



Staff Liaison
Stephen Prée | 510-559-7685
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AGENDA

REGULAR MEETING OF THE URBAN FOREST COMMITTEE

Monday April 13, 2026, at 7:00 p.m.

El Cerrito City Hall
City Council Chambers
10890 San Pablo Avenue
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

7:00 p.m. CONVENE SPECIAL MEETING

- 1. ROLL CALL** – Chair Robin Mitchell, Vice-Chair Randi Jiménez; Members: Akhil Iyer, Robert Hrubes, Jennifer Kaczor, Valerie Mih
- 2. ORAL COMMUNICATIONS FROM THE PUBLIC and INTRODUCTION BY INDIVIDUALS INTERESTED IN SERVING ON THE ADVISORY BOARD**
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. COMMITTEE MEMBER COMMUNICATIONS AND INFORMATION EXCHANGE / CHANGES TO THE MEETING AGENDA/ (10 minutes)**
- 4. CITY COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS - (10 minutes)**
City Council Liaison Ktsanes and / or City Staff may report on Council policies, priorities, and significant actions taken by the City Council, and / or matters of general interest to the Urban Forest Committee (UFC).
- 5. ACTION ITEMS- (15 minutes)**
 - A. Consider a motion to adopt the minutes from the February 9, 2026 UFC meeting.
 - B. Consider a motion to adopt the minutes from the March 9, 2026, UFC meeting.
 - C. Annual election of officers- nominate and vote to elect Chair and Vice-Chair
 - D. Consider a motion to reimburse UFC members for their Arbor Week 2026 event contributions.
- 6. PRESENTATION: VOLUNTEER EFFORTS IN THE HNA- PAST,PRESENT, FUTURE- (25 minutes):** Friends of the Hillside, Hear, and discuss presentation, consider possible action items.

7. COLLABORATION WITH THE ENVIRONMENTAL QUALITY COMMITTEE (3 minutes)
Hear updates, participate in discussion, and consider possible action items regarding collaborating with the EQC.

8. COLLABORATION WITH THE PARK AND RECREATION COMMISSION- (3 minutes)
Hear updates, participate in discussion, and consider possible action items regarding collaborating with the PRC.

9. URBAN FOREST COMMITTEE ACTIVITIES, CALENDAR, AND WORK PLAN- (20 minutes)
Hear updates, participate in discussion, and consider possible actions that correspond with development of the Urban Forest Committee Work Plan and calendar of events.

A. Arbor Week 2026- Debrief

B. Earth Day April 25, 2026 - Planning

C. UFC Work Plan Implementation Strategy and 2026 Accomplishments

D. City Tree Planting Discussion- Review City Tree Care Agreement, relevant City of El Cerrito ordinances and Standard Operating Procedures (*Prée*)

10. ITEMS FROM TONIGHT’S MEETING THAT REQUIRE FURTHER ACTION
(3 minutes)

11. FUTURE AGENDA ITEMS- hear committee member suggestions for future UFC meeting items (3 minutes)

- Earth Day 2026- Debrief
- UFC Work Plan Implementation Strategy and Accomplishments
- Urban Forest Program Donations and Fundraising
- Review the Arbor Day Foundation’s “Tree Board Handbook”

12. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison, 510-559-7685. 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 El Cerrito Recycling Center during normal business hours.



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DRAFT MINUTES
SPECIAL MEETING OF THE
Urban Forest Committee
February 9, 2026 7:00 p.m.

Hana Gardens
10870 San Pablo Avenue
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

CONVENE REGULAR MEETING: Chair *Robin Mitchell* called the meeting to order at 7:04 p.m.

1. **ROLL CALL:** Present: Chair Robin Mitchell, Vice Chair Randi Jiménez; members: Akhil Iyer, Jennifer Kaczor, Valerie Mih. Absent: Robert Hrubes. Also present: Council Liaison William Ktsanas, Staff Liaison Stephen Prée, members of the public: Edward Church, Paul Duncan, Sue Duncan, Judith Jaroz, Audrey Liese, Brian Richmond, Sandra Sprague.
2. **ORAL COMMUNICATIONS FROM THE PUBLIC:** Audrey Liese requested an opportunity to give a presentation on HNA volunteer work in a future UFC meeting.
3. **COMMITTEE MEMBER COMMUNICATIONS AND INFORMATION EXCHANGE / CHANGES TO THE MEETING AGENDA:** Chair *Mitchell* reported attending the California Native Plant Society annual conference, and on Fire-Wise landscaping in Sebastopol.
4. **COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS:** Council Liaison *Kstanas* provided a report on a recent ECFD rescue operation, and upcoming Council Boards and Commission applicant interviews. Staff liaison Prée reported on del Norte Complete Street project landscape progress.
5. **APPROVAL OF MINUTES:** January 12, 2026 Regular Meeting – **Motion:** *Kaczor*; 2nd: *Mitchell*; unanimous.
6. **PRESENTATION: EL CERRITO HNA DEFENSIBLE SPACE FUEL BREAKS & NATIVE GRASSLAND RESTORATION:** UFC member *Valerie Mih* gave a presentation regarding native grasses, fuel load comparisons with invasive grasses, grassland restoration suggestions and techniques.
7. **COLLABORATION WITH THE ENVIRONMENTAL QUALITY COMMITTEE –** Chair *Mitchell* reported that the EQC received a presentation on “Electrify my Block”.
8. **COLLABORATION WITH THE PARK AND RECREATION COMMISSION-** *Kaczor* reported that the PRC sent a report to City Council on January 20 and received a presentation from El Cerrito Trail Trekkers.

9. URBAN FOREST COMMITTEE ACTIVITIES, CALENDAR, AND WORK PLAN UPDATE:

- A. Arbor Week Planning- *Kaczor* outlined a tentative event schedule including a library program with *Jiménez* leading, and a tree planting in Cerrito Vista Park. The UFC discussed PR, invitations and event details
- B. Outreach Flyer Review- (*Jiménez*) The UFC reviewed, refined and agreed to print the current flyer.
- C. City Tree Planting Discussion- Review City Tree Care Agreement, relevant City of El Cerrito ordinances and Standard Operating Procedures - Deferred
- D. UFC Work Plan Implementation Strategy- Deferred

10. ITEMS FROM TONIGHT’S MEETING THAT REQUIRE FURTHER ACTION:

- *Jiménez, Kaczor & Prée*- arbor week event refinement and publicity.
- *Mitchell & Mih*- ad-hoc subcommittee on HNA

11. FUTURE AGENDA ITEMS –

- Presentation: Friends of the Hillside on HNA work
- UF Extended staff report
- “Tree Board Handbook” and El Cerrito Public Tree Ordinance
- UFC Work Plan Implementation

12. ADJOURNMENT- *Chair Mitchell* adjourned the meeting at 9:00 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Urban Forest Committee meeting of February 9, 2026, as approved by the Urban Forest Committee.

Chair Robin Mitchell

Stephen Prée, Staff Liaison



Staff Liaison
Stephen Prée | 510-559-7685
spree@ci.el-cerrito.ca.us

DRAFT MINUTES
SPECIAL MEETING OF THE
Urban Forest Committee
March 9, 2026 7:00 p.m.

Hana Gardens
10870 San Pablo Avenue
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

CONVENE REGULAR MEETING: Chair *Robin Mitchell* called the meeting to order at 7:02 p.m.

1. **ROLL CALL:** Present: Chair Robin Mitchell, Vice Chair Randi Jiménez; members: Robert Hrubes, Akhil Iyer, Jennifer Kaczor, Valerie Mih. Also present: Council Liaison William Ktsanas, Staff Liaison Stephen Prée, members of the public: Paul Duncan, Sue Duncan, Regina Gilligan, Brian Richmond, Sandra Sprague.
2. **ORAL COMMUNICATIONS FROM THE PUBLIC:** Sandra Sprague reported that El Cerrito Fire Safe had submitted letters of support on behalf of the City application for federal earmark funds for HNA fire fuel reduction work.
3. **COMMITTEE MEMBER COMMUNICATIONS AND INFORMATION EXCHANGE / CHANGES TO THE MEETING AGENDA:** *Valerie Mih* reported on a Contra Costa County Habitat Restoration Grant opportunity and volunteered to form an ad-hoc subcommittee to investigate further for potential application to the HNA.
4. **COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS:** *Council Liaison Kstanas* reported on the following City Council activities: 1. City Budget meeting with the public on Saturday March 7. 2. ECPD public meeting regarding the use of Flock cameras. 3. Public meeting on March 17 regarding Measure C Library funding.
5. **PRESENTATION: ALBANY HILL STEWARDSHIP AND POTENTIAL FOR THE HNA-** *Margot Cunningham* gave a presentation and answered questions regarding the City of Albany's vegetation management, restoration programs and volunteer efforts, on Albany Hill.
6. **COLLABORATION WITH THE ENVIRONMENTAL QUALITY COMMITTEE –** *Chair Mitchell* reported that the EQC is pursuing engagement with the “Electrify my Block” program and invited everyone to participate in the El Cerrito Earth Day program on April 25.
7. **COLLABORATION WITH THE PARK AND RECREATION COMMISSION-** *Kaczor* reported that the February meeting was cancelled, but the PRC has two new members.

8. URBAN FOREST COMMITTEE ACTIVITIES, CALENDAR, AND WORK PLAN UPDATE:

- A. Report on Arbor Week 2026 Events- the UFC discussed the library and tree planting events that took place on Saturday March 7 and the upcoming work party in the HNA on Sunday March 15 with the Friends of the Hillside.
- B. Earth Day 2026- The UFC discussed opportunities for participation including an invasive plant removal event at the Snowdon Ave. entrance to Motorcycle Hill and manning a UFC information table at the Community Center at 1:00 , alongside the fix-it event.
- C. City Tree Planting Discussion- Review City Tree Care Agreement, relevant City of El Cerrito ordinances and Standard Operating Procedures - Deferred
- D. UFC Work Plan Implementation Strategy- Deferred

9. ITEMS FROM TONIGHT’S MEETING THAT REQUIRE FURTHER ACTION:

- *Mitchell & Mih*- ad-hoc subcommittee on HNA Firewise restoration

10. FUTURE AGENDA ITEMS –

- Arbor Day Expenses reimbursement
- Earth Day
- Friends of the Hillside presentation
- UFC Annual Elections
- UFC Work Plan Implementation
- UF Fundraising and Donations

11. ADJOURNMENT- *Chair Mitchell* adjourned the meeting at 8:57 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Urban Forest Committee meeting of February 9, 2026, as approved by the Urban Forest Committee.

Chair Robin Mitchell

Stephen Prée, Staff Liaison