: 00 - Non-Departmental Revenue                             |                                               | 0           | 321,177     | 0                | 0            |
| Department Total: 00 - Non-Departmental Revenue                           |                                               | 0           | 321,177     | 0                | 0            |
| Department: 25 - Fire                                                     |                                               |             |             |                  |              |

## Department Line Item Budgets

| Account Number                                                                                        | Account Description      | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|-------------------------------------------------------------------------------------------------------|--------------------------|-------------|-------------|------------------|--------------|
| <b>Division: 10 - Fire Administration</b>                                                             |                          |             |             |                  |              |
| <i>5800-Financing - Financing Costs</i>                                                               |                          |             |             |                  |              |
| 58110                                                                                                 | Principal Payments       | 0           | 0           | 0                | 129,000      |
| 58120                                                                                                 | Interest Payments        | 5,023       | 2,815       | 567              | 7,200        |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                                 |                          | 5,023       | 2,815       | 567              | 136,200      |
| <b>Division Total: 10 - Fire Administration</b>                                                       |                          | 5,023       | 2,815       | 567              | 136,200      |
| <b>Department Total: 25 - Fire</b>                                                                    |                          | 5,023       | 2,815       | 567              | 136,200      |
| <b>EXPENSES Total</b>                                                                                 |                          | 5,023       | 323,991     | 567              | 136,200      |
| <b>Fund REVENUE Total: 601 - Vehicle/Equip Replacement</b>                                            |                          |             |             |                  |              |
| 26,862                                                                                                |                          | 155,862     | 160,722     | 136,200          |              |
| <b>Fund EXPENSE Total: 601 - Vehicle/Equip Replacement</b>                                            |                          |             |             |                  |              |
| 5,023                                                                                                 |                          | 323,991     | 567         | 136,200          |              |
| <b>Fund Total: 601 - Vehicle/Equip Replacement</b>                                                    |                          |             |             |                  |              |
| 21,839                                                                                                |                          | (168,129)   | 160,155     | 0                |              |
| <b>Fund: 701 - Pension Trust Sect 401-A</b>                                                           |                          |             |             |                  |              |
| <b>REVENUES</b>                                                                                       |                          |             |             |                  |              |
| <b>Department: 00 - Non-Departmental Revenue</b>                                                      |                          |             |             |                  |              |
| <b>Division: 00 - Non-Departmental Revenue</b>                                                        |                          |             |             |                  |              |
| <i>4900-Oth Source - Other Financing Sources</i>                                                      |                          |             |             |                  |              |
| 49990.101                                                                                             | Operating Xfer In-GEN    | 121,669     | 85,774      | 89,205           | 85,000       |
| <i>Account Classification Total: 4900-Oth Source - Other Financing Sources</i>                        |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>Division Total: 00 - Non-Departmental Revenue</b>                                                  |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>Department Total: 00 - Non-Departmental Revenue</b>                                                |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>REVENUES Total</b>                                                                                 |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>EXPENSES</b>                                                                                       |                          |             |             |                  |              |
| <b>Department: 10 - Administration</b>                                                                |                          |             |             |                  |              |
| <b>Division: 50 - Finance Department</b>                                                              |                          |             |             |                  |              |
| <i>5800-Financing - Financing Costs</i>                                                               |                          |             |             |                  |              |
| 58810                                                                                                 | Retiree Pension          | 121,669     | 85,774      | 89,205           | 85,000       |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                                 |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>Division Total: 50 - Finance Department</b>                                                        |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>Department Total: 10 - Administration</b>                                                          |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>EXPENSES Total</b>                                                                                 |                          | 121,669     | 85,774      | 89,205           | 85,000       |
| <b>Fund REVENUE Total: 701 - Pension Trust Sect 401-A</b>                                             |                          |             |             |                  |              |
| 121,669                                                                                               |                          | 85,774      | 89,205      | 85,000           |              |
| <b>Fund EXPENSE Total: 701 - Pension Trust Sect 401-A</b>                                             |                          |             |             |                  |              |
| 121,669                                                                                               |                          | 85,774      | 89,205      | 85,000           |              |
| <b>Fund Total: 701 - Pension Trust Sect 401-A</b>                                                     |                          |             |             |                  |              |
| 0                                                                                                     |                          | 0           | 0           | 0                |              |
| <b>Fund: 780 - Successor Agency to RDA</b>                                                            |                          |             |             |                  |              |
| <b>REVENUES</b>                                                                                       |                          |             |             |                  |              |
| <b>Department: 60 - Economic Development</b>                                                          |                          |             |             |                  |              |
| <b>Division: 20 - Economic Development</b>                                                            |                          |             |             |                  |              |
| <i>4000-Taxes - Property and Other Taxes</i>                                                          |                          |             |             |                  |              |
| 40010                                                                                                 | Property Tax-Cur Secured | 788,216     | 2,138,127   | 2,509,060        | 0            |
| <i>Account Classification Total: 4000-Taxes - Property and Other Taxes</i>                            |                          | 788,216     | 2,138,127   | 2,509,060        | 0            |
| <i>4400-Use of Prp - Use of Money and Property</i>                                                    |                          |             |             |                  |              |
| 44010                                                                                                 | Interest Income          | 0           | 0           | 45,408           | 0            |
| <i>Account Classification Total: 4400-Use of Prp - Use of Money and Property</i>                      |                          | 0           | 0           | 45,408           | 0            |
| <b>Division Total: 20 - Economic Development</b>                                                      |                          | 788,216     | 2,138,127   | 2,554,468        | 0            |
| <b>Department Total: 60 - Economic Development</b>                                                    |                          | 788,216     | 2,138,127   | 2,554,468        | 0            |
| <b>REVENUES Total</b>                                                                                 |                          | 788,216     | 2,138,127   | 2,554,468        | 0            |
| <b>EXPENSES</b>                                                                                       |                          |             |             |                  |              |
| <b>Department: 10 - Administration</b>                                                                |                          |             |             |                  |              |
| <b>Division: 50 - Finance Department</b>                                                              |                          |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                          |             |             |                  |              |
| 52120                                                                                                 | Legal & Financial Svcs   | 11,760      | 10,095      | 10,115           | 0            |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                          | 11,760      | 10,095      | 10,115           | 0            |
| <b>Division Total: 50 - Finance Department</b>                                                        |                          | 11,760      | 10,095      | 10,115           | 0            |
| <b>Department Total: 10 - Administration</b>                                                          |                          | 11,760      | 10,095      | 10,115           | 0            |
| <b>Department: 60 - Economic Development</b>                                                          |                          |             |             |                  |              |
| <b>Division: 20 - Economic Development</b>                                                            |                          |             |             |                  |              |
| <i>5200-Prof Svcs - Purchased Professional &amp; Technical Services</i>                               |                          |             |             |                  |              |
| 52110                                                                                                 | Collect & Admin Services | 250,000     | 250,000     | 250,000          | 0            |
| <i>Account Classification Total: 5200-Prof Svcs - Purchased Professional &amp; Technical Services</i> |                          | 250,000     | 250,000     | 250,000          | 0            |
| <i>5800-Financing - Financing Costs</i>                                                               |                          |             |             |                  |              |
| 58110                                                                                                 | Principal Payments       | 0           | 0           | 857,000          | 0            |
| 58120                                                                                                 | Interest Payments        | 434,782     | 400,786     | 312,278          | 0            |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>                                 |                          | 434,782     | 400,786     | 1,169,278        | 0            |
| <b>Division Total: 20 - Economic Development</b>                                                      |                          | 684,782     | 650,786     | 1,419,278        | 0            |
| <b>Department Total: 60 - Economic Development</b>                                                    |                          | 684,782     | 650,786     | 1,419,278        | 0            |
| <b>EXPENSES Total</b>                                                                                 |                          | 696,542     | 660,881     | 1,429,393        | 0            |

## Department Line Item Budgets

| Account Number                        | Account Description                                                                | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|---------------------------------------|------------------------------------------------------------------------------------|-------------|-------------|------------------|--------------|
| Fund REVENUE                          | Total: 780 - Successor Agency to RDA                                               | 788,216     | 2,138,127   | 2,554,468        | 0            |
| Fund EXPENSE                          | Total: 780 - Successor Agency to RDA                                               | 696,542     | 660,881     | 1,429,393        | 0            |
|                                       | Fund Total: 780 - Successor Agency to RDA                                          | 91,674      | 1,477,246   | 1,125,075        | 0            |
| Fund: 834 - Finance Authority Debt Sv |                                                                                    |             |             |                  |              |
| REVENUES                              |                                                                                    |             |             |                  |              |
| Department:                           | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
| Division:                             | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
|                                       | 4400-Use of Prp - Use of Money and Property                                        |             |             |                  |              |
| 44010                                 | Interest Income                                                                    | 2,169       | 4,008       | 2,817            | 0            |
|                                       | Account Classification Total: 4400-Use of Prp - Use of Money and Property          | 2,169       | 4,008       | 2,817            | 0            |
|                                       | 4900-Oth Source - Other Financing Sources                                          |             |             |                  |              |
| 49990.206                             | Operating XferIN-MEAS A                                                            | 355,847     | 360,730     | 360,730          | 187,014      |
|                                       | Account Classification Total: 4900-Oth Source - Other Financing Sources            | 355,847     | 360,730     | 360,730          | 187,014      |
|                                       | Division Total: 00 - Non-Departmental Revenue                                      | 358,016     | 364,738     | 363,547          | 187,014      |
|                                       | Department Total: 00 - Non-Departmental Revenue                                    | 358,016     | 364,738     | 363,547          | 187,014      |
|                                       | REVENUES Total                                                                     | 358,016     | 364,738     | 363,547          | 187,014      |
| EXPENSES                              |                                                                                    |             |             |                  |              |
| Department:                           | 10 - Administration                                                                |             |             |                  |              |
| Division:                             | 50 - Finance Department                                                            |             |             |                  |              |
|                                       | 5800-Financing - Financing Costs                                                   |             |             |                  |              |
| 58110                                 | Principal Payments                                                                 | 340,800     | 343,500     | 350,400          | 187,014      |
| 58120                                 | Interest Payments                                                                  | 20,570      | 13,864      | 7,064            | 0            |
|                                       | Account Classification Total: 5800-Financing - Financing Costs                     | 361,370     | 357,364     | 357,464          | 187,014      |
|                                       | Division Total: 50 - Finance Department                                            | 361,370     | 357,364     | 357,464          | 187,014      |
|                                       | Department Total: 10 - Administration                                              | 361,370     | 357,364     | 357,464          | 187,014      |
|                                       | EXPENSES Total                                                                     | 361,370     | 357,364     | 357,464          | 187,014      |
| Fund REVENUE                          | Total: 834 - Finance Authority Debt Sv                                             | 358,016     | 364,738     | 363,547          | 187,014      |
| Fund EXPENSE                          | Total: 834 - Finance Authority Debt Sv                                             | 361,370     | 357,364     | 357,464          | 187,014      |
|                                       | Fund Total: 834 - Finance Authority Debt Sv                                        | (3,354)     | 7,374       | 6,083            | 0            |
| Fund: 835 - City Hall Bond D/S        |                                                                                    |             |             |                  |              |
| REVENUES                              |                                                                                    |             |             |                  |              |
| Department:                           | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
| Division:                             | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
|                                       | 4400-Use of Prp - Use of Money and Property                                        |             |             |                  |              |
| 44010                                 | Interest Income                                                                    | 30          | 223         | 270              | 151          |
|                                       | Account Classification Total: 4400-Use of Prp - Use of Money and Property          | 30          | 223         | 270              | 151          |
|                                       | 4900-Oth Source - Other Financing Sources                                          |             |             |                  |              |
| 49990.101                             | Operating Xfer In-GEN                                                              | 290,603     | 580,660     | 580,660          | 580,612      |
|                                       | Account Classification Total: 4900-Oth Source - Other Financing Sources            | 290,603     | 580,660     | 580,660          | 580,612      |
|                                       | Division Total: 00 - Non-Departmental Revenue                                      | 290,633     | 580,883     | 580,930          | 580,763      |
|                                       | Department Total: 00 - Non-Departmental Revenue                                    | 290,633     | 580,883     | 580,930          | 580,763      |
|                                       | REVENUES Total                                                                     | 290,633     | 580,883     | 580,930          | 580,763      |
| EXPENSES                              |                                                                                    |             |             |                  |              |
| Department:                           | 10 - Administration                                                                |             |             |                  |              |
| Division:                             | 50 - Finance Department                                                            |             |             |                  |              |
|                                       | 5200-Prof Svcs - Purchased Professional & Technical Services                       |             |             |                  |              |
| 52120                                 | Legal & Financial Svcs                                                             | 0           | 0           | 0                | 150          |
|                                       | Classification Total: 5200-Prof Svcs - Purchased Professional & Technical Services | 0           | 0           | 0                | 150          |
|                                       | 5800-Financing - Financing Costs                                                   |             |             |                  |              |
| 58110                                 | Principal Payments                                                                 | 0           | 280,000     | 285,000          | 295,000      |
| 58120                                 | Interest Payments                                                                  | 290,603     | 299,763     | 294,163          | 285,613      |
|                                       | Account Classification Total: 5800-Financing - Financing Costs                     | 290,603     | 579,763     | 579,163          | 580,613      |
|                                       | Division Total: 50 - Finance Department                                            | 290,603     | 579,763     | 579,163          | 580,763      |
|                                       | Department Total: 10 - Administration                                              | 290,603     | 579,763     | 579,163          | 580,763      |
|                                       | EXPENSES Total                                                                     | 290,603     | 579,763     | 579,163          | 580,763      |
| Fund REVENUE                          | Total: 835 - City Hall Bond D/S                                                    | 290,633     | 580,883     | 580,930          | 580,763      |
| Fund EXPENSE                          | Total: 835 - City Hall Bond D/S                                                    | 290,603     | 579,763     | 579,163          | 580,763      |
|                                       | Fund Total: 835 - City Hall Bond D/S                                               | 30          | 1,120       | 1,768            | 0            |
| Fund: 836 - Street Imp Bond D/S       |                                                                                    |             |             |                  |              |
| REVENUES                              |                                                                                    |             |             |                  |              |
| Department:                           | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
| Division:                             | 00 - Non-Departmental Revenue                                                      |             |             |                  |              |
|                                       | 4400-Use of Prp - Use of Money and Property                                        |             |             |                  |              |
| 44010                                 | Interest Income                                                                    | 125         | 231         | 58               | 0            |
|                                       | Account Classification Total: 4400-Use of Prp - Use of Money and Property          | 125         | 231         | 58               | 0            |
|                                       | 4900-Oth Source - Other Financing Sources                                          |             |             |                  |              |



## Department Line Item Budgets

| Account Number                                                                 | Account Description              | 2018 Actual | 2019 Actual | 2020 Est. Actual | 2021 Amended |
|--------------------------------------------------------------------------------|----------------------------------|-------------|-------------|------------------|--------------|
| 49990.211                                                                      | Operating XferIN-STREETS         | 699,868     | 704,400     | 702,900          | 706,300      |
| <i>Account Classification Total: 4900-Oth Source - Other Financing Sources</i> |                                  | 699,868     | 704,400     | 702,900          | 706,300      |
| Division Total: 00 - Non-Departmental Revenue                                  |                                  | 699,993     | 704,631     | 702,958          | 706,300      |
| Department Total: 00 - Non-Departmental Revenue                                |                                  | 699,993     | 704,631     | 702,958          | 706,300      |
| REVENUES Total                                                                 |                                  | 699,993     | 704,631     | 702,958          | 706,300      |
| EXPENSES                                                                       |                                  |             |             |                  |              |
| Department: 10 - Administration                                                |                                  |             |             |                  |              |
| Division: 50 - Finance Department                                              |                                  |             |             |                  |              |
| <i>5800-Financing - Financing Costs</i>                                        |                                  |             |             |                  |              |
| 58110                                                                          | Principal Payments               | 315,000     | 325,000     | 330,000          | 523,150      |
| 58120                                                                          | Interest Payments                | 385,700     | 379,400     | 372,900          | 183,150      |
| <i>Account Classification Total: 5800-Financing - Financing Costs</i>          |                                  | 700,700     | 704,400     | 702,900          | 706,300      |
| Division Total: 50 - Finance Department                                        |                                  | 700,700     | 704,400     | 702,900          | 706,300      |
| Department Total: 10 - Administration                                          |                                  | 700,700     | 704,400     | 702,900          | 706,300      |
| EXPENSES Total                                                                 |                                  | 700,700     | 704,400     | 702,900          | 706,300      |
| Fund REVENUE                                                                   | Total: 836 - Street Imp Bond D/S | 699,993     | 704,631     | 702,958          | 706,300      |
| Fund EXPENSE                                                                   | Total: 836 - Street Imp Bond D/S | 700,700     | 704,400     | 702,900          | 706,300      |
| Fund Total: 836 - Street Imp Bond D/S                                          |                                  | (707)       | 231         | 58               | 0            |
| REVENUE GRAND Totals:                                                          |                                  | 47,675,218  | 58,042,832  | 52,449,406       | 52,837,251   |
| EXPENSE GRAND Totals:                                                          |                                  | 52,682,840  | 55,286,146  | 53,198,436       | 53,078,141   |
| Grand Totals:                                                                  |                                  | (5,007,622) | 2,756,685   | (749,030)        | (240,890)    |



## **Appendix 8**

# **Fiscal Response Plan - Budget Strategies**



To: Karen Pinkos, City Manager

From: Nancy Hetrick, Vice President  
Steve Toler, Partner

Subject: El Cerrito Recession Forecast and Fiscal Response Plan Memorandum

Date: August 27, 2020

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### Background

In the fall of 2019 Management Partners was engaged by the City of El Cerrito to assist with updating the City's strategic plan. Activities to engage staff and the community included focus groups, interviews, an online community survey and an open house that was hosted by the City. In addition, Management Partners conducted a fiscal analysis to understand the financial realities of the City. This independent analysis affirmed the concerns of staff and community members regarding a lack of reserves and structural budget deficit that left the City in an unsustainable position. The result of this work was a set of proposed goals with the highest priority placed on long-term financial sustainability.

In early March of 2020 Management Partners facilitated a workshop with the senior management team that presented the environmental scan and fiscal analysis, the results of engagement efforts, and draft goals and strategies. With input from the team, Management Partners finalized the proposed goals and strategies and prepared for a Council strategic planning workshop.

The week we were scheduled to meet with the City Council, Bay Area health officials declared a shelter-in-place order in response to the spread of the new coronavirus, COVID-19. This order postponed the Council workshop and later altered the scope and emphasis of the strategic planning efforts.

In light of the immediate and anticipated impacts of COVID-19 and the lack of reserves to soften the blow, the City took action to freeze positions and determine additional short-term measures. The City requested that Management Partners amend our scope to repurpose the remaining portion of the contract to assist in two areas:

1. **Recession Forecast.** Management Partners was asked to prepare a recession forecast to assess the fiscal impacts on the General Fund and determine the scale of reductions

required for the City to maintain solvency and achieve fiscal sustainability, including the rebuilding of reserves to weather future economic downturns or emergencies.

2. **Budget Strategies.** Management Partners worked closely with City management and the Council to identify potential budget solutions that would solve the fiscal gap.

This memo presents the process and key outcomes of this work and will be used by staff as it prepares a revised City budget for Council consideration in September.

### **Organization of this Memorandum**

This memorandum consists of the following sections:

- **Baseline and Recession Forecasts.** This section summarizes the City's baseline forecast pre-COVID and then addresses the impacts related to the COVID-19 pandemic recession and provides an updated recession forecast used for planning purposes.
- **Budget Strategies Framework.** This section explains the process used to identify and evaluate potential budget strategies.
- **Strategies Selected for Implementation.** This section presents the selected strategies and the direction provided by Council during the August 11 Special Study Session.

### **Baseline and Recession Forecasts**

Our analysis included a review of the City's existing forecast prepared as part of the FY 2020 budget (baseline forecast) and a new long-term forecast we developed for the City's future use based on the recessionary impacts stemming from the COVID-19 pandemic (recession forecast).

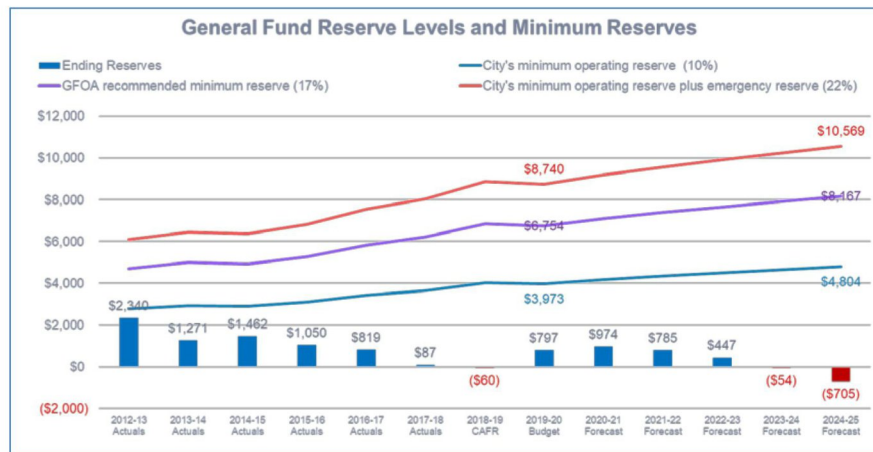
#### ***Baseline Forecast***

City staff prepared a five-year forecast as part of developing the FY 2020 budget in May 2019. The forecast projected an annual budget deficit starting in FY 2022 that would grow to \$650,000 by FY 2025 without corrective action. This projected deficit was in spite of additional revenue anticipated from Measure V (passed by voters in 2018) that would allow the City to collect real property transfer taxes to help provide resources necessary to support General Fund operations.

The City closed its books for FY 2019 in November 2019 and determined that the General Fund ended the fiscal year with a reserve balance that was \$57,000 overdrawn. Projected General Fund reserves in the original baseline forecast is shown in Figure 1. The City would once again deplete reserves by FY 2024 without corrective action. The City recognized that it needed to take action to address the depletion of reserves and the projected long-term structural gap.



Figure 1. City's Pre-Recession Baseline Forecast



### COVID-19 Pandemic Recession Impacts on the City's Financial Forecast

The region, the nation and the world are responding to the impacts of the COVID-19 pandemic. Shelter-in-place orders were issued in the State of California and Contra Costa County in March 2020 as a means of combatting the spread of the pandemic and saving lives. This has had a dramatic impact on people's lives, commerce, and local governments throughout the region. Many businesses were shut down temporarily during the stay home orders, and some businesses closed for good. Federal aid in the form of the CARES Act, enacted by Congress and signed into law in April, provided some relief to individuals, businesses, and local agencies.

The pandemic has manifested into a deep recession that is much more severe than the City's initial forecast ever anticipated. It is likely we will see a prolonged recession that will form what economists call an "L-shaped" recovery where revenues will be impacted over the next four to five years. The significant impacts on unemployment and the fact that the virus is beginning to see a resurgence in only this first wave of the pandemic makes for a long recession that will have significant impacts on elastic (economically volatile) revenue sources.

Until such time that a vaccine is in place that provides immunity, which the Center for Disease Control and other epidemiology experts are indicating may take 12 to 18 months to develop and deploy to the general population, we are likely to see resurgence of the virus that will require further shelter-in-place orders to protect lives. In short, this will likely not be a "V-shaped" recovery that impacts only FY 2021. Given the City's limited reserves and the uncertainties surrounding economic recovery at this stage the only prudent approach is to assume a relatively serious recessionary event.



El Cerrito, like most other cities in California, saw immediate negative impacts in sales tax, transient occupancy tax, real property transfer tax, development fees, and other elastic revenue sources.

These events led the City to the realization that it needed to implement budget reductions strategies immediately to maintain solvency and address the structural gap in anticipation of developing a revised forecast to understand the impacts from the recession. Starting in FY 2021, the City implemented \$2.7 million in ongoing cost savings, as well as nearly \$1 million in one-time savings to attempt to counteract the projected fiscal gap and the impacts of the pandemic-induced recession. The actions taken by the City are summarized in Table 1.

*Table 1. Cost Savings Implemented by City for FY 2021*

| Cost Saving Strategy                                                                                     | Fiscal Impact      |
|----------------------------------------------------------------------------------------------------------|--------------------|
| <b>Ongoing cost savings (FY 2021 and beyond)</b>                                                         |                    |
| Reductions to department budgets identified by staff                                                     | \$1,632,000        |
| Renegotiated Management and Confidential compensation and benefits plan                                  | \$316,000          |
| Elimination of cost of living adjustments from renegotiated memoranda of understanding with labor groups | \$750,000          |
| <b>Total ongoing cost savings</b>                                                                        | <b>\$2,698,000</b> |
| <b>One-time savings (FY 2021 only)</b>                                                                   |                    |
| Furloughs totaling 13 days through December 31, 2020                                                     | \$659,000          |
| Furloughs of managers for an additional 13 days through June 30, 2021                                    | \$300,000          |
| <b>Total one-time savings</b>                                                                            | <b>\$959,000</b>   |

From a revenue elasticity perspective, the City's General Fund revenue sources are fairly diverse, however, there is a reliance on elastic revenue sources to provide fiscal sustainability for the City. Before the pandemic, the largest revenue source, property tax, comprised about 26% of total General Fund revenues. There is the potential for Proposition 8 assessment appeals under a prolonged recession scenario that may impact property tax revenues by 2% in FY 2022.

Sales tax revenues totaled 18% of General Fund revenues before the recession. The City experienced about a 10% decline in sales tax in FY 2020 and is expecting an additional decline of 13% in FY 2021. It is expected that sales tax revenues will not recover fully until FY 2024.

The City suspended its recreation programs in March and has yet to fully restore services as the nation and the region grappled with a resurgence in the virus. Recreation revenues declined by about 25% in FY 2020 and the City is expecting to see a 20% drop from original projections in FY 2021 due to the prolonged shutdown and continuing preventative measures to combat the virus.





### ***Recession Model Assumptions and Forecast***

To prepare a recessionary forecast for the City, Management Partners applied several key assumptions, which are shown in Table 2.

*Table 2. Key Assumptions Used in Recession Forecast for FY 2021 to FY 2027*

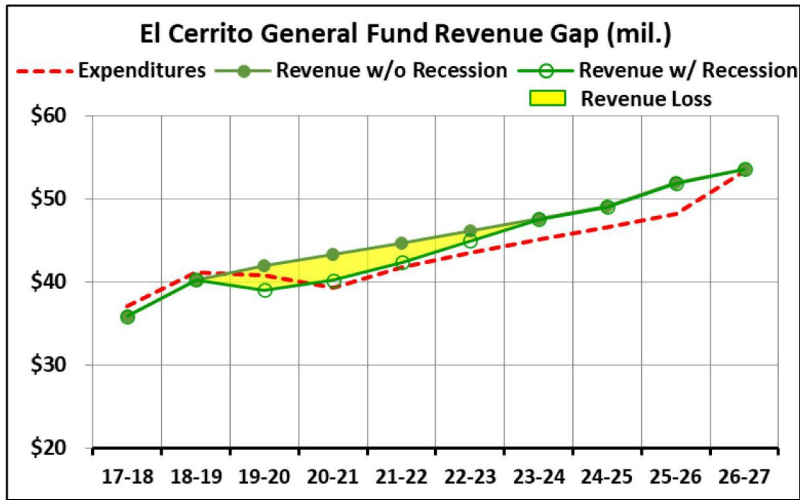
| General Assumptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reserves                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Recession</b> – Prolonged recessionary impact in elastic revenue sources and slight impairment of property taxes from FY 2021 to FY 2024</li> <li>• <b>Service levels</b> – Maintain existing service levels</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <b>Minimum reserves</b> – General Fund reserve policy of two months (17%) of annual operating expenditures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Revenues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Expenditures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• <b>Property taxes</b> – Baseline growth of 4%, minor adjustments for development-related activity for projects already under construction (\$100,000 in additional property taxes starting in FY 2022); modest 2% decline in FY 2022 due to recession impacts</li> <li>• <b>Sales taxes</b> – Growth of 2% per year, with an average reduction of 10% from baseline forecast over a four-year period starting from FY 2020, not recovered until FY 2024</li> <li>• <b>Utility tax</b> – Growth of 3% with no significant reductions anticipated throughout the recession</li> <li>• <b>Transient occupancy taxes</b> – Baseline growth of 3% per year based on historical trends, an average reduction of 15% from baseline forecast over a four-year period starting from FY 2020, not recovered until FY 2024</li> <li>• <b>Redevelopment Agency final dissolution</b> – Increase in property tax revenues starting in FY 2026 totaling nearly \$1.3 million per year upon final payment of enforceable obligations by, and dissolution of, the successor agency</li> <li>• <b>Recreation services</b> – Shutdown of many recreation services through Summer 2020, resulting in 20% reduction of revenues from original baseline projections through FY 2024, partially offset by reduction in part-time seasonal staff costs</li> <li>• <b>Other</b> – modest growth of 2% to 3% of other revenue sources</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Salaries</b> – Known increases based on existing MOUs, plus a 3% placeholder increase starting in FY 2022</li> <li>• <b>Pension Costs</b> – Gain of 4.7% in investment portfolio as of June 30, 2020; assumed discount rate of 7% throughout the forecast period, with potential reduction in the rate beyond the FY 2027 forecast period; assumed investment return rates equal discount rate in future years</li> <li>• <b>Other Benefits</b> – Growth in health benefits of 3% per year, other salary-based benefits based on salary increases</li> <li>• <b>Non-personnel operating costs</b> – growth based on inflationary impacts of 3% per year</li> <li>• <b>City-Implemented Cost Savings</b> – Assumes \$2.7 million in ongoing cost savings implemented by the City starting in FY 2021, plus \$959,000 in one-time savings as a result of furloughs in FY 2021 only</li> <li>• <b>Tax revenue anticipation note (TRAN) financing</b> – Assumes the City will continue to need TRAN financing until which time reserves are above the minimum reserve policy, and that financing will continue to be available to the City</li> </ul> |

The revenue impacts from the pandemic recession indicate a \$10 million loss in General Fund revenues through FY 2024 as shown in Figure 2.





Figure 2. Anticipated Revenues Losses from COVID-19 Pandemic Recession



The recession forecast model indicates a combined deficit of \$1.1 million in FY 2022 and 2023, with surpluses starting in FY 2024 that grow to \$2.2 million per year in FY 2027, as shown in Figure 3.

Figure 3. Projected General Fund Surplus (Deficit) Recession Forecast

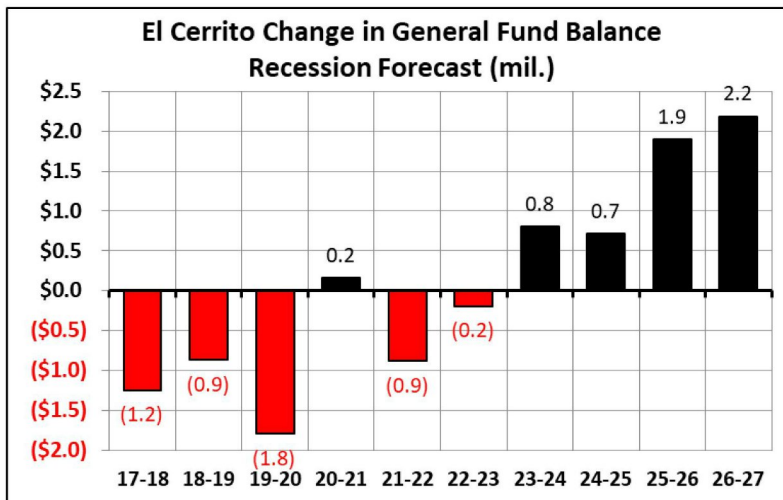
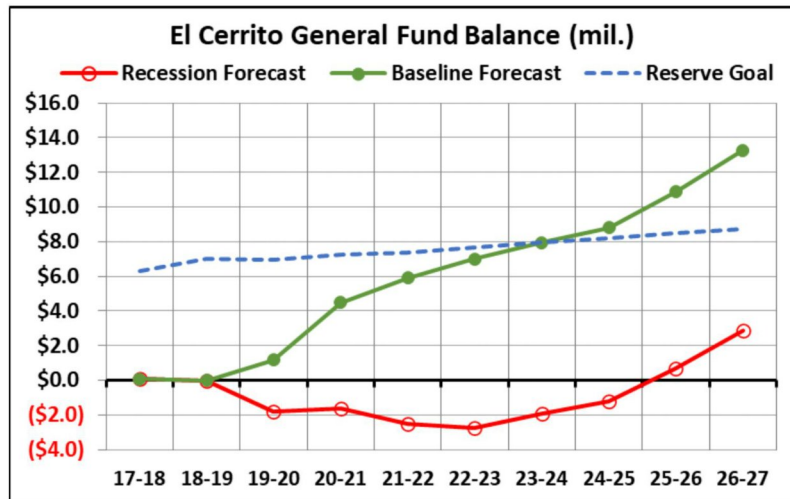


Figure 4 below compares the reserve levels in the baseline forecast (pre-recession) to the recessionary forecast, which indicates that General Fund reserves start below zero at the end of



FY 2020, would stay below zero until FY 2026, and never reach the minimum reserve goal of 17% throughout the forecast period without corrective action.

Figure 4. Projected General Fund Reserves – Pre- and Post-COVID-19 Pandemic Recession



The situation depicted in Figures 3 and 4 cannot be allowed to occur as the City would continually face the threat of insolvency with no cushion in the case of another emergency. The figures show the current financial trajectory, absent any change, and reveal the need for immediate action.

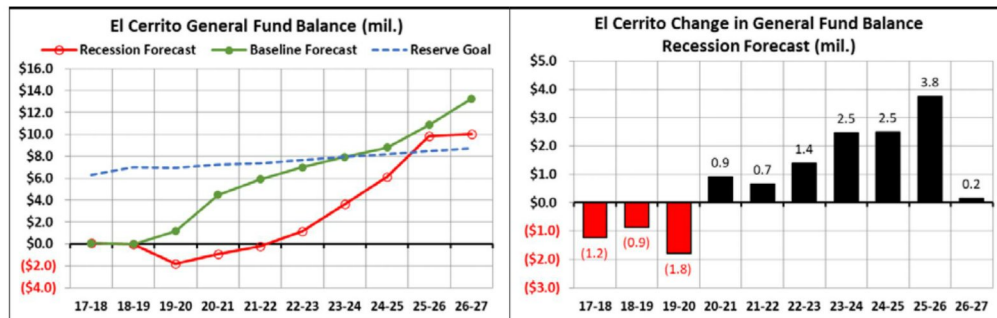
### ***Budget Strategies Required***

To address the fiscal gap in this recessionary environment and to restore General Fund reserves to the minimum reserve goal of two months (17%) of annual operating expenditures, the City will need to implement budget strategies of \$1.5 million in annual budget savings– beyond the actions it has already taken – to resolve the fiscal gap starting in FY 2021. Once reserves were restored above the 17% minimum reserve goal by FY 2026, the City could then restore up to \$4 million in budget reductions starting in FY 2027. *This assumes that the City maintains the existing budget reductions, as well as the newly identified budget strategies, through FY 2026 and does not add new services or increase staffing levels that would negatively impact the General Fund's reserve levels during that time.*

Making \$1.5 million in reductions in FY 2021 will restore General Fund reserves above zero by FY 2023 and to the minimum reserve goal of 17% by FY 2026, as shown in Figure 5.



Figure 5. Projected General Fund Surplus (Deficit) and Reserves Incorporating Budget Strategies



### Budget Strategies Framework

The following analytical framework was developed by Management Partners to assist City leaders with the evaluation of potential budget reduction strategies for a fiscal response plan to be implemented in FY 2021. The approach considered two primary factors:

1. Citywide priorities
2. Basic program attributes

Each proposed budget reduction strategy was evaluated and scored using the factors presented below. The resulting composite score informed Council deliberation and direction regarding strategies to include in the fiscal response plan. The strategies that received a lower overall score were the starting point for inclusion in the plan. Ultimately, the total savings generated through proposed budget reduction strategies needed to achieve the fiscal target of \$1.5 million in order to provide short- and mid-term fiscal solvency to the City.

### Criteria #1: Citywide Priorities

The first set of criteria reflected the set of top service priorities identified through the strategic planning engagement process. These are listed in Table 3 below along with the proposed degree of priority in the short-, mid- and long-term.

Table 3. Citywide Priorities Criteria

| Strategic Goals                                                            | Applicability            |                         |                        |
|----------------------------------------------------------------------------|--------------------------|-------------------------|------------------------|
|                                                                            | Short-term<br>(6 months) | Mid-term<br>(18 months) | Long-term<br>(5 years) |
| 1. Secure the financial health and long-term sustainability of the City    | High                     | High                    | High                   |
| 2. Ensure public safety and emergency preparedness                         | High                     | High                    | High                   |
| 3. Develop, maintain and rehabilitate public facilities and infrastructure | Mid                      | Mid                     | High                   |
| 4. Sustain quality of life and sense of place                              | Low                      | Mid                     | High                   |
| 5. Foster environmental sustainability citywide                            | Low                      | Mid                     | High                   |



## Criteria #2: Program/Service Attributes

The second set of criteria included program attributes that were defined in Table 4 below. These attributes reflect key factors for evaluating the necessity and importance of specific programs or services. In addition to the relevance to citywide goals, each budget reduction strategy was evaluated using these attributes.

Table 4. Program/Service Attribute Criteria

| Basic Program Attributes                                        | Description                                                                                                                                                                                                                |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Mandated to provide the program</b>                       | The City is required to provide this program under 1) federal, state or county law; 2) contractual obligation without the ability to terminate; or 3) by City ordinance that would require a vote of the people to change. |
| <b>B. Community reliance on the City to provide the program</b> | Programs for which residents, businesses and visitors can look only to the City to obtain the service vs. programs that may be similarly obtained from another intergovernmental agency or a private business.             |
| <b>C. Cost recovery of the program</b>                          | Programs that demonstrate the ability to “pay for themselves” through user fees, intergovernmental grants or other specifically dedicated revenues vs. programs that generate limited or no funding to cover their cost.   |
| <b>D. Demand for the program</b>                                | Programs demonstrating high levels of current or anticipated demand or usage vs. programs that show little demand or usage.                                                                                                |
| <b>E. Portion of the community served</b>                       | Programs that benefit or serve a larger segment of the City’s residents, businesses and/or visitors vs. programs that benefit or serve only a small segment of these populations.                                          |

## Rating scale

Each of the budget reduction strategies was then evaluated using the rating scale outlined in Table 5.

Table 5. Rating Scale for Each Budget Strategy

| Scoring  | Description                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | Program has an <b>essential or critical role</b> in achieving the desired results/outcomes (i.e., the City most likely could not achieve this overall result without the existence of this program) |
| <b>3</b> | Program has a <b>strong influence</b> on achieving the result                                                                                                                                       |
| <b>2</b> | Program has <b>some degree of influence</b> on achieving the result                                                                                                                                 |
| <b>1</b> | Program has <b>minimal influence</b> on achieving the result                                                                                                                                        |
| <b>0</b> | Program has <b>no influence</b> on achieving the result                                                                                                                                             |



## **Strategies Selected for Implementation**

### ***Budget Strategy Identification Process***

Based on the magnitude and timing of the recession forecast solutions that would be required, Management Partners conducted an independent analysis of the City's revenues and costs of service delivery relative to the General Fund to develop options, or strategies, for addressing the challenge. Our analysis was informed by discussions with City leaders and best practices and strategies used by other California cities with a proven track record of success that would be applicable to El Cerrito's operating environment.

Given the need to immediate impact in FY 2021 and the effects being felt by residents and businesses amidst the ongoing pandemic recession, revenue enhancement strategies were not considered unless they reflected improving cost recovery of a certain program. The strategies were grouped into four categories:

- A. Reduce service delivery to minimum standards,
- B. Reduce/shift program service levels,
- C. Reduce or implement contracted services, and
- D. Eliminate less critical programs.

### ***Strategies Identified for Implementation***

Management Partners independently evaluated and scored strategies we identified as part of our analysis. We then conferred with the City Council to review the strategies to develop a final scoring and selection of the strategies that the City can pursue to resolve the fiscal gap. The goal was to select strategies that would provide \$1.5 million in ongoing budget reductions to the City's General Fund.

The City Council reviewed and discussed an array of budget options. At the Council special meeting on August 11, 2020 the Council provided direction to staff to pursue budget reduction strategies consistent with those presented in Table 6. Staff will incorporate these changes into the revised budget that will be brought to Council for review and adoption in September.





Table 6. Budget Strategies for Implementation Starting in FY 2021

| Budget Strategy                                       | Department           | Estimated Annual Fiscal Impact |
|-------------------------------------------------------|----------------------|--------------------------------|
| Reduce city administration                            | City Administration  | \$345,000                      |
| Change service delivery approach of finance functions | Finance              | \$25,000                       |
| Restructure fire management functions                 | Fire                 | \$210,000                      |
| Restructure police operations                         | Police               | \$595,000                      |
| Reduce/shift funding for landscape maintenance costs  | Public Works (Parks) | \$165,000                      |
| Reduce recreation administrative functions            | Recreation           | \$166,000                      |
| <b>Total Budget Strategies</b>                        |                      | <b>\$1,506,000</b>             |
| <b>Goal</b>                                           |                      | <b>\$1,500,000</b>             |

### *Recommendation*

Given the structural imbalance in revenues and expenditures, and the depletion of reserves over time and as a result of the pandemic recession, City leaders must quickly implement solutions for the General Fund to remain solvent. Budget strategies totaling \$1,506,000 have been identified and selected for implementation. These strategies must be implemented and maintained through at least 2026 for the City to restore reserves in the General Fund and reduce the threat of insolvency.





RESOLUTION 2020–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING  
THE ANNUAL BUDGET FOR FY 2020-21 AND SPENDING AUTHORITY FROM ALL  
FUNDS OF THE CITY OF EL CERRITO FOR FISCAL YEAR 2020-21

WHEREAS, City staff have prepared, transmitted, and presented the amended FY 2020-21 Budget to the City Council of the City of El Cerrito for its consideration, and it has been reviewed and analyzed in public review session; and

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

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

WHEREAS, the amended spending authority from tax proceeds are within the City's Fiscal Year 2020-21 Gann Appropriations Limit, as defined by the California State Constitution Article XIIIB.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby amends the FY 2020-21 Budget spending limits across funds as follows:

|                                 |            |
|---------------------------------|------------|
| General Fund                    | 38,714,837 |
| Gas Tax Fund                    | 516,965    |
| NPDES                           | 404,808    |
| Landscape and Lighting          | 827,379    |
| Measure J Return to Source      | 384,076    |
| Measure A Parcel Tax            | 485,754    |
| Measure H Parcel Tax            | 632,891    |
| Asset Seizure                   | 0          |
| Vehicle Abatement               | 30,900     |
| SB-1 Road Repair                | 614,020    |
| Park in Lieu Fund               | 0          |
| Street Improvement Fund         | 1,780,193  |
| Public Arts Fund                | 100,000    |
| Measure J - Paratransit         | 106,939    |
| Federal, State and Local Grants | 0          |
| C.O.P.S. Grant                  | 30,000     |
| City Housing Trust              | 0          |
| City LMI Housing                | 196,730    |
| Capital Improvements            | 2,464,911  |
| Measure J Storm Drain           | 670,527    |
| Integrated Waste Management     | 3,421,934  |
| Vehicle/Equipment Replacement   | 136,200    |

|                                              |                   |
|----------------------------------------------|-------------------|
| Employees' Pension Trust Section 401A        | 85,000            |
| Financing Authority Measure A Debt Svc.      | 187,014           |
| Financing Authority City Hall Debt Svc.      | 580,763           |
| Financing Authority Street Improv. Debt Svc. | 706,300           |
| <b>Total</b>                                 | <b>53,078,141</b> |

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

1. Create such appropriations into such new accounts as may be appropriate for proper accounting in the City's financial system and to make any necessary non-material changes to finalize the budget document.
2. Apply correct accounting rules for the proper classification of interfund transactions, including transfers between funds, or other financial transactions, as may be necessary to address bond or loan covenants, or any other requirements imposed by formal, legal agreements between the City any other parties, as previously entered into by the City.
3. Approve payment of goods and services received by the City in accordance with the City's approved budgets, programs, and policies, subject to a limitation of \$45,000 for any single vendor in any one fiscal year, beyond which amount the City Council retains authority to approve payment with the exception of those items falling under other statutory authority (e.g., public works, State purchasing).
4. Shift expenditure authority within funds among departments, as may be necessary to meet the City's operational needs.

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

I CERTIFY that at the regular meeting on October 6, 2020, the El Cerrito 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 October \_\_\_\_, 2020.

\_\_\_\_\_  
Holly M. Charl  ty, City Clerk

APPROVED:

\_\_\_\_\_  
Gregory B. Lyman, Mayor

PFA RESOLUTION 2020-XX

RESOLUTION OF THE CITY OF EL CERRITO PUBLIC FINANCING AUTHORITY  
AMENDING THE FISCAL YEAR 2020-21 BUDGET WITH SPENDING LIMITS FOR FY  
2020-21

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

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

WHEREAS, the Board wishes to amend the Authority's budget for Fiscal Year 2020-21.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Public Financing Authority amends the Fiscal Year 2020-21 Budget with spending limits in FY 2020-21 across funds as follows:

|                                              |                  |
|----------------------------------------------|------------------|
| Financing Authority Measure A Debt Svc.      | 187,014          |
| Financing Authority City Hall Debt Svc.      | 580,763          |
| Financing Authority Street Improv. Debt Svc. | 706,300          |
| <b>Total</b>                                 | <b>1,474,077</b> |

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

I CERTIFY that at the special meeting on October 6, 2020, the El Cerrito Public Financing Authority 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 El Cerrito Public Financing Authority on October \_\_, 2020.

---

Holly M. Charley, Authority Clerk

APPROVED:

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Gregory B. Lyman, Mayor

PB RESOLUTION 2020–XX

RESOLUTION OF THE CITY OF EL CERRITO EMPLOYEES' PENSION BOARD  
AMENDING THE BOARD'S FISCAL YEARS 2020-21 BUDGET AND SPENDING  
LIMITS FOR FISCAL YEAR 2020-21

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

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

WHEREAS, the Board wishes to adopt the budget for Fiscal Year 2020-21 with spending limits of \$85,000.

NOW THEREFORE, BE IT RESOLVED that the El Cerrito Employees' Pension Board hereby adopts the budget for Fiscal Year 2020-21 with spending limits for FY 2020-21 of \$85,000.

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

I CERTIFY that at the special meeting on October 6, 2020, the El Cerrito Employees' Pension Board 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 El Cerrito Employees' Pension Board on October \_\_, 2020.

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Holly M. Charley, Secretary to the Board

APPROVED:

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Gregory B. Lyman, Chair

RESOLUTION 2020–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21 AND SELECTING THE CALIFORNIA PER CAPITA PERSONAL INCOME AND CONTRA COSTA COUNTY POPULATION ADJUSTMENT FACTORS

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

WHEREAS, in accordance with Government Code Section 7910, the City Council must establish an annual appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the per capita change in the cost of living for purposes of calculating the appropriations limit; and

WHEREAS, in accordance with Government Code Section 7910, the City Council must select annually the population growth factor for purposes of calculating the appropriations limit; and

WHEREAS, an appropriations limit has been calculated in accordance with applicable law; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Cerrito that it hereby finds, determines, and resolves the following:

SECTION 1. In accordance with Article XIIB of the Constitution and Government Code Section 7900 et seq., the adjustment factors to be applied to the appropriations limit for the 2020-21 fiscal year shall be the California Per Capita Personal Income adjustment factor and the Contra Costa County population adjustment factor.

SECTION 2. In accordance with Article XIIB of the Constitution and Government Code Section 7902, the appropriations limit for the 2020–21 fiscal year shall be \$150,061,132 which exceeds the City's projected applicable appropriation amount by \$121,090,411.

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

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

I CERTIFY that at a regular meeting on October 6, 2020 the City Council of the City of El Cerrito passed this Resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on October \_\_\_\_\_, 2020.

\_\_\_\_\_  
Holly M. Charléty, City Clerk

APPROVED:

\_\_\_\_\_  
Gregory B. Lyman, Mayor



**From:** [jennifer mckee](#)  
**To:** [City Clerk](#)  
**Subject:** public comments – agenda item # 10.06.2020-Stephan Dunkle-El Cerrito Swim Center  
**Date:** Monday, September 28, 2020 10:00:28 AM

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Hello City Clerk,

I am writing in support of Stephan Dunkle's position at El Cerrito City Pool.

Having Stephan as my child's coach at Albany High was the best school sport experience because of Stephan's coaching. We were new to the community when my child started as a freshman on the AHS swim team. Stephan's leadership created an inviting and successful team environment.

One example of many about Stephan as a leader stands out:

There were students who joined the AHS swim team that did not know how to swim at all. He did not cut them from the team....he taught them how to swim and they went on to compete that very season.

That is Stephan Dunkle! That is Leadership

As an ECAM masters swimmer, Stephan again leads a well loved and respected pool facility. His contributions define the excellent culture of the El Cerrito Swim Center.

Please reconsider and keep Stephan on the El Cerrito Pool Staff and in fact, promote him.

Best regards,

Jennifer McKee  
Parent of child coached by Stephan  
ECAM member

**From:** [jerri holan](#)  
**To:** [City Clerk](#)  
**Subject:** public comments - Assistant Aquatics Supervisor agenda item  
**Date:** Monday, September 28, 2020 6:40:39 PM

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Dear Clerk-

The Agenda number has not yet been posted but this letter is for the Stephen Dunkle Assistant Aquatics Supervisor item.

**TO: EL CERRITO CITY COUNCIL**

**FROM: HOLAN/DYHR FAMILY**

**DATE: SEPTEMBER 28, 2020**

We are writing to say that eliminating Stephen Dunkle from the El Cerrito Pool would be a big mistake. Stephen is not just an employee, he is absolutely irreplaceable and is the glue that keeps this entire facility running smoothly.

Stephen has been – and still is – an integral part of our swimming community for over 30 years. A local resident, he is the most knowledgeable and experienced person on the pool's staff. The El Cerrito pool is arguably one of the City's most important resources and it requires a very specialized director, one who not only understands the technical aspects of running a pool but also understands the needs of the swimming community and its staff. He has always been available on demand and is tireless in his commitment to making the facility run efficiently and safely. As a master swimmer, a coach, and a director, he has dedicated his career to swimmers of all ages and skills. He is Jerri's favorite masters coach and Camille's favorite high school coach. Our family has been regular patrons of this facility since 1990 and he's the best director El Cerrito pool has ever had. It would be a travesty for our community to lose him. He is irreplaceable.

Truly,

Jerri Holan & Camille Dyhr

**From:** [Maddie Lew](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #  
**Date:** Monday, September 28, 2020 9:16:39 PM

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To Whom it May Concern,

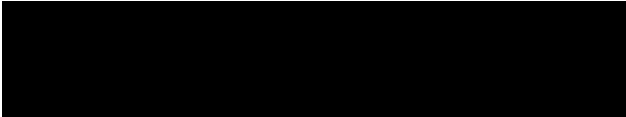
I am writing to protest the removal of the position of "Assistant Pool Manager," which will remove Stephen Dunkle from his work at El Cerrito Swim Center. Stephen has and always will be an integral part of the El Cerrito Swim Center. Over his many years of work, he touched many lives and has paved a foundation for what the pool embodies in its ideals—community.

I worked alongside Stephen for 6 years and have known him for a large portion of my life living in El Cerrito. Over the course of those 6+ years, I witnessed Stephen going above and beyond to cater to his employees and every single patron that walked through those gates. Whether it was arranging staff meetings at the crack of dawn or staying late until he was the last person at the pool, addressing maintenance issues, overseeing lifeguard and swim instructor protocols, Stephen was always there to ensure that everything went smoothly.

Stephen made the pool a place where I would always feel welcomed and appreciated, and more importantly, he knows the ins and outs of the facility like no one else. To remove Stephen from his position at the El Cerrito Swim Center is to take away a crucial piece of the puzzle that makes the community center whole.

Thank you for your consideration and attention to this matter.

Best,  
Madison Lew



El Cerrito, CA 94530



**From:** [Becky Fox](#)  
**To:** [City Clerk](#)  
**Cc:** [Janet Abelson](#); [Gabe Quinto](#); [Paul Fadelli](#); [Greg Lyman](#); [Rochelle Pardue-Okimoto](#)  
**Subject:** Public Comments-10/6 Meeting  
**Date:** Monday, September 28, 2020 10:25:07 PM

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To Whom It May Concern,

**I write to protest the elimination of the position of ‘Assistant Pool Manager,’ removing Stephen Dunkle from his work at El Cerrito Swim Center.**

My name is Becky Fox and I was a city employee at the Swim Center for 8 years lifeguarding, teaching swim lessons and leading our swim camp. I also attended swim lessons, swim camp, and the Jr. Lifeguard camp while growing up in El Cerrito. The pool has always been my home away from home and Stephen Dunkle was and is a huge part of that.

Stephen dedicates everything to his job and is always the first-person lifeguards and instructors call, in addition he has cultivated an unbreakably strong community among employees, swimmers, and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019.

**To conclude, Stephen Dunkle is an essential community member and an excellent representation of the City of El Cerrito—it is in the city’s best interest to keep him employed.**

Thank you for your time and consideration.

Best,

Becky Fox

**From:** [Cecilia De la Campa](#)  
**To:** [City Clerk](#)  
**Subject:** Stephen Dunkle  
**Date:** Tuesday, September 29, 2020 7:24:16 AM

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I am writing to you to protest the elimination of 'Assistant Supervisor' at the City of El Cerrito Swim Center. When I was first hired at the El Cerrito pool, I was nervous. Throughout my first day, Stephen made sure that I was doing alright. From that point on, he changed my life and self-confidence. He has touched all of the lives of the El Cerrito community and more. This pool would be nothing without Stephen; he is one of the most hardworking and dedicated people I have met. The pool and splash park would never work, and Gator's wouldn't be the program it is today: a success. Stephen is always available whenever needed; he's one phone call away. Without Stephen at the Swim Center, I can assure you that the pool will not attract patrons as well as before. He tries his hardest to keep the pool up and running, despite the challenges due to COVID-19.

Stephen has made this the best job I have ever had. We already lost one of our lifeguards in the beginning of the year; don't make this year worse by ending it with the elimination of Stephen's position. Don't take away the one thing that makes the City of El Cerrito pool, the pool. It needs someone of his energy and dedication, and Stephen Dunkle is the only one to fit that perfectly.

**From:** [Emily Sheppard](#)  
**To:** [City Clerk](#); [Janet Abelson](#); [Gabe Quinto](#); [Paul Fadelli](#); [Greg Lyman](#); [Rochelle Pardue-Okimoto](#)  
**Subject:** 10/6 meeting - public comments - budget  
**Date:** Tuesday, September 29, 2020 9:47:12 AM

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To Whom it May Concern,

I'm writing to protest the elimination of the position of 'Assistant Pool Manager', which plans to remove Stephen Dunkle from his work at the El Cerrito Swim Center.

I worked at the El Cerrito Swim Center for eight years from 2011 through 2019. I began working as a junior lifeguard and swim instructor at the age of fifteen and was later promoted to manage the swim lesson program. Through the many seasons I worked at the pool, Stephen's kind and hardworking demeanor was what kept me and many other employees and patrons coming back to the El Cerrito Swim Center.

From getting on deck to lifeguard or cover an employee's swim lesson, to journeying to the pump room to fix a pool maintenance problem - Stephen is ready for anything with a supportive and positive attitude. On Stephen's "days-off" he comes in to work, swim, or even get pizza for the swim instructors at the end of swim lessons.

Since Stephen dedicates more of his time working at the pool than being at his home, I think it's safe to say that the pool is Stephen's home. Stephen knows community members, city employees and youth swimmer's by name and forms the most genuine connections. Because of this, he provides stellar customer service. He knows every piece of the facility, it's operations and maintenance, and he is the first person anyone goes to for help. Stephen is the most valuable asset to the El Cerrito Swim Center and he is a vital part of the Recreation Department. **In conclusion, Stephen Dunkle is an essential employee for the City of El Cerrito and it is in the city's best interest to keep his position.**

Thank you for your consideration.

Warmly,

Emily Sheppard

[REDACTED]  
Berkeley, CA 94707  
[REDACTED]



**From:** [Megan Noble](#)  
**To:** [City Clerk](#)  
**Subject:** 10/6 Meeting - Public Comments - Budget  
**Date:** Tuesday, September 29, 2020 9:53:00 AM

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To Whom it May Concern,

I'm writing to protest the elimination of the position "Assistant Pool Manager," which plans to remove Stephen Dunkle from his work at the El Cerrito Swim Center.

I worked at the El Cerrito Swim Center for eight years, from the ages 14 to 22. While I spent various seasons teaching and later managing swim lessons at the pool, Stephen was the dedicated and hardworking manager that kept the El Cerrito Swim Center running — whether through leading staff trainings, facility tours and rentals, brilliant customer service, and swim lessons management, or attending to water pump issues, pH imbalances, and general pool maintenance at any hour of the day (or night). He knows the facility like no one else, and what's more, Stephen truly cares for the community.

Stephen made the pool a second home to me and countless other lifeguards and swim instructors who I worked with over the years, not to mention lap swimmers, Gators kids (swim club), swim coaches, water polo players, and other frequenters of the El Cerrito Swim Center. Everybody knows and loves Stephen, he is the embodiment of our community, and I can't imagine the city without his contributions. **To conclude, Stephen Dunkle is an essential community member and an excellent representative of the City of El Cerrito — it is in the city's best interest to keep him employed.**

Thank you for your time and consideration.

Best wishes,

Megan Noble

MFA Candidate, Saint Mary's College of California 2021  
BA, University of California, Berkeley 2019

**From:** [Camille Dyhr](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments for 10/6/20 Meeting - Agenda Item TBD  
**Date:** Tuesday, September 29, 2020 10:16:54 AM

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Hello -

The agenda item for the 10/6/20 meetings have not yet been posted but i wanted to reach out on behalf of the following:

I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

As a former swimmer with Stephen at the El Cerrito Pool, Stephen was an integral part of my swim career and a shining light in the community. He is one of the people that makes the City of El Cerrito great and elimination of his position would be a grave error on the part of the city, not to mention a significant loss to the community. Please do not eliminate his position.

Kind regards,

--

**Camille E. Dyhr, CPA**



**From:** [Brisa Bodell](#)  
**To:** [City Clerk](#)  
**Subject:** public comments – agenda item TBD for 10/6/2020  
**Date:** Tuesday, September 29, 2020 11:02:44 AM

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To the City of El Cerrito:

I write to protest the elimination of the position of ‘Assistant Pool Manager,’ removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is a vital part of the aquatic community. He was my swim coach for roughly seven years, from middle school through high school. His coaching cemented my love of swimming into adulthood, and whenever I smell chlorine I think of Stephen. I spent many afternoons and evenings at the pool, waiting for my parents to pick me up from practice. Stephen created a safe, cheerful, and welcoming environment, where as an teen/preteen, I could linger and feel like part of a community of swimmers, lifeguards, and other members of the aquatic community.

Without Stephen, I fear that the fabric of the El Cerrito aquatic community will suffer, and I wonder what kids like me, for whom the pool is a refuge, will do. Stephen served as a role model for me, and I watched and learned from his firm, yet sunny, management of other pool employees. I like to think I have employed this ethos in my own career. Ultimately, eliminating Stephen Dunkle’s position would remove a key member of the staff and of this community.

-Brisa

**From:** [Kathleen Rupley](#)  
**To:** [City Clerk](#); [Janet Abelson](#); [Gabe Quinto](#); [Paul Fadelli](#); [Greg Lyman](#); [Rochelle Pardue-Okimoto](#)  
**Subject:** 10/6 meeting - public comments - budget  
**Date:** Tuesday, September 29, 2020 11:03:51 AM

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City of El Cerrito Staff,

I am writing to protest the elimination of the 'Assistant Aquatics Manager,' which would remove Stephen Dunkle from his job at the El Cerrito Swim Center.

My family has long been associated with the EC Swim Center. My son and daughter swam as gator swimmers and later on worked as junior lifeguards, swim instructors, lifeguards, swim lesson manager and pool manager. A big reason they kept returning to work at the pool was because of Stephen's leadership and ability to form community.

I have heard only stellar comments regarding Stephen over the many years. This includes his staff interaction, public skills, pool maintenance and ability to help out wherever and whenever needed for the good of the city and the pool.

I was saddened to hear his job and dedicated performance is on the chopping block. Stephen should receive a city award for his continuous great service. Keep the history of great public service and retain Stephen's position for keeping the pool and greater community intact.

Thank you,

Kathleen Rupley Sheppard

[REDACTED]

Berkeley, CA 94707

[REDACTED]

**From:** [Christopher Whaley](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Aquatics  
**Date:** Tuesday, September 29, 2020 11:04:02 AM

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Dear El Cerrito City Council,

I write to encourage a reconsideration of the proposed elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of the El Cerrito Swim Center, which is a vital resource for the broader East Bay swimming community. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Under Stephen's leadership, the El Cerrito Swim Center has become the best swimming facility in the Oakland-Berkeley-El Cerrito-Richmond region. The important role the El Cerrito Swim Center plays in our community is evident during COVID, when swimmers from across the region are using the pool. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Sincerely,  
Christopher Whaley

**From:** [Duane Marble](#)  
**To:** [City Clerk](#)  
**Subject:** public comments -- not on agenda/no agenda found on this date  
**Date:** Tuesday, September 29, 2020 11:46:42 AM

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RE: Recreation/Aquatic Center budget plan

To: El Cerrito City Councilmembers and officers

I write to protest the elimination of the position of 'Assistant Pool Manager' (or 'Assistant Aquatics Supervisor'), and its consequence of removing Stephen Dunkle from his work at the El Cerrito Swim Center. While you may regard the position as one budget item among many, all competing for scarce City funds, you should be aware that Stephen is more than a body behind a desk. He is an essential part of this facility and its programs, and he is a resource for other staff. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly, and that safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community. Even if circumstances require you to defund his position this winter, it would be a mistake to separate Stephen from the Swim Center permanently. I hope you will take another look at this part of your budget, and reconsider this plan.

Sincerely,  
Duane Marble, ECAM swimmer  
Berkeley, CA



**From:** [Jade Kam](#)  
**To:** [City Clerk](#)  
**Subject:** public comments – re: budget; agenda item # tbd  
**Date:** Tuesday, September 29, 2020 12:00:28 PM

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Dear City Council,

I write to protest the elimination of the position of ‘Assistant Pool Manager,’ removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle’s position would remove a key member of the staff and of this community.

Jade Kam  
El Cerrito Resident

Sent from my iPhone

**From:** [Madeleine Jones](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment - 10/6 Meeting - Budget  
**Date:** Tuesday, September 29, 2020 12:00:40 PM

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To Whom it May Concern,

I'm writing to protest the elimination of the position of "Assistant Pool Manager" which plans to remove Stephen Dunkle from his work at the El Cerrito Swim Center. I worked at the El Cerrito Swim Center for 8 years from the ages 13 to 21. While I spent various seasons teaching and later managing swim lessons, lifeguarding, and working as a swim camp counselor at the pool, Stephen was the dedicated and hard-working manager that kept the El Cerrito Swim Center running -- whether through leading staff training, facility tours and rentals, exceptional customer service and swim lessons management, tending to water pump issues, and general pool maintenance at any hour of the day or night. He knows of the facility like no one else, and more importantly, Stephen truly cares for the community.

Stephen made the pool a second home to me and countless other lifeguards and swim instructors who I worked with over the years, not to mention lap swimmers, Gators kids (swim team), swim coaches, water polo players, and other members of the El Cerrito Swim Center community. Everybody knows and loves Stephen. He is the embodiment of our community and I can't imagine the City without his contributions. To conclude: Stephen Dunkle is an essential community member and an excellent representative of the City of El Cerrito; it is in the City's best interest to keep him employed. Thank you for your time and consideration.

Madeleine Jones

**From:** [Monica S](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments – agenda item (#?) Budget (not announced as of 9/29 )  
**Date:** Tuesday, September 29, 2020 12:11:42 PM

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Note: To be read with the Budget regarding the Recreation Department - the agenda was not released by the due date of this public comment.

Dear Mayor and Council Members,

I write to you to express my profound disapproval in the elimination of the Assistant Aquatics Supervisor, Stephen Dunkle. Stephen Dunkle's dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. He is the literal backbone of the Swim Center and without his role, the Swim Center will crumble.

Stephen has been apart of the City of El Cerrito's family since 2004 and has been in this position since 2015. Since he began this role, he **always** goes above and beyond the line of duty and what is outlined in his job description -- especially regarding public and staff safety.

During this time of COVID-19 restriction, he has been a constant figure of support, guidance, and leadership. He always has the best interest of his staff and community members in mind. It is evident if you visit the Aquatics Department any given day of the week. He is well-liked, always patient, and polite. Community members enjoy speaking with him and his staff enjoy working with him.

Countless times, we have **voted**, as citizens of El Cerrito for the Swim Center to remain **open and fully functioning** year-round for children, adults, and seniors seeking a safe, clean, welcoming place to swim. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Please, I ask the council reconsider the elimination of the Assistant Aquatics Supervisor. He is more than just a job description and an hourly wage. He is family and the community needs him.

Thank you,

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Monica

**From:** [Fiona O'Neill](#)  
**To:** [City Clerk](#)  
**Subject:** Stephen Dunkle position, Agenda #tbd  
**Date:** Tuesday, September 29, 2020 2:38:50 PM

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I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Fiona O'Neill



**From:** [Andrew Sheppard](#)  
**To:** [City Clerk](#)  
**Subject:** Stephen Dunkle  
**Date:** Tuesday, September 29, 2020 7:01:18 PM

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City of El Cerrito,

I've learned of the incomprehensible news to remove Stephen Dunkle's position from the aquatics center.

Stephen was and still is my mentor. I grew up looking up to Stephen as a role model and friend. His continued passion and positivity for the City of El Cerrito are second to none. He has devoted his life to improving not only, the aquatics center, but the Recreation Department as a whole.

The City of El Cerrito's mission statement and values include "integrity" and "professional excellence". By removing Stephen and/or his position, the City would be operating without integrity and severely lack professional excellence.

I implore you to reconsider this detrimental decision. The city of el cerrito would undoubtedly regret this.

Thank you,

Andrew Sheppard

Email to: [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us)

Date: September 30, 2020

Subject line: **public comments – agenda item #** (to be announced), **budget agenda item**

I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The COVID safety measures implemented by Stephen Dunkle were recognized by the New York Times as leading edge safety during this COVID pandemic. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Sincerely,

Michelle Rembaum-Fox  
Robert Fox  
El Cerrito residents since 1995

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**From:** [Anna Fox](#)  
**To:** [City Clerk](#)  
**Subject:** public comments - October 6th city council meeting  
**Date:** Wednesday, September 30, 2020 11:13:23 PM

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To whom it may concern,

My name is Anna Fox and I am a lifelong resident of El Cerrito, a previous member of the El Cerrito Gator Swim Club, and an ex- lifeguard and swim instructor at the facility. I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center.

Stephen for many years has served as the catalyst for the pool community we know and love today, and sets the precedent for productivity and kindness at the facility. His dedication and welcoming nature graced my childhood along with many others, creating a culture in which young swimmers strive to be on staff.

Stephen enables the pool to function and is able to take on a diverse number of roles including repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

I have been a patron of the El Cerrito Pool for the past 15 years, and in addition to all the above arguments for how Stephen Dunkle is truly irreplaceable. Today, everytime I return to EC from college and go for a swim (prior to COVID) I'm greeted with a hug from Stephen, a supervisor, mentor, teacher, and friend.

Please consider these words as you make your upcoming choice.

Best,  
Anna Fox

**From:** [Gail Riley](#)  
**To:** [City Clerk](#)  
**Subject:** Re: Public Comment for October 6 Council Meeting  
**Date:** Thursday, October 1, 2020 9:03:10 AM

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Re: **PUBLIC COMMENT – NOT CURRENTLY ON AGENDA**  
**Agenda not Posted at Time of Submission**

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Dear Mayor Lyman and Council Members:

I write as a 38 year resident of El Cerrito who has been swimming at the El Cerrito Swim Center for well over three decades. I ask that my comments be read into the record.

The proposed revised City budget eliminates the position currently held by Stephen Dunkle, Assistant Aquatic Supervisor.

The decision to eliminate the position is shortsighted. If the City of El Cerrito ever intends to reopen the pool in the future the Aquatics Program will have to have the position to oversee the operation of the pool, which he currently does. Stephen runs the operation of the pool and reports to the Aquatics Supervisor.

The City should consider itself fortunate to have an employee with Stephen's experience, his work ethic and his character. He has created a culture at the Swim Center which cannot be duplicated or recreated. He is integral to the success of the swim center, which as I'm sure you know, attracts many new families to the City.

Stephen's position is not fungible. The City cannot just drop another individual into the position and assume the operation of the pool will continue smoothly.

***Stephen embodies an attitude, a spirit, that the City should emulate, not eliminate.***

Laying off him off may save a few dollars but will tarnish the reputation of El Cerrito and alienate many long time residents like myself.

I ask you reconsider the elimination of his position.

Thank you,

Gail Riley  
  
El Cerrito, CA 94530

On Sep 29, 2020, at 3:14 PM, City Clerk <[cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us)> wrote:

Hi Gail,

The attachment cannot be opened, please resent in the email body, or in word or PDF. Thank you.

Holly M. Charléty, MMC, MPA  
City Clerk

City of El Cerrito  
10890 San Pablo Avenue



## **SUPPLEMENTAL AGENDA MATERIALS**

### **CITY COUNCIL MEETING**

**October 6, 2020**

**(Revised October 7, 2020)**

#### **PUBLIC COMMENT INDEX**

1. Public Comments received by 4:00 p.m. October 6, 2020
2. Public Comments received after 4:00 p.m.

#### **AGENDA ITEM 5A – Presentation on Contra Costa County Measure X**

1. Presentation

#### **AGENDA ITEM 6B – Cost Hearing Regarding Fire Hazard Abatement of a Public Nuisance for Properties Identified and pursuant to El Cerrito Municipal Code Chapter 16.26**

1. Revised Agenda Bill, Amended Exhibit A, and revised Exhibit B.

#### **AGENDA ITEM 7A - CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION TRUST BOARD Approval of the City's Fiscal Year 202021 Amended Budget and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approval of the FY 202021 Annual Gann Appropriation Limit.**

1. Presentation



**PUBLIC COMMENT INDEX  
REGULAR CITY COUNCIL MEETING  
October 6, 2020**

The following Public Comments were **received by 4:00 p.m. 9/15/2020**, were provided directly to City Councilmembers in advance of the meeting, and were posted online as supplemental materials at [www.el-cerrito.org/CouncilMeetingMaterials](http://www.el-cerrito.org/CouncilMeetingMaterials).

**Public Comments – Items Not on the Agenda**

1. Cordell Hindler
2. Sherry Drobner

**Agenda Item 5A – Presentation on Contra Costa County Measure X**

1. Ira Sharenow
2. Daniel Schulman
3. Cathy Hanville

**Agenda Item 6A – Public Hearing for Fire Hazard Abatement**

1. Nick Zamorano

**Agenda Item 7A – CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION TRUST BOARD**

**Approval of the City's Fiscal Year 2020-21 Amended Budget and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approval of the FY 2020-21 Annual Gann Appropriation Limit**

- |                                      |                      |
|--------------------------------------|----------------------|
| 1. Kimberly, David and Pablo Almeida | 11. Sherry Drobner   |
| 2. Maddie Lew                        | 12. Cathy Hanville   |
| 3. Claire Lavery                     | 13. Diane Straus     |
| 4. Ira Sharenow                      | 14. Marlene George   |
| 5. Tomi Nagai-Rothe                  | 15. Nick Zamorano    |
| 6. Greg and Amy deHart               | 16. Leslie D. Adams  |
| 7. Cynthia Williams                  | 17. Rhea Ewing       |
| 8. Sarah Klauer                      | 18. Justin Rodriguez |
| 9. Debra Saunders                    | 19. Sue Duncan       |
| 10. Daniel Schulman                  | 20. Miguel Gravelle  |

**From:** [Cordell Hindler](#)  
**To:** [Holly Charléty](#)  
**Subject:** ORAL COMMUNICATIONS FROM THE PUBLIC  
**Date:** Thursday, October 1, 2020 10:29:21 PM

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hello Holly, i have a couple of comments for the record

1. i think that the Residents should be able to come back to the meetings because they have been sheltered in place since March
2. also i would like to have Bob Powers to come back with an update in regarding the Completion of the Del Norte Bart Station

sincerely  
Cordell

**From:** [Sherry Drobner](#)  
**To:** [City Clerk](#)  
**Cc:** [Margo Parisi](#); [Karen Pinkos](#); [Paul A. Keith](#)  
**Subject:** Public Comment: Not on the Agenda  
**Date:** Tuesday, October 6, 2020 7:22:27 AM

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Dear Mayor and City Council Members,

During the course of several city council meetings, Chief Keith and the City Manager made mention of an upcoming community meeting to discuss reimagining public safety in El Cerrito. I wonder if it might not be helpful to involve the community in the planning of such a meeting. In the Richmond process the Mayor and City Council established a Reimagining Public Safety workgroup to lay the foundation for the discussion and the



outreach. Notice the text - "Let's build it together!"

Last Saturday, the El Cerrito Human Relations Commission (HRC) offered the community a compelling program, stitching together the threads of systemic racism. These threads run through our system of community development, housing, education and policing. The work of the HRC serves as a model as to how a volunteer community based workgroup can add deep value to the dialogue and help shape policy for a city.

It's time to share in an authentic process for community involvement. Reimagining public safety must be driven by voices from the community- public safety is beyond policing. If we move forward led by the police department, you will simply truncate the conversation, filtering out many possibilities of community solutions and developing a vision that will ultimately weigh in favor of the current policing system. In other words, this will not be an equitable process, we will not be starting on a level playing field.

Please consider the value of community leadership, such as exhibited by members of the Human Relations Commission if we are to seriously reimagine public safety. Reimagining public safety is not simply about restructuring the police department.

Sincerely,

Sherry Drobner



**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Greg Lyman](#); [Rochelle Pardue-Okimoto](#); [Paul Fadelli](#); [Gabe Quinto](#); [Janet Abelson](#); [Ira Sharenow](#)  
**Subject:** Re: public comments –agenda item # 5A  
**Date:** Friday, October 2, 2020 5:54:57 PM

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Item 5A

From reading the pro tax propaganda, it sure looks like the new tax money will be used for worthy causes. However, as I understand it, the money goes into the general fund where it can be used to pay for the extravagant pensions and super high compensation that county workers get. It looks like 1,770 county workers have a total compensation package above \$200,000 per year. I think the need is to lower compensation.

<https://elcerritoca.civicclerk.com/web/UserControls/DocPreview.aspx?p=1&aoid=328>

Also does the associated state law give cities in Contra Costa County and especially the high tax city of El Cerrito the ability to raise taxes even higher than they now are?

Ira Sharenow  
El Cerrito, CA

**From:** [Dan Schulman](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #5A  
**Date:** Tuesday, October 6, 2020 7:25:18 AM

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Dear City Council,

While I generally support raising revenue for government services, I find sales taxes to be both regressive as well as harmful to local businesses. I would have hoped that the county raise revenues for any needed programs via a parcel tax as opposed to increasing already high sales taxes.

I would suggest that you all oppose this measure.

Thank you,  
Daniel Schulman  
El Cerrito, CA

**From:** [Cathy Hanville](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment Agenda Item 5A  
**Date:** Tuesday, October 6, 2020 8:54:34 AM

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Hello Council Members,

After this presentation, I would like all of you to go on the record as to whether or not you support Measure X.

I do understand the county needs money and could certainly support a restricted parcel tax. But I would like to know how this sales tax helps El Cerrito. How is it going to affect our economic development moving forward? What benefit do we get in our city? I understand a lot is said to go for the hospital which again is a worthy cause. BUT this is not a restricted fund so it could just as easily go to the Sheriff's Department.

I remember not so long ago getting the glossy Measure H fliers promising us the world. Now that Measure is funding maintenance and the pool. On the one hand, it is probably good we have it. On the other hand, people thought they were voting for one thing and got another. Just like Measure X.

Thank you,  
Cathy Hanville  
El Cerrito

**From:** [nick zamorano](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment Agenda Item 6A  
**Date:** Tuesday, October 6, 2020 10:37:25 AM

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I am writing in support of the Fire Hazard Abatement Program as enforced by the El Cerrito Fire Department. This has been a very successful program for reducing the fire risk in El Cerrito particularly given the current wildfires in Northern California. As we approach the peak of the "fire season " we must remain vigilant in our mitigation efforts to prevent and respond to a potential fire risk in our city. Fire prevention must continue to be a top priority for the city of El Cerrito and therefore no further budget cuts should be imposed on the fire department. I am encouraging council members to continue to finance the fire department at its current funding level and any other public safety measures that benefit emergency preparedness efforts and evacuation procedures.

Respectfully  
Nick Zamorano  
El Cerrito Resident

**From:** [REDACTED]  
**To:** [City Clerk](#)  
**Subject:** Public comments - agenda item # (to be announced)  
**Date:** Thursday, October 1, 2020 7:13:13 PM

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Hello,

I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center. Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working. The COVID safety measures implemented by Stephen Dunkle were recognized by the New York Times as leading edge safety during this COVID pandemic. The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Thank you for your attention.

Best,

Kimberly, David and Pablo Almeida  
EC residents since 2014

Sent from my iPhone

**From:** [Maddie Lew](#)  
**To:** [Janet Abelson](#); [Gabe Quinto](#); [Paul Fadelli](#); [Greg Lyman](#); [Rochelle Pardue-Okimoto](#); [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #7a  
**Date:** Friday, October 2, 2020 1:00:10 AM

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To Whom it May Concern,

I am writing to protest the removal of the position of "Assistant Pool Manager," which will remove Stephen Dunkle from his work at El Cerrito Swim Center. Stephen has and always will be an integral part of the El Cerrito Swim Center. Over his many years of work, he touched many lives and has paved a foundation for what the pool embodies in its ideals—community.

I worked alongside Stephen for 6 years and have known him for a large portion of my life living in El Cerrito. Over the course of those 6+ years, I witnessed Stephen going above and beyond to cater to his employees and every single patron that walked through those gates. Whether it was arranging staff meetings at the crack of dawn or staying late until he was the last person at the pool, addressing maintenance issues, overseeing lifeguard and swim instructor protocols, Stephen was always there to ensure that everything went smoothly.

Stephen made the pool a place where I would always feel welcomed and appreciated, and more importantly, he knows the ins and outs of the facility like no one else. To remove Stephen from his position at the El Cerrito Swim Center is to take away a crucial piece of the puzzle that makes the community center whole.

Thank you for your consideration and attention to this matter.

Best,  
Madison Lew

BA, University of Hawai'i at Manoa 2020

[REDACTED]  
El Cerrito, CA 94530

[REDACTED]



Email to: cityclerk@ci.el-cerrito.ca.us..

Subject line: **public comments – agenda item # 7A**

To the members of the City Council:

I write to protest the elimination of the position of 'Assistant Pool Manager,' removing Stephen Dunkle from his work at El Cerrito Swim Center.

Stephen is an essential part of this pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond.

I have worked with Stephen since the new Swim Center opened, first sharing coaching duties of the Masters Adult Swim Team and then as a colleague when he moved into administration. His job title does little to capture the range of duties he takes responsibility for, nor the rare level of dedication he brings to the center.

I feel fortunate to work with Stephen: he is caring, positive, supportive and goes out of his way to make sure you are a happy swimmer, or guard, or coach, or parent, or co-worker. Stephen treats everyone at the swim center like family.

Stephen enables the pool to function by being available whenever needed for repairs, trainings, arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. The pool in non-covid times is reliably crowded with individuals, schools, camps, and adult and youth teams that are eager to return. Stephen is literally on deck to ensure that things are running smoothly and safety measures (new and old) are working.

The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community.

Sincerely,

Claire Lavery

El Cerrito Aquatic Masters Coach (since 2000)

El Cerrito Resident and Community Center patron (since 1994)

Oct. 2, 2020

**From:** [Ira Sharenow](#)  
**To:** [City Clerk](#)  
**Cc:** [Greg Lyman](#); [Rochelle Pardue-Okimoto](#); [Ira Sharenow](#); [Paul Fadelli](#); [Gabe Quinto](#); [Janet Abelson](#)  
**Subject:** public comments –agenda item # 7A  
**Date:** Friday, October 2, 2020 2:06:22 PM

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Council members,

Before you approve the budget, please get answers to the following questions.

Month by month, how well are revenues and expenditures tracking predictions?

Given that this year once again revenue and expenditures are expected to be about the same, how will the city build reserves?

What capital expenditures are being delayed and what are the consequences of doing so?

What are the assumptions relating to CalPERS? When will CalPERS update its discount rate?

What are the assumptions relating to health insurance?

Where is the analysis relating to fire department overtime? Why are the statements being made this time apparently so different than the last budget's statements?

Given that the city will barely be able to pay off the TRAN if things go according to plans, what are the city's contingency plans should things not go as anticipated?

What will the city do if it cannot get another TRAN?

Ira Sharenow  
El Cerrito, CA

**From:** [T. Nagai-Rothe](#)  
**To:** [City Clerk](#)  
**Subject:** PUBLIC COMMENT - October 6, 2020 Item 7A Budget  
**Date:** Sunday, October 4, 2020 6:25:13 PM

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Dear City Clerk,  
Please enter my letter below as public comment for Item 7A: Budget on October 6, 2020. Thank you very much.

Sincerely,  
Tomi Nagai-Rothe  
she/her/hers

Dear El Cerrito City Council and City Manager,

According to the City Manager in the meeting packet for October 6, the city anticipates a "\$3.4 million (or 8%) reduction in revenues and \$3.9 million (or 9%) reduction in expenditures over the baseline budget." An 8 or 9% reduction seems completely insufficient in the face of a possible municipal bankruptcy. The cuts should be closer to 20%: at least 10% more in reductions.

Because the city is expecting "a 10% decline in sales tax in FY 2019-20 and is expecting an additional decline of approximately 13% in FY 2020-21 (also according to the City Manager) it is even more important to have larger budget cuts.

It is confusing when the City Manager projects "This action will restore General Fund reserves above zero by FY 2022-23 and to the minimum recommended reserve goal of 17% by FY 2025." If the city takes out another \$8 million loan next year, and if we allot \$500,000 per year to pay it down, wouldn't it take 16 years to pay off the loan - rather than three years the City Council has been saying? The city cannot truly have "reserves" until we pay off the TRAN loans.

The ECPD only cut one administrative position and support for one SRO. Future cuts are simply aspirational.

We don't know if EC can get loans next year due to our lowered bond rating. If we do, it will cost more.

This is what we need to do:

- **The Police Department should be asked to make real cuts now**
- **Administrative staff furloughs should be extended through the end of the fiscal year (saving approximately \$300,000)**

- **The highest paid staff should take further salary cuts (lead by example)**
- **The budget should NOT be passed without an additional 10% of cuts**

At the last City Council meeting Councilmembers Pardue-Okimoto and Quinto asked for further cuts but no action was taken.

Councilmember Fadelli has said that we arrived at where we are financially by trying to do too much and not saying "No." He said we must be more fiscally responsible going forward. Recently, Councilmember Fadelli stated in writing regarding the fiscal crisis, ". . . Ask tough questions. Be prepared on monthly budget briefings and pick a few important items involving financial solvency." **An additional 10% cut seems like an important item.**

The Council's willingness to express concern about the shortfall and do very little is documented. It would be a terrible legacy of the current City Council to let our city slide into bankruptcy. Let's not take El Cerrito closer to the precipice and take the actions I have outlined above.

Thank you.

Tomi Nagai-Rothe  
she/her/hers

**From:** [Amy and Greg deHart](#)  
**To:** [City Clerk](#)  
**Subject:** Public comments Oct 6 meeting - agenda item 7A Budget  
**Date:** Sunday, October 4, 2020 7:57:42 PM

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Dear El Cerrito City Council members,

We are writing to protest the elimination of the position of Assistant Pool Manager in the proposed budget, which will result in laying off Stephen Dunkle at the end of the year. Stephen has been an integral part of keeping the pool and its programs running smoothly for many years now. He has kept the swimmers of all ages and other patrons of the aquatics facility informed with important information via regular email and other updates (particularly with the recent Covid-19 and air quality restrictions or cancellations). He is well respected by both kids and adults, patrons and aquatics staff, for his positive, helpful, and accommodating demeanor. That is a invaluable trait for a municipal employee, particularly one in a supervisory position.

Stephen has been a dedicated member of the aquatics staff since 2004. He has managed pool repairs and maintenance issues effectively, installed and maintained good programs, and kept the pool staffed with excellent lifeguards, coaches, and instructors. He has been especially supportive of the Gators swim team, by conducting the administrative functions of keeping it in good standing as a USA Swimming sanctioned team and staffed with supportive and dedicated coaches. Especially in recent months with the reopening of the pool under significant restrictions, he has managed to get important programs like lap swim, Masters swimming, Gators swim team, and family swim times back in operation, while keeping the safety of his staff and patrons at the forefront. When we go for lap swim or to pick up our children from Gators practice, we often see him on the pool deck working to keep things running smoothly.

As citizens of El Cerrito, we have voted and expressed our support for the Swim Center to remain open and fully functioning year-round for children, adults, and seniors seeking a safe and welcoming place to exercise. Especially now with so many other activities restricted, demand for the pool is high. Many more people are eager to return to the pool once restrictions are further eased. It is critical for the city to make sure employees that know how to keep things running smoothly and administer programs effectively are retained. Eliminating Stephen Dunkle's position would remove a key member of the staff and of this community, with 16 years of job knowledge, and the operation of the pool would suffer. We respectfully ask the council reconsider the elimination of the Assistant Aquatics Supervisor.

Sincerely,  
Greg and Amy deHart

**From:** [Cynthia Williams](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #7A  
**Date:** Monday, October 5, 2020 11:21:48 AM

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City Council of El Cerrito:

I am writing to protest the proposed elimination of the 'Assistant Pool Manager,' position in the EC Recreation Department. While I understand that the COVID-19 pandemic has resulted in a large budget shortfall for EC, I believe the decision to cut this position in particular is extremely short-sighted and may result in increased costs for the city.

Stephen Dunkle has been serving as Assistant Pool Manager for the past several years, and is an essential, integral part of the EC pool. His dedication has created a welcoming community that draws swimmers and pool users from El Cerrito and beyond. Stephen enables the pool to function by being available in early mornings and late nights for repairs (many of which he performs himself as he has many handyperson skills!), arranging emergency lifeguard substitutes, resolving customer complaints, ensuring that health and safety measures are observed without fail, and much more – while maintaining an upbeat attitude that has come to characterize the El Cerrito pool experience. In short, Stephen has been, and continues to be, the experienced, mature, presence at the pool whenever he is needed. Without Stephen, there will be no one else with his skills and abilities physically present at the pool to manage the day-to-day operations or fix what needs to be fixed, and very likely the pool will be forced to close more often. Keeping the pool open must be a priority; The El Cerrito community has demonstrated its support for the Swim Center many times, most recently by passing a bond for pool upkeep in 2019.

During this time of COVID-19 restrictions, the need and demand for this pool is higher than can be met. As a regular EC swimmer, I want to thank the city for re-opening the pool as soon as was possible and instituting stringent measures to keep swimmers and staff safe. I believe, as do many of my fellow swimmers, that without Stephen being literally on deck to insure that things are running smoothly and safety measures are working, the pool wouldn't have been able to re-open, and wouldn't be operating as smoothly as it has been these past few months.

Eliminating Stephen Dunkle's position would remove a key member of the pool staff and of this community. I urge to find a different approach for managing the city's budget shortfall.

Cynthia Williams

 El Cerrito

**From:** [Sarah Klauer](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment for Item 7A  
**Date:** Monday, October 5, 2020 8:02:50 PM

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Hi Holly:

I'd like to submit the following for public comment at tomorrow's council meeting. Thank you!

*Thank you for the opportunity to comment. Based on what I've seen, the budget shared today still misses the mark both on achieving the reductions needed for El Cerrito to be financially solvent and on reimagining funding for public safety. As a community member, I'm concerned about our financial future and our ability to provide services in the years to come if we can't bring our budget into line. I'm also concerned about how the budget does not ask police to make significant immediate cuts and makes most savings through passive measures, despite police currently responding to fewer types of calls and crime overall being down. While not asking the police to make significant cuts, the budget does cut key recreation department positions, which has caused community concern. Please consider the option to reject the proposal today and ask for deeper, strategic cuts to the police department and administrative staff budgets. Thank you for your time.*

*Sarah Klauer, El Cerrito Resident*

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Sarah Klauer  
she/her/hers



[Portfolio](#)



**From:** [Debra Saunders](#)  
**To:** [City Clerk](#)  
**Subject:** Budget item 7A  
**Date:** Monday, October 5, 2020 9:53:36 PM

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I urge you to make much more extreme budget cuts. If furloughs and salary freezes cause people to leave so be it. City council needs to be very worried that a short term loan with a junk rating, if we can get one at all, will wipe out any meager surplus you think is in the budget. It's too late to merely chip away. Is there a secret plan to spring a tax increase onto the ballot next year? Must be because the actions in this budget make too little progress. Library, ECPD, parks, extending the furloughs all must be on the table, again. Without that the opposition to a tax increase will be stiff.

**From:** [Dan Schulman](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comments - Agenda Item #7A  
**Date:** Tuesday, October 6, 2020 7:41:11 AM

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Dear City Council,

Many of us who have followed the budget process over the past year have been disappointed with the process as well as the outcome. I have appreciated the public town halls, as well as hearing the council's questions reflecting correspondence they received from the public. That said, in my view, the actual budgets proposed and end result does not reflect what the council asked for and what the public asked for.

I have seen and analyzed police department incident data myself. The department provided me with incident records over recent years, and my main conclusion is that our police department, which in most cases does an outstanding job, is much larger than we need here in El Cerrito. We have very few incidents of violent crime, and very few true emergencies.

It is my view that we can further reduce the size of our police department while still maintaining high standards and without negative impacts to the public or businesses. Taking this action would reduce the need to negatively impact other departments such as recreation, which you have seen many letters in support of.

You on the council can reject the current budget proposal and ask for further changes. I would encourage you to do so.

Sincerely,  
Daniel Schulman  
El Cerrito, CA

**From:** [Sherry Drobner](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment: Agenda Item -Budget  
**Date:** Tuesday, October 6, 2020 8:11:34 AM

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Dear Mayor and City Council Members,

Based on the budget as referenced in the Agenda Packet, the discussions from the previous meeting, the revelations that in total, budget reductions are less than 10%- more must be cut. Apparently, we have yet to see the plan B or plan C to see where those cuts may come from.

**Might I suggest you begin with the Police Department that actually will be increasing its share from the General Fund as it currently stands?**

I do not make this request with lightness. Lay-offs are traumatic. I twice found myself in the position of having to make decisions about lay-offs and it represented some of the darkest periods of my career. I fully understand Mayor Lyman's wait and see ....but the longer we wait, we will simply compound the problem. Mayor Lyman will no longer be on the Council when we are once again faced with dire cuts, or even worse - bankruptcy.

In June of 2019, Chief Keith presented his annual report and stated that 4 new police officers had been hired during FY 2018-19. At this same meeting the Finance Director reported that the city had overspent 1.7 million dollars in expenditures. Obviously, hiring 4 new officers wasn't the brightest idea two years ago.

While other departments in the city have undergone real cuts, and we see actual human beings being laid off from Recreation and City Management, this has not been the case with the Police Department. Chief Keith humanely wants to use attrition to reduce the expansion of the police department. If I were in his shoes I would be doing the same thing. But I don't think we can wait another two years or even 1 year.

Recognizing that our bond ratings have fallen once again and looking at the narrow margins on the cash flow sheets ...if this were your own budget and your bank was going to call in your mortgage if you couldn't repay your loan...would you count on perhaps an inheritance that might come to pass, getting a job with more income, taking on a second job...or letting go of some valuables, even though they may be cherished, or cutting out some expenses.

Do your job - please. It's terrible, awful, and no one wants to be responsible. We voted for you to represent us.

Sincerely,  
Sherry Drobner

**From:** [Cathy Hanville](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment Agenda Item 7A  
**Date:** Tuesday, October 6, 2020 9:07:03 AM

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So last meeting two council members brought up additional cuts but nothing happened because two others wanted more data. Almost immediately afterward the city's bond rating was dropped again. Barely above junk bond. Which means we are at risk of either not getting the next TRAN or paying astronomical fees.

I know you keep patting yourselves on the backs for the cuts you have made but right now you have just hit lower hanging items. You need to now step up and make the hard choices. The ones that lead to letters like are in this packet about the rec department lay-off.

We are on the verge of bankruptcy. This budget ends with a surplus of less than 700K which allows for little in the way of emergencies and does little to pay down the TRAN for next year. You continue to avoid making the tough choices. An 8% set of cuts in these circumstances is not sufficient. It needs to be much higher at least 10% higher. That means tough choices that are going to upset people. But if we go bankrupt we risk losing much much more.

The furloughs for city employees need to be extended through the end of the fiscal year.  
The police department needs to make REAL cuts not just pretend cuts by holding positions open.  
The Fire Department needs to look at its management structure and see if it is top-heavy like has been suggested many times.

The state auditor is coming soon (please add an update during the meeting) and they are going to suggest brutal cuts like a fire station. I know no one wants that but what can we afford. Something has to be cut.

I say this all fully recognizing that these cuts mean sacrifices by actual people. My family is been through lay-offs several times. It hurts. I feel for everyone but this is where your years of overspending and lack of oversight have brought us. It is now time for the tough choices.

I would like to see this budget voted down and sent back for additional cuts. If it has to be passed for administrative purposes that I still want the Council to direct staff to make suggestions of additional cuts of a minimum of 7% more with a secondary list of another 5%.

We are in a recession. This is not getting better anytime soon. Each of your delays is causing things to get worse. Please please take more action tonight.

Cathy Hanville  
El Cerrito

**From:** [Diane Straus](#)  
**To:** [City Clerk](#)  
**Subject:** Fire Safety and Budget  
**Date:** Tuesday, October 6, 2020 9:36:30 AM

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Dear Ms. Charley,

The recent fire in the Hillside Nature Area illustrates the need for better vegetation management. . I live on King Drive and we would be vulnerable in a fire situation. Several of the Eucalyptus trees appear to be diseased and would easily spread fire throughout the area and up into neighborhoods. These trees need to be removed immediately and the other eucalyptus trees as soon as possible. The Nature Area should be closed at night and the closure needs to be enforced.

We need to maintain a full staff of firefighters and police officers. Evacuation is managed by the Police and they are critical for our safety.

We also need to enforce home abatement measures. Several houses on Contra Costa still have overgrown vegetation which could hamper evacuations along that road. I appreciate the work that has been done, but it is not complete.

Protection of the residents and their homes from fire should be a number one priority. Our lives and homes are seriously at risk with the current situation.

Sincerely,

Diane Straus



El Cerrito, CA 94530

Sent from [Mail](#) for Windows 10

**From:** [Marlene George](#)  
**To:** [City Clerk](#)  
**Subject:** Agenda Item 7A/ Budget  
**Date:** Tuesday, October 6, 2020 10:34:35 AM

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I am totally opposed to any additional cuts to the police department budget other than the \$1.4 million proposed. The council should resist efforts from police reform advocates to defund the police.

I am totally opposed to any budget cuts to the fire department and in fact some inexpensive resources can be added to assist the department in preventing or minimizing a wildfire in El Cerrito. Over the past several years the North Bay has experienced intense wildfires devastating communities and displacing thousands from their homes. A large swath of El Cerrito is in a high fire zone and is at high risk for a wildfire.

The police reform advocates want a citizen oversight committee to review the work and practices of the police department without any data suggesting this is needed, basing their request on data from larger metropolitan cities that have had red blinking lights suggesting systemic problems. El Cerrito has not had a police shooting, there are no citizen complaints indicating there may be issues with best practices and recently the department conducted an internal review and made self adjustments to address the issues highlighted by the data.

However, there have been more red flag days in El Cerrito this year than any other year and we haven't yet reached the peak of fire season. There are red blinking lights that it is not a matter of if but when a fire will strike and as a city we are only making minimal efforts.

If there is a choice because of budget issues, wildfire prevention and minimization take precedent over police reform.

El Cerrito needs to introduce an ordinance making wildfire prevention and safety a top priority.

El Cerrito should immediately form a government/ community task force to study models used by other cities such as Mill Valley, Orinda, Oakland and Berkeley in preventing and minimizing wildfire risk and bring best practices to El Cerrito. We particularly need to focus on strengthening the vegetation management program.

The government sponsored task force can look at the work of the local Fire Safe Councils to guide its work. The work should focus on what El Cerrito can do to position itself to attract grant funding especially from Cal Fire. There are many community members with expertise in wildfire prevention that can play important roles in this work.

With minimal investment of city funds, El Cerrito can become a model for other cities in preventing and minimizing wildfires.

Marlene George  
El Cerrito Resident

**From:** [nick zamorano](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment Agenda Item 7A  
**Date:** Tuesday, October 6, 2020 10:52:19 AM

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I am writing to encourage city council members not to defund the El Cerrito Police Department but instead to collect data to pursue any identified problems in current department policy and procedures. Public safety should not be compromised because El Cerrito residents deserve to be served and protected to feel safe from any form of crime. If collected data is indicated that reform measures are warranted then those policies and practices can be implemented so that civil rights and equal justice can be adequately protected for El Cerrito residents. Community policing and changes in hiring practices and police training are some areas where improvements can be accomplished. All residents have a right to fair and equal justice but it should not come at the expense of jeopardizing public safety. Both can be accomplished with the commitment from city departments, city council members and El Cerrito residents.

Respectfully  
Nick Zamorano  
El Cerrito Resident



**From:** [leslie dibenedetto](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment - Budget  
**Date:** Tuesday, October 6, 2020 12:22:00 PM

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6 October 2020

Dear City Council Members, Mayor and City Manager,

On this beautiful day I am writing to you again about reimagining and revisioning how we do public safety in El Cerrito, hours before you are to vote on a 'final' city budget where our police department will now take an even greater percent of our precious city funds.

It is a sad day that our elected and paid officials have not taken up the calls for change during this very important time in our country. This is a perfect time – and many residents have reached out to you to work together – especially because our city has a budget crisis and cuts must be made. We are seeing big cuts to other city departments such as recreation, a department that provides valuable services to our city and creates revenue.

It is not too late though. Do not pass the budget as is. Take a hard look at all departments. Each should take their share of real cuts.

This is a time to engage with El Cerrito residents, be responsive to calls for change around the country and even be leaders in how we all take care of each other so everyone can succeed and thrive.

Thank you for your time!

Leslie D Adams

**From:** [Rhea Ewing](#)  
**To:** [City Clerk](#)  
**Subject:** Public Comment on tonight's city council meeting- Item on the agenda: budget  
**Date:** Tuesday, October 6, 2020 1:02:57 PM

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Dear Mayor and City Council Members,

I am writing regarding the proposed budget and asking you to not pass the budget, as it is clear it will not address our current financial crisis and does little to address the concerns and conversations the community has been trying to have with the city regarding where we put our money. Worse still, the cuts do not match up with the city's stated financial goals, especially given the anticipated drops in revenues due to the recession.

This budget is presented at the end of a very long process during which many requests and recommendations have been made by citizens, councilmembers, and consultants. However, in seeing the final result I am deeply disappointed in my city. For all the hand-wringing that has taken place about cuts, particularly at the idea of cutting from the ECPD's budget, there are no actual reductions made to most departments (except for recreation, taking a 11.5% cut and a 15.7% reduction to finance, most of which goes into Capital Outlay).

The ECPD, which takes a large portion of the city's budget, appears to have a cut of ~1% compared to last year's budget, achieved primarily by holding a few already-empty positions vacant. Given the dire straights our city is in and the repeated requests from the community, this is unacceptable. I will re-iterate what many have already said: cut more aggressively from top-earning salary positions in the city, make actual substantial cuts to the ECPD, and do not pass a budget that will deepen our financial crisis.

Thank you,  
Rhea Ewing  
El Cerrito Resident

**From:** [JUSTIN RODRIGUEZ](#)  
**To:** [City Clerk](#)  
**Subject:** El Cerrito public comments – not on the agenda  
**Date:** Tuesday, October 6, 2020 1:26:41 PM

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The ECPD will now take 31.6% of our city budget, and the proposed “restructuring” will take place over three years and still not address our concerns and demands to reimagine policing. As Chief Keith explained, the savings they hoped (his word) would affect the ECPD budget were based on attrition, in other words, if an officer decides to leave the agency or retire the savings would kick in. These are aspirational reductions, and certainly do not affect the budget in a real way or address the concerns of so many residents. This budget really does not support the goals of the next few years at all. I don't know what it is, it feels like the City Manager doesn't take the responsibility or gravity of the situation to heart. While it doesn't affect many residents, this city hardly provides any services for residents, we push out lower-income residents, and over the long term, we will lose residents if this is how the city is ran.

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Justin Rodriguez  
University of California, Los Angeles  
Class of 2022  
Economics B.A., Chicana/o Studies minor



Pronouns: He/Him/His

**From:** [Sue Duncan](#)  
**To:** [City Clerk](#)  
**Subject:** Agenda Item 7A  
**Date:** Tuesday, October 6, 2020 3:33:28 PM

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City Council Members,

As you continue the difficult decision of where to make budget cuts, not just in this evening's meeting but in the future as I'm sure you will have to do, looking at the continuing and worsening Covid-19 crisis, please keep in mind the following. It is imperative that the Fire Department and Police Departments do not have their budgets cut.

1). Fire Department: increased wildfire activity in the state due to climate change that has caused drought, low humidity and higher temperatures.

El Cerrito needs a strong fire department. Look at how fast they responded to and extinguished the early Sunday morning fire on the edge of HNA off of Moeser Lane. If the flames had gotten into the eucalyptus grove, there would have been a catastrophic fire.

El Cerrito needs a strong fire department because of the many hazards within and surrounding the city. El Cerrito sits on a major fault, overdue for a large quake, Wildcat Canyon poses a very real wildfire threat to the city as do the ragged eucalyptus groves on the properties of the Berkeley Country Club, Camp Herms and in HNA. The city must continue to fund its year-round vegetation management and fire prevention programs.

2). Police Department: again, with the increased threat of wildfire the police department's role in notifying of and assisting residents in quick evacuations must be considered. The fire department will be fighting the fire, the police will be evacuating. Also, as you think of the evacuation process, residents going down Barrett Ave, Cutting Ave, Potrero Ave, Moeser Lane, Stockton Ave and Fairmount, all ending on San Pablo Ave, traffic control to keep the traffic moving and reduce bottlenecks is imperative. Fairmount Ave will have more traffic from Kensington that is going down through the cemetery.

The severity and numbers of crimes in El Cerrito seem to have increased in the last few months. Our neighborhood has had one attempted break-in during the night while the house was occupied and another successful one. Last week's Crime Blotter reported another successful house entry while the resident was at home asleep. There have been at least 3 incidents of 5-6 people smashing glass cases, grabbing items and running, 1 at the CVS in the Plaza, 2 at Walgreens. A robbery and attempted carjacking occurred a few days ago. The city cannot afford to reduce its police force.

If you are not aware of the fire early Sunday morning please see the photos below. Notice the scorched eucalyptus trees, the leaf litter and how close the fire was to the entire grove.

Thank you,  
Sue and Paul Duncan













**From:** [Miguel Gravelle](#)  
**To:** [City Clerk](#)  
**Subject:** Letter for City Hall Meeting  
**Date:** Tuesday, October 6, 2020 3:55:45 PM

---

Dear EC City Council Members,

As you know, the ECPD will now take 31.6% of our city budget, and the proposed “restructuring” will take place over three years and still not address our concerns and demands to reimagine policing. As Chief Keith explained, the savings they hoped (his word) would affect the ECPD budget were based on attrition, in other words, if an officer decides to leave the agency or retire the savings would kick in. These are aspirational reductions, and certainly do not affect the budget in a real way or address the concerns of so many residents.

Additional questioning by both Council Pardue-Okimoto, highlighted the distinction between actual budget reductions and cuts. We learned that the “reductions” reflected in the budget were actually the “salary savings from” authorized personnel positions that have not been filled or funded for at least three years. To achieve an appearance of a reduction, the Chief will continue to keep these positions vacant.

**The actual numbers of positions are:** “Position Listing-The total authorized positions for the Police Department includes 55 full-time positions, including 43 sworn officers. The decrease in this fiscal year reflects the elimination of the (2) School Resource Officer (SRO) positions and one (1) Management Analyst position. The department intends to hold a number of positions vacant in FY 2020-21 to achieve expenditure targets: the full-time positions are four (4) Police Officers and one (1) Senior Records Specialist, and two (2) Part-Time Community Services Officers (CSO). If other vacancies develop, these may also remain unfilled to achieve a staffing goal of 37 sworn officers.”

Finally, a recent Contra Costa Grand Jury Report shows that El Cerrito has more authorized budgeted positions for sworn officers than 18 of the other 19 cities in the County....and exceeding the State average.

Thank you.

Sincerely, Miguel Gravelle



**PUBLIC COMMENT INDEX  
REGULAR CITY COUNCIL MEETING  
October 6, 2020**

The following Public Comments were **received after 4:00 p.m. 10/6/2020**, were forwarded to City Council when received.

**Public Comments – Items Not on the Agenda**

1. Denise Sangster

**Agenda Item 7A – CITY COUNCIL/PUBLIC FINANCING AUTHORITY/EMPLOYEE PENSION TRUST BOARD**

**Approval of the City's Fiscal Year 2020-21 Amended Budget and Spending Authority by Fund for the City, Employee Pension Board and Public Financing Authority and Approval of the FY 2020-21 Annual Gann Appropriation Limit**

1. Denise Sangster

**From:** [Denise Sangster](#)  
**To:** [City Clerk](#)  
**Subject:** Agenda Item 3—ORAL COMMUNICATIONS FROM THE PUBLIC (October 6 Council Meeting)  
**Date:** Tuesday, October 6, 2020 7:34:47 PM

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Good evening Council. I have two questions:

1. During Red Flag events, what is the staffing levels of Fire and Police? Are public safety staffing levels increased and, if so, by how much?
2. At the February 2020 Town Hall meeting, the Fire Chief and City Manager agreed to track overtime for OES events separately from regular overtime shifts for our public safety. Is this being done? If not, why not and when will this happen?

Finally, a world of thanks to our public safety for your superb work and keeping us safe, as well as other communities.

Thank you  
Denise Sangster

Sent from my iPhone

**From:** [Denise Sangster](#)  
**To:** [City Clerk](#)  
**Subject:** Comments on the Budget - Item 7a  
**Date:** Tuesday, October 6, 2020 10:57:44 PM

---

To the City Council,

The City Council needs to get ahead and not make stepped reductions.

High impact fiscal reductions that would have minimal impact to City personnel and allow the city to maintain most services have been ignored. These include:

1. freezing - not ending - the pension
2. Eliminating the Assistant City Manager position
3. Consolidating Police and Fire into one organization and the elimination of 2 police and 3 fire positions
4. terminating the Kensington Fire contract, which the Fire Chief said is costing the City of El Cerrito more than \$500k

The above list is more than \$2 Million in savings.

All in all, this budget is nothing more than a continuation of what got the city into this financial mess. We deserve better.

What is being proposed is insufficient. This is not the right course and the Council should vote No.

Finally, if you want the FAB relevant, you need to update its mandate.

Sincerely,  
Denise Sangster

Sent from my iPhone



[www.healthyandsafecontracosta.com](http://www.healthyandsafecontracosta.com)

# What is Measure X?



- Provides a sustainable revenue source for essential services

Grounded in the County Needs Assessment compiled by labor and community organizations, including United Professional Firefighters of Contra Costa County

- 20-year, 0.5% countywide general sales tax

Requires only 50% + 1 vote to pass

- Oversight structure

With community participation and feedback, an oversight framework will be proposed to the County Board of Supervisors

# Polling County Needs and Ballot Language



Working with FM3, we polled county residents in March and June 2020

- 87% support increasing support for after-school programs, boys' and girls' clubs and other programs that try to help young people stay in school and on a positive path
- 87% support expanding access to mental health care
- 84% support expanding safety-net programs, including access to food and shelter
- 98% supported spending funds to maintain firefighting and emergency preparedness.



# This is the opportunity we've been waiting for.



## Measure X will secure county revenue to:



**Keep** the County Hospital open



**Improve** fire and emergency services



**Prevent** child, elder and domestic abuse



**Increase** availability of public and community health services and reduce wait times



**Improve** outcomes for individuals seeking behavioral health or substance abuse treatment



**Connect** vulnerable residents with necessary healthcare and other general assistance programs

# What will Measure X prioritize?



- We need early childhood programs and the social safety net.

Child care is essential to our economic recovery, but wait lists have more than doubled as providers have closed during the pandemic.

- We need the County Hospital.

For years, Contra Costa Regional Medical Center has struggled with budget constraints. Due to a lengthy hiring freeze that began prior to COVID, most departments are badly understaffed.

- We need more firefighters.

Since 2007, we have lost 13 fire stations and have only re-staffed 5 of them. East Contra Costa had 8 fire stations now have only 3.

# A broad coalition says Yes on X!



EAST BAY TIMES



East Bay Housing Organizations



United Way Contra Costa County



# How can you support Measure X?



- Endorse as a City
- For additional ways to help, please contact Max Perrey, Field Coordinator at [info@healthyandsafecontracosta.com](mailto:info@healthyandsafecontracosta.com) or (415) 450-0774



[info@healthyandsafecontracosta.com](mailto:info@healthyandsafecontracosta.com)

415-450-0774

[www.healthyandsafecontracosta.com](http://www.healthyandsafecontracosta.com)



## **AGENDA BILL**

**REVISED 10/6/2020**

Agenda Item No. 6.B.

**Date:** October 6, 2020  
**To:** El Cerrito City Council  
**From:** David R. Gibson, Fire Marshal; Michael Pigoni, Fire Chief,  
Fire Department  
**Subject:** Cost Hearing Regarding Fire Hazard Abatement of a Public  
Nuisance for Properties Identified and pursuant to El Cerrito  
Municipal Code Chapter 16.26

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### **ACTION PROPOSED**

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private properties designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

### **BACKGROUND**

Notices were initially sent to 221 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department the vast majority of notified properties owner abated the hazards on their parcels. However, 20 properties did not voluntarily abate their public nuisance and fire hazard conditions and forced abatement of the properties was required to bring the properties into compliance.

The property owners identified in Exhibit A as amended in the July 21, 2020 Agenda Bill and Resolution No. 2020-39 failed to abate the fire hazards on their property. For these properties the City has followed a statutory procedure to remove the hazardous conditions. This procedure is specified in the July 21, 2020 Agenda Bill and Resolution No. 2020-39. The property owners identified in July 21, 2020 Exhibit A as amended were notified that if they did not abate the hazardous conditions on their property, the City would do so. They were given the opportunity at a public hearing to object to the City's plan to abate these conditions. On July 23, 2020, the City then sent the owners of the property identified in Exhibit A as amended, a second notice, informing them that the City would perform abatement through its own staff or through private contract. The property owners identified in Exhibit A failed to abate the hazards and the City then performed the abatement work through private contractors.

### **ANALYSIS**

The fire hazard abatement procedure provides ample due process for the affected property owner, well beyond the minimum procedure statutorily required. The most important part of the procedure is that the property owner listed in Exhibit A were given the opportunity to contest whether their property constituted a public nuisance and a fire hazard at a public hearing before the City Council. The property owners did not contest



the designation, nor did the property owners voluntarily abate the nuisance conditions. The City Council therefore directed City staff to abate said conditions.

This matter appears before the City Council for the sole purpose of confirming the abatement costs already incurred by the City for the properties identified in Exhibit A. At this hearing, the City Council should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed. The proposed resolution provides for confirmation of the report of abatement costs, and the attached Exhibits B - U specifies the administrative costs associated with the abatement of each property. Once confirmed by the City Council, the costs of abating the nuisance will be forwarded to the County Auditor no later August 10, 2021 for assessment to the individual property and a lien will be recorded with the County Recorder.

### OPTION ANALYSIS

At the conclusion of the hearing, the City Council may:

**Option No. 1:** Adopt the proposed resolution, with Exhibit A as presented.

**Option No. 2:** Adopt the proposed resolution, with Exhibit A as amended.

**Option No. 3:** Not adopt a resolution, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the City of El Cerrito to absorb the full cost of abating the hazardous conditions of the subject properties.

### STRATEGIC PLAN CONSIDERATIONS

This action fulfills Strategic Plan Goal E: Ensure the public's health and safety.

### ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

### FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the City is obligated to pay contractors a total of ~~\$85,355.00~~ \$70,605.00 for their work. The administrative costs for the abatement of the 2017 properties total ~~\$14,137.50~~ \$11,992.50, bringing the total abatement cost to ~~\$99,492.50~~ \$82,597.50. Total administrative costs of ~~\$14,137.50~~ \$11,992.50 include: (1) Fire Department initial inspection and notice, (2) re-inspection, (3) office work and attendance at City Council hearings, (4) additional notices, (5) vendor bid inspection, (6) posting of property, (7) writing of inspection/abatement warrants, (8) court appearances for signing and filing of warrants, (9) vendor observation/inspection, and (10) submittal of records/liens to the County. In order for the City to fully recover the direct and indirect costs of ~~\$99,492.50~~ \$82,597.50 already incurred for the abatement work performed, the City Council should confirm the staff report on the costs of abatement at this time so that these costs can be forwarded to the County for collection from the property owner.



**LEGAL CONSIDERATIONS**

The City Attorney has reviewed and approved the process.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. Resolution
2. Exhibit A to Resolution Amended 10/6/2020
3. Exhibit B - U Property Cost Worksheets and Invoices, Amended 10/6/20 removing Exhibit D, Q & U (paid by property owner)

**Exhibit A**

**Amended 10/6/2020**

| <b><u>APN</u></b>        | <b><u>Parcel Address</u></b>    | <b><u>City</u></b>    | <b><u>State</u></b> | <b><u>Zip</u></b> |
|--------------------------|---------------------------------|-----------------------|---------------------|-------------------|
| 505-040-006-7            | FAIRVIEW LOT                    | EL CERRITO            | CA                  | 94530             |
| 503-256-015-2            | 6831 STOCKTON AVE               | EL CERRITO            | CA                  | 94530             |
| <del>505-401-002-9</del> | <del>7509 POTRERO AVE</del>     | <del>EL CERRITO</del> | <del>CA</del>       | <del>94530</del>  |
| 505-401-001-1            | 7501 POTRERO AVE                | EL CERRITO            | CA                  | 94530             |
| 503-071-015-5            | 1200 NORVELL ST                 | EL CERRITO            | CA                  | 94530             |
| 505-421-008-2            | 1618 JULIAN DR                  | EL CERRITO            | CA                  | 94530             |
| 505-421-041-0            | 1638 JULIAN DR                  | EL CERRITO            | CA                  | 94530             |
| 573-132-025-4            | 8415 WILDCAT DR                 | EL CERRITO            | CA                  | 94530             |
| 573-132-026-2            | 8421 WILDCAT DR                 | EL CERRITO            | CA                  | 94530             |
| 513-340-059-7            | 11965 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| 510-034-003-2            | 10167 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| 510-034-002-2            | 10135 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| 510-034-001-6            | 10163 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| 503-292-033-1            | 7376 STOCKTON AVE               | EL CERRITO            | CA                  | 94530             |
| 502-112-022-4            | 6605 BLAKE ST                   | EL CERRITO            | CA                  | 94530             |
| <del>505-201-009-6</del> | <del>1224 CONTRA COSTA DR</del> | <del>EL CERRITO</del> | <del>CA</del>       | <del>94530</del>  |
| 505-211-006-0            | 1020 CONTRA COSTA DR            | EL CERRITO            | CA                  | 94530             |
| 504-012-036-1            | 10192 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| 504-012-037-9            | 10192 SAN PABLO AVE             | EL CERRITO            | CA                  | 94530             |
| <del>505-401-005-2</del> | <del>7601 POTRERO AVE</del>     | <del>EL CERRITO</del> | <del>CA</del>       | <del>94530</del>  |

## Exhibit B

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**Fairview Lot APN#**[505-040-006-7](#)

5/26/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/23/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/23/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection.....30 min @ 195.00/hr.....\$97.50

9/21/2020 - Vendor observation/inspection...15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$26,000.00**

**TOTAL COST OF ABATEMENT .....\$26,682.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5059        |
| SERVICE DATE | Sep 23, 2020 |
| INVOICE DATE | Sep 23, 2020 |
| DUE          | net 14       |

|            |                    |
|------------|--------------------|
| AMOUNT DUE | <b>\$26,000.00</b> |
|------------|--------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

Fairview Property @Tamalpais  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                        | amount             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FAIRVIEW DR. (EC): FIRE PREVENTION CLEARING- @24,000 SQ. FT.                                                                                                                                                                                                                                                                    | \$26,000.00        |
| Clear dense brush, poison oak & blackberry vines, in accordance with ECFD standards in a 30 ft. zone as close as possible to boundary homes (factoring out creek banks 25 ft.) as shown on accompanying attached map: Ganges, Fairview Dr. @ Tamalpais to Ganges (ptl) & Arlington Blvd.(ptl) - approx. 800 ft. total.- See map |                    |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                    | <b>\$26,000.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.





















## Exhibit C

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**6831 Stockton Avenue APN# 503-256-015-2**

|                                                                                  |                         |                   |
|----------------------------------------------------------------------------------|-------------------------|-------------------|
| 5/26/2020 - Initial inspection and notice .....                                  | 15 min @ 195.00/hr..... | \$48.75           |
| 7/8/2020 – Re-inspection .....                                                   | 15 min @ 195.00/hr..... | \$52.75           |
| 7/21/2020- Office work and attend City Council meeting Abatement<br>Hearing..... | 30 min @ 195.00/hr..... | \$97.50           |
| 7/23/2020 – Second notice .....                                                  | 15 min @ 195.00/hr..... | \$48.75           |
| 8/24/2020- Re-inspection.....                                                    | 15 min @ 195.00/hr..... | \$48.75           |
| 9/1/2020 – Posting of Property.....                                              | 15 min @ 195.00/hr..... | \$52.75           |
| 9/21/2020 - Vendor bid inspection.....                                           | 30 min @ 195.00/hr..... | \$97.50           |
| 9/17/2020 – Contra Costa Superior Court.....                                     | 30 min @ 195.00/hr..... | \$97.50           |
| 9/25/2020 - Vendor observation/inspection                                        | 15 min @ 195.00/hr..... | \$52.75           |
| 10/6/2020- Office work and attend City Council Meeting Cost<br>Hearing.....      | 30 min @ 195.00/hr..... | \$97.50           |
| 6/30/2021 - County Record Abatement.....                                         | 30 min @ 195.00/hr..... | \$97.50           |
| <hr/>                                                                            |                         |                   |
| TOTAL ADMINISTRATIVE COST.....                                                   |                         | \$780.00          |
| TOTAL CONTRACTOR’S INVOICE .....                                                 |                         | <u>\$3,500.00</u> |
| TOTAL COST OF ABATEMENT .....                                                    |                         | \$4,280.00        |

# **FIRE SAFTEY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done:Thurs.Sept.24, 2020

Invoice # 45049-4  
To: El Cerrito Fire Dept.  
6831 Stockton  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Pampus Grass
- Blackberry brambles
- Limb up tree
- Clear side areas, tree removal

Total due.....\$3500.00

Please make check to:

-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706. Thankyou for the work.

Thanks for the work. It was much appreciated.

**PAID BY PROPERTY OWNER**

~~Exhibit D~~

~~**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**~~

~~**7509 Potrero Avenue APN#**~~ **505-401-002-9**

|                                             |                                                                    |                                    |                    |
|---------------------------------------------|--------------------------------------------------------------------|------------------------------------|--------------------|
| <del>5/27/2020</del>                        | <del>Initial inspection and notice .....</del>                     | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>7/14/2020</del>                        | <del>Re inspection .....</del>                                     | <del>15 min @ 195.00/hr.....</del> | <del>\$52.75</del> |
| <del>7/21/2020</del>                        | <del>Office work and attend City Council meeting Abatement</del>   |                                    |                    |
| <del>Hearing.....</del>                     | <del>30 min @ 195.00/hr.....</del>                                 |                                    | <del>\$97.50</del> |
| <del>7/23/2020</del>                        | <del>Second notice .....</del>                                     | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>8/22/2020</del>                        | <del>Vendor bid inspection.....</del>                              | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <del>8/22/2020</del>                        | <del>Posting of Property.....</del>                                | <del>15 min @ 195.00/hr.....</del> | <del>\$52.75</del> |
| <del>8/24/2020</del>                        | <del>Re inspection.....</del>                                      | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>9/11/2020</del>                        | <del>Vendor observation/inspection...15 min @ 195.00/hr.....</del> |                                    | <del>\$52.75</del> |
| <del>10/6/2020</del>                        | <del>Office work and attend City Council Meeting Cost</del>        |                                    |                    |
| <del>Hearing.....</del>                     | <del>30 min @ 195.00/hr.....</del>                                 |                                    | <del>\$97.50</del> |
| <del>6/30/2021</del>                        | <del>County Record Abatement.....</del>                            | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <hr/>                                       |                                                                    |                                    |                    |
| <del>TOTAL ADMINISTRATIVE COST.....</del>   | <del>\$682.50</del>                                                |                                    |                    |
| <del>TOTAL CONTRACTOR'S INVOICE .....</del> | <del><u>\$2,600.00</u></del>                                       |                                    |                    |
| <del>TOTAL COST OF ABATEMENT .....</del>    | <del>\$3,282.50</del>                                              |                                    |                    |





## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |                   |
|--------------|-------------------|
| INVOICE      | #5052             |
| SERVICE DATE | Sep 11, 2020      |
| INVOICE DATE | Sep 11, 2020      |
| DUE          | net 14            |
| AMOUNT DUE   | <b>\$2,600.00</b> |

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

7509 Potrero Ave  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | amount            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7509 POTRERO AVE. (EC): FIRE PREVENTION CLEARING - @35 x 60 ft. extreme slope.<br>Clear in accordance with ECFD regulations as follows:<br><br>1) Brush Clearing: Clear extremely dense & tall old growth scotch broom, coyote brush, poison oak, blackberry vines, etc. approx. 35 ft. up extreme upslope to upper property line & haul or site process in a fire-safe manner.<br><br>2) Pruning- Prune up low branches of very large Silver Dollar Eucalyptus in right mid slope to mitigate fire ladder condition and haul or site process in a fire safe manner. | \$2,600.00        |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>\$2,600.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.















## Exhibit E

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**7501 Potrero Avenue APN#[505-401-001-1](#)**

|                                                                                  |                         |                |
|----------------------------------------------------------------------------------|-------------------------|----------------|
| 5/27/2020 - Initial inspection and notice .....                                  | 15 min @ 195.00/hr..... | \$48.75        |
| 7/14/2020 – Re-inspection .....                                                  | 15 min @ 195.00/hr..... | \$52.75        |
| 7/21/2020- Office work and attend City Council meeting Abatement<br>Hearing..... | 30 min @ 195.00/hr..... | \$97.50        |
| 7/23/2020 – Second notice .....                                                  | 15 min @ 195.00/hr..... | \$48.75        |
| 8/22/2020 - Vendor bid inspection.....                                           | 30 min @ 195.00/hr..... | \$97.50        |
| 8/22/2020 – Posting of Property.....                                             | 15 min @ 195.00/hr..... | \$52.75        |
| 8/24/2020 - Re-inspection.....                                                   | 15 min @ 195.00/hr..... | \$48.75        |
| 9/17/2020 – Contra Costa Superior Court.....                                     | 30 min @ 195.00/hr..... | \$97.50        |
| 9/23/2020 - Vendor observation/inspection                                        | 15 min @ 195.00/hr..... | \$52.75        |
| 10/6/2020- Office work and attend City Council Meeting Cost<br>Hearing.....      | 30 min @ 195.00/hr..... | \$97.50        |
| 6/30/2021 - County Record Abatement.....                                         | 30 min @ 195.00/hr..... | \$97.50        |
| <hr/>                                                                            |                         |                |
| TOTAL ADMINISTRATIVE COST.....                                                   |                         | \$780.00       |
| TOTAL CONTRACTOR’S INVOICE .....                                                 |                         | \$1,840.00     |
| <br>TOTAL COST OF ABATEMENT .....                                                |                         | <br>\$2,620.00 |





## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5060        |
| SERVICE DATE | Sep 23, 2020 |
| INVOICE DATE | Sep 23, 2020 |
| DUE          | net 14       |

|            |                   |
|------------|-------------------|
| AMOUNT DUE | <b>\$1,840.00</b> |
|------------|-------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

### SERVICE ADDRESS

7501 Potrero Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                       | amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>7501 POTRERO AVE. (EC) : FIRE PREVENTION CLEARING.</b>                                                                                                                                                                      | <b>\$1,575.00</b> |
| Clear in accordance with ECFD regulations as follows: (@30 x 60ft. steep, fenced. rear slope.                                                                                                                                  |                   |
| 1) Weeds, scotch broom regrowth, poison oak, leaf buildup- Clear & haul away.                                                                                                                                                  |                   |
| 2) Pruning: Large bottlebrush & low oak branches- prune min. 6ft. from ground & haul prunings. Prune also larger 6" diam. oak branch & bottlebrush leaning over rear roof and chimney for horizontal clearance. Haul prunings. |                   |
| <b>Hauling</b>                                                                                                                                                                                                                 | <b>\$265.00</b>   |
| Haul away above weeds, brush, & prunings from site.                                                                                                                                                                            |                   |
| <b>Total</b>                                                                                                                                                                                                                   | <b>\$1,840.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.















**Exhibit F**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**1200 Norvell Street APN#503-071-015-5**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/26/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/10/2020 – Posting of Property..... 15 min @ 195.00/hr.....\$52.75

9/17/2020 – Contra Costa Superior Court.. 30 min @ 195.00/hr..... \$97.50

9/18/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$780.00**

**TOTAL CONTRACTOR’S INVOICE .....\$7,200.00**

**TOTAL COST OF ABATEMENT .....\$7,980.00**





A Division of Arboricultural Specialties, Inc.

# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/25/2020 | 24253     |

Job Site: 1200 Norvell  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Ruben

| Plant | Qty | Description                         | Amount   |
|-------|-----|-------------------------------------|----------|
|       |     | 1. Fire abatement work as required. | 7,200.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

Total

\$7,200.00

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fill in below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$7,200.00  
Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature

**Exhibit G**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**1618 Julian Drive APN# 505-421-008-2**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020– Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/25/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,640.00**

**TOTAL COST OF ABATEMENT .....\$3,322.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 8/28/2020 | 24026     |

Job Site: 1618 Julian Dr  
El Cerrito, CA

|         |
|---------|
| Bill To |
|---------|

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                       | Amount   |
|-------|-----|-------------------------------------------------------------------|----------|
|       |     | Fire abatement work<br>30-foot clearance. 100-ft from structures. | 2,640.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$2,640.00**

Payments/Credits \$0.00  
Balance Due \$2,640.00  
Credit Card Billing Address (if different from above)

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

## Exhibit H

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**1638 Julian Drive APN# 505-421-041-0**

5/27/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/25/2020 - Vendor bid inspection.....30 min @ 195.00/hr.....\$97.50

8/27/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$3,960.00**

**TOTAL COST OF ABATEMENT .....\$4,642.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

8/28/2020

24024

Job Site: 1638 Julian Dr.  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                      | Amount   |
|-------|-----|--------------------------------------------------|----------|
|       |     | 1. Remove dead pine tree and fire abatement work | 3,960.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total**

**\$3,960.00**

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|                  |        |
|------------------|--------|
| Payments/Credits | \$0.00 |
|------------------|--------|

|             |            |
|-------------|------------|
| Balance Due | \$3,960.00 |
|-------------|------------|

Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature

**Exhibit I**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**8415 Wildcat Drive APN# 573-132-025-4**

5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75  
6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$5,280.00**

**TOTAL COST OF ABATEMENT .....\$5,962.50**





# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/10/2020 | 24145     |

Job Site: 8415 Wildcat Canyon  
El Cerrito

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                       | Amount   |
|-------|-----|-------------------------------------------------------------------|----------|
|       |     | Fire abatement work - 30-ft clearance. 100 ft from any structure. | 5,280.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total**

**\$5,280.00**

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$5,280.00  
Credit Card Billing Address (if different from above)

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

**Exhibit J**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**8421 Wildcat Drive APN# 573-132-026-2**

5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

6/18/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$5,280.00**

**TOTAL COST OF ABATEMENT .....\$5,962.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/10/2020 | 24146     |

Job Site: 8421 Wildcat Dr.  
XST: Rifle Range Rd  
El Cerrito

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                                                          | Amount   |
|-------|-----|----------------------------------------------------------------------|----------|
|       |     | 1. Fire abatement work - 30-ft clearance. 100 ft from any structure. | 5,280.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$5,280.00**

We accept VISA, MASTERCARD, or DISCOVER.  
To pay by credit card, please fill in below and return copy by mail or fax.

Payments/Credits \$0.00  
Balance Due \$5,280.00  
Credit Card Billing Address (if different from above)

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

## Exhibit K

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**11965 San Pablo Avenue APN# 513-340-059-7**

5/28/2020 - Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75

7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/1/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

9/1/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,500.00**

**TOTAL COST OF ABATEMENT .....\$3,182.50**

# **FIRE SAFTEY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Sept.15, 2020

Invoice # 45047-2  
To: El Cerrito Fire Dept.  
Taco Bell  
11965 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$2500.00

Please make check to:  
-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706. Thankyou for the work.

Thanks for the work. It was much appreciated.

**Exhibit L**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10167 San Pablo Avenue APN#[510-034-003-2](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,320.00**

**TOTAL COST OF ABATEMENT .....\$2,002.50**





# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

| Date      | Invoice # |
|-----------|-----------|
| 9/23/2020 | 24246     |

Job Site: 10167 San Pablo Ave  
El Cerrito, CA

|         |
|---------|
| Bill To |
|---------|

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description             | Amount   |
|-------|-----|-------------------------|----------|
|       |     | 1. 10167 San Pablo Ave. | 1,320.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total**

**\$1,320.00**

Payments/Credits \$0.00  
Balance Due \$1,320.00  
Credit Card Billing Address (if different from above)

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

**Exhibit M**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10135 San Pablo Avenue APN#[510-034-002-4](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75  
6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE ..... \$660.00**

**TOTAL COST OF ABATEMENT .....\$1,342.50**



# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/10/2020 | 24144     |

Job Site: 10135-10163 San Pablo Ave  
El Cerrito, CA

|         |
|---------|
| Bill To |
|---------|

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                    | Amount   |
|-------|-----|--------------------------------|----------|
|       |     | 1. 10135, 10163 San Pablo Ave. | 1,320.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. **Thank you!**

**Total** **\$1,320.00**

Payments/Credits \$0.00  
Balance Due \$1,320.00  
Credit Card Billing Address (if different from above)

We accept VISA , MASTERCARD, or DISCOVER.  
To pay by credit card, please fillin below and return copy by mail or fax.

|       |          |      |           |
|-------|----------|------|-----------|
| Card# | Exp Date | CVV# | Signature |
|-------|----------|------|-----------|

**Exhibit N**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10163 San Pablo Avenue APN#[510-034-001-6](#)**

6/2/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/17/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/24/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$660.00**

**TOTAL COST OF ABATEMENT .....\$1,342.50**

**Exhibit O**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**7376 Stockton Avenue APN#[503-292-033-1](#)**

6/3/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75  
7/20/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
9/3/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

---

**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,365.00**

**TOTAL COST OF ABATEMENT .....\$3,047.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |                   |
|--------------|-------------------|
| INVOICE      | #5045             |
| SERVICE DATE | Sep 03, 2020      |
| INVOICE DATE | Sep 03, 2020      |
| DUE          | net 14            |
| AMOUNT DUE   | <b>\$2,365.00</b> |

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

7376 Stockton Ave  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | amount            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7376 STOCKTON AVE (EC): FIRE PREVENTION CLEARING- @11,700 SQ. FT.<br>Clear in accordance with ECFD standards as follows:<br><br>1) Weeds, vines, leaf buildup- reduce by flailing in to a fired-safe, 1" mulch max.<br>throughout very deep yard to rear fence. Elephant Grass standing at rear to stay.<br><br>2) Brush/tree seedling/sucker growth-, scotch broom- Clear & haul.<br><br>3) Pruning- Prune lower dead branches of SAVE shrubs & trees (to6ft. ht);<br>Prune Junipers in front & cotoneasters on sides away from roof. | \$2,100.00        |
| HAULING<br>Haul prunings, deadwood, & woody brush from site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$265.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>\$2,365.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.







**Exhibit P**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**6605 Blake Street APN# 502-112-022-4**

6/4/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

7/20/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/8/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

9/8/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

9/17/2020 – Contra Costa Superior Court..... 30 min @ 195.00/hr..... \$97.50

9/25/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$780.00**

**TOTAL CONTRACTOR’S INVOICE .....\$4,000.00**

**TOTAL COST OF ABATEMENT .....\$4,780.00**



# **FIRE SAFETY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Fri.Sept.25, 2020

Invoice # 45048-3

To: El Cerrito Fire Dept.

6605 Blake

El Cerrito, CA. 94530

- Weed abatement, brush control
- Tree removal, front
- Blackberry brambles
- Remove tree branches against house.

Total due.....\$4000.00

Please make check to:

-Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706. Thankyou for the work.

Thanks for the work. It was much appreciated.

**PAID BY PROPERTY OWNER**

~~Exhibit Q~~

~~**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**~~

~~**1224 Contra Costa Drive APN#**~~**505-201-009-6**

|                                                                                             |                                    |                    |
|---------------------------------------------------------------------------------------------|------------------------------------|--------------------|
| <del>6/4/2020 Initial inspection and notice .....</del>                                     | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>6/23/2020 Re-inspection .....</del>                                                    | <del>15 min @ 195.00/hr.....</del> | <del>\$52.75</del> |
| <del>7/21/2020 Office work and attend City Council meeting Abatement<br/>Hearing.....</del> | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <del>7/23/2020 Second notice .....</del>                                                    | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>8/24/2020 Re-inspection.....</del>                                                     | <del>15 min @ 195.00/hr.....</del> | <del>\$48.75</del> |
| <del>9/11/2020 Posting of Property.....</del>                                               | <del>15 min @ 195.00/hr.....</del> | <del>\$52.75</del> |
| <del>9/17/2020 Contra Costa Superior Court.....</del>                                       | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <del>9/18/2020 Vendor bid inspection.....</del>                                             | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <del>9/25/2020 Vendor observation/inspection .....</del>                                    | <del>15 min @ 195.00/hr.....</del> | <del>\$52.75</del> |
| <del>10/6/2020 Office work and attend City Council Meeting Cost<br/>Hearing.....</del>      | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |
| <del>6/30/2021 County Record Abatement.....</del>                                           | <del>30 min @ 195.00/hr.....</del> | <del>\$97.50</del> |

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~~**TOTAL ADMINISTRATIVE COST..... \$780.00**~~

~~**TOTAL CONTRACTOR'S INVOICE .....\$7,200.00**~~

~~**TOTAL COST OF ABATEMENT .....\$7,980.00**~~



A Division of Arboricultural Specialties, Inc.

# INVOICE

Remit to:  
2828 8th Street  
Berkeley, CA 94710

Date \_\_\_\_\_

9/25/2020

Invoice #

24252

Job Site: 1224 Contra Costa  
El Cerrito, CA

Bill To

El Cerrito Fire Department/Kensington  
Fire Protection District  
ATTN: Damien Carrion  
10900 San Pablo Ave  
El Cerrito, CA 94530

P.O. No.

Arborist Kirby

| Plant | Qty | Description                         | Amount   |
|-------|-----|-------------------------------------|----------|
|       |     | 1. Fire abatement work as required. | 7,200.00 |

TERMS: Due on receipt unless previously arranged. Payment not made within 10 business days from invoice date may be assessed a service charge of 1.25% on the 15th of the following month. Please note the invoice number on your check. Thank you!

**Total**

**\$7,200.00**

We accept VISA , MASTERCARD, or DISCOVER.

To pay by credit card, please fill in below and return copy by mail or fax.

### Payments/Credits

**\$0.00**

Balance Due

\$7,200.00

Credit Card Billing Address (if different from above)

Card#

Exp Date

CVV#

Signature \_\_\_\_\_



**Exhibit R**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**1020 Contra Costa Drive APN#[505-211-006-0](#)**

6/4/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

6/23/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

9/10/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$2,265.00**

**TOTAL COST OF ABATEMENT .....\$2,947.50**



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |              |
|--------------|--------------|
| INVOICE      | #5051        |
| SERVICE DATE | Sep 11, 2020 |
| INVOICE DATE | Sep 11, 2020 |
| DUE          | net 14       |

|            |                   |
|------------|-------------------|
| AMOUNT DUE | <b>\$2,265.00</b> |
|------------|-------------------|

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

1020 Contra Costa Dr  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                               | amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1020 CONTRA COSTA RD. (EC): FIRE PREVENTION CLEARING. @80 X 160 ft.<br>Clear fire-hazardous vegetation in accordance with ECFD standards as follows:<br><br>1) Clear weeds, vines, herbaceous flammables throughout property.<br><br>2) Prune dead branches of SAVE trees and shrubs; limb up branches min. 6ft. from ground and away from structures. | \$2,100.00        |
| Hauling<br>Haul away prunings and woody brush from site.                                                                                                                                                                                                                                                                                               | \$165.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                           | <b>\$2,265.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.







**Exhibit S**

**CITY OF EL CERRITO  
ADMINISTRATIVE COST WORK SHEET**

**10192 San Pablo Avenue APN# 504-012-036-1**

6/8/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75  
7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75  
7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50  
7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75  
8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75  
8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50  
8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75  
8/29/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75  
10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50  
6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,250.00**

**TOTAL COST OF ABATEMENT .....\$1,932.50**

# **FIRE SAFETY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Aug. 29, 2020

Invoice # 45046-1  
To: El Cerrito Fire Dept.  
Vacant Building  
10192 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$1300.00

Please make check to:

-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.



## Exhibit T

# CITY OF EL CERRITO ADMINISTRATIVE COST WORK SHEET

**10192 San Pablo Avenue APN# 504-012-037-9**

6/8/2020 - Initial inspection and notice ..... 15 min @ 195.00/hr..... \$48.75

7/8/2020 – Re-inspection ..... 15 min @ 195.00/hr.....\$52.75

7/21/2020- Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50

7/23/2020 – Second notice ..... 15 min @ 195.00/hr.....\$48.75

8/22/2020 – Posting of Property..... 15 min @ 195.00/hr..... \$52.75

8/22/2020 - Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50

8/24/2020 - Re-inspection..... 15 min @ 195.00/hr..... \$48.75

8/29/2020 - Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75

10/6/2020- Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50

6/30/2021 - County Record Abatement.....30 min @ 195.00/hr..... \$97.50

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**TOTAL ADMINISTRATIVE COST..... \$682.50**

**TOTAL CONTRACTOR’S INVOICE .....\$1,250.00**

**TOTAL COST OF ABATEMENT .....\$1,932.50**

# **FIRE SAFETY CLEARING.**

**510-541-2130.**

Sept. 27, 2020

Work done: Sat.Aug. 29, 2020

Invoice # 45046-2  
To: El Cerrito Fire Dept.  
Vacant Lot  
10192 San Pablo Ave.  
El Cerrito, CA. 94530

- Weed abatement, brush control
- Scotch broom,
- Garbage removal

Total due.....\$1200.00

Please make check to:

-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706.

Thanks for the work. It was much appreciated.

**PAID BY PROPERTY OWNER**

~~Exhibit U~~

**~~CITY OF EL CERRITO~~**  
**~~ADMINISTRATIVE COST WORK SHEET~~**

**~~7601 Potrero Avenue APN#~~** 505-401-005-2

~~5/27/2020 Initial inspection and notice .....15 min @ 195.00/hr..... \$48.75~~

~~7/14/2020 Re inspection ..... 15 min @ 195.00/hr.....\$52.75~~

~~7/21/2020 Office work and attend City Council meeting Abatement  
Hearing.....30 min@ 195.00/hr.....\$97.50~~

~~7/23/2020 Second notice ..... 15 min @ 195.00/hr.....\$48.75~~

~~8/22/2020 Posting of Property ..... 15 min @ 195.00/hr..... \$52.75~~

~~8/22/2020 Vendor bid inspection..... 30 min @ 195.00/hr.....\$97.50~~

~~8/24/2020 Re inspection..... 15 min @ 195.00/hr..... \$48.75~~

~~9/1/2020 Vendor observation/inspection 15 min @ 195.00/hr..... \$52.75~~

~~10/6/2020 Office work and attend City Council Meeting Cost  
Hearing..... 30 min @ 195.00/hr..... \$97.50~~

~~6/30/2021 County Record Abatement.....30 min @ 195.00/hr..... \$97.50~~

---

~~TOTAL ADMINISTRATIVE COST..... \$682.50~~

~~TOTAL CONTRACTOR'S INVOICE .....\$3,585.00~~

~~TOTAL COST OF ABATEMENT .....\$4,267.50~~



## Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235  
Oakland, CA 94611

|              |                   |
|--------------|-------------------|
| INVOICE      | #5033             |
| SERVICE DATE | Aug 28, 2020      |
| INVOICE DATE | Aug 28, 2020      |
| DUE          | net 14            |
| AMOUNT DUE   | <b>\$3,585.00</b> |

City of El Cerrito  
10900 San Pablo Ave  
El Cerrito, CA 94530

☎ (925) 458-0433  
✉ dcarrion@ci.el-cerrito.ca.us

### SERVICE ADDRESS

7601 Potrero Ave  
El Cerrito, CA 94530

### CONTACT US

☎ (510) 339-9991  
✉ service@oaklandhillsbrushclearing.com

## INVOICE

| Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 7601 POTRERO AVE. (EC): FIRE PREVENTION CLEARING- @ 50 x 50 ft. extreme slope.<br>Clear fire-hazardous vegetation according to ECFD standards as follows:<br><br>1) Clear very dense mixed old-growth brush to upper property line: including scotch broom, coyote brush, blackberry & poison oak vines, deadwood, weeds, etc., & haul away from site or partially site-process in a fire-safe manner.<br><br>2) Limb up low oak and cotoneaster branches 6ft. from ground or 1/4 ht. of shrub to mitigate "fire-ladder" conditions. Haul prunings away from site. | \$3,200.00        |
| Hauling<br>Haul away excess brush and prunings from site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$385.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>\$3,585.00</b> |

\*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.









Agenda Item No. 7.A.  
City Council Meeting  
October 6, 2020

# FY 2020-21 PROPOSED AMENDED BUDGET

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## FY 2020-21 Proposed Amended Budget Changes to Document

1. Reduce budgeted expenditures to ensure a non-negative fund balance for the Gas Tax and Measure A funds. (Page 32)
2. Additional language related to pensions in the budget document. (Page 28).
3. Disclose annual pension contributions in the Citywide expenditure table. (Page 27).
4. Additional language clarifying Police Department vacancies. (Page 94).
5. Addition of the Appendix Section. (Page 151).

# FY 2020-21 Proposed Amended Budget

## Citywide Expenditures

### All Funds

|                             | FY 2017-18<br>Actual | FY 2018-19<br>Actual | FY 2019-20<br>Unaudited<br>Actual | FY 2020-21<br>Adopted | FY 2020-21<br>Proposed |
|-----------------------------|----------------------|----------------------|-----------------------------------|-----------------------|------------------------|
| Salary & Benefits           | \$ 24,709,693        | \$ 26,658,356        | \$ 26,520,082                     | \$ 25,120,505         | \$ 24,684,640          |
| PERS - Normal cost          | 2,180,030            | 2,347,061            | 2,568,790                         | 2,854,308             | 2,798,574              |
| PERS - Unfunded Liability   | 3,170,504            | 3,733,974            | 4,367,588                         | 4,822,168             | 4,822,168              |
| <b>Total Personnel</b>      | <b>30,060,227</b>    | <b>32,739,391</b>    | <b>33,456,460</b>                 | <b>32,796,981</b>     | <b>32,305,382</b>      |
| Professional Services       | 5,537,032            | 5,109,812            | 4,849,770                         | 3,730,345             | 5,388,629              |
| Purchased Property Services | 8,792,435            | 4,858,699            | 4,746,452                         | 7,656,853             | 6,570,306              |
| Other Services              | 2,031,534            | 1,894,137            | 2,019,136                         | 1,927,019             | 1,927,535              |
| Supplies                    | 919,198              | 899,540              | 932,752                           | 865,421               | 922,039                |
| Property & Capital          | 458,803              | 983,551              | 507,837                           | 758,859               | 724,389                |
| Financing Costs             | 1,979,205            | 2,318,147            | 2,323,521                         | 2,640,498             | 2,567,863              |
| Other Financing Uses        | 2,436,063            | 3,420,883            | 2,826,963                         | 2,802,255             | 2,671,998              |
| <b>Total</b>                | <b>\$52,214,497</b>  | <b>\$52,224,160</b>  | <b>\$51,662,891</b>               | <b>\$53,178,231</b>   | <b>\$53,078,141</b>    |

# Proposed Staffing

| Department            | FY 2019-20<br>(Authorized) | FY 2020-21<br>(Authorized) | FY 2020-21<br>(Actual) | Vacant     |
|-----------------------|----------------------------|----------------------------|------------------------|------------|
| City Council          | 5.0                        | 5.0                        | 5.0                    | 0.0        |
| City Management       | 11.5                       | 10.0                       | 10.0                   | 0.0        |
| Finance Department    | 6.0                        | 6.0                        | 6.0                    | 0.0        |
| Community Development | 14.0                       | 15.0                       | 14.0                   | 1.0        |
| Fire                  | 37.0                       | 37.0                       | 37.0                   | 0.0        |
| Police                | 56.0                       | 55.0                       | 50.0                   | 5.0        |
| Public Works          | 25.0                       | 25.0                       | 25.0                   | 0.0        |
| Recreation            | 23.0                       | 21.0                       | 21.0                   | 0.0        |
| <b>Total</b>          | <b>177.5</b>               | <b>174.0</b>               | <b>168.0</b>           | <b>6.0</b> |