



Staff Liaison
Christina Leard | (510) 215-4338
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AGENDA

REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, November 14, 2023 at 7:00 p.m.

City Council Chambers
10890 San Pablo Avenue

This Meeting Place is Wheelchair Accessible

7:00 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair Howdy Goudey; Vice-Chair Simrun Dhoot; Members Buddy Akacić, Pamela Austin, Fred Bialy, Mark Miner, Sean O'Connor, Paloma Pavel, Sheila Tarbet, Rose Vekony
2. **ORAL COMMUNICATIONS FROM THE PUBLIC** *(Estimated time: 5 minutes)*
Remarks are typically limited to three minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.
3. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS** *(5 min.)*
Staff and/or Mayor Lisa Motoyama may report on policies, priorities, and actions taken by the City Council, and/or on matters of general interest to the EQC.
4. **APPROVAL OF THE MINUTES** *(5 min.)*
Consider a motion adopting the minutes of the EQC meeting held on October 10, 2023.
5. **ENVIRONMENTAL ART** *(5 min.)*
Discuss a standing agenda item for presenting environmental art.
6. **COLLABORATION WITH THE URBAN FOREST COMMITTEE** *(10 min.)*
Hear updates, participate in discussion and consider possible action items regarding collaborating with the City's Urban Forest Committee.
7. **UPDATE ON HILLSIDE NATURAL AREA FIRE RESILIENCE AND FOREST CONSERVATION MANAGEMENT PLAN STAKEHOLDER GROUP MEETING** *(5 min.)*
Hear updates, participate in discussion and consider possible action items regarding the Hillside Natural Area Fire Resilience And Forest Conservation Management Plan.
8. **CLIMATE ACTION AND ADAPTATION PLAN (CAAP)** *(5 min.)*
Hear updates, participate in discussion and consider possible action items regarding development of the Climate Action and Adaptation Plan.
9. **EQC ANNUAL WORK PLAN** *(45 min.)*
Review and comment on the EQC Work Plan and Calendar, participate in discussion and consider possible action items regarding updating the Work Plan for 2024.
 - Draft 2023 Work Plan and 2022 Achievements attached.
10. **OVERVIEW OF CITY COUNCIL AD-HOC SUBCOMMITTEE RECOMMENDATIONS ON ADVISORY BODIES** *(20 min.)*
Hear updates, participate in discussion and consider possible action items regarding the City Council ad-hoc subcommittee recommendations on advisory bodies. See attached Agenda Bill and presentation from the study session.

11. EQC BUDGET AND CALENDAR OF EVENTS (10 min.)

Hear updates, participate in discussion, and consider possible action items regarding planning, logistics, and expenditures for the EQC calendar of events, including:

- Green Team 2023 Cleanups / Broom Pulls:
 - Oct. 22, Sunday, Northern Gateways cleanup (Debrief)
 - Dec. 3, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Sat. Oct. 21, 11am-3pm – Annual Ride Electric event adjacent to N. Berkeley BART (Debrief)

12. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS (5 min.)

Hear committee member announcements and suggestions for future EQC agenda items. Potentially engage in discussion and make decisions regarding logistics of EQC consideration of items including:

- Support for Kiosks on Ohlone Greenway
- Don't Litter Campaign to encourage businesses that don't pick up after their events
- An EC Drive Electric Event
- Composting Enforcement
- MCE Clean Energy & California Public Utilities Commission Updates
- Environmental, Social, And Racial Framework - Link to the [JEDI Tool](#)
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness
- Environmental Films Series
- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

13. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, Christina Leard, at (510) 215-4338. 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). Any writings or documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at the El Cerrito Recycling + Environmental Resource Center (7501 Schmidt Lane) during normal business hours.



Staff Liaison
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DRAFT MINUTES

REGULAR MEETING OF THE Environmental Quality Committee

Tuesday, October 10, 2023 at 7:00 p.m.

City Council Chambers
10890 San Pablo Avenue

This Meeting Place is Wheelchair Accessible

CONVENE REGULAR MEETING Chair Goudey called the meeting to order at 7:01 p.m

1. **ROLL CALL** – Chair Howdy Goudey; Vice-Chair Simrun Dhoot; Members Buddy Akacić, Pamela Austin, Fred Bialy, Eevelyn Mitchell (*arrived late*), Sheila Tarbet, Rose Vekony
Absent: Members Mark Miner; Sean O'Connor; Paloma Pavel **Also Present:** Christina Leard, Staff Liaison

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

There were public comments made by El Cerrito residents Steve Price and Robin Mitchell.

3. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS**

City Council Liaison Mayor Lisa Motoyama provided an update to the EQC on recent City Council happenings, including the recent hate speech event that took place at City Council and the updated procedures for providing public comment; notably that remote public comments on Zoom are temporarily suspended and that public comment can still be provided in person at the meeting and in writing to the City Clerk. She also gave an update on the recommendations from the Council Ad-Hoc Subcommittee on Advisory Bodies.

Staff Liaison Leard reminded the EQC that SunShares has an electrification webinar on October 24 and that the Fall Citywide Garage Sale would be on Saturday October 14.

4. **APPROVAL OF THE MINUTES**

Consider a motion adopting the minutes of the EQC meeting held on September 12, 2023.
Move/Second: Akacić/Dhoot, **Action:** Passed a motion to adopt the Minutes of the September 12, 2023 EQC meeting. **Ayes:** Goudey; Dhoot; Akacić; Austin; Tarbet; Vekony
Noes: None **Abstain:** Bialy **Absent:** Mitchell

5. **ENVIRONMENTAL ART**

Member Akacić spoke about the role of art in environmental protection.

6. **COLLABORATION WITH THE URBAN FOREST COMMITTEE**

Urban Forest Committee Member Robin Mitchell gave updates from the recent Urban Forest Committee meeting.

7. **CLIMATE ACTION AND ADAPTATION PLAN (CAAP)**

Staff Liaison Leard gave a brief update regarding development of the Climate Action and Adaptation Plan. She noted that draft CAAP was currently being written, with a proposed timeline for internal review by City Staff from late November/early December to early January, with the public draft hopefully to be ready in February/March. Public feedback will be received through an Online Feedback Session, a meeting with the Stakeholder Advisory Group (SAG), and a meeting with the EQC.

She also provided a brief update to the status of the Building Electrification Ordinance, noting that the efforts were on hold until the Berkeley lawsuit is resolved. She noted that the City Attorney was working on a Memo to advise the City on possible paths forward.

8. EQC BUDGET AND CALENDAR OF EVENTS

Staff and Committee members provided updates on recent events the EQC has supported and discussed plans for future events in 2023, including:

- Green Team 2023 Cleanups / Broom Pulls:
 - Sept. 23, Saturday, Coastal Cleanup Day, Baxter Creek Park cleanup (Debrief)
 - Oct. 22, Sunday, Northern Gateways cleanup
 - Dec. 3, Sunday, Baxter Creek Park cleanup (with regular Baxter volunteers)
- Sat., Oct. 7, 9:45am, Rialto Theater – Film: The Street Project w/ EC Strollers and Rollers (Debrief)
- Sun. Oct 8; El Cerrito Library Parking Lot – El Cerrito Free Market (formerly “Swap It”) (Debrief)
- Sat. Oct. 21, 11am-3pm – Annual Ride Electric event adjacent to N. Berkeley BART

9. LOCAL ROAD SAFETY PLAN (LRSP) STAKEHOLDER GROUP

Consider a motion to appoint 1 member to the Local Road Safety Plan Stakeholder Group.

Move/Second: Goudey/Tarbet **Action:** Passed a motion to appoint member Dhoot to the LRSP Stakeholder Group. **Ayes:** Unanimous of members present **Noes:** None

10. EQC ANNUAL WORK PLAN

Chair Goudey provided an overview of the work plan development process and Member Vekony volunteered to serve as the Committee’s editor to incorporate all feedback and suggestions for discussion at the November meeting.

11. PRESENTATION FROM EQC MEMBER SIMRUN DHOOT

EQC Members received a presentation from EQC member Dhoot on BAAQMD’s efforts to reduce harmful impacts from natural gas appliances and wood smoke on Bay Area residents.

12. ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Staff and Committee members made announcements and suggestions for future EQC agenda items including:

- Support for Kiosks on Ohlone Greenway
- Don’t Litter Campaign to encourage businesses that don’t pick up after their events
- An EC Drive Electric Event/**Electric Mobility Event**
- Composting Enforcement
- MCE Clean Energy & California Public Utilities Commission Updates
- Environmental, Social, And Racial Framework - Link to the [JEDI Tool](#)
- Climate Adaptation, Severe Weather Events, and Emergency Preparedness
- Environmental Films Series
- Integrated Pest Management Report from City Staff
- EQC Collaboration with Young People in El Cerrito
- Tool/Toy Lending Library
- Urban Greening Plan Implementation
- Community Member Suggestions (e.g. Meatless Green Mondays)
- Open Space Preservation
- Mitigation of heat effects; Federal Inflation Reduction Act

13. ADJOURNMENT

The meeting adjourned at 8:59 p.m.

Howdy Goudey, Chair

This is to clarify that the foregoing is a true and correct copy of the minutes of the Regular Environmental Quality Committee meeting of October 10, 2023 as approved by the Environmental Quality Committee.

Christina Leard, Staff Liaison



Environmental Quality Committee

2024 WORK PLAN

AND

2023 ACCOMPLISHMENTS

Members: Chair Howdy Goudey; Vice-Chair Simrun Dhoot; Buddy Akacić, Pamela Austin, Fred Bialy, Mark Miner, ~~Evelyn Mitchell~~, Sean O'Connor, Paloma Pavel, Sheila Tarbet, Rose Vekony

Because the City of El Cerrito recognizes that environmental quality is an important issue that demands immediate and ongoing attention, the Environmental Quality Committee (EQC) was established in 2008 by Resolution 2008-13 as a Council-appointed body of up to 15 El Cerrito residents and business owners. It typically meets on the 2nd Tuesday of each month at 7 PM in City Council Chambers (or virtually as required). The enabling resolution identifies the whole City's role and responsibility in reducing environmental impacts and the EQC's role in providing environmental leadership and effecting cultural change in the way that the City and its residents relate to the environment.

MISSION STATEMENT

The Environmental Quality Committee's **mission** is to educate, inspire, and activate our community to thrive in a socially just, equitable, and regenerative manner.

The EQC **duties and responsibilities**, as stated in its enabling resolution, are

1. To serve in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the citizens of the City with regard to environmental quality issues within the City of El Cerrito
2. To recommend programs, policies, and ordinances to the City Council and promote the City's environmental quality efforts
3. To promote and foster public awareness, education, interest and support for environmental quality efforts, foster volunteer opportunities, and educate El Cerrito residents regarding environmental quality and issues relating to environmental impacts

The EQC **goals** are

- To reduce greenhouse gas (GHG) emissions to meet or exceed targets of the El Cerrito Climate Action Plan, also proposing revised goals as appropriate
- To apply a framework of social, racial, and environmental justice in the implementation of our work
- To promote environmental education, action, engagement, equity, and justice
- To involve learners of all ages
- To help businesses and residents work and live in a more sustainable and environmentally friendly fashion
- To inform and champion the City's environmental policies and ordinances
- To change material use patterns by encouraging Reduction, Reuse, Recycling, and Composting
- To champion energy/water efficiency, renewable energy, and sustainable transportation
- To minimize hazardous chemical use and human/environmental exposure to toxins
- To protect, expand, and steward green spaces with public path/trail connectivity; maintain and restore natural areas with an emphasis on native ecosystems; and encourage a network of human/wildlife-friendly green habitat throughout the City
- To support water quality, healthy creeks and forests, and green infrastructure to increase resiliency in the face of climate change
- To bring attention to disadvantaged community members who are inequitably impacted by environmental degradation

The EQC's work is guided by the 2015–2020 El Cerrito Strategic Plan (excerpted below):

Goal F: Foster environmental sustainability citywide

- Be a leader in setting policies and providing innovative programs that promote environmental sustainability.
- Promote environmental education to facilitate behavioral changes by working with the school district and other community groups.
- Implement policies to promote waste diversion (i.e., mandatory commercial recycling and green waste).
- Encourage alternative modes of transportation to the single occupancy vehicle.
- Implement and monitor the City's Climate Action Plan to:
 - Reduce vehicle miles traveled (by creating well-connected, pedestrian, bicycle and transit-oriented urban forms that will make it easier for residents and visitors to leave their car behind.)
 - Facilitate energy and water efficiency and greater use and generation of clean energy
 - Reduce the amount of waste generated in El Cerrito
 - Make municipal operations more resource-efficient and environmentally friendly

On August 20, 2019, the City of El Cerrito approved a resolution (2019-52) and joined hundreds of jurisdictions across the globe in declaring a climate emergency. This resolution, which sets a target to reduce GHG emissions further, with the ultimate goal of reaching zero GHG emissions, has heightened both the urgency and import of the EQC's work.

HISTORICAL BACKGROUND

Since the EQC's establishment in 2008, the committee's emphasis has cycled between public education, community volunteer organization, and environmental policy, but the general commitment to all forms of action envisioned for the EQC has remained consistent over time. The committee has also consistently maintained a high fraction of the 15 member capacity, with both long-serving members and a rotation of new members.

Commented [RoseV]: Will there be a revised Strategic Plan for 2024?

Commented [Christina Leard]: I think so, but for now it is fine to base off the current one.

2024 WORK PLAN

OBJECTIVE	PROPOSED ACTIVITIES	PRIORITY RANKING	TIMELINE FOR COMPLETION
1. Public Education and Outreach	a) Use “Champion the CAAP” as the EQC’s theme for 2024.	1	1 year
	b) Implement our JEDI tool (Justice, Equity, Diversity, and Inclusion) as part of all our EQC work.	1	1 year (ongoing)
	c) Host public events (e.g., films, lectures, webinars, workshops, youth activities) to mobilize residents about the Climate Emergency and educate them on electrification, sustainability, and resiliency.	1	1 year (ongoing)
	d) Provide outreach and resources to inform residents of tax incentives for electrification and the income-qualified rebates that will become available in 2024 through the federal Inflation Reduction Act, as well as local and state incentives and rebates (BayREN, etc.), with special emphasis on new programs for those with lower incomes (e.g., Clean Cars 4 All).	1	1 year (ongoing)
	e) Provide public outreach and education about active transportation alternatives to automobiles, including public transit and micromobility options, as well as programs offered in our city to reduce car ownership (such as Gig Car, eventual bikehsares, etc.).	1	1 year (ongoing)
	f) Participate in events and programs that encourage energy efficiency and electrification of buildings and transportation (e.g., Bay Area SunShares program to increase rooftop solar adoption; Ride and Drive Clean webinars, discount campaigns, and ride-and-drives; BayREN Home+ workshop; National Drive Electric Week).	1	1 year (ongoing)
	g) Provide outreach for the new Foodware Ordinance and food waste composting to residents and businesses. In particular, educate residents about bioplastics vs. fiber-based materials that can be composted in El Cerrito.	1	1 year (ongoing) 1 year (ongoing) 1 year (ongoing)

Commented [RoseV]: consider deleting these 2 cols? Everything except #4d is currently listed as priority 1, and everything except #1a and 3a is listed as “1 year (ongoing)”

Commented [RoseV]: suggested by Fred.

Commented [RoseV]: Added to highlight new programs, particularly those that tie in with our equity goals. Name others here? Omit similar items below? (Howdey writes: “I don’t think it is necessary to reiterate in other places. There should be an assumption of overlapping implementation of these items. Perhaps we should make that explicit somewhere if it isn’t obvious? Anyway we can get others input on this, just my thoughts.”)

Commented [RoseV]: Need to make sure these programs are all available for 2024 and see I there are others to add. Or perhaps delete this item and move relevant details to new #1d a d1e above.

	h) Pilot public education and outreach to promote electrification in home retrofits and encourage the replacement of gas-powered home appliances and landscaping equipment; survey East Bay HVAC companies on what would help their businesses take advantage of electrification; compile informational resources and promote tool and appliance lending programs to facilitate electrification.	1 1	1 year (ongoing)
	i) Lead public outreach on water-saving measures and fire-safe practices (defensible space, xeriscaping).	1	
	j) Co-sponsor the Hillside Festival and other related hikes and educational events		
	k) Co-sponsor Fix-it Clinic and El Cerrito Free Market events to promote waste reduction.		
	l) Support Citizen Scientist activities to increase awareness of El Cerrito's biodiversity.		
	m) Expand outreach to youth in the city's schools and invite El Cerrito High School's Eco Club to collaborate with the EQC on climate issues.		
	n) Engage with the public at major City events that take place in 2024 and perform other outreach activities to spread awareness.		
	o) Continue enrollment outreach for MCE Deep Green 100% renewable power and other MCE programs		
2. Volunteer Work Parties	Hold a Green Teams work party every other month (~ 6/year); diversify work party activities; organize broom pulls and other regular habitat improvement projects.	1	1 year (ongoing)
3. Policy Development and Recommendations	a) Provide input to, and host public meeting for, the Climate Action and Adaptation Plan (CAAP) update to accelerate achievement of zero net GHG emissions, as stated in our declared climate emergency; to promote electrification to reduce residential and commercial natural gas usage; and to focus on equity. Engage in the budget process to assure it	1	1–2 years

Commented [RoseV]: Fred comments "I feel more effort can be directed at requiring landscaping equipment in EC to be electric. Lafayette recently passed a 'gas leaf-blower ban' and that might serve as a model for us in EC (if such a policy is not already in place).]" Do we want to break this out into a separate item?

Commented [RoseV]: Name some resources here? Cf. #4b. Also develop a relationship with EC Firesafe (Sue Duncan's group, which sends emails about workshops, red flag alerts, etc.)?

Commented [RoseV]: Is this something we've done in the past and will continue to do? I'm not aware of it.

Commented [RoseV]: Fred's excellent suggestion. Perhaps Simrun or others can elaborate.

	<p>includes CAAP goals and provide recommendations to help achieve social, racial, and environmental justice goals.</p> <p>b) Provide input and review of the Hillside Natural Area Fire Resilience and Forest Conservation Management Plan</p> <p>c) Develop and promote policies to increase electrification of new buildings and decrease or eliminate use of natural gas citywide, with a focus on new developments included in the San Pablo Avenue Specific Plan update.</p> <p>d) Support efforts to promote and expand the use of electric vehicles and charging infrastructure in the City; support current City efforts such as including charging infrastructure as part of the San Pablo Avenue Specific Plan; provide more public charging in logical places as City budget permits.</p> <p>e) Participate in the development of new active transportation and parking management changes expected for the transit oriented development project at El Cerrito Plaza BART station.</p> <p>f) Interface with other relevant City commissions and committees to help develop environmentally friendly policies</p>	<p>1</p> <p>1</p> <p>1</p>	<p>1 year (ongoing)</p> <p>1 year (ongoing)</p> <p>1 year (ongoing)</p>
4. Implementation of City Environmental Programs	<p>a) Help implement City policies related to new State solid waste regulations for businesses and residents.</p> <p>b) Expand stewardship of Hillside Natural Area (invasive plants; deferred maintenance) and support wildfire risk reduction while preserving native plants and habitat (as a resource, provide access to the fire-safe plant list from ECFD/Diablo Fire).</p> <p>c) Support the work of the Urban Forest Committee and the potential Hillside Master Plan.</p> <p>d) Support future acquisition of public open space or public access easements; help implement Urban Greening and Green Infrastructure Plans.</p>	<p>1</p> <p>1</p> <p>1</p> <p>2/3</p> <p>1</p>	<p>1 year (ongoing)</p> <p>1 year (ongoing)</p> <p>1 year (ongoing)</p> <p>1 year (ongoing)</p>

	e) Work to enhance and promote active transportation modes and access in El Cerrito and support the initiatives of the Sustainable Transportation Program.		
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2023 ACCOMPLISHMENTS

OBJECTIVE	ACTIVITIES SUPPORTING GOAL
1. Public Education and Outreach	<ul style="list-style-type: none"> a) Promoted electric vehicle outreach and education in collaboration with Drive Clean Bay Area. b) Participated in National Drive Electric Week events. c) Tabled at Bike to Work Day and the WorldOne 4th of July festival to promote electrification of vehicles, home heating and cooking, including induction cooktop loaner programs. d) Promoted the SunShares program. e) Promoted and hosted 2023 Earth Day work parties. f) Co-sponsored 2023 East Bay Green Home Tour. g) Promoted the postponed 7th Annual Hillside Festival, co-sponsored with El Cerrito Trail Trekkers. h) Maintained steady coordination with the Urban Forest Committee, including participation in Arbor Week event. i) Received presentations from the Sustainable Transportation Program manager and from El Cerrito Strollers and Rollers (now El Cerrito/Richmond Annex Walk & Roll). j) Co-hosted a screening of <i>The Street Project</i> with El Cerrito Strollers and Rollers at the Rialto Cinemas. k) Co-sponsored El Cerrito Free Market events and secured a site for them in the library parking lot. l) Continued recurring agenda items to present an example of environmental art at each meeting.
2. Volunteer Work Parties	<ul style="list-style-type: none"> a) Organized in-person Green Teams work parties, including trash removal from streets, parks, and creeks and participation in Coastal Clean-up Day; held broom pulls in the Hillside Natural Area.
3. Policy Development and Recommendations	<ul style="list-style-type: none"> a) Hosted Climate Action and Adaptation (CAAP) public meetings and provided recommendations and feedback to the CAAP consultant. Two EQC members serve on the CAAP stakeholder advisory group. b) Provided a member to represent the EQC on the new Hillside Natural Area Fire Resilience and Forest Conservation Management Plan Stakeholder Advisory Group c) Provided advise to Council about changes to the communications between advisory groups and Council, Staff and other advisory groups, as well as other aspects of how advisory bodies operate d) Developed and adopted a Justice, Equity, Diversity, and Inclusion (JEDI) evaluation tool to inform EQC work.
4. Implementation of City Environmental Programs	<ul style="list-style-type: none"> a) Supported City programs through public education, outreach, and work parties.

Commented [RoseV]: not sure it's necessary to say this, but the name just changed. Also, do we want to consider co-sponsoring their 2024 events and adding something to that effect to #1 in the 2024 Workplan? Cf. #1j and #1k.

Commented [RoseV]: delete since this was done in 2022

ONGOING PROJECTS

PROJECT	ACTIVITIES
1. Green Team Work Parties	Coordinate roughly six trash clean-up events each year in various City parks, the Ohlone Greenway, and City streets. Organize other volunteer work parties focused on weed/invasive plant removal, pollinator habitat restoration/stewardship, tree planting (in collaboration with the Urban Forest Committee and City arborist), and maintenance/stewardship of the Hillside Natural Area.
2. Hillside Festival	Assist Trail Trekkers in production of the annual event celebrating the Hillside Natural Area with many hikes, talks, and activities.
3. Climate Action Plan Implementation and Progress Metrics	Work with City staff to complete development of the Climate Action and Adaptation Plan (CAAP) and begin to implement it, including timely progress on “early wins.” Explore opportunities to reduce residential natural gas use and promote electrification of home appliances and automobiles as a complement to 100% renewable electrical power. Promote improved municipal electric vehicle infrastructure/readiness and fleet management. Explore ways to achieve greater social, racial, and environmental justice.
4. Urban Greening Implementation	Organize volunteer work parties and aid in policy/program development to strengthen pollinator habitat and green infrastructure.
5. Future Project Ideas/Areas to Explore	<ul style="list-style-type: none"> a) Liaise with other City commissions/committees to ensure sustainability considerations. Increase EQC participation on related topics in City budget process. b) Explore embodied carbon emissions of construction materials. c) Participate in regional climate action information sharing and coordination. d) Provide education about the El Cerrito Real Property Transfer Tax (RPTT) rebates for seismic upgrades and energy and water conservation. e) Provide emergency preparedness education (e.g., PG&E Public Safety Power Shutoffs). f) Review how the City cares for its creeks and riparian habitats.

Commented [Howdy]: Maybe have to think about these in the context of the recommended topics that are part of the CAAP, which is more comprehensive; perhaps these need to be a short list of what we think we might focus on after the coming year?



AGENDA BILL

Agenda Item No. 9.C.

Date: September 19, 2023
To: El Cerrito City Council
From: Holly M. Charléty, City Clerk, City Management on behalf of City Council Ad-hoc Subcommittee of Mayor Lisa Motoyama and Councilmember Paul Fadelli
Subject: Study Session on City Board, Commission, and Committees

ACTION PROPOSED

Conduct a study session on City Boards, Commissions, and Committees (Advisory Bodies), consider recommendations made by the City Council ad-hoc committee and if applicable, provide staff direction.

BACKGROUND

The City of El Cerrito currently has a total of 13 Boards, Commissions, and Committees (Advisory Bodies). Each type of Advisory Body has a different function. Boards and Commissions are directly responsible to the City Council and fill advisory and/or quasi-judicial roles. Commissions are composed of lay citizens while members for boards are selected for their special expertise. Committees sponsored by the City are intended to be working groups and do not fill quasi-judicial roles. The City Council has conducted several reviews of Advisory Body rules and procedures throughout the years. The most recent review was conducted in 2021 which focused on term length and limits, the appointment and removal process, as well as training requirements and compliance.

Over the latter part of 2022 and beginning of 2023, various topics or areas for discussion have been requested by members of the City Council regarding City Advisory Body policies and procedures. At the City Council meeting on March 21, 2023, Mayor Motoyama appointed herself and Councilmember Fadelli to an Advisory Body ad-hoc committee to meet, discuss, and return with recommendations for modifications to existing policy and procedures. The ad-hoc committee met a total of five times and discussed a number of topics. The committee is offering the following for discussion and consideration by the full Council with regards to the areas of communication, modifications to regulations, public safety committee, and youth participation.

ANALYSIS

Communications between City Council and Advisory Bodies

The ad-hoc committee discussed several areas related to communication between appointed members of City Advisory Bodies and members of the City Council. In order to keep the City Council informed of the work and progress of Advisory Bodies and to ensure an avenue for Advisory Bodies to communicate to the City Council, the ad-hoc committee discussed Advisory Body Workplans, Accomplishments and Recommendations. The following recommendations are made by the ad-hoc committee in this area:

- **#1 – Workplan**

Each Advisory Body shall develop a two-year workplan. The workplan shall be developed with the assistance and guidance of the staff liaison to ensure that all areas of the workplan are within the scope of the Advisory Body responsibilities and the City’s Strategic Plan. The plan shall be adopted by the Advisory Body and posted on the City’s website no later than October 1, of applicable years.

Once adopted, the staff liaison will ensure that the workplan is transmitted to the City Clerk for placement on the next City Council agenda as a “receive and file” consent item. If a member of the City Council wishes to discuss the workplan with the advisory body, including prioritization or modification to the adopted plan, it may be requested at the meeting and will be agendaized as a future discussion item with the advisory body chair. If implemented, half of the Advisory Bodies will implement an initial one-year workplan to stagger over a two-year period.

A workplan template shall be approved by the City Council with the City Clerk authorized to make non-substantive changes without Council approval. It is recommended that the template include the following areas:

- Goal/Objective, proposed activities, resources needed, estimated staff time needed, and timeline for completion (listed by Fiscal Year, in order of priority).
- Ongoing Projects with activities, resources needed, and estimated staff time needed.
- Prior Calendar Year Accomplishments including goal/objective, activities supporting goal and status.

Exceptions: Citizens Streets Oversight Committee, Civil Service Board, Design Review Board, and Planning Commission.

- **#2 – Accomplishments**

Included in the workplan template shall be a section to provide annual accomplishments of the Advisory Body. This portion of the workplan shall be updated annually by March 1st and will cover the accomplishment of the prior calendar year. Once the Advisory Body has generated this content, the staff liaison will ensure that the workplan is transmitted to the City Clerk for placement on the next City Council agenda as a “receive and file” consent item. A presentation on the workplan to the Council may be requested.

Exceptions: Citizens Streets Oversight Committee, Civil Service Board, Design Review Board, and Planning Commission.

- **#3 –Recommendations**

Advisory Bodies may make recommendations related to their adopted workplan, or applicable area(s) of responsibility. When such a recommendation is made, the staff liaison will ensure that it is transmitted to the City Clerk for placement on the next City Council agenda as a “receive and file” consent item. If a member of the City Council wishes to further discuss the recommendation with the advisory body, it may be requested at a council meeting and be agendized as a future discussion item with the advisory body chair.

Staff will include Advisory Body recommendations and comments in the agenda bill and or related materials when applicable to an item presented to the City Council. Recommendations that do not relate to the workplan or area(s) of responsibility will be presented to City Council as written public comment. At any time, the City Council may request a specific recommendation from a specific advisory body at any time.

Modifications to existing Advisory Body regulations

The ad-hoc committee discussed potential new regulations and made the following recommendations in this area:

- **#1 – Service on Multiple Advisory Bodies**

During the application process, priority shall be given to those who are not currently serving on another City Advisory Body and no individual shall not be appointed to serve on more than two advisory bodies at the same time.

- **#2 – Meeting Frequency**

All Advisory Bodies shall try to meet once every two months, but not less than quarterly. Additional Advisory Body meetings can be held if staff are available and membership supports that need. The City Clerk shall provide an annual report of the total meetings held the prior calendar year for all Advisory Bodies. Exceptions: Citizens Streets Oversight Committee will meet as indicated in the municipal code, Civil Service Board will continue to meet as needed, and Design Review Board and Planning Commission will continue to meet monthly.

- **#3 – Pre-Meeting Attendance Requirement**

The pre-meeting requirement implemented in 2021, which requires an individual to attend two of the last three meetings held prior to applying, should be modified to encourage attendance prior to applying – but also require applicants to demonstrate knowledge in the interview of the current work of the Advisory Body.

Public Safety Committee

The ad-hoc committee discussed the request to consider expanding the Crime Prevention Committee's (CPC) jurisdiction and makes the following recommendation:

- **#1 - Determine Consensus**

Determine if there is a consensus by the City Council to expand the CPC jurisdiction to potentially include fire safety, Community Safety and Crime Prevention, and/or emergency response.

Youth Participation

The ad-hoc committee discussed establishing a process by which El Cerrito youth can participate on City Advisory Bodies and the following recommendations are made:

- **#1 – Non-Voting Youth Member**

Any advisory body may choose to recruit participation of a non-voting youth member who shall be a student at El Cerrito High School, or a resident of El Cerrito between the ages of 14-18. In order to participate, the youth member shall obtain written consent of a parent or guardian. Once appointed by an Advisory Body, the participant shall complete the Orientation/Handbook training and Sexual Harassment Prevention training. No other general rules or requirements related to members of advisory bodies shall apply. Participants will be encouraged to evaluate and share their experience with the City Council at the end of their service.

STRATEGIC PLAN CONSIDERATIONS

This action aligns with Strategic Plan Goal A: Deliver Exemplary Government Services by maintaining an emphasis on providing excellent customer service.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

Any modifications to the municipal code would require publication at a cost covered under the City Clerk's approved FY 2023-24 budget.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Presentation

BOARDS, COMMISSIONS, AND COMMITTEES STUDY SESSION

CITY COUNCIL | SEPTEMBER 2023



STUDY SESSION FOCUS

-
1. Communications between City Council & Advisory Bodies
 2. Modifications to General Regulations
 3. Public Safety Committee
 4. Youth Participation

Communications between City Council & Advisory Bodies

1. Advisory Body Workplan:

- a) Developed biennially (fiscal year) – ½ for 1 year for 1st to stagger
- b) Staff Liaison assists/guides to ensure within scope of advisory body responsibilities and City's strategic plan
- c) Workplan template shall be adopted by City Council
- d) Plan adopted/posted on Advisory Body page no later than October 1
- e) Once adopted, provided to City Council on consent (receive and file)
 - o City Council may request a future agenda item to further discuss a workplan received

Communications between City Council & Advisory Bodies

2. Annual Accomplishments

- a) Included in workplan template
- b) Updated annual by March 1st covering the prior calendar year
- c) Provided to City Council on consent (receive and file)

Exceptions from Workplan/Accomplishments:

- a) Citizens Streets Oversight Committee (provides annual report under ECMC)
- b) Civil Service Board
- c) Design Review Board
- d) Planning Commission



Communications between City Council & Advisory Bodies

Sample Workplan

FISCAL YEAR (YYYY/YYYY)

Items listed in priority order

Goal or Objective	Proposed Activities	Resources needed	Estimated Staff time needed	Timeline For Completion

FISCAL YEAR (YYYY/YYYY)

Items listed in priority order

Goal or Objective	Proposed Activities	Resources needed	Estimated Staff time needed	Timeline For Completion

ONGOING PROJECTS

Project	Activites	Resources needed	Estimated Staff time needed

PRIOR CALENDAR YEAR ACCOMPLISHMENTS

Updated annually by March 1 and provided to City Council on Consent

Goal/Objective	Activites Supporting Goal	Status

Communications between City Council & Advisory Bodies

2. Advisory Body Recommendations:

- a) Must reference related workplan item(s) or applicable area of responsibility
- b) Submitted to the City Clerk, through the staff liaison
- c) Provided to City Council on consent (receive and file)
 - a) City Council may request a future agenda item to further discuss a recommendation received
- d) If related to a request by city staff will be included in the Agenda Bill or related materials presented to City Council
- e) Recommendations **not** related to a workplan or area of responsibility will be presented to City Council as public comment
- f) City Council can request recommendations from advisory body



Potential Modifications to General Regulations

1. Restrict serving on more than two advisory bodies at the same time
 - a) Priority given to those not currently serving on another body
2. Reduce meeting frequency to once every two months, but not less than quarterly
 - a) Annual report provided to City Council on total number of meetings held
 - b) Some exemptions including Planning and Design Review
3. Revise pre-meeting attendance requirement to **strongly encourage**
 - a) Applicants shall demonstrate knowledge of current work of the advisory body applied for

Public Safety Committee

Determine if there is City Council consensus for staff to research/develop modifications to change the Crime Prevention Committee (CPC) into a Public Safety Committee and include areas such as:

1. Fire Safety
2. Community Safety and Crime Prevention
3. Emergency Response

* CPC currently develops/promotes crime prevention programs, promotes cooperation with local law enforcement and awareness of methods to prevent crime, as well as advises the City Council regarding crime prevention programs.

Youth Participation

1. Advisory Bodies may informally recruit and appoint a non-voting youth member
2. Youth member must be a resident or student in El Cerrito of high school age
3. Parent/Guardian consent to participation
4. Orientation/Handbook Training (includes Code of Conduct) and Sexual Harassment Prevention training required
 - a) No other general rules or requirements apply
5. Encouraged to evaluate and share experience with Council

NEXT STEPS

-
- Public Comments
 - Council Discussion
 - Provide Staff Direction
 - Return with applicable legislation