



## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Karen Pinkos, City Manager  
**DATE:** January 4, 2019  
**SUBJECT:** City Manager's Update

---

Happy New Year El Cerrito!

I'm thrilled and honored to begin this new year in a new role - your City Manager. Since I started here in 2001, I've been passionate about El Cerrito, including our values, our vision, and all those who live, work, play, and visit. I remain committed to the mission of El Cerrito and will work diligently to implement our strategic goals. I will continue to serve this wonderful community to the best of my ability, to be responsive and creative, provide steady leadership, and to enthusiastically guide our staff. I am excited for what the future holds for El Cerrito!

Going forward, the City Manager's Update will be provided twice a month, on the opposite weeks of the City Council packet, and made available to the public on the City's website. Providing timely information to the City Council and community is a high priority of mine and of our staff. Please do not hesitate to contact the City Manager's office with questions, concerns, or comments.

Thank you for all you do for our community! Here's to 2019!

Best,

*Karen Pinkos*

### CITY MANAGEMENT

#### **City Manager Updates**

December 26, 2018 was Scott Hanin's final day serving over 17 years as El Cerrito's City Manager. Staff, City Council, and the community honored Scott and his family at his penultimate City Council meeting at the beginning of December. He will be missed as he transitions to new adventures and spending more time with his family. Join us in wishing Scott well!



## CITY MANAGER'S UPDATE (CONT'D)

### **Minimum Wage increases January 1, 2019**

Starting January 1, 2019, the City's minimum wage will go from \$13.60 per hour to \$15 per hour. The City Minimum Wage Standards require all employers to pay their employees no less than the new minimum wage for all hours worked in the City of El Cerrito, regardless of where the business is headquartered. (Employees who work less than 2 hours a week within El Cerrito are exempt.)

Employers and workers with questions about the El Cerrito Minimum Wage Ordinance can visit [el-cerrito.org/wages](http://el-cerrito.org/wages) or contact Maya Williams, Assistant to the City Manager, at [mwilliams@ci.el-cerrito.ca.us](mailto:mwilliams@ci.el-cerrito.ca.us) or 215-4318.

### **Commission and Committee Vacancies**

The City Council will be conducting interviews in January and February to fill vacancies of commissions and committees. Interested residents can submit an application to the City Clerk. Applications may be downloaded from the City's website at [el-cerrito.org](http://el-cerrito.org) and e-mailed to [CityClerk@ci.el-cerrito.ca.us](mailto:CityClerk@ci.el-cerrito.ca.us).

There are openings on the following commissions and committees:

- Citizens Street Oversight Committee
- Civil Service Commission
- Commission on Aging
- Crime Prevention Committee
- Economic Development Committee
- Human Relations Commission
- Park and Recreation Commission
- Urban Forest Committee
- City Representative on the Contra Costa County Library Commission
- City Representative on the Board of the Mosquito & Vector Control District

## **INFORMATION TECHNOLOGY**

### **TRAKiT System – Online Permitting Services**

The TRAKiT System permitting module allows the public online access to Community Development services such as applications, permits, payments & inspection scheduling, and project information searches. Use of the system will result in cost savings because staff are able to receive payments quicker through online transactions.

### **Upgrading of City Hall Wifi**

The current wi-fi network is at the end of its useful life and is no longer being supported. The wifi upgrade will improve reliability, better performance and capabilities, reduced hardware failure rates, reduced downtime, and reduce support costs.

**FIRE**

**Changing of the Guard**

As we head into the new year, the Fire Department is experiencing changes that have not been seen since 1995 when the seven firefighters were hired for the Kensington Contract.

Chief Lance Maples is retiring after serving over 27 years with the El Cerrito Fire Department as well as Battalion



*Chief Pigoni & Carol Giovanatto*

Chief Larry Carr. Chief Maples was also honored at the

December City Council meeting with the outgoing City Manager. Battalion Chief Michael Pigoni has been appointed Fire Chief. Chief Pigoni was replaced by Battalion Chief Kevin Janes who will transition from Training and take over Operations on B Shift. Newly promoted Battalion Chief Jose Castrejon will switch from the line at Station 65 to the helm of C Shift and will take over Support Services. Battalion Chief Joseph Grupalo will move from Station 65 on A shift and assuming the Training position.



*Scott Hanin & Chief Lance Maples*

**CERT Update**

The El Cerrito/Kensington CERT Program has had another successful year in 2018 and continues steady program growth. First, with the continued partnership with our West County CERT neighbors in San Pablo and Richmond, we hosted two final all day exercises with ECFD members playing a very prominent part in the role-playing and instruction. Student feedback following both exercises was very positive and all participating students expressed their gratitude to us for producing such high-quality training. This partnership continues to be a very cost-effective model for producing a high quality training experience for our participants.

Second, our community participation in the El Cerrito/Kensington CERT Program continued to grow in 2018 with 60 participants in the 26-hour CERT course and 33 graduates from the two all-day certification exercises. Participation was up 25% and graduates were up 57% from 2017. We also had 35 citizens participate in the two Boot Camps. These Boot Camps remain a very viable alternative for citizens who cannot make the commitment to the full 26 hour course.

Third, we continued our expansion of the CERT Area Program by working closely with the Area Coordinators in our 17 CERT areas in El Cerrito and Kensington. This year the Area Coordinators participated in Community Outreach 17 programs and made contact with 1,027 people. These CERT Areas will play a critical role in our response and recovery in a

## CITY MANAGER'S UPDATE (CONT'D)

disaster by providing immediate care following the disaster, and transmitting information to the EOC and short-term sheltering neighbors.

Last, for the past few years, we have been working to build an emergency communication network with local licensed HAM Radio operators. These efforts continue and this year a communication system was installed at the Tassajara Clubhouse and was tested on September 30 at the Area 1 neighborhood drill. In addition, there are a couple of CERT Area Coordinators have taken it upon themselves to do "Fire Patrols" along the ridge tops of El Cerrito and Kensington during Red Flag days, reporting their findings and weather information to the Fire Department.

We are looking forward to another busy year in 2019 with three full-length 26 hour classes, two Boot Camps and all-day certification classes, and continue to improve the CERT website. We will also continue to develop our emergency communications network, organize our CERT Areas, increase advertising and increase our partnerships in order to strive to do the greatest good for the greatest number of our citizens, as we make every effort to become a self-sufficient community in the event of a major disaster.

### **POLICE**

#### **Community Police Academy**

The class offers courses in crime scene response, patrol procedures, use of force, canine operations and many other police-related topics. The next Community Police Academy will begin in February 2019. [el-cerrito.org/communityacademy](http://el-cerrito.org/communityacademy)

### **PUBLIC WORKS**

#### **PG&E Gas Main Replacement on Arlington Blvd**

The Engineering Division is pleased to announce that the construction of the PG&E Arlington Blvd Gas Main Replacement Project that started in mid-August is finally coming to an end. PG&E's sub-contractor has informed Engineering staff that all the underground work has been completed and residences were re-connected to the new main line on December 11. The project replaced approximately 2,900 liner feet of gas main and re-connected about 40 residences located along Arlington Blvd between Potrero Ave and Brewster Drive.

In early December, Engineering staff conducted a walk-through with PG&E to confirm the type and extent of restoration work. PG&E has started the restoration of all the affected concrete sidewalks, curbs and gutters, and, weather permitting, expects to have all the restoration of concrete and asphalt pavement completed by the end of January 2019. Since Arlington Blvd. was under an excavation moratorium, PG&E will also apply a slurry seal treatment and restripe on the northbound side of the street in early spring when temperatures are higher and appropriate for the installation of the slurry seal. Please

## CITY MANAGER'S UPDATE (CONT'D)

contact Ana Bernardes, Engineering Manager at (510) 215-4385 or [abernardes@ci.el-cerrito.ca.us](mailto:abernardes@ci.el-cerrito.ca.us).

### **Tree and Shrub Ordinance Update**

Staff has been working with the El Cerrito Urban Forest Committee (UFC) to improve the existing El Cerrito municipal code language regarding trees and shrubs in public places and the public right-of-way, including planting strips. Staff has drafted an updated and expanded ordinance that is intended to establish clear guidelines for the planting, maintenance, and removal of trees and shrubs in public spaces. This ordinance would serve to improve the health of El Cerrito's urban forest and would also meet a prerequisite standard for the City to receive the Tree City USA designation.

A public meeting is scheduled for January 7, 2019, to review and discuss the Tree and Shrub Ordinance Public Draft. The meeting will be a component of the UFC's regular meeting and will take place at the El Cerrito City Hall Council Chambers starting at 7 p.m. After receiving additional input from the UFC and members of the public, Public Works staff anticipate holding a public hearing for City Council to consider adoption of the Final Draft Tree and Shrub Ordinance on March 5, 2019.

For more information, please contact Will Provost, Management Analyst, at 525-7622 or [wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us).

### **Promotion**

The Public Works Department is excited to announce the promotion of **Ana Bernardes to Engineering Manager/Senior Engineer** as of December 10, 2018. Ana has over 30 years of civil engineering experience involving all phases of capital projects in both public and private agencies, and for the last 15 years has supported the Public Works Department of the City of Albany and now the City of El Cerrito. She is a licensed Professional Engineer.

## **RECREATION**

### **2019 Winter/Spring rECguide**

The Recreation Department's activity brochure (the rECguide) is now online and should have already arrived in your mailboxes. Registration for Winter/Spring 2019 Activities and Services is underway and can be done online at [el-cerrito.org/onlinereg](http://el-cerrito.org/onlinereg) or in person at the El Cerrito Community Center and/or the El Cerrito Midtown Activity Center. Try something new in 2019!

### **After School Enrichment Programs**

Session 2 of the After School Enrichment Programs at Harding, Madera, and Fairmont elementary schools will begin in January. Each school has its own unique calendar of classes in subjects including athletics, technology, art, drama, chorus and more. Classes are led by professional instructors and take place conveniently onsite at each campus right after the bell rings providing a safe, enriching place for students to be after school.

## CITY MANAGER'S UPDATE (CONT'D)

### **Summer Camps 2019**

As the temperature continues to drop, summer seems like the furthest thing away but the planning for El Cerrito's Summer Camps is already done! Look for our Summer Camp rECguide later in January and see the events section below to learn more about our rECexpo and how you can save 10% on camps.

### **UPCOMING EVENTS:**

#### **January - May (Tuesdays) – Eldertech: Smartphone & Tablet Tutoring, 2 to 4 p.m.**

Location: Midtown Activity Center, 10940 San Pablo Ave

Contact: [mdoleon@ci.el-cerrito.ca.us](mailto:mdoleon@ci.el-cerrito.ca.us), 559-7677/[el-cerrito.org/recreation](http://el-cerrito.org/recreation)

Do you want to learn more about the iPhone, iPad or other mobile device? Need help figuring out how it all works? Sign up for 1-hour one-on-one tutoring sessions at the Midtown Activity Center. In partnership with the El Cerrito High School Information Technology Academy.

#### **January 7 (Monday) – Public Meeting - Tree and Shrub Ordinance, 7 to 9 p.m.**

Location: City Hall, 10890 San Pablo Avenue

Contact: Will Provost, [wprovost@ci.el-cerrito.ca.us](mailto:wprovost@ci.el-cerrito.ca.us), 525-7622

*See description in "Public Works" above.*

#### **January 11 (Friday) – Birding Trip 50+: Coyote Hills Regional Park, 8 a.m. to 2 p.m.**

Location: Departs from the Contra Costa Civic Theater parking lot, 951 Pomona Ave

Contact: [mdoleon@ci.el-cerrito.ca.us](mailto:mdoleon@ci.el-cerrito.ca.us), 559-7677, [el-cerrito.org/recreation](http://el-cerrito.org/recreation)

We will look for birds and explore new locations in the area. Wear sturdy footwear and comfortable outdoor clothing. Bring water, a lunch and sunscreen. Birders are encouraged to bring binoculars, bird book and camera.

#### **January 14 (Monday) – I-80 Central Avenue Interchange Improvements – Phase 2 Local Roads Realignment Project, 6:30 p.m.**

Location: City Hall, 10890 San Pablo Avenue

Contact: Public Works Engineering, (510) 215-4382

Description: Presentation of plans for Phase 2 improvements for the I-80 Central Avenue interchange. Following the Phase 1 operational improvements, Phase 2 is aimed at improving traffic flow along Central Avenue by increasing the spacing between the signalized intersections and reducing the blockage of through-traffic along Central Avenue by reconfiguring access to and from Pierce Street. This project is sponsored by the Contra Costa Transportation Authority in concert with the cities of Richmond and El Cerrito.

#### **January 18 (Friday) – Hiking Trip 50+: China Camp, 8:30 a.m. to 2 p.m.**

Location: Departs from the Contra Costa Civic Theater parking lot, 951 Pomona Ave

Contact: [mdoleon@ci.el-cerrito.ca.us](mailto:mdoleon@ci.el-cerrito.ca.us), 559-7677, [el-cerrito.org/recreation](http://el-cerrito.org/recreation)

China Camp is a Level 2 hike with a paved trail with some inclines. Dressing in layers is important as temperature changes rapidly in many locations. Hikers are welcome to bring

## CITY MANAGER'S UPDATE (CONT'D)

a camera or binoculars and are encouraged to bring a backpack, sack lunch, water, sunscreen and hiking footwear.

### **January 20 (Sunday) – Creedence Clearwater Revival: El Cerrito's Contribution to Rock. A talk by Joel Selvin, 2 p.m.**

Location: El Cerrito Community Center

Contact: [elcerritohistoricalsociety@yahoo.com](mailto:elcerritohistoricalsociety@yahoo.com), 526-7507, [lcerritohistoricalsociety.org](http://lcerritohistoricalsociety.org)

Joel Selvin, who has “followed Creedence from the Monkey Inn to the Oakland Coliseum” both as a fan and San Francisco Chronicle music critic, will discuss the band’s history, first as the Blue Velvets in El Cerrito, then the Golliwogs, then Creedence Clearwater Revival.

### **January 20 (Sunday) - Documentary Screening of “Cracking The Codes” With Community Conversation, 4 p.m. as part of the 30TH ANNUAL CELEBRATION OF MARTIN LUTHER KING, JR. DAY**

Location: El Cerrito High School, Performing Arts Theatre, 540 Ashby Avenue

Contact: Kristen Cunningham, 215-4304, [kcunningham@ci.el-cerrito.ca.us](mailto:kcunningham@ci.el-cerrito.ca.us)

Join the conversation as we discuss how to build a society that provides equitable, sustainable access to the resources that all people need to thrive. [RSVP here](#)

### **January 21 (Monday) – Rally (8:30 a.m.), Parade (9:30 a.m.), and Celebratory Program (11 a.m.) as part of the 30TH ANNUAL CELEBRATION OF MARTIN LUTHER KING, JR. DAY**

Location: *Parade & Rally* - El Cerrito City Hall - 10890 San Pablo Avenue; *Program* - El Cerrito High School, Performing Arts Theatre, 540 Ashby Avenue

Contact: Kristen Cunningham, 215-4304, [kcunningham@ci.el-cerrito.ca.us](mailto:kcunningham@ci.el-cerrito.ca.us)

A rally on Monday will feature student speakers and entertainment, followed by a parade starting at City Hall, continuing down San Pablo Avenue to Moeser Lane, walking around Cerrito Vista Park to Ashbury Avenue, and ending at El Cerrito High School. The Performing Arts Theater at the high school will open to the public at 10 a.m. and a celebratory program will begin at approximately 11 a.m. To participate in the parade, complete the online Parade Registration form at [el-cerrito.org/MLK](http://el-cerrito.org/MLK).

### **January 26 (Saturday) - Crab Feed, 5 p.m.**

Location: El Cerrito Community Center

Contact: [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us), 559-7000, [el-cerrito.org/recreation](http://el-cerrito.org/recreation)

Join your friends and family to enjoy generous servings of fresh crab along with salad bread, pasta & dessert. Proceeds benefit the David Hunter Memorial Scholarship. \$50 per ticket. **NEW! Kids Crab Club:** Don't worry about finding a babysitter, bring your kids with you to the Crab Feed and we'll take care of the rest. Fun activities and dinner (pasta, salad, garlic bread and dessert) provided. \$15 per child 3 – 10 years old (must be potty trained).

### **January 31 (Thursday) - Day Trip 50+: Bay Model Visitor Center, 9:30 a.m. to 2 p.m.**

Location: Departs from the Contra Costa Civic Theater parking lot, 951 Pomona Ave

Contact: [mdeleon@ci.el-cerrito.ca.us](mailto:mdeleon@ci.el-cerrito.ca.us), 559-7677/[el-cerrito.org/recreation](http://el-cerrito.org/recreation)

The Bay Model Visitor Center in Sausalito is a fully accessible education center

## CITY MANAGER'S UPDATE (CONT'D)

administered by the U.S. Army Corps of Engineers. It hosts a working hydraulic model of the San Francisco Bay and Sacramento-San Joaquin River Delta System. The group will enjoy a docent tour followed by a sit-down luncheon in Sausalito.

### **February 2 (Saturday) – Family Sweetheart Dance, 6 p.m. to 8 p.m.**

Location: El Cerrito Community Center, 7007 Moeser Lane

Contact: [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us), [559-7000/el-cerrito.org/recreation](http://559-7000/el-cerrito.org/recreation)

Put on your dancing shoes, find your special little someone and join us for a magical evening at our annual Family Sweetheart Dance! Music, dancing, refreshments and photo booth fun for the whole family.

### **February 9 (Saturday) – 3<sup>rd</sup> Annual rECexpo Camp Fair, 9 a.m. to 12 p.m.**

Location: El Cerrito Community Center, 7007 Moeser Lane

Contact: [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us), [559-7000/el-cerrito.org/recreation](http://559-7000/el-cerrito.org/recreation)

A chance to visit with camp vendors and experience the variety of camps available through the City of El Cerrito's Recreation Department. Registration for camp opens at the rECexpo and those families who register the day of the event receive a 10% discount on the camps they register for!

## **PERSONNEL UPDATES**

### **Promotions:**

Ana Bernardes to Engineering Manager/Senior Engineer

Damien Carrion to the rank of Captain/Paramedic

Jose Castrejon to the rank of Battalion Chief

Anthony Dawson to the rank of Engineer

Joseph Grupalo to the rank of Battalion Chief

Karen Pinkos to City Manager

Brett Thatcher to the rank of Engineer

David Yun to the rank of Captain/Paramedic

### **Retirements:**

Battalion Chief Larry Carr retired December 30, 2018

City Manager Scott Hanin retired December 25, 2018

Fire Chief Lance Maples retired December 30, 2018

**Attachments:** none