AGENDA

SPECIAL CITY COUNCIL MEETING
Tuesday, January 5, 2016 – 6:00 p.m.
Hillside Conference Room

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

Greg Lyman – Mayor
Mayor Pro Tem Janet Abelson    Councilmember Mark Friedman
Councilmember Jan Bridges           Councilmember Gabriel Quinto

This meeting will not be televised.

ROLL CALL
6:00 p.m. CONVENE SPECIAL CITY COUNCIL MEETING

1. ORAL COMMUNICATIONS FROM THE PUBLIC
All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items listed on this special meeting agenda only.

2. ADOPTION OF THE CONSENT CALENDAR – Item No. 2A

   A. Extension of Current Terms of Members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission

Adopt a resolution interpreting Section 2.04.220 of the El Cerrito Municipal Code to permit the extension of the terms of members of the Design Review Board, Planning Commission Parks and Recreation Commission and Human Relations Commission to maintain the full membership of those bodies during a gap period that has occurred as a result of amendments to the Municipal Code. The resolution would also extend the terms of specific members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission.

3. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS
Conduct interviews of candidates for city boards and commissions. Interviews may result in an announcement of appointment at the meeting. The City Council may also discuss and determine the scheduling and structure of future interviews.

ADJOURN SPECIAL CITY COUNCIL MEETING
The next City Council meeting is Tuesday, January 19, 2016 at 7:00 p.m. at City Hall, 10890
San Pablo Avenue, El Cerrito, California.

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

- 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).
Date: January 5, 2016
To: El Cerrito City Council
From: Cheryl Morse, City Clerk

ACTION REQUESTED
Adopt a resolution interpreting El Cerrito Municipal Code Section 2.04.220 to permit the extension of the terms of members of the Design Review Board, Planning Commission, Parks and Recreation Commission and the Human Relations Commission to maintain the full membership of those bodies during a gap period that has occurred as a result of amendments to the Municipal Code. The resolution would also extend the terms of specific members of these advisory bodies.

BACKGROUND
On December 3, 2013, the City Council adopted Ordinance No. 2013-06, which among other things, changed the beginning of terms for members of boards and commissions from January 1 to March 1. At the time that the Council was considering the ordinance, it was anticipated that, as a result of some members’ terms expiring on January 1, there would be a one-time gap before their or their successors’ new terms began on March 1. The Development Services Department, Recreation Department and City Management wishes to extend the terms of current members to minimize any disruption to business scheduled before the Design Review Board, Planning Commission, Park and Recreation Commission and Human Relations Commission during that gap period. Staff believes that the review process would benefit from full and experienced membership on both bodies. The Council last approved an interim appointment to resolve the gap in terms for the Design Review Board and Planning Commission on January 20, 2015.

ANALYSIS
Under Section 2.04.220 of the Municipal Code, members of boards and commissions serve four-year terms. El Cerrito Municipal Code Section 2.04.220(B)(3) states:

Term. Terms are four years, commencing on March 1st unless a member is removed from office pursuant to the provisions of subsection (B)(4) of this section. Members appointed prior to March 1, 2014 with terms that commenced on January 1 will conclude their terms on January 1. The membership shall be divided to achieve temporal distribution of terms. If
a board member or commissioner fails to complete the term, the council appointment shall be for the remainder of the uncompleted term. Members are not eligible to serve on the same board or commission if they have served two full consecutive full four-year terms.

The Code outlines the process for appointing members of boards and commissions and their qualifications, among other things, and specifically notes that members serve at the pleasure of the City Council, which alludes to the power of the City Council to appoint and remove members. The Code does not expressly prohibit the Council from extending terms, and the City Attorney believes that it is within the Council’s authority to extend the term of a sitting member of a board or commission, particularly under the circumstances outlined above. It would nevertheless be appropriate for the Council to adopt a resolution stating its interpretation of the Code for the record.

The proposed resolution also states that the extension would be counted as part of the current term of the affected members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission. Members of boards and commissions are limited to no more than two consecutive full terms under Section 2.04.220(B)(2) of the Municipal Code. Thus, the extensions would have no effect on the ability of a member to seek appointment to another term.

**STRATEGIC PLAN CONSIDERATIONS**

Extension of the terms of the specified members of the Planning Commission and Design Review Board would further Goal A of the Strategic Plan (“Deliver exemplary government services”) by ensuring the Planning Commission and Design Review Board have full membership during consideration of important development applications. The Parks and Recreation Commission will also be considering important business and the Human Relations Commission plans and participates in the annual Martin Luther King, Jr. Celebration in January among other events.

**FINANCIAL CONSIDERATIONS**

The proposed resolution has no financial impacts.
LEGAL CONSIDERATIONS

As noted above, the City Attorney believes that the proposed interpretation and extension of the terms of the specified members of the Planning Commission, Design Review Board, Parks and Recreation Commission and Human Relations Commission is allowable under the Municipal Code.

Reviewed by:

Scott Hanin, City Manager

Attachments:

1. Resolution
RESOLUTION 2016–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
INTERPRETING SECTION 2.04.220 OF THE EL CERRITO MUNICIPAL CODE TO
PERMIT THE EXTENSION OF THE TERMS OF MEMBERS OF THE PLANNING
COMMISSION, DESIGN REVIEW BOARD, PARKS AND RECREATION
COMMISSION AND HUMAN RELATIONS COMMISSION TO MAINTAIN THE
FULL MEMBERSHIP OF THOSE BODIES DURING A GAP PERIOD THAT WILL
OCCUR AS A RESULT OF RECENT AMENDMENTS TO THE MUNICIPAL CODE

WHEREAS, on December 3, 2013, the City Council adopted Ordinance No.
2013-06, which among other things, changed the beginning of terms for members of
boards and commissions from January 1 to March 1; and

WHEREAS, at the time that the Council was considering the ordinance, it was
anticipated that, as a result of some members’ terms expiring on January 1, there would
be a gap before their or their successors’ new terms began on March 1. It has since come
to the Council’s attention that the Planning Commission and Design Review Board will
continue to review and consider projects during that gap period and that the Parks and
Recreation Commission and Human Relations Commission also has important work and
projects to consider during the gap period. The Council believes that the review process
would benefit from full and experienced membership on both bodies; and

WHEREAS, under Section 2.04.220 of the Municipal Code, in its current form,
members of boards and commissions serve four-year terms starting on January 1. The
Municipal Code outlines the process for appointing members of boards and commissions
and their qualifications, among other things, and specifically notes that members serve at
the pleasure of the City Council, which alludes to the power of the City Council to
appoint and remove members; and

WHEREAS, the Municipal Code does not expressly prohibit the City Council
from extending terms, and the City Council believes that it is within the Council’s
authority to extend the term of a sitting member of a board or commission, particularly
under the circumstances outlined herein. The City Council therefore adopts this
resolution stating its interpretation of the Code for the record.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El
Cerrito that it hereby interprets Section 2.04.220 of the Municipal Code to permit the
short-term extension of the term of a sitting member of a board or commission (“advisory
body”) under unusual circumstances to ensure the full membership of an advisory body
during a period when an advisory body otherwise would not have full membership and is
likely to consider significant matters.

BE IT FURTHER RESOLVED, that the terms of Planning Commissioner Carla
Hansen, Design Review Board Member Christophe Laverne, Parks and Recreation
Commissioner Seth Kaplan and Human Relations Commissioner Makalia Aga which
expired on January 1, 2016, are hereby extended until March 1, 2016. The approved
extensions shall be counted as part of their current terms, such that their ability to serve additional terms under Section 2.04.220(B)(2) of the Municipal Code shall not be affected.

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

I CERTIFY that at a regular meeting on January 5, 2016, the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on January ___, 2016.

___________________
Cheryl Morse, City Clerk

APPROVED:

_____________________
Greg Lyman, Mayor
Date: January 5, 2016
To: Honorable Mayor and Members of the City Council
From: Cheryl Morse, City Clerk
Subject: Commission Interviews

JANUARY 5 INTERVIEW SCHEDULE

Candidates listed below are scheduled for an interview this evening:

6:00 p.m. Richard Mank [CC Mosquito & Vector Control District]
6:15 p.m. Bruce Yow [FAB 1st, PRK 2nd]
6:30 p.m. Greg Crump [FAB]
6:40 p.m. Dick Patterson [FAB 1st, EDC 2nd]
6:50 p.m. Carla Hansen [Planning 1st, EDC 2nd, CCC Library Commission 3rd]
7:00 p.m. Brendan Bloom [Planning 1st, DRB 2nd]
7:15 p.m. Christophe Laverne [DRB]
7:25 p.m. Seth Kaplan [PRK 1st, EDC 2nd, Planning 3rd]
7:35 p.m. Norman La Force [PRK]
7:50 p.m. Makalia Aga [HRC]
8:00 p.m. Matt Kelly [Streets Oversight Committee]
8:10 p.m. Paul Fadelli [ACC]
8:20 p.m. George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd]
8:30 p.m. Council deliberation

BACKGROUND

Staff began publicizing vacancies on all the Boards, Commissions and Committees in mid-October. Although the City conducts a continuous recruitment, the deadline for submitting applications for the first round of interviews was set at December 7. At the conclusion of the recruitment 17 applications for boards, commissions and committees had been received. In accordance with new rules adopted by the City Council on December 3, 2013, some commissioners will term out on January 1, 2016. New appointments resulting from the interviews conducted in January and February as needed, will become effective March 1,
2015. Staff requests that the Council consider a report and resolution this evening regarding the approval of interim appointments to fill this gap. Candidates who have listed a committee as a preferred choice on their application are contacted by the City Clerk and the staff liaison to discuss the committee appointment process.

EL CERRITO BOARDS AND COMMISSIONS

ARTS & CULTURE COMMISSION (ACC) [Two upcoming vacancies]
There are two upcoming vacancies on the Arts and Culture Commission. The terms of Paul Fadelli and George Gager will expire on March 1, 2016. Mr. Gager, who also serves on the EDC has also indicated a desire to serve on the FAB, CC Library Commission and the Bond Oversight Committee. Both were appointed to unexpired terms on the Arts and Culture Commission and wish to be considered for re-appointment to a full four year term. No other applications were received.

CITIZENS STREET OVERSIGHT COMMITTEE (CSOC) [Three vacancies]
There are three vacancies on the Citizen Street Oversight Committee. Al Miller and Lynne Kessler will term out on January 1, 2016. Matt Kelly, current committee Chair, has submitted an application to serve a second term. No other applications were received. Staff will continue to advertise and recruit additional candidates to fill the two other vacancies.

CIVIL SERVICE COMMISSION (CSC) [Two vacancies]
There are two vacancies on the Civil Service Commission. No applications were received. Staff will continue to advertise and recruit additional candidates to fill the two other vacancies.

DESIGN REVIEW BOARD (DRB) [One vacancy]
One vacancy. Christophe Laverne, current Vice-Chair, whose term will expire January 1, 2016, is eligible to serve a second term. Brendan Bloom [Planning 1st, DRB 2nd] is also scheduled for interview and your consideration this evening.

FINANCIAL ADVISORY BOARD (FAB) [Two vacancies]
There are two upcoming vacancies on the Financial Advisory Board. The terms of Greg Crump and Dick Patterson will expire on March 1, 2016. Each has submitted an application for re-appointment. Additional applicants, scheduled for interview this evening are: George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd] and Bruce Yow [FAB 1st, PRK 2nd] who currently serves on the Crime Prevention Committee.

HUMAN RELATIONS COMMISSION (HRC) [Two vacancies]
There are two vacancies on this Commission. Makalia Aga’s term will expire January 1, 2016. There is one pre-existing vacancy. Ms. Aga, current HRC commissioner, has submitted an application for re-appointment and is scheduled for interview this evening. No other applications were received.
PARKS AND RECREATION (PRK) [One vacancy]
There is one vacancy on this Commission. Seth Kaplan, current Vice-Chair, [PRK 1st, EDC 2nd, Planning 3rd] has submitted an application for re-appointment. His term expires January 1, 2016. Additional applications were received from former Mayor Norman La Force, Bruce Yow [FAB 1st, PRK 2nd] who currently serves on the Crime Prevention Committee, and Mary Torrusio [Tree 1st, EQC 2nd, PRK 3rd]. Messrs. Kaplan, La Force and Yow are scheduled for interview this evening. Staff has informed me that Ms. Torrusio has attended two Tree Committee meetings and has expressed interest in serving on the Tree Committee, her first choice.

PLANNING COMMISSION (PC) [Two vacancies]
The Planning Commission has two vacancies. Carla Hansen, current Vice-Chair, [Planning 1st, EDC 2nd, CCC Library Commission 3rd] has applied for a second term on the Commission. Tim Pine, has decided not to seek another term. Both terms expire January 1, 2016. Ms. Hansen is scheduled for an interview this evening along with Brendan Bloom [Planning 1st, DRB 2nd] and Seth Kaplan [PRK 1st, EDC 2nd, Planning 3rd].

REGIONAL APPOINTMENTS

CC MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES
[One vacancy]
Former Mayor Dick Mank has submitted an application for the Council’s consideration this evening. His term expires January 1, 2016. Our records indicate that Mr. Mank has served with great dedication on this Board since January 2000. No other applications for this position were received.

CONTRA COSTA LIBRARY COMMISSION [Delegate vacancy]
Janice Woo resigned her position as delegate several weeks after the annual vacancy announcement was posted. Staff published the vacancy along with the listing of other vacancies as a quarter page ad in the West Contra Costa Times Thanksgiving weekend. Tom Panas, El Cerrito’s alternate on this commission, has been attending meetings, and prefers to continue in the alternate position. Applications for El Cerrito’s representative on the Contra Costa Library Commission have been received from Carla Hansen [Planning 1st, EDC 2nd, CCC Library Commission 3rd], and George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd]. If it the Council’s desire, staff will advertise the vacancy more broadly in January 2016.

CC TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE
There has been a vacancy on this committee since December 2014. Although advertised widely, no applications have been received. Staff will continue to advertise and recruit for this position.
WCCUSD CITIZENS BOND OVERSIGHT COMMITTEE [Alternate vacancy]
There is a long-standing alternate vacancy on this School District committee. George Gager
George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd] has listed this committee
as his third choice and is scheduled for interview this evening.

TIMING OF FUTURE INTERVIEWS
At the conclusion of the meeting this evening, staff will confer with the City Council
regarding extended recruitments for any remaining vacancies and the scheduling of future
special meetings to conduct interviews.

Attachments:
1. Applicant Matrix
2. Candidate Applications
3. Interview questions for consideration
4. Appointment list
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<th>Arts &amp; Culture (2)</th>
<th>Citizens Street Oversight (3)</th>
<th>Civil Service Commission (2)</th>
<th>Committee on Aging (1)</th>
<th>Crime Prevention (8)</th>
<th>Design Review Board (1)</th>
<th>Economic Dev. Cmte. (5 Vacancies this year)</th>
<th>Environmental Quality (3)</th>
<th>Financial Advisory Bd (2)</th>
<th>Human Relations (2)</th>
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<th>Planning Commission (2)</th>
<th>Tree Committee (5 Vacancies this year)</th>
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+ Richard Mank – CC Mosquito and Vector Control District
January 5, 2016
Special City Council Meeting

Item No. 3 COMMISSION INTERVIEWS

Attachment 2 Commission Candidate Applications

are available for review in hardcopy format at the following locations:

Office of the City Clerk
10940 San Pablo Avenue
El Cerrito
(510) 215-4305

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue
City of El Cerrito
BOARD/COMMISSION INTERVIEW QUESTIONS

1. Will you give us a quick summary of why you chose to apply or how you selected the ___________ commission/board?

2. Briefly outline what in your professional background, work experience, education, or volunteer work would be relevant to the commission/board and highlight any special or unique qualifications or qualities you feel would contribute to the commission?

3. Are you aware of any issues that this commission addressed recently? Have you attended any commission or council meetings?

4. Do you have any thoughts or ideas on how this commission might contribute to the quality of life in El Cerrito?

5. In the few minutes remaining do you have any questions for us?
City of El Cerrito

REAPPOINTMENT INTERVIEW QUESTIONS

1. How is the commission currently functioning?

2. What suggestions for change might you have for this commission? Please briefly outline them.

3. Are there any Council policies affecting this particular commission which you especially agree with? Disagree with?
2016 EL CERRITO BOARD AND COMMISSION APPOINTMENT LIST
Most appointments become effective March 1, 2016

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**CONTRA COSTA LIBRARY COMMISSION**  
(1 Delegate Vacancy)

<table>
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<tr>
<th>Name</th>
<th>Date Appointed</th>
<th>Start</th>
<th>Term Expiration</th>
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**CC MOSQUITO AND VECTOR CONTROL DISTRICT BD OF TRUSTEES** (1 Vacancy)

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**WCUSD BOND OVERSIGHT COMMITTEE**  
(Alternate Vacancy)

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Updated: ____________, 2016