

Mayor
Lisa Motoyama
Mayor Pro Tem
Tessa Rudnick



Councilmembers
Paul Fadelli
Gabriel Quinto
Carolyn Wysinger

EL CERRITO CITY COUNCIL MINUTES

SATURDAY, FEBRUARY 4, 2023

SPECIAL CITY COUNCIL MEETING (9:00 AM)

Arlington Clubhouse - 1120 Arlington Ave El Cerrito, CA 94530

This meeting will be held in-person only with no remote participation.

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations. Closed Captions available via zoom.

Conduct: This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#).

Public Comments: For items on the special meeting agenda only

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cityclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #**.

Written comments received by **2:00 p.m. Thursday, February 2, 2023** will be provided to the City Council and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting**.

9:00 AM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Motoyama called the meeting to order at 9:10 AM.

Present: Mayor Motoyama, Mayor Pro Tem Rudnick, Councilmember Fadelli, Councilmember Quinto, Councilmember Wysinger **Absent:** None

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 on the special meeting agenda only.

All written comments submitted prior to and during the meeting were posted online as supplemental materials and incorporated into the official meeting record. Written public comments for the special meeting agenda were received from Howdy Goudey.

Oral Public Comments:

Howdy Goudey - shared suggestions for integration into the council's work including Climate Action; commented on interactions with, youth participation on, and providing hybrid meetings of City Advisory Body meetings.

Fred Bialy - spoke regarding climate action plan actions taken to date, and support of the comments submitted by Howdy Goudey.

2. CITY COUNCIL RETREAT

Conduct a facilitated City Council retreat focused on the following areas:

- Council teambuilding and best practices in governance
- Council administrative policies and rules of procedure
- Planning next steps for updating the City's Strategic Plan

Contact: Karen Pinkos, City Manager, City Management; Nancy Hetrick, Facilitator, Baker Tilly

Council recessed from 10:30 AM to 10:45 AM, and from 12:30 PM to 12:45 PM.

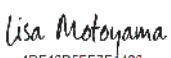
Presentation and Discussion: Facilitators led the City Council through an interactive discussion related to good governance, roles and practices of effective councils including constraints, transparency, and accountability. Discussion included effectively governing together, Council/Manager form of government and relationships, council norms, social media practices, policies related to City Boards, Commissions, and Committees, and facilitation of City Council meetings.

A review and discussion of approaches to updating the City's strategic plan including an equity and climate lens, non-prioritized goals, small group public input options in various ways and with various existing groups in the city, importance of the public input process, and addressing staffing and retention.

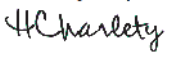
No formal action taken.

3. ADJOURN REGULAR CITY COUNCIL MEETING

The special meeting adjourned at 1:22 PM

DocuSigned by:

4DF42D5FC7C1426...
Lisa Motoyama, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of February 4, 2023 as approved by the El Cerrito City Council.

DocuSigned by:

F741C04CB417415...
Holly M. Charl  ty, MMC, City Clerk

Certificate Of Completion

Envelope Id: 5C02CDD86F4B4E66AD4B4CA6BC6AE9B7

Status: Completed

Subject: Meeting Documents from 2.21.2023 Council meeting

Source Envelope:

Document Pages: 54

Signatures: 22

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lina Huang

AutoNav: Enabled

Stamps: 4

10890 San Pablo Ave

Envelopeld Stamping: Enabled

El Cerrito, CA 94530

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

lhuang@ci.el-cerrito.ca.us

IP Address: 66.122.109.130

Record Tracking

Status: Original

Holder: Lina Huang

Location: DocuSign

2/27/2023 3:05:44 PM

lhuang@ci.el-cerrito.ca.us

Signer Events

HCharlety

HCharlety@ci.el-cerrito.ca.us

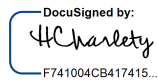
City Clerk

City of El Cerrito

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:



F741004CB417415...



Signature Adoption: Pre-selected Style

Using IP Address: 66.122.109.130

Timestamp

Sent: 2/27/2023 3:21:25 PM

Viewed: 2/27/2023 3:54:00 PM

Signed: 2/27/2023 3:55:01 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Lisa Motoyama

lmotoyama@ci.el-cerrito.ca.us

Security Level: Email, Account Authentication (None)

DocuSigned by:



4DF42D5FE7E1426...

Signature Adoption: Pre-selected Style

Using IP Address: 104.28.123.34

Signed using mobile

Sent: 2/27/2023 3:55:08 PM

Viewed: 2/28/2023 12:40:21 PM

Signed: 2/28/2023 12:45:06 PM

Electronic Record and Signature Disclosure:

Accepted: 2/28/2023 12:40:21 PM

ID: 228a4156-b695-4e47-ac19-ae365adf8dd3

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/27/2023 3:21:25 PM
Certified Delivered	Security Checked	2/28/2023 12:40:21 PM
Signing Complete	Security Checked	2/28/2023 12:45:06 PM
Completed	Security Checked	2/28/2023 12:45:06 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of El Cerrito (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.10 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of El Cerrito:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cityclerk@ci.el-cerrito.ca.us

To advise City of El Cerrito of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at sdibenedetto@ci.el-cerrito.ca.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of El Cerrito

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cityclerk@ci.el-cerrito.ca.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of El Cerrito

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cityclerk@ci.el-cerrito.ca.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of El Cerrito as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of El Cerrito during the course of your relationship with City of El Cerrito.