

Mayor
Carolyn Wysinger
Mayor Pro Tem
Gabe Quinto



Councilmembers
William Ktsanes
Lisa Motoyama
Rebecca Saltzman

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TUESDAY, SEPTEMBER 23, 2025

SPECIAL CITY COUNCIL MEETING (4:00 PM)

Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/87862573279?pwd=eLaymWBJNeKob8aNjOeLpAUFbajhVV.1>

Meeting ID: 878 6257 3279 Passcode: 609300 Dial in: 1-408-638-0968

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.

Conduct: This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

Public Comments:

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

Written comments received by **2:00 p.m. the day of the meeting** 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**.

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4:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING

- 1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449**

- 2. 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.

- 3. IMPLEMENTATION REPORT FOR WORKPLAN & ACCOMPLISHMENTS FOR BOARDS, COMMISSIONS, AND COMMITTEES**

Action Proposed: Receive and file a report on the status of Workplan and Accomplishments from City Board, Commission and Committees

Contact: Holly M. Charl  ty, City Clerk, City Management

- 4. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS**

Action Proposed: Staff requests that City Council conduct interviews and, at the conclusion of interviews, confer with staff regarding the ongoing recruitments, any remaining vacancies, and the scheduling of further special meetings to conduct interviews (if applicable). Council may decide to make appointments at the conclusion of the meeting.

Contact: Holly M. Charl  ty, City Clerk, City Management

- 5. ADJOURN SPECIAL CITY COUNCIL MEETING**

The City of El Cerrito serves our diverse community by providing exceptional services that create a safe and resilient future for all.



AGENDA BILL

Agenda Item No. 3.

Date: September 23, 2025
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: Implementation Report for Workplan & Accomplishments for Boards, Commissions, and Committees

ACTION PROPOSED

Receive and file a report on the implementation status of Workplan and Accomplishments from City Board, Commission and Committees

BACKGROUND/ANALYSIS

[Resolution 2024-16](#), Section 3, adopted by the City Council on March 21, 2024, implemented procedures by which City of El Cerrito Boards, Commissions, and Committees (Advisory Bodies) adopt a two-year workplan no later than Fiscal Year 2026. The workplan implementation process was developed as follows:

- Workplan shall be developed within the Advisory Body's scope of responsibility and be aligned with the City's adopted Strategic Plan.
- The workplan shall be adopted by the Advisory Body (and posted on the Advisory Body website) no later than July 1st of applicable years.
- Subsequent to adoption by the Advisory Body, the workplan shall be transmitted to the City Council on consent as a received and file item.
- The applicable advisory body chair(s) or designee(s) shall be in attendance at the meeting.

As of the September 19, 2025 City Council meeting, all Advisory Bodies are in compliance with the new requirement. Moving forward, on the applicable year that a workplan expires, the Advisory Body will go through the process to adopt a new two-year workplan.

In addition to the workplan, the Resolution outlines procedures for the Advisory Bodies to adopt annual accomplishments by July 1st for the prior fiscal year. The accomplishments process is the same as the workplan, with the exception that it is an annual process rather than a two-year process.

Finally, the Resolution exempts the following Advisory Bodies from both of these requirements:

- Citizens Street Oversight Committee
- Civic Service Board
- Design Review Board
- Planning Commission

Below is the status of both workplans and accomplishments for all advisory bodies. This receive and file, one-time report is provided in order to notify the City Council that the process is now fully implemented.

Workplans				
Advisory Body	FY	Last Adopted	Date to Council	Next Due
Arts & Culture Commission	FY26&27	5/29/25	6/17/25	7/1/27
Committee on Aging	FY26&27	6/18/25	7/15/25	7/1/27
Community Safety Committee	FY26&27	6/16/25	7/15/25	7/1/27
Economic Development Committee	FY25&26	8/19/24	12/3/24	7/1/26
Environmental Quality Committee	FY26&27	6/10/25	6/17/25	7/1/27
Financial Advisory Board	FY26&27	1/28/25	3/4/25	7/1/27
Human Relations Commission	FY26&27	5/14/25	6/17/25	7/1/27
Parks & Recreation Commission	FY25&26	8/28/24	1/14/25	7/1/26
Urban Forest Committee	FY26&27	6/9/25	7/15/25	7/1/27

Accomplishments				
Advisory Body	FY	Last Adopted	Date to Council	Next Due
Arts & Culture Commission	FY25	5/29/25	6/17/25	7/1/26
Committee on Aging	FY25	5/21/25	6/17/25	7/1/26
Community Safety Committee	FY25	6/16/25	7/15/25	7/1/26
Economic Development Committee	FY25	6/16/25	7/15/25	7/1/26
Environmental Quality Committee	FY25	6/10/25	6/17/25	7/1/26
Financial Advisory Board	FY25	8/26/25	9/19/25	7/1/26
Human Relations Commission	FY25	5/14/25	6/17/25	7/1/26
Parks & Recreation Commission	FY25	8/27/25	9/19/25	7/1/26
Urban Forest Committee	FY25	6/9/25	7/15/25	7/1/26

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read "H. Charl  ty". The signature is stylized with a large, looped "H" and a cursive "Charl  ty".

Holly Charl  ty, City Clerk



AGENDA BILL

Agenda Item No. 4.

Date: September 23, 2025
To: El Cerrito City Council
From: Holly M. Charl  ty, City Clerk, City Management
Subject: COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

ACTION PROPOSED

Staff requests that City Council conduct interviews and, at the conclusion of interviews, confer with staff regarding the ongoing recruitments, any remaining vacancies, and the scheduling of further special meetings to conduct interviews (if applicable). Council may decide to make appointments at the conclusion of the meeting.

BACKGROUND/ANALYSIS

City staff continues to publicize board, commission and committee vacancies as they occur. Vacancies are published on the City's website and in the West County Times; posted at City Hall, the Community Center, the Library and other various locations throughout the City including Little Libraries. Staff continues to utilize the City Manager's Update, social media outlets, and press releases to increase awareness and opportunities for citizens to participate by attending meetings and/or serving on a Board, Commission or Committee.

INTERVIEW SCHEDULE

Interviews scheduled for this meeting are as follows:

4:15 PM	Update/Overview of Vacancy Status	
4:30 PM	Rahul Iyer	Planning Commission
4:45 PM	Tyler Wilson	Arts and Culture Commission
5:00 PM	Jenny Hammer	Arts and Culture Commission
5:15 PM	Henry Pinkard	Planning Commission
5:30 PM	Cara Houser	Planning Commission
5:45 PM	Debrief/Appointment Discussion	

STRATEGIC PLAN CONSIDERATIONS

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization; and*
- *Livability and Belonging.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Holly Charléty, City Clerk

Attachments:

Application(s) on file with City Clerk

1. Commissioner Interview Worksheet
2. ACC Roster
3. PC Roster

EL CERRITO BOARD AND COMMISSION APPOINTMENT WORKSHEET

SUBJECT TO CHANGE

Legend

ACC = Arts and Culture Commission
 COA = Committee on Aging
 CommSC = Community Safety Committee
 CCLC = Contra Costa Library Commission
 CCMVCD = Contra Costa Mosquito and Vector Control District
 CSC = Civil Service Commission
 DOA = Date of Appointment **Indicates a PARTIAL TERM**

EDC = Economic Development Committee
 FAB = Financial Advisory Board
 HRC = Human Resources Commission
 PC = Planning Commission
 PRC = Park and Recreation Commission
 UFC = Urban Forest Committee

ARTS & CULTURE COMMISSION (3 Seats)

Name	Term
	DOA – 3/1/2029
	DOA – 3/1/2029
	DOA – 3/1/2028

Prior incumbents resigned (Roberts, Gager, Pavlosky)

Eligible Applicants
Jenny Hammer
Tyler Wilson

PLANNING COMMISSION (1 Seats)

Name	Term
	DOA – 3/1/2029

Prior incumbent termed out (Mendez)

Eligible Applicants
Cara Houser
Henry Pinkard
Rahul Iyer

Arts and Culture Commission

Term Length: 48 Months

Max Terms: 2 Term(s)

Number of Members: 8

Meeting Schedule: 4th Monday of the Month

Meeting Time: 6:00 PM

Meeting Location: Council Chambers

Meeting Address: 10890 San Pablo Ave. El Cerrito

Type: Commission

Description: The ACC is charged with oversight of the Arts in Public Places Program, City Hall Gallery Space, and responsible for acquisition, funding, and placement of public art in the City on public property. The ACC consists of members who demonstrate a commitment to various arts disciplines, including but not limited to: fine arts, visual arts, performing arts, literary arts, art history and arts education.

Council Liaison:

Mayor Carolyn Wysinger

cwysinger@ci.el-cerrito.ca.us

Staff Liaison:

Will Provost

510-525-7622

wprovost@elcerrito.gov

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
2	Ruth Cazden	03/01/2025	2	03/01/2029
3	Renée LeVesque	03/01/2024	1	03/01/2028
4	Courtney Helion	03/01/2025	3	03/01/2029
5	Kim Settles	03/01/2024	1	03/01/2028
8	Juno Rabinovici (Non-Voting Youth Member)	02/24/2025	1	03/16/2027

Planning Commission

Term Length: 48 Months

Max Terms: 2 Term(s)

Number of Members: 7

Meeting Schedule: 3rd Wednesday of the Month

Meeting Time: 7:30 PM

Meeting Location: Council Chambers

Meeting Address: 10890 San Pablo Avenue, El Cerrito, CA

Type: Commission

Description:

The Planning Commission, which is a mandated advisory body under the California Conservation and Planning Law, is appointed by the legislative body, with powers and duties as defined by that law. It functions as an advisory body to the City Council in matters relating to planning and the physical development of the City. Membership on this Board requires the filing of a Statement of Economic Interests – FPPC Form 700.

Council Liaison:

Councilmember Lisa Motoyama

lmotoyama@ci.el-cerrito.ca.us

Staff Liaison:

Sean Moss

510-215-4359

smoss@ci.el-cerrito.ca.us

Position Number	Name	Appt Date	No. of Terms Served	Term Expiration Date
1	Courtney Helion	03/01/2025	1	03/01/2029
2	Daniel Hamilton	03/01/2024	2	03/01/2028
3	Nathan Tinclair	02/16/2023	1	03/01/2026
4	Joy Navarrete	03/01/2022	2	03/01/2026
5	Michael Norwood	09/17/2024	1	03/01/2028
6	Erin Gillett	03/01/2023	3	03/01/2027