MEMORANDUM

TO: Mayor and City Council
FROM: Karen Pinkos, City Manager
DATE: June 11, 2020
SUBJECT: City Manager’s Update

Please find attached the City Manager’s Update for the period June 11 to June 17. I will provide a budget and other citywide updates in the June 18 City Manager’s Update.

Please stay safe and healthy.

Karen Pinkos
City Manager
City of El Cerrito
CORONAVIRUS (COVID-19) UPDATES

el-cerrito.org/COVID19 - Please see website for citywide updates.

County Health Order Revised to Allow More Outdoor Activities and Expand Retail Operations
Contra Costa County residents may again enjoy outdoor swimming pools, outdoor seating at restaurants and dog parks under a new health order. The order also allows for outdoor religious services of up to 100 people, indoor religious services of up to 12 people, use of outdoor picnic and barbecue spaces, and overnight camping for people belonging to the same household.

On June 3, the County Health Officer issued a new Health Order allowing some retail operations to resume with guidelines in place to ensure safe operations. View the details and associated guidance on the Health Departments’ coronavirus website.

Open for Business? Let us help you get out the word!
Many of El Cerrito's businesses are open and providing essential services. Restaurants, grocery stores, pharmacies and many service-oriented operations. How can you find out which ones are open and when? Try our “What’s Open El Cerrito?” webpage that makes the information easy to find.

If you operate a business that is open during this shelter at home period and is not in our database, please email mwilliams@ci.el-cerrito.ca.us for instructions.

To our open essential businesses, we thank you and are happy to support you during this difficult time.
CITY MANAGEMENT

Census 2020
If you (or someone you know) cannot respond to the Census online, don't worry! You can call 844-330-2020 or, if you received a paper form in the mail, you could complete it that way too. The important thing is that everyone in your household is counted in Census 2020. Do your part to make sure that El Cerrito is fully counted!

Responding to Census 2020 will directly impact our ability to respond to future health crises like the one we are living through right now.

CENSUS DATA IS USED TO SUPPORT HEALTHCARE BY:

- Monitoring the spread of infectious diseases
- Providing critical funds for healthcare programs and services
- Determining locations of new hospitals
- Identifying healthcare needs of vulnerable populations

COMMUNITY DEVELOPMENT

The City is Exploring Outdoor Seating Options Through a Business Survey
The City is currently exploring opportunities to create and expand outdoor dining and retail activity, including curbside/outside pickup and delivery as part of Stage 2 of the state’s COVID-19 response. The Contra Costa County Shelter in Place Order establishes protocols for retail and restaurants to ensure physical distancing is met.

To help the City better understand the needs of businesses, staff has put together a survey for El Cerrito businesses to provide feedback. The information collected will be used to develop guidelines and procedures for accommodating such requests. Surveys were emailed to businesses on June 10 and responses are due by June 17. For more information, please visit el-cerrito.org/COVID19, Resources for Local Businesses, or contact the Community Development Department at community@ci.el-cerrito.ca.us.

Rehabilitation of Affordable Housing in El Cerrito
Resources for Community Development (RCD) recently completed the rehabilitation of Idaho Apartments, an existing affordable property located at 10203 San Pablo Avenue. This affordable housing property is set aside for formerly homeless residents with disabilities. Funding for this
project was possible in part from the former El Cerrito Redevelopment Agency.

Idaho Apartments, originally built in the 1940’s as the Idaho Motel, is a 29-unit property serving homeless residents. The property was originally renovated and converted to affordable housing in 1997 and was since in need of repairs. The site includes five one- and two-story garden style buildings surrounding a central courtyard. The rehabilitation included new roofing, windows, stucco repairs, new unit finishes, paint, flooring, cabinetry, bathroom fixtures, sinks, refrigerators, and new kitchen cooktops. Plumbing and electrical systems were also upgraded to provide LED lighting and more efficient water heating and space heating. Common areas and offices were upgraded, and a community garden was constructed along with an art mural. Check the mural out next time you are on San Pablo Avenue!

FIRE

2020 Fire Hazard Mitigation
The Fire Department’s Fire Prevention Officer has completed the first round of inspections in El Cerrito for compliance with the City’s Vegetation Management Policy. This year, there were approximately 225 parcels that were found to be in violation of the policy and issued notices of non-compliance. This is a notable improvement over the 900 notices issued last year. The Fire Prevention Officer will continue with re-inspections of these parcels as well as new inspections on any complaints that are received.

Peak Fire Season
This past Saturday afternoon, three major fires broke out in three local Counties. One in Sonoma County off Stage Gulch Road and one in Contra Costa County off Willow Pass Road, both of which burned close to 100 acres before being contained. At the same time, another fire in Solano County in the Quail Valley area north of Vacaville burned over 1,400 acres and destroyed at least 3 homes. A strike team of engines from Contra Costa County responded in mutual aid with El Cerrito’s Battalion Chief Jose Castrejon as the Strike Team Leader and they returned home Tuesday afternoon. All these three incidents displayed rapid fire spread and are indicators of what this season has to offer.
POLICE

Police Chief Letter to the Community
The purpose of this letter is to address some community inquiries about the El Cerrito Police Department’s (ECPD) use of force policy. These inquiries have asked whether the ECPD has instituted any, some, or all the recommendations from Campaign Zero, found in their report, “Police Use of Force Policy Analysis.” You can also find references to the campaign online by searching “8cantwait”.

The campaign encourages police departments to adopt 8 policies that organizers believe lead to a reduction in officer use of force. In the letter attached below, you will find each policy recommendation along with the Chief Keith’s comments on ECPD policy, philosophy, and plans.

PUBLIC WORKS

First Responders in Public Works
The City’s Public Works Operations + Environmental Services Division responds to a variety of urgent issues in our parks and in the public right-of-way. Maintenance Staff serve as first responders for tree failures, fallen tree limbs, irrigation leaks, illicit discharges, storm and wind events, and flooding issues, among others.

Most recently, on Friday, May 29, a Monterey Cypress Tree on Clark Place collapsed into the street. The tree split from the top causing the attached limb to fall and obstruct the road. (See photo at right.) City staff responded quickly to the scene to ensure the road was opened and safe for use within hours.

These urgent maintenance issues happen at all hours, including evenings, nights, and weekends when City offices are closed. To report urgent maintenance issues that require immediate attention after normal business hours (evenings, nights, weekends, and holidays), please call Police Dispatch at (510) 233-1214. To report tree failures, fallen tree limbs, illicit discharges, etc., during normal business hours (Monday through Friday, 8:00 am – 4:00 pm), please e-mail Maintenance@ci.el-cerrito.ca.us or call (510) 215-4369. For more information about maintenance services, visit el-cerrito.org/Maintenance.

Reopening of Bruce King Dog Park and City Picnic Areas
On Friday, June 5, Contra Costa County released a revision to its health order, allowing dog parks and picnic areas to reopen. In alignment with the revised order, the City has reopened the Bruce King Dog Park and picnic tables and barbecue areas citywide, with some limitations. The City is
placing signage at these locations to outline the remaining restrictions, including:

- **Picnic & Barbecue Areas**
  - In alignment with the County Health Order, each picnic table, barbecue pit, or grill may be used by only one household or living unit at a time.
  - Each member of a household or living unit must maintain at least six feet of separation from all members of other households or living units in the area.

- **Dog Parks**
  - In alignment with the County Health Order, an individual must not enter a dog park if it is not possible at that time, within the park, to easily maintain at least six feet of separation from all other persons.
  - Face coverings must be worn at all times, except by persons to which an exception under the Face Covering Order applies.

For more information visit [el-cerrito.org/covid19](http://el-cerrito.org/covid19).

**New Interpretive Signage Added to the Hillside Natural Area!**

In May, the El Cerrito Trail Trekkers and the El Cerrito Rotary Club completed installation of a 15-sign Interpretive Walk in the Hillside Natural Area, a project three years in the making. The interpretive signs highlight plants, animals, geology, history, and more along the trail from Schmidt Lane to Douglas Drive. Learn more about this project and download a trail map from the Trail Trekkers website at [ectrailtrekkers.org](http://ectrailtrekkers.org).

The El Cerrito Rotary Club funded the signs and helped with installation. The Rotary provided major inspiration and funding, but it was a community effort. Signs were designed by Jan Byers, and the drawings are by Adam Prost.

Authors of the sign text are:

- Susan Schwartz of Friends of Five Creeks, who wrote about creeks, grassland, oaks, and shrubs;
- Tara McIntire, who wrote about red-tailed hawks;
- Keli Hendricks of Project Coyote, who wrote about coyotes;
- Gary Prost of the Northern California Geological Society, who wrote about rocks and geology;
- Zara McDonald of the Felidae Conservation
Fund, who wrote about mountain lions;
★ Dave Weinstein, who wrote about Hillside history and banana slugs;
★ Eddie Dunbar of the Insect Sciences Museum of California, who wrote about dragonflies; and
★ Bev Ortiz of the East Bay Regional Park District, who wrote about the Huchiun people.

Tom Gehling contributed drawings of invasive plants. City staff from the Public Works and Recreation Departments assisted along the way, including coordinating with the City’s Wayfinding Sign Project, reviewing the interpretative sign designs, researching sign fabrication and installation details, and soliciting bids from sign manufacturers.

**Recycling Center Continues to Provide Services**

Since May 13, the City’s Recycling Center has been open to the public. Public Works staff has made this possible by implementing new systems and protocols that allowed the Center to reopen while maximizing safety and social distancing for our staff and customers. **The Center is operating with limited hours and services (open 10 a.m. to 4 p.m., Tuesday through Saturday) to ensure safety protocols are met.**

Protocols include:
- Recycling customers and City staff must wear a face covering
- Customers must keep 6 feet apart from other customers and City staff
- Limiting the number of cars/pedestrians given access to the facility at any one time
- Customers encouraged to limit visits to the Center to 15 minutes

In addition, the following areas and services are temporarily unavailable:
- Exchange Zone + Interpretive Area Closed
- Office, Lobby, Restrooms Closed
- Not accepting Styrofoam/EPS
- Recycling Center is closed on Sundays and Mondays
- Services for non-area residents that typically require a transaction are unavailable

All the following services are available:
- Eco Salvage is accepting small household items in good condition
- RecycleMore Service Area Residents Only: See Yard Staff for assistance with Fluorescent Light Bulbs, Pharmaceutical, and Sharps Disposal
- In addition, Household Hazardous Waste collection continues on Tuesdays
Staff has implemented measures that allow each of these services to be provided while minimizing or eliminating close contact. For more information about the Recycling Center’s operations during this time, visit el-cerrito.org/recyclingcenter. Contact Recycling Center Staff at greenassistant@ci.el-cerrito.ca.us or (510) 215-4350.

RECREATION

Special Summer Camp Session 1 Started Monday
The first week of the Special Summer Camp Session is off to a great start! Camps opened across the City on Monday, June 8, at Fairmont, Harding, Castro, Casa Cerrito, Cerrito Vista, and the Community Center. There are a total of ten City-run camps, plus seven specialty camps including Sports Camp, Lego Camp, Tennis, and a brand-new Gymnastics, Cheer, and Dance Camp. In total, these different options are providing care to almost 200 campers. While this session is very different from the regular summer program typically offered, we have been getting some great reviews. One parent wrote:

“Just a quick note to let you know that my kids LOVE camp. Yes, it’s different from usual, but so far they have been coming home exhausted but so happy to be able to spend the day with other kids. Please send my thanks to all of the counselors who are working so hard to make this experience possible.”

Summer Camp Sessions 2 & 3 Coming Soon!
Summer Camp will continue with two more special camp sessions running three weeks each.

- Session 2 - July 6 to July 24
- Session 3 - July 27 to August 14

Our experienced and enthusiastic staff have worked hard to deliver program designs and activities that will keep your camper active, engaged, growing in mind and body, and smiling with joy to be with their friends! Additional information about our upcoming special summer camp sessions will be out soon at el-cerrito.org/summercamp. Registration starts on Wednesday, June 17.

Public Pools Now Allowed to Open
On June 5, 2020, Contra Costa County put out a new health order stating outdoor pools are allowed to re-open with some physical distancing and other guidelines. We are working on getting the facility and pool ready and getting the staff trained, so it will take some time. As soon as there is a date set, it will be posted it on the website el-cerrito.org/swimcenter. An email message will also be sent to all pass holders.

60+ Senior Services
C.C. Café will continue the “To-Go Meal” program providing nutritious meals for seniors each Wednesday. Meals rotate on an 8-week cycle alternating calcium options between milk and calcium fortified drink packets and grains options alternate between whole wheat bread, crackers and
oatmeal. Meals are delivered to the homes of seniors ages 60+ living in El Cerrito and are available for pick up at the Midtown Activity Center for non-El Cerrito residents. Email midtown@ci.el-cerrito.ca.us or call (510) 559-7677 to sign up.

**Easy Ride Paratransit** continues offering rides to seniors ages 60+ on Mondays and Tuesdays 11:30am-3:00pm. Rides are for El Cerrito residents and are within El Cerrito City Limits. Cost is $2 per trip. Please call (510) 559-7677 to request a ride.

**Subscribe & Follow**
It is important to stay connected during this difficult time. For up-to-date information in the El Cerrito Recreation Department, please subscribe to our email newsletter rECnews at el-cerrito.org/recreation
Follow us: Instagram - @ecrecreation | Facebook - @ecrecreation | Twitter - @ElCerritoREC

**ATTACHMENTS/FLYERS**

- Police Chief Letter to the Community
- 60+ June Newsletter
- “To-Go Meal” Program Menu
June 8, 2020

Dear El Cerrito Community,

I am proud to serve as your Chief of Police. I lead a department of people who have dedicated their professional careers to helping the El Cerrito community. I hope that you will give me a moment of your time while I respond to some community concerns.

To begin with, I would like to talk about our policy manual. Our manual can be found at: https://www.el-cerrito.org/1391/Policies. Just a bit of forewarning, if you follow the link you will discover over 680 pages of directives and mandates. It can be a bit daunting to navigate so for the purpose of simplifying your reference, I will help you find our policies relating to the Use of Force. These policies are found beginning in Section 300, on page 44.

The purpose of this letter is to address some community inquiries about our use of force policy. These inquiries have asked whether the ECPD has instituted any, some or all of the recommendations from Campaign Zero, found in their report, “Police Use of Force Policy Analysis”. You can also find references to the campaign online by searching “8cantwait”. The campaign encourages police departments to adopt 8 policies that organizers believe lead to a reduction in officer use of force. Below, you will find each policy recommendation along with my comments on ECPD policy, philosophy and plans.

**#1 Require officers to de-escalate situations, when possible, before using force.**
El Cerrito officers are required to consider all tools and training at their disposal, before using force. This means that officers must also rely on their de-escalation training. Our current policy does not explicitly require the use of de-escalation, but we are in the process of changing that.

**#2 Use a force continuum or matrix that define/limit the types of force and/or weapons that can be used to respond to specific types of resistance.**
The ECPD does not use a force continuum or matrix. Instead, we require our officers to consider 19 factors before using force. These factors consist of legally established statutory and case law mandates. The list is extensive and intended to demonstrate the distinctions present in a given situation. It is a relief to me to know that our officers will not treat all violent physically resisting people the same way. Instead, they will focus on the unique aspects of the incident and suspect behaviors to determine their response. I believe a continuum overly simplifies a legally complex issue. (#300.3.2)

**#3 Restrict chokeholds and strangleholds (including carotid restraints) to situations where deadly force is authorized or prohibiting them altogether.**
We do not authorize the use of the carotid control hold. (#300.3.4)
#4 Require officers to give a verbal warning, when possible, before using deadly force.
Officers are required to give a warning before using deadly force, when feasible. (#300.4)

#5 Prohibit officers from shooting at people in moving vehicles unless the person poses a deadly threat by means other than the vehicle (for example, shooting at people from the vehicle).
Shooting at moving vehicles is rarely effective. We direct officers to move out the path of approaching vehicles. Our policy allows officers to use deadly force on a person using a vehicle as a weapon, as in the case of terrorist attacks on public gatherings or pedestrians. (#300.4.1)

#6 Require officers to exhaust all other reasonable alternatives before resorting to using deadly force.
Officers are required by policy and state law to consider and exhaust other reasonable alternatives before resorting to deadly force. (#300.4) (CA Penal Code 835a(a)(2))

#7 Require officers to intervene to stop another officer from using excessive force.
ECPD officers are required to intervene to stop another officer from using unreasonable force. (#300.2.1)

#8 Require Comprehensive Reporting that includes both uses of force and threats of force (for example, reporting instances where an officer threatens a civilian with a firearm).
ECPD has comprehensive reporting requirements for the use of force. We also have a robust use of force review process. We do not specifically call out threats of force because they do not currently fall under the definition of a use of force. We are considering modifying this policy to include threats of force. (#300.5)

I hope this letter helped to provide a brief review of our policy positions. Police Use of Force is a legally complex matter. We work with a team of lawyers from our partners at Lexipol, LLC to help craft our policy manual. This way we ensure that our manual is frequently updated as the law changes.

Thank you for taking the time to read this letter. If you would like to discuss anything that I have written, please feel free to call. Alternatively, we can set up a time to talk in person, as long as we are outdoors and socially distancing. Stay safe out there!

Regards,

Paul Keith
Chief of Police
El Cerrito Police Department
(510) 215-4425
pkeith@ci.el-cerrito.ca.us
Available Services

**ATTENTION C.C. CAFE UPDATES EFFECTIVE JUNE 1st**

C.C. Cafe participants will receive (5) frozen meals each week (previously 7 frozen meals)

Calcium offerings will alternate between flavored calcium-fortified beverage powders and a 1/2 gallon of milk.

Grains offerings will alternate between wheat bread, oatmeal packets and assorted crackers.

C.C. Cafe is dependent upon donations. Any contributions you can make to the program are appreciated. Donations can be made by check made out to “City of El Cerrito” and left in an envelope on your porch at 11am on Wednesdays for pick up when we deliver your meals (El Cerrito residents) or can be mailed to: Midtown Activity Center, 10940 San Pablo Ave, El Cerrito, CA 94530

Questions?
Email: midtown@ci.el-cerrito.ca.us or call: (510) 559-7677

**C. C. Cafe Annual Registration Forms Due 6/17/20**

Dear C.C. Cafe Participant,

We hope all is well and you that are enjoying the C. C. Cafe To-Go Meal program. As you may know, C.C. Cafe is a county-run meal program that is dependent upon donations as well as outside funding. Each fiscal year C.C. Cafe participants are required to complete a new NAPIS form and emergency card in order for the program to receive funding.

Included with your June 3rd meal delivery are the enrollment forms for the 2020-2021 fiscal year. Please complete and return forms by placing the completed forms in an envelope on your porch on meal delivery day (if you live in El Cerrito) or by turning forms in when you pick up your meals (non-residents). Completed forms must be returned no later than Wednesday June 17th.

If you have questions email midtown@ci.el-cerrito.ca.us or call (510) 559-7677.

Thank you,
Midtown Activity Center Staff

For more information about these programs
**call (510)559-7677 or visit www.el-cerrito.org/1490/50-Seniors**
For more information about these activities call (510)559-7677 or visit www.el-cerrito.org/50-Seniors
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<th>MONDAY</th>
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<td>Turkey Dinner</td>
<td>Spaghetti &amp; Meatballs</td>
<td>BBQ Chicken Rib Patty</td>
<td>Salisbury Steak</td>
<td>Cheese Ravioli</td>
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<td>Stuffing</td>
<td>* California Veggies</td>
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<td>Meatloaf</td>
<td>Creamy Mushroom Chicken over Penne Pasta</td>
<td>Oven Baked Fish</td>
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<td>Salmon Patty</td>
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