



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

REGULAR MEETING OF THE Environmental Quality Committee

Thursday, April 9, 2024 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, Heather Hayashi, Mark Miner, Sean O'Connor, Seth Shonkoff, 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. 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 Council Liaison Carolyn Wysinger 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 March 12, 2024.
5. **LOCAL ROAD SAFETY PLAN (LRSP) PRESENTATION** *(30 min.)*
Receive a presentation from City staff, participate in discussion and consider possible action items regarding the [Local Road Safety Plan](#).
6. **COLLABORATION WITH THE URBAN FOREST COMMITTEE** *(5 min.)*
Hear updates, participate in discussion and consider possible action items regarding collaborating with the City's Urban Forest Committee.
7. **ELECTIONS FOR CHAIR AND VICE-CHAIR** *(10 min.)*
Nominate and elect a Chair and Vice-Chair for an annual term beginning April 2023.
8. **UPDATE ON MODIFICATIONS TO ADVISORY BODY REGULATIONS** *(10 min.)*
Receive and file an update from the staff liaison on advisory body regulations including application and appointment, meeting frequency, workplan and accomplishments and youth participation. Presentation is attached to this agenda packet.
9. **WORKPLAN DISCUSSION** *(10 min.)*
Discuss new requirements, status of current workplan, and select a cycle for the Advisory Body's next Biennial Workplan. Workplan Template is attached to this agenda packet.
 1. Cycle 1: July 1, 2024 (Covering July 1, 2024 – June 30, 2026) – FY25-FY26
 2. Cycle 2: July 1, 2025 (Covering July 1, 2025 – June 30, 2027) – FY26-FY27
10. **EQC BUDGET AND CALENDAR OF EVENTS** *(15 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 2024 Cleanups / Broom Pulls:
 - March 16, Saturday, [Broom pull](#) w/ Trail Trekkers. HNA (Debrief)

- March 17, Sunday, El Cerrito Plaza Bart Station cleanup (Debrief)
- April 6, Saturday, Broom pull w/ Trail Trekkers. HNA (Debrief)
- April 20, Saturday, Earth Day
 - Broom Pull – HNA - Location TBD (*Howdy*)
 - Northern Gateways Cleanup (*Sean & Simrun*)
- May 19, Sunday, Broom pull w/ Trail Trekkers. Location TBD
- June 2, Sunday, Baxter Creek Park cleanup (w/ Baxter volunteers)
- Aug. 11, Sunday. Northern Gateways Park cleanup
- Sept. 21, Saturday, Coastal Cleanup Day, Baxter Creek Park (TBD)
- Oct. 12, Saturday, Northern San Pablo Ave. cleanup
- Dec. 1, Sunday, Baxter Creek Park (w/ Baxter volunteers)
- Arbor Week – March 7-14 (Debrief)
- **Earth Day** - April 20, 2024
 - Volunteers for tool distribution: Mark
- Hillside Festival – May 4 & 5
- Bike to Work Day – May 15
- EC Drive Electric Event (TBD)

11. ACCESSORY DWELLING UNIT (ADU) HANDOUT SUGGESTIONS (15 min.)

Participate in discussion and consider possible action items for suggestions for the City's Accessory Dwelling Unit (ADU) handout for property owners wishing to develop an ADU.

12. 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.

13. 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:

- April 11 at 4:00 PM (Hybrid) – Annual Orientation/Handbook Training
- May 2 at 4:00 PM (tentative) – Chair/Vice-Chair Training
- May TBD - Annual Recognition Event for past Advisory Body Members
- May 14 – Discuss meeting schedule and frequency of meetings
- May 14 – Discuss FY 2024 Accomplishments
- May 14 (tentative) - CPUC – Fixed Electric Rate charged by income; AB 1999
- June 11 – Adopt FY 2024 Accomplishments (must be adopted by July 1, 2024)
- June 11 – Youth Membership Discussion
- Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan (Joint meeting with UFC – Summer 2024)
- Youth Engagement; Earth Team

14. 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, March 12, 2024 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 7:06 p.m.

1. **ROLL CALL** – Chair Howdy Goudey; Vice-Chair Simrun Dhoot; Members Pamela Austin, Fred Bialy, Heather Hayashi, Mark Miner, Sean O'Connor, Sheila Tarbet, Rose Vekony
Absent: Buddy Akacić, Seth Shonkoff, **Also Present:** Christina Leard, Staff Liaison; Will Provost, Assistant to the City Manager

2. **ORAL COMMUNICATIONS FROM THE PUBLIC**

Remarks were made by Richmond resident Cordell Hinder and Urban Forest Committee Member Robin Mitchell.

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

Staff Liaison Leard announced that the City held a groundbreaking ceremony for the El Cerrito del Norte Transit Oriented Development (TOD) Complete Streets Project on Wednesday, March 6. The project spans several streets along and around San Pablo Avenue and will include enhanced and new protected crosswalks and bicycle lanes, bus boarding islands, circulation improvements, and various streetscape enhancements.

4. **PUBLIC DRAFT CLIMATE ACTION AND ADAPTATION PLAN (CAAP)**

The Committee received a presentation from Cascadia Consulting Group and participated in robust discussion on the draft CAAP. Public comments were received from Cordell Hindler and Robin Mitchell.

Move/Second: Goudey/O'Connor **Action:** Passed a motion recommending City Council adopt the draft Climate Action and Adaptation Plan, with modifications based on feedback heard in the public outreach process. **Ayes:** unanimous **Noes:** None

5. **APPROVAL OF THE MINUTES**

Consider a motion adopting the minutes of the EQC meeting held on February 15, 2024.

Move/Second: O'Connor/Austin **Action:** Passed a motion to adopt the Minutes of the February 15, 2024 EQC meeting. **Ayes:** unanimous **Noes:** None

6. **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 2024, including:

- Green Team 2024 Cleanups / Broom Pulls:
 - March 16, Saturday, Broom pull w/ Trail Trekkers, HNA Madera Open Space
 - March 17, Sunday, El Cerrito Plaza Bart Station cleanup
 - April 6, Saturday, Broom pull w/ Trail Trekkers. Location TBD
 - April 20, Saturday, Earth Day
 - Broom Pull (Goudey); location TBD
 - Northern Gateways Cleanup (O'Connor & Dhoot)
 - May 19, Sunday, Broom pull w/ Trail Trekkers. Location TBD
 - June 2, Sunday, Baxter Creek Park cleanup (w/ Baxter volunteers)

- Aug. 11, Sunday. Northern Gateways Park cleanup
- Sept. 21, Saturday, Coastal Cleanup Day, Baxter Creek Park (TBD)
- Oct. 12, Saturday, Northern San Pablo Ave. cleanup
- Dec. 1, Sunday, Baxter Creek Park (w/ Baxter volunteers)
- Arbor Week – March 7-14
- **Earth Day** - April 20, 2024
 - Miner to help with tool distribution
- Hillside Festival – May 4 & 5
- Bike to Work Day – May 15
- An EC Drive Electric Event

7. **ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

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

- Elections for Chair and Vice-chair (April 9 meeting)
- Local Road Safety Plan Presentation from City Staff (April 9 meeting)
- CPUC – Fixed Electric Rate charged by income; AB 1999
- Hillside Natural Area (HNA) Fire Resilience and Forest Conservation Management Plan (Joint meeting with UFC – tentatively July)

8. **ADJOURNMENT**

The meeting adjourned at 9:05 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 March 12, 2024 as approved by the Environmental Quality Committee.

Christina Leard, Staff Liaison

Policy Changes

- Resolution 2024-16
 - Adopt Regulations Regarding City Boards, Commissions and Committees Including Member Requirements, Youth Participation, and Communications to City Council
- Ordinance 2024-01
 - Modifying Meeting Requirements and Concurrent Service on Boards, Commissions, and Committees

- No longer *required* to attend meetings prior to appointment, instead *strongly encouraged*
- Should demonstrate knowledge of current work for body applied for
- Priority give to those not already serving on another body

Application and Appointment

- Minimum meeting requirement *quarterly* (previously monthly)
 - Additional meeting ok IF:
 - Staff is available, AND
 - Membership supports the need
- Annual Report to Council on meetings held



Meeting Frequency

- Two-Year (Biennial) Workplan adopted no later than FY 2026
 - Advisory Bodies that are able to are encourage to complete by FY 2025
 - Content shall align with scope of responsibility and City's Strategic Plan
 - Shall use the Council approved template



Exempt: CSOC, CS, DRB, PC

2-Year Workplan

- No later than July 1st of applicable years shall:
 - Adopt the workplan
 - Post on the Advisory Body's website
 - Transmit to City Council on *consent*
 - Designee should be present to answer questions.
 - Requests for a *presentation* of the workplan will be reviewed/approved consistent with Council rules of order and Procedure



2-Year Workplan Cont.'d

- Accomplishment Section shall be updated annually by July 1st
 - Re-adopt workplan with updates
 - Post on the Advisory Body's Website
 - Transmit to Council on consent
 - Designee should be present to answer questions.
 - Requests for a presentation of the workplan will be reviewed/approved consistent with Council rules of order and Procedure



Exempt: CSOC, CS, DRB, PC

Annual Work Plan Accomplishments

- Must reference workplan item(s) and/or areas of Advisory Body Responsibility
 - Transmit to Council on Consent
- Recommendations in connection with staff requests to be included in staff report
- Any other recommendations, provided by way of general Public Comment



Recommendations

- Any Body may request the City Clerk to advertise interest in appointing a youth member.
- Enrolled in El Cerrito High or resident between ages of 14-18, with written consent
- Non-voting appointment
 - Can participate in discussion and cast a vote, but will not be counted toward quorum or determining vote outcome
 - Only attendance, orientation and Harassment training required



Youth Participation



NEXT STEPS (CITY CLERK)

- Annual Orientation/Handbook Training
 - April 11th at 4:00 PM (Hybrid)
- Development of processes for Youth Participation recruitment
- Chair/Vice Chair Training
 - May 2nd at 4:00 PM (Tentative Date)
- Annual Recognition Event
 - May TBD



BIENNIAL WORK PLAN FISCAL YEAR YYYY/YYYY - YYYYY/YYYY

(ADVISORY BODY NAME)

Chair (First Last); Vice-Chair (First Last); Members (First Last), (First Last) - listed in Alpha order by last name

Staff Liaison

(First Last) | (liaison phone)

(Liaison email)

(Department Name)

MISSION STATEMENT: (State mission as identified in enabling legislation and include legislation citation)

HISTORICAL BACKGROUND: (Brief discussion regarding when the commission/committee was established and how it has changed over time)

FISCAL YEAR (YYYY/YYYY)

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

FISCAL YEAR (YYYY/YYYY)

Items listed in priority order

Goal or Objective	Proposed Activities	Funding and other Resources requested	Estimated Staff time needed	Timeline For Completion

ONGOING PROJECTS

Project	Activites	Funding and other Resources requested	Estimated Staff time needed

PRIOR FISCAL YEAR ACCOMPLISHMENTS

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

Goal/Objective	Activites Supporting Goal	Status