



AGENDA

REGULAR CITY COUNCIL MEETING
Tuesday, February 5, 2013 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Jan Bridges

Councilmember Rebecca Benassini
Councilmember Mark Friedman

ROLL CALL

7:00 p.m. CONVENE REGULAR CITY COUNCIL MEETING

- 1. PLEDGE OF ALLEGIANCE TO THE FLAG** – Mayor Lyman
- 2. COUNCIL / STAFF COMMUNICATIONS** (*Reports of Closed Session, commission appointments and informational reports on matters of general interest which are announced by the City Council & City Staff.*)

3. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are limited to 3 minutes per person. Please state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. PRESENTATIONS

National Night Out Award – *Presentation by Lieutenant Robert De La Campa and Crime Prevention Committee Members.*

The City received the 2012 Police-Community Partnership National Award from the National Association of Town Watch in recognition of outstanding participation in “America’s Night Out Against Crime.”

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5G

Consent Calendar items are considered to be routine by the City Council and will be enacted by one motion unless a request for removal for discussion or explanation is received prior to the time Council votes on the motion to adopt the Consent Calendar.

A. Minutes for Approval

Approve the following City Council meeting minutes: 1) December 18, 2012 Special City Council and Regular City Council; 2) January 7, 2013 Special City Council; 3) January 12, 2013 Special City Council; 4) January 15, 2013 Special City Council; and 5) January 26, 2013 Special City Council.

B. Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project, City Project No. C-3061, Federal Project No. RSTP-5239 (018)

Adopt a resolution approving the following actions: 1) Approve plans for the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project; 2) Accept all submitted bids; 3) Amend the Capital Improvement Program to appropriate an amount not to exceed \$78,000 of Measure A Street Improvement Funds for the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project; and 4) Authorize the City Manager to execute a contract in the amount of \$803,221.36 with Golden Bay Construction, Inc. and to approve change orders in an amount not to exceed \$96,386 (12%) for the construction of the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project.

C. Award Municipal Tree Inventory and Outreach Contract

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Davey Resources Group in an amount not to exceed \$69,338 for the Municipal Tree Inventory and Outreach project.

D. Eden Housing San Pablo Avenue Mixed-Use Senior Apartments Environmental Review Contract Award

Adopt a resolution authorizing the City Manager to execute a contract with Pacific Municipal Consultants (PMC) in an amount not to exceed \$113,088.70 to perform environmental review services for the Eden Housing Senior Apartments project.

E. City Classification Plan Amendment

Adopt a resolution amending the City's Classification Plan to revise the class specification of Development Services Manager.

F. Adjustment to City Clerk Salary Control Point

Consider adoption of a resolution amending Section 2.1 of Resolution No. 2006–52, adjusting the monthly salary control point for the City Clerk position to \$11,247.

G. Committee on Aging Appointment

Approve a Committee on Aging recommendation to appoint Joanna Kim-Selby to the Committee on Aging effective February 6, 2013.

6. PUBLIC HEARING

Adoption of Growth Management Element of the El Cerrito General Plan

Conduct a public hearing and upon conclusion, approve a resolution adopting a revised Growth Management Element and Revisions to Chapter 4: Community Development and Design of the El Cerrito General Plan.

7. POLICY MATTERS

A. Amendment of City Council Meeting Rules and Procedures to Eliminate the Pledge of Allegiance

At the request of Councilmember Friedman consider a motion removing the ceremonial pledge of allegiance from all City Council meetings by adopting a resolution amending Resolution No. 97-99 and Section 3(A) of the City Council Meeting Rules and Procedures to remove the pledge of allegiance from agenda preparation and order of business.

B. Appointment of City Council Subcommittee

At the request of City Manager Hanin, appoint two councilmembers to form a Council Subcommittee to work with staff and the West Contra Costa Unified School District on the ultimate disposition of the Portola Middle School site.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Lyman Assignments: Commission/Committee Rules Subcommittee, Contra Costa County Mayors' Conference, Crime Prevention Committee, Human Relations Commission, Municipal Services Corporation Chair, Pension Trust Board Chair, Public Financing Authority Chair, San Pablo Avenue Area Specific Plan Committee, Successor Agency to the Former Redevelopment Agency Chair, Tree Committee, West Contra Costa Transportation Advisory Committee Alternate, West County Mayors' & Supervisors' Association and West County Integrated Waste Management Authority Delegate.

B. Mayor Pro Tem Abelson Assignments: Committee on Aging, Contra Costa County Mayors' Conference Alternate, Contra Costa Transportation Authority Board Chair, League of California Cities East Bay Division Delegate (also attends as the Council's Delegate to the Annual League Conference), Environmental Quality Committee, Municipal Services Corporation Vice-Chair, Pension Trust Board Vice-Chair, Successor Agency to the Former Redevelopment Agency Vice-Chair, West Contra Costa Transportation Advisory Committee Delegate and West County Mayors' & Supervisors' Association Alternate.

C. Councilmember Benassini Assignments: Association of Bay Area Governments General Assembly Delegate, Financial Advisory Board, Planning Commission, San Pablo Avenue Area Specific Plan Committee and Tom Bates Regional Sports Field Joint Powers Authority Delegate.

D. Councilmember Bridges Assignments: Tom Bates Regional Sports Field Joint Powers Authority Delegate and Design Review Board, Park and Recreation Commission.

E. Councilmember Friedman Assignments: Arts and Culture Commission, Association of Bay Area Governments General Assembly Alternate, Economic Development Board, Commission/Committee Rules Subcommittee, League of California Cities East Bay Division Alternate and West County Integrated Waste Management Authority Alternate.

9. ADJOURN REGULAR CITY COUNCIL MEETING

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| <p>▪ Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live</p> |
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and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/ind-ex.aspx?NID=114>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.

- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. 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).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email cmorse@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.



POLICE-COMMUNITY PARTNERSHIPS

National Award 2012

**Recognizing Outstanding Participation In
'America's Night Out Against Crime'**

Presented by



TO

EL CERRITO, CA

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
Tuesday, December 18, 2012 – 6:30 p.m.
Hillside Conference Room

REGULAR CITY COUNCIL MEETING
Tuesday, December 18, 2012 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Jan Bridges

Councilmember Rebecca Benassini
Councilmember Mark Friedman

ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

6:30 p.m. CONVENE SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

Mayor Lyman convened the Special City Council meeting at 6:30 p.m.

ANNOUNCEMENT OF CLOSED SESSION

Conference with Legal Counsel – Existing Litigation (*Pursuant to Government Code Section 54956.9(a)*) City of El Cerrito v. Robert R. Campbell, et al., Sacramento Superior Court, Case No. 34-2012-80001200

ORAL COMMUNICATIONS FROM THE PUBLIC – *No speakers.*

RECESSED INTO CLOSED SESSION at 6:32 p.m.

ADJOURNED SPECIAL CITY COUNCIL MEETING – CLOSED SESSION at 6:50 p.m.

REPORT OUT OF CLOSED SESSION

Mayor Lyman reported that the City Council provided direction to staff.

ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

7:00 p.m.

CONVENE REGULAR CITY COUNCIL MEETING

Mayor Lyman convened the Regular City Council meeting at 7:02 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG was led by Councilmember Friedman.

2. COUNCIL / STAFF COMMUNICATIONS

Mayor Lyman began the meeting by asking all present to observe a moment of silence for the children and adults of NewTown, Connecticut and stated that the hearts of the City Council and staff are with them.

Scott Hanin, City Manager, announced that Chief of Police, Sylvia Moir, has been appointed by Governor Brown to the California Commission of Peace Officer Standards and Training (POST).

Chief Moir has served the City of El Cerrito since 2010. This position, which was also confirmed by the California Senate, is not only a testament to the Chief but also brings special exposure to the City.

Chief Moir thanked the City Council, City Manager Hanin, Captain Regan and her spouse for supporting her and also thanked the California Police Chiefs Association for nominating her for consideration. POST's mission is to continually support the professionalism of California law enforcement by providing training at all levels, through policy creation, and through strategic planning for California law enforcement. The Commission acts much like a City Council in terms of questioning, advancing policy and creating a sound future for California law enforcement. Chief Moir stated that the appointment is a huge honor for her because it takes her full circle from being an in-class physical instructor to a position where she is able to influence policy for the 100,000 police officers throughout California. For El Cerrito this means that the El Cerrito Police Department will be printed on POST documents. Every recruit that goes through the Police Academy, and everyone who receives training through POST will see El Cerrito Police Department on POST documents. Chief Moir said that it is her hope that this will enhance the reputation of the Department and that people will know that the department is committed to serving at a statewide level. This could potentially improve the Department's recruitment.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Al Miller, El Cerrito, provided an update on the Shadi Holiday display and thanked the Fire Department in particular for carrying the camels. Mr. Miller stated that he was pleased to serve as a shepherd during the weekend evening display and witnessed three generations of families who came to enjoy the display. Mr. Miller also asked the Mayor to consider sending a letter to the Mayor of New Town, Connecticut, expressing the feelings of the people of El Cerrito and acknowledge their grief and sorrow not only to offer support but to also provide an opportunity to reflect on how to help troubled students and contemplate gun control laws.

David Hutcherson, Oakland, stated that he is homeless and described a business he created related to water run-off and water efficiency and wished the City Council a happy holiday season.

Paul Nomington, El Cerrito, provided comments regarding Consent Calendar Item 5(F), the Safety Improvement Project on Arlington Boulevard at Madera and Brewster Drives. Mr.

Nomington noted that traffic is congested and beyond capacity and asked the City Council to vote against the bulb-outs.

Madeline Kronenberg, El Cerrito, President of the West Contra Costa Unified School District Board of Education, spoke in support of Consent Calendar Item 5(H), a resolution supporting the School District's request for a waiver of statutory bonding capacity associated with Measure E, approved by voters in November. President Kronenberg explained the Board's recent change to background information that was provided to the City Council and urged the City Council to support the resolution.

Cassidy Ellis, El Cerrito, commented on Consent Calendar Item 5(F) and the flow of traffic outside Madera School. Ms. Ellis spoke in favor of a lighted crosswalk and against the bulb-out portion of the safety improvement project and encouraged a meeting with the School Board and Madera School community.

4. PRESENTATIONS

Recycling and Environmental Resource Center Achieves Leadership in Energy and Environmental Design (LEED) Platinum Certification from the U.S. Green Building Council – Presentation by Melanie Mintz, Environmental Services Division Manager.

Melanie Mintz, Environmental Services Division Manager, announced the Recycling Center's achievement of Platinum LEED Certification, the highest level of certification that can be achieved. Ms. Mintz, also announced that a film featuring history about the Recycling Center, "Where Recycling is a Pleasure," will debut on May 3, 2012.

Consultants Chris Noll, Principal, Noll and Tam Architects, Jim Coyle, Senior Project Manager, Pankow Builders, George Loisos, Principal, Loisos + Ubbelohde and Wes Sullens, Northern California US Green Building Council/Stopwaste.org also commented on the success of the project.

Action: Received presentation. Discussion held.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5I

Moved, seconded (Bridges/Benassini) and carried unanimously to approve Consent Calendar Item Nos. 5B and 5C, 5E and 5G through 5I in one motion as indicated below. Item No. 5A was removed from the Consent Calendar at the request of Councilmember Bridges. Item Nos. 5D and 5F were removed from the Consent Calendar by Mayor Lyman.

A. Minutes for Approval

Approve the December 4, 2012 Regular City Council Meeting Minutes.

Action: Removed from the Consent Calendar at the request of Councilmember Bridges. Moved, seconded (Friedman/Benassini; Ayes – Councilmembers Abelson, Benassini, Friedman and Mayor Lyman; Noes – None; Abstain – Councilmember Bridges) and carried to approve the minutes as submitted.

B. Financial Advisory Board Enabling Ordinance Clean-Up

Adopt Ordinance No. 2012–03 amending El Cerrito Municipal Code Section 2.04.300 – Financial Advisory Board, to delete references to the former redevelopment agency and further clarify the Financial Advisory Board's function and duties. (*Approved first reading November 20, 2012; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Absent – Councilmember Cheng*).

Action: Adopted Ordinance No. 2012–3. *Effective January 17, 2013.*

C. Amendment of El Cerrito Municipal Code Chapter 8.12 – Collection and Disposal of Waste Stream

Adopt Ordinance No. 2012–04 amending El Cerrito Municipal Code Chapter 8.12 – Collection and Disposal of Waste Stream, to include provisions for salvage and regulation of certain activities at the El Cerrito Recycling and Environmental Resource Center. (*Approved first reading with amendments on November 20, 2012; Ayes – Councilmembers Benassini, Lyman and Mayor Jones; Noes – Councilmember Abelson; Absent – Councilmember Cheng*).

Action: Adopted Ordinance No. 2012–4. *Effective January 17, 2013.*

D. Employee Classification Plan and Specification Amendments

Adopt a resolution amending the City’s employee classification plan to: 1) Establish the classification of Development Services Manager; 2) Revise the class specification of Building Official; 3) Establish the classification of Intern and establish the salary range as recommended; 4) Re-title and revise the class specification of Program Supervisor to Recreation Supervisor, establish the salary range as recommended and eliminate the classification of Recreation Supervisor II; and 5) Revise the class specifications of the Personnel Technician and Employee Services Manager and re-title the classifications to Human Resources Technician and Human Resources Manager.

Action: Removed from the Consent Calendar by Mayor Lyman. Moved, seconded (Benassini/Abelson) and carried unanimously to adopt Resolution No. 2012–89 as amended by Mayor Lyman to modify section three of the enacting clause to further clarify that the control point for the Recreation Supervisor is \$7,051 per month.

E. Accept Offer of Dedication – Bates Avenue

Adopt a resolution accepting the offer of dedication for the 25-foot widening of Bates Avenue as shown on Parcel Map MS 451-09, a four-lot subdivision of 801 Bates Avenue (Assessor’s Parcel No. 505-282-027).

Action: Adopted Resolution No. 2012–90.

F. Arlington Boulevard at Madera and Brewster Drives Safety Improvement Project

Adopt a resolution approving plans, accepting bids, and authorizing the City Manager to execute a contract in the amount of \$129,648 with Ray’s Electric and to approve change orders in an amount not to exceed \$19,447 (15%) for the construction of the Arlington Boulevard at Madera and Brewster Drives Safety Improvement Project, City Project No. C-3047, Federal Project No. SRTS-5239(016).

Action: Removed from the Consent Calendar by Mayor Lyman. Moved, seconded (Friedman/Benassini) and carried unanimously to adopt Resolution No. 2012–91 as amended to correct the resolution by changing November 10 in the second recital to November 20. The City Council also asked staff to return to the Council with a report on additional community outreach that is undertaken regarding traffic issues.

G. On-Call Construction Administration – Professional Services Agreements

Adopt a resolution authorizing the City Manager to execute professional services agreements with three consultant firms, BKF, Inc., Harris & Associates, Inc. and Harrison Engineering, Inc. for on-call construction management services for periods of three years with options to extend for an additional two years.

Action: Adopted Resolution No. 2012–92.

H. Support for the West Contra Costa Unified School District Request for Waiver of Statutory Bonding Capacity

Adopt a resolution in support of the West Contra Costa Unified School District’s application to the State Board of Education for a waiver of the statutory bonding capacity.

Action: Adopted Resolution No. 2012–93.

I. Reschedule the January 2, 2013 City Council Meeting

Approve a recommendation to cancel the January 2, 2013 City Council meeting and schedule a Special City Council meeting on Monday, January 7, 2012 for the purpose of conducting board and commission interviews.

Action: Approved recommendation.

6. PUBLIC HEARING

Proposed Integrated Waste Management Fees and East Bay Sanitary Commercial and Extra Residential Green Waste Collection and Processing Rates – Effective January 1, 2013

1. Conduct a public hearing and upon conclusion adopt a resolution fixing and setting rates for the Integrated Waste Management (IWM) fee, effective January 1, 2013.
2. Conduct a public hearing and upon conclusion adopt a resolution setting maximum allowable commercial green waste and extra residential green waste collection and disposal (processing) rates, effective January 1, 2013.

Presenter: Garth Schultz, Environmental Analyst.

FIXING AND SETTING RATES FOR THE INTEGRATED WASTE MANAGEMENT FEE

Mayor Lyman opened the public hearing. No speakers.

Moved, seconded (Benassini/Abelson) and carried unanimously to close the public hearing.

Action: Moved, seconded (Benassini/Friedman) and carried unanimously to adopt Resolution No. 2012–94.

GREEN WASTE COLLECTION AND DISPOSAL (PROCESSING) RATES

Mayor Lyman opened the public hearing. No speakers.

Moved, seconded (Benassini/Friedman) and carried unanimously to close the public hearing.

Action: Moved, seconded (Abelson/Benassini) and carried unanimously to adopt Resolution No. 2012–95.

7. POLICY MATTERS

A. Annual City Council Liaison Reorganization and Appointments

Discuss City Council appointments to regional bodies and liaison appointments to local boards, commissions and committees and approve appointments for 2013.

Action: Approved by consensus.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Lyman reported that the West Contra Costa Integrated Waste Management Authority (IWMA) met and received presentations from six firms that were competing for post collection services. The IWMA has undergone a process lasting over a year to solicit bids and ultimately ended up with six bids. A committee met and had twenty-four different meetings with six bidders to evaluate proposals. A Statement of Interest was received from different firms who provided a description of what services each firm wished to provide. Some firms were strictly recycling and others offered a combination of disposal and other services. The IWMA received a proposal from Republic Environmental Services (RES), the current provider. RES proposes to provide an increased level of services at the same rate. Republic will negotiate a rate for residuals, which is essentially blue can waste, and El Cerrito should see a reduction in cost in the future once the agreement goes into effect on January 1, 2014. Staff intends to bring a presentation to the Council in the future which will discuss services received from the IWMA. The IWMA has been authorized to negotiate with RES. Staff will be included in the negotiations as well.

B. Mayor Pro Tem Abelson reported on her re-election as Chair of West Contra Costa Transportation Advisory Committee (WCCTAC) for 2013. Mayor Pro Tem Abelson also reported that WCCTAC said good bye to Executive Director, Christina Atienza, who left to become a nun. Jerry Bradshaw has been hired as a half-time, Interim Executive Director of WCCTAC.

C. Councilmember Benassini – No report.

D. Councilmember Bridges – No report.

E. Councilmember Friedman – No report.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 9:00 p.m. in memory of the twenty-six people who lost their lives in the Newtown, Connecticut school shooting tragedy.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
Monday, January 7, 2013 – 6:15 p.m.
Hillside Conference Room

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Rebecca Benassini

Councilmember Jan Bridges
Councilmember Mark Friedman

6:15 p.m. ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Lyman convened the Special City Council meeting at 6:15 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – No comments.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for city boards and commissions. Interviews may result in an announcement of appointment at the meeting. The City Council may also discuss and determine the scheduling and structure of future interviews.

Action: Interviews conducted. Mayor Lyman announced the City Council's re-appointment of Luis Zavala to the Arts and Culture Commission to a term concluding on January 1, 2017.

SUPPLEMENTAL REPORTS

Commission Roster – *Submitted by Cheryl Morse, City Clerk.*

ADJOURNED SPECIAL CITY COUNCIL MEETING at 9:10 p.m.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING

Saturday, January 12, 2013 – 9:00 a.m.

Hillside Conference Room

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Rebecca Benassini

Councilmember Jan Bridges
Councilmember Mark Friedman

9:00 a.m. ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Lyman convened the Special City Council meeting at 9:00 a.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – No speakers.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for city boards, commissions and committees. Interviews may result in an announcement of appointment at the meeting. The City Council may also discuss and determine the scheduling and structure of future interviews.

Action: The City Council conducted fourteen interviews. Mayor Lyman announced the City Council's appointment of Shannon Lee Rutherford and Karen Christian to the Tree Committee to terms concluding on January 1, 2017.

ADJOURNED SPECIAL CITY COUNCIL MEETING at 1:10 p.m.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
Tuesday, January 15, 2013 – 6:30 p.m.
Hillside Conference Room

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Rebecca Benassini

Councilmember Jan Bridges
Councilmember Mark Friedman

6:30 p.m. ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Lyman convened the Special City Council meeting at 6:33 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – No speakers.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Conduct interviews of candidates for city boards, commissions and committees. Interviews may result in an announcement of appointment at the meeting. The City Council may also discuss and determine the scheduling and structure of future interviews.

Action: Interviews completed. Mayor Lyman announced the City Council's appointment of the following:

<u>Arts and Culture Commission</u>	Ruth Cazden to a term concluding on January 1, 2017.
	Heidi Rand to a term concluding on January 1, 2017.
	Cristen Sethi to a term concluding on January 1, 2017.

<u>Crime Prevention Committee</u>	Linda Jolivet and Marty Takimoto
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<u>Design Review Board</u>	Carl Groch to a term concluding on January 1, 2017.
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Economic Development Board

Wendy Brawer to a term concluding on January 1, 2017.

Ann Lehman to a term concluding on January 1, 2017.

Financial Advisory Board

Rich Bartke to a term concluding on January 1, 2017.

Brad Caftel to a term concluding on January 1, 2017.

Hale Kronenberg to a term concluding on January 1, 2017.

Peter Vranich to a term concluding on January 1, 2017.

Human Relations Commission

Makalia Aga to a term concluding on January 1, 2016.

Georgina Edwards to a term concluding on January 1, 2017.

Park and Recreation Commission

Manish Doshi to a term concluding on January 1, 2014.

Gary Hill to a term concluding on January 1, 2017.

Steve Lipson to a term concluding on January 1, 2017.

Planning Commission

Amy Coty to a term concluding on January 1, 2017.

Bill Kuhlman to a term concluding on January 1, 2017.

WCCUSD Bond Oversight Committee

Orlandus Waters effective April 2013 to a term concluding on April 2015.

ADJOURNED SPECIAL CITY COUNCIL MEETING at 9:03 p.m.

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING

Saturday, January 26, 2013 – 9:00 a.m. to 1:00 p.m.

City Council Chambers

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Rebecca Benassini

Councilmember Jan Bridges
Councilmember Mark Friedman

9:00 a.m. ROLL CALL

Councilmembers Abelson, Benassini, Bridges, Friedman and Mayor Lyman all present.

Staff present: Scott Hanin, City Manager; Karen Pinkos, Assistant City Manager; Sky Woodruff, City Attorney, Michael Bond, Fire Battalion Chief; Stephen Bonini, Police Lieutenant; Jerry Bradshaw, Public Works Director; Dwayne Dalman, Senior Economic Development Project Manager; Robert De La Campa, Police Lieutenant; Suzanne Iarla, Community Outreach Specialist; Noel Ibalio, Senior Planner; Chris Jones, Recreation Director; Paul Keith, Police Lieutenant; Lance Maples, Fire Chief; Melanie Mintz, Environmental Services Division Manager; Sylvia Moir, Police Chief; Cheryl Morse, City Clerk; Sean Moss, Senior Planner; Hilde Myall, Senior Housing Project Manager; Brenda Navellier, Fire Department Administrator; Yvetteh Ortiz, Engineering Manager; Michael Pigoni, Fire Battalion Chief; Michael Regan, Police Captain; Maria Sanders, Environmental Analyst, Garth Schultz, Environmental Analyst, Geoffrey Thomas, Accounting Supervisor and Lori Treviño, Economic Development Manager.

Facilitator: Nancy Hetrick, Management Partners.

Graphic Recorder: Leslie Salmon-Zhu, GraphicRecorders.com

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Lyman convened the Special City Council meeting at 9:07 a.m.

Meeting Purpose: *City Council to provide direction on vision, values, goals and strategies for the City of El Cerrito.*

1. Welcome and Introductions

Purpose: Overview of how the day will proceed.

2. Public Comment Nine speakers.

Purpose: Receive public comment a vision for the future and goals and strategies to get

there. Public comments will only be received during this agenda item. The balance of the meeting will focus on City Council deliberation.

Peter Larsen, El Cerrito, suggested the following community improvements: 1) Fundraising efforts to renovate the El Cerrito public library; 2) Charge businesses a collection fee for every shopping cart found in the surrounding neighborhoods; 3) Explore a neighborhood beautification partnership between BART, El Cerrito Plaza, the City and other groups; 4) Unlock and expand athletic facilities at El Cerrito High School; and 5) Conduct an independent residential survey of neighborhoods immediately surrounding El Cerrito Plaza.

Tom Panas, El Cerrito, elaborated on the need for the new Strategic Plan to address building a new library and historical resources, including implementing best practices such as adopting an historic resources ordinance and performing a survey of historic resources.

Al Miller, spoke in support of the comments made by Mr. Panas regarding the library and historical resources. Mr. Miller also emphasized the importance of reaching out and communicating with the community.

Helen Dickey, El Cerrito, spoke in support of comments made by Messrs. Panas and Miller.

Molly Ong, El Cerrito, spoke in support of the need for safety on the Ohlone Greenway.

Steven Resnik, El Cerrito, stated that there needs to be ways of measuring performance in order to evaluate progress on implementation of Strategic Plan objectives and goals.

Tess Taylor, El Cerrito, stated that there are too many parking lots and said in order to thrive El Cerrito needs to be a cooler place to live. Ms. Taylor expressed support for the arts and services for elderly. The Strategic Plan needs to build on what is positive in El Cerrito and on the discussions that have already taken place.

Pansy Kwong, El Cerrito, Chair of the El Cerrito Committee on Aging, spoke about the history of the Senior Center and encouraged renovation of this facility.

Amalia Cunningham, El Cerrito, spoke in support of building a new library and stated that the library should be a priority capital project.

3. Review Strategic Planning Work Completed to Date

Purpose: Review background information followed by City Council discussion of Strategic Planning process and progress.

Nancy Hetrick, Management Partners, summarized the strategic planning work that has been completed to date.

4. Review Environmental Scan and S.L.O.T. Analysis

Purpose: Review current and future factors affecting El Cerrito.

Presentation and review of Strengths-Limitations-Opportunities-Threats ("SLOT") analysis followed by City Council discussion of conclusions and analysis.

Presenter: Karen Pinkos, Assistant City Manager.

Action: Presentation heard and Discussion held. The City Manager and Department Directors responded to the City Council's questions regarding various comments that have been documented in the Specific Plan Process as well as issues related to the City's aging facilities.

5. Review Draft Vision and Values

Purpose: City Council to provide input on El Cerrito's vision (what the City should become in the future) and values (what the City stands for in fulfilling its purpose and achieving its mission).

Presenter: Nancy Hetrick, Management Partners

Ms. Hetrick restated the draft vision statement for the City of El Cerrito:

El Cerrito is a beautiful, connected, and environmentally focused Bay Area destination with vibrant neighborhoods, businesses, and public places and cultural, educational, and recreational opportunities for people of all ages.

Action: Discussion held. Mayor Lyman noted that there are two new councilmembers on the City Council since the vision statement was drafted back in September 2012.

Councilmember Bridges stated that she was present at the September meeting in which the vision statement was crafted and is pleased with the statement as drafted.

Mayor Pro Tem Abelson suggested that the word "beautiful" could be replaced with the word "safe."

Councilmember Friedman commented that the word "beautiful" could be changed to natural beauty and that the vision statement should reflect the diversity that exists within the city.

Councilmember Benassini, expressed her support for substituting the word "beautiful" with "safe."

The City Council also provided comments on the draft organizational values.

6. Review Draft Goals and Strategies

Purpose: City Council to provide input on proposed goals and strategies.

Presenter: Nancy Hetrick, Management Partners.

While discussing proposed goals, the draft vision statement was modified to state, "El Cerrito residents enjoy an optimal quality of life in a safe, connected, and environmentally-focused Bay Area destination with vibrant neighborhoods, businesses, and public places and diverse cultural, educational, and recreational opportunities for people of all ages."

Ms. Hetrick listed proposed goals as follows:

- A. Deliver exemplary government services
- B. Plan for and ensure long-term financial sustainability
- C. Create a sense of place and community
- D. Ensure the public's safety; and
- E. Foster sustainability citywide.

Action: Comments received and discussion held. The City Council offered suggestions for modifying language associated with goals and what is missing, such as including building and/or renovating public facilities as a way of providing residents with exemplary service and promoting public health along with ensuring public safety. The City Council also provided comments and suggestions regarding strategies used to implement goals, as listed on Attachment 5 and also noted the need to measure and demonstrate results.

7. Summary and Next Steps

Purpose: Facilitator will summarize the meeting and identify next steps.

Presenter: Nancy Hetrick, Management Partners. Ms. Hetrick explained that the next step in the Strategic Plan Process will be development of a draft Strategic Plan for council consideration and development of an implementation plan which will align services and resources with priorities and goals.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

- 1. Powerpoint presentation – *Submitted by Karen Pinkos, Assistant City Manager.*
- 2. Some Ideas for Improving El Cerrito – *Submitted by Peter Larsen, El Cerrito.*
- 3. Comments on the Strategic Plan – *Submitted by Tom Panas, El Cerrito.*

8. ADJOURNED SPECIAL CITY COUNCIL MEETING at 12:53 p.m.

PACKET MATERIAL:

- Attachment 1. Background Materials (Agenda Item #3)
- Attachment 2. Environmental Scan Document (Agenda Item #4)
- Attachment 3. S.L.O.T. Analysis (Agenda Item #4)
- Attachment 4. Notes from 9/22/12 Council Workshop (Agenda Item #5)
- Attachment 5. Draft Goals (Agenda Item #6)



AGENDA BILL

Agenda Item No. 5(B)

Date: February 5, 2013

To: El Cerrito City Council

From: Jerry Bradshaw, Public Works Director / City Engineer
Yvetteh Ortiz, Engineering Manager

Subject: Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project, City Project No. C-3061, Federal Project No. RSTP-5239 (018)

ACTION REQUESTED

Adopt a resolution approving the following actions:

- 1) Approve plans for the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project;
- 2) Accept all submitted bids;
- 3) Amend the Capital Improvement Program to appropriate an amount not to exceed \$78,000 of Measure A Street Improvement Funds for the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project; and
- 4) Authorize the City Manager to execute a contract in the amount of \$803,221.36 with Golden Bay Construction, Inc. and to approve change orders in an amount not to exceed \$96,386 (12%) for the construction of the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project.

BACKGROUND

The Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project will close sidewalk gaps, install pedestrian safety measures, and install bicycle facilities along two key routes in El Cerrito. In December 2009, the El Cerrito City Council approved Resolution 2009-79 authorizing the application for federal and state funds from the State Transportation Improvement Program - Transportation Enhancement (STIP-TE) Program for construction of this project. The City was subsequently awarded a grant in the amount of \$977,000.

The El Cerrito Circulation Plan for Bicyclists and Pedestrians and ADA Transition Plan place high priorities on the Moeser Lane and Ashbury Avenue corridors. Additionally, a Citywide Pedestrian Safety Assessment conducted by the Institute of Transportation Studies Technology Transfer Program (UC Berkeley) highlighted the necessity for improvements along these corridors, and recommended improvements consistent with those to be installed by the City. Combined, these two corridors provide access to the following facilities: Community Center, Contra Costa Civic Theater, Cerrito Vista Park,

Agenda Item No. 5(B)

Portola Middle School, Prospect Sierra School, El Cerrito High School, Harding Elementary School and Albany High School. Students, parents, and others frequently bike and walk between these facilities. Completion of these two corridors will also provide important connections to regionally significant routes including San Pablo Avenue and the Ohlone Greenway, and two BART Stations.

The specific project improvements are described below.

New Sidewalk and Curb Ramps

Ashbury Avenue - New four feet wide sidewalk and curb ramps will be added on the west side of Ashbury Avenue between Waldo Avenue and Moeser Lane.

Moeser Lane - New four feet wide sidewalk and curb ramps will be added to the north and south sides of Moeser Lane from Shevlin Drive to Terrace Drive. On the south side of Moeser Lane, between Sea View Drive and Shevlin Drive, new four feet wide decomposed granite walkway will be added. Decomposed granite was used in this segment at the request of PG&E who has superior property rights.

Pedestrian Safety Measures

Ashbury Avenue at Moeser Lane - New intersection bulb-outs are added along the frontage of the Community Center and at the south-west corner of the intersection.

Ashbury Avenue at Stockton Avenue – The existing raised island on the south side of the intersection is reconstructed to provide wheelchair accessibility and a pedestrian refuge area.

Ashbury Avenue at Hotchkiss Avenue – A pedestrian refuge area is provided within a new four feet wide raised median island at the south leg of the intersection.

Ashbury Avenue at Eureka Avenue (north) – A pedestrian refuge area is provided within a new four feet wide raised median island at the north leg of the intersection.

Ashbury Avenue at Eureka Avenue (south) – The existing sidewalk at the south-east corner fronting El Cerrito High School is reconstructed, reducing the length of the pedestrian crosswalk at the east leg of the intersection. The existing median on Eureka Avenue is reconstructed with standard curb improvements and a crosswalk is marked on the north leg of the intersection where none exists now.

Ashbury Avenue at Lincoln Avenue – A new raised crosswalk is added across Ashbury Avenue at the south leg of the intersection servicing El Cerrito High School.

Ashbury Avenue at C Street – New intersection bulb-outs are added at the north-west corner fronting Harding Elementary School and at the east side of the intersection. Also, the raised median island is reconstructed to provide wheelchair and pedestrian accessibility.

Agenda Item No. 5(B)

Ashbury Avenue at A Street/Lynn Avenue – A new raised crosswalk is added across Ashbury Avenue at the south leg of the intersection. Also, the raised median island is reconstructed to provide wheelchair and pedestrian accessibility.

Bicycle Facilities

Ashbury Avenue – From Moeser Lane to Fairmount Avenue, a Class III bikeway (signs and striping indicating shared use of an existing vehicular travel lane) will be provided. From Fairmount Avenue to the South City Limits, a Class II bikeway (signs and striping indicating a dedicated bike lane adjacent to an existing vehicular travel lane) will be provided.

Moeser Lane – From San Pablo Avenue to Pomona Avenue, a Class II bikeway will be provided.

A general meeting soliciting public input on the project was held in April 2011. A smaller block meeting was held in May 2011 with neighbors of the 900 Block of Norvell Street to address concerns regarding the new sidewalk on the west side of Ashbury Avenue between Waldo Lane and Moeser Lane. Given the varying conditions along the block and comments received at the block meeting, City staff revised the proposed sidewalk design to provide a safe and convenient path for pedestrians, a more direct and accessible path for persons with disabilities, and at the same time address resident concerns about security and privacy along their back fences.

ANALYSIS

Six bids were received on January 23, 2013 with the following results:

<u>Name</u>	<u>Location</u>		<u>Bid</u>
Golden Bay Construction, Inc.	Hayward	\$	803,221.36
J.J.R. Construction, Inc.	San Mateo	\$	870,770.00
Redgwick Construction Company, Inc.	Newark	\$	892,099.20
Ghilotti Bros., Inc.	San Rafael	\$	898,217.50
FBD Vanguard Construction, Inc.	Livermore	\$	906,913.87
Sposeto Engineering, Inc.	Livermore	\$	1,049,373.00
Engineer's Estimate		\$	850,000.00

The low bid of \$803,221.36 is approximately 5.5% below the engineer's estimate of \$850,000.

Staff recommends award of the project to Golden Bay Construction, Inc.

FINANCIAL CONSIDERATIONS

This project is included in the current Capital Improvement Program. The primary funding for this project is provided by a Federal Transportation Enhancement (STIP-TE) Grant of \$977,000 with an initial allocation of \$30,000 of Measure A funds for a total original funding budget of \$1,007,000. The expenditure budget below shows a shortfall of \$78,392.93. Staff had alerted the Council to the recent erratic nature of construction bids as we braced ourselves for very large bid results. Our engineer's estimate had been adjusted somewhat to that reality, so staff is pleased to see this come in under the latest estimate. All things considered, staff believes the low bid to be a good value worthy of full funding. As with other recent road projects, staff is recommending an additional appropriation of Measure A funds of up to \$78,000 to fully fund the project. Measure A began the fiscal year with a surplus of approximately \$350,000. There is sufficient funding available in Measure A for this appropriation without diminishing the annual paving program.

Staff is also recommending change orders slightly above the usual 10% level (12% or \$96,386) in order to allow for some modest design enhancements to the work around the medians on lower Moeser to correct some road crown and drainage issues.

	<u>Full Funding Budget</u>
<i>Design</i>	\$63,300.00
<i>Construction</i>	\$803,221.36
<i>Construction Contingency (12%)</i>	\$96,386.00
<i>Const Mgt/Admin</i>	\$122,430.00
<i>Total</i>	<u>\$1,085,397.92</u>
 <i>Surplus (Shortfall)</i>	 (\$78,397.93)

Reviewed by:



Scott Hanin, City Manager

Attachment:

1. Accompanying Resolution

RESOLUTION 2013 – XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AWARDING A
CONTRACT IN THE AMOUNT OF \$803,221.36 WITH GOLDEN BAY CONSTRUCTION, INC.
FOR THE CONSTRUCTION OF THE MOESER LANE AND ASHBURY AVENUE
PEDESTRIAN AND BICYCLE CORRIDOR IMPROVEMENTS PROJECT**

CITY PROJECT NO. C-3061

WHEREAS, the City Council previously authorized bids for this project as part of the Capital Improvement Program; and

WHEREAS, the project was advertised for bids on November 30, 2012 and on December 10 and 17, 2012 and six bids were received on January 23, 2013; and

WHEREAS, the lowest responsive, responsible bidder was Golden Bay Construction, Inc. whose total bid, in the amount of \$803,221.36, was 5.5 percent below the Engineer's Estimate; and

WHEREAS, Measure A Street Improvement funds are eligible for roadway projects such as this.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito approves the following:

- 1) Approve plans for the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project;
- 2) Accept all submitted bids;
- 3) Amend the Capital Improvement Program to appropriate an amount not to exceed \$78,000 of Measure A Street Improvement Funds from the Annual Street Improvement Program to the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project; and
- 4) Authorize the City Manager to execute a contract in the amount of \$803,221.36 with Golden Bay Construction, Inc. and to approve change orders in an amount not to exceed \$96,386 (12%) for the construction of the Moeser Lane and Ashbury Avenue Pedestrian and Bicycle Corridor Improvements Project.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on February 5, 2013 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

* * * * *

Agenda Item No. 5(B)
Attachment 1

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor



AGENDA BILL

Agenda Item No. 5(C)

Date: February 5, 2013

To: El Cerrito City Council

From: Stephen Prée, Public Works Environmental Programs Manager
Jerry Bradshaw, Public Works Director/City Engineer

Subject: Municipal Tree Inventory and Outreach for the City of El Cerrito-
Execute Professional Services Agreement with Davey Resource Group

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Davey Resources Group in an amount not to exceed \$69,338 for the Municipal Tree Inventory and Outreach project.

DISCUSSION

Project Description

The Municipal Tree Inventory and Outreach project was initiated by staff in response to the mandates identified in the City's 2007 Urban Forestry Management Plan to develop an urban forest database software program and quantify the economic and social benefits of the urban forest. The project includes: 1) A physical inventory of an estimated 16,250 City trees and vacant tree sites that will update the condition of the trees since the last inventory in 2007; 2) An economic analysis of El Cerrito's urban forest that includes descriptive resource benefits, quantified environmental values and a report on the composition and condition of our urban forest; 3) Purchase and implementation of tree management software featuring work planning, work orders, budget reporting capabilities and general urban forest management; and 4) A public access component to the software that will be made available through the City's website which will provide general and specific information on El Cerrito's urban forest and individual trees including environmental qualities and value assessment.

Grant Funding

City Council Resolution 2012-05 approved an application for Proposition 40 and 84 urban forestry grant program funds. The California Department of Forestry & Fire Protection (CalFire) and the U.S. Department of Agriculture Forest Service awarded the City a grant that will fund 75% of the total cost of the project.

Consultant Selection

Staff prepared and distributed a Request for Proposal (RFP) to twelve arboricultural consulting firms and posted the RFP on the City website in early December 2012. The City received three proposals in response to the RFP.

On January 24, 2013 the three responding firms were invited to City Hall to discuss their work plans, demonstrate their proposed tree management software, economic analysis tools and answer questions from an interview panel consisting of three City staff, the chief arborists from the City of Albany and City of Berkeley and a member of the City's Tree Committee - Ralph Boniello.

Five of the six panelists recommended Davey Resource Group as the most advantageous to the City, based on the following evaluation criteria as stipulated in the RFP:

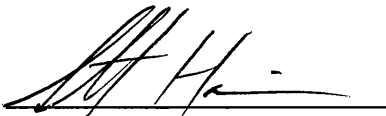
- | | |
|---|-----|
| • Project Understanding & Work | 30% |
| • Experience and Qualifications of Project Team | 30% |
| • Tree Management Software & Economic Analysis Tool | 40% |

Davey has been a leader in the tree business since 1880. Their stability as a company, capacity to successfully complete projects and available resources give them an advantage for this project. Davey has more experience with CalFire inventory grants than any other consulting firm in the state. The firm also possesses a high degree of technical expertise with a staff of inventory arborists who have worked in the Bay Area and are familiar with what is required to fulfill the CalFire Grant. Additionally their TreeKeeper 7.7 software allows the City to own the inventory data; is considered simple to use by a variety of users and is easily tailored to the El Cerrito urban forestry program. DRG's proposal includes a public presentation to showcase the project given by skilled, articulate and experienced staff.

FINANCIAL CONSIDERATIONS

The 2011-2012 Cal Fire Urban or Community Forest Inventory Grant Program requires a 25% local match. The total project cost is estimated to be \$74,338 with \$55,753 funded by grant funds and \$18,585 coming from the City's Landscape and Lighting fund. This budget also allows approximately \$5,000 for other tasks such as artwork and mailing associated with the outreach effort. Upkeep of the software database will be performed by Public Works staff on an ongoing basis.

Reviewed by:


Scott Hanin, City Manager

Attachments: Resolution

RESOLUTION 2013 – XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AWARDING A PROFESSIONAL SERVICES AGREEMENT WITH DAVEY RESOURCE GROUP IN AN AMOUNT NOT TO EXCEED \$69,338 FOR THE MUNICIPAL TREE INVENTORY AND OUTREACH PROJECT

WHEREAS, the City Council adopted the Urban Forest Management Plan in 2007, which included a goal to develop an urban forest database software program; and

WHEREAS, the City Council adopted Resolution 2012-05 which approved an application for Proposition 40 and 84 urban forest grant funds, after which the City was awarded a Cal Fire and US Forest Service Urban or Community Forest Inventory Grant for a project that would include an inventory and database software; and

WHEREAS, City staff solicited proposals for the work from twelve arboricultural consulting firms, and received three responses on January 7, 2013; and

WHEREAS, a panel consisting of City staff plus chief arborists from the cities of Albany and Berkeley reviewed the proposals, interviewed the proposing consultants and recommended Davey Resources Group as the most qualified responder.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute a professional services agreement with Davey Resources Group in an amount not to exceed \$69,338 for the Municipal Tree Inventory and Outreach project for the City of El Cerrito.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on February 5, 2013 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor



AGENDA BILL

Agenda Item No. 5(D)

Date: February 5, 2013
To: El Cerrito City Council
From: Sean Moss, Senior Planner
Subject: Eden Housing San Pablo Avenue Mixed-Use Senior Apartments
Environmental Review - Award of Contract

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute a contract with Pacific Municipal Consultants (PMC) in an amount not to exceed \$113,088.70 to perform environmental review services for the Eden Housing Senior Apartments project.

BACKGROUND/ANALYSIS

Eden Housing is pursuing approvals for 63 affordable senior housing units and ground floor clinic and retail space. There are potential traffic, historic resources, noise and air quality issues on the site that create a necessity for specialized California Environmental Quality Act (CEQA) review.

A Request for Proposals (RFP) was circulated from December 16, 2011 to January 27, 2012. Requests were sent to twelve firms and seven submitted proposals. The table on page 2 lists each firm and the proposed total budget for the project. The question as to what type of environmental document was necessary was left to the consultant to propose based on the information contained in the RFP. As the Lead Agency, the City will ultimately make this decision. However, City staff felt that it was appropriate to allow the consultants to advise staff on the suitable type of environmental document. It is anticipated that an Environmental Impact Report (EIR) will be necessary; City staff will make this determination, with input from the consultant, after the completion of the Initial Study. Some firms' proposals reflect the need for a Mitigated Negative Declaration (MND), others proposed preparation of an EIR, and some proposed options for both types of documents (shown on the table as two total budget amounts).

PMC proposed options for both an MND and an EIR. PMC's EIR budget was the lowest proposed budget for an EIR and PMC's MND budget was among the lowest proposed MND budgets. PMC was selected based on these costs, the overall value of the work based on the proposed scope, and the firm's reputation and expertise in producing environmental documentation for complex projects.

Bid Summary

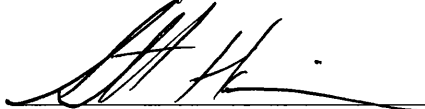
Firm	Bid for Required Tasks
AEM	\$48,832 (MND)
David J. Powers & Associates	\$61,346 (MND)
Lamphier-Gregory	\$118,000 (EIR)
LSA	\$60,990 (MND)
MIG	\$103,953/\$128,168 (MND/EIR)
The Planning Center DC&E	\$113,486 (EIR)
PMC	\$58,128/\$98,338 (MND/EIR)

City and consulting staff anticipates completion of the Administrative Draft of the Eden Housing San Pablo Avenue Mixed-Use Senior Apartments Environmental Review 22 weeks after the start date.

FINANCIAL CONSIDERATIONS

The environmental review process is legally required and must accompany the entitlement process. As is normal for projects of this type, the applicant, Eden Housing, will place on deposit with the City the \$98,338 in contract funds and a fifteen percent (15%) contingency or \$14,750.70 to fund this process for a total amount of \$113,088.70.

Reviewed by:


Scott Hanin, City Manager

Attachments:

1. Resolution
2. PMC Scope of Services

RESOLUTION 2013–XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF EL CERRITO AND PMC IN AN AMOUNT NOT TO EXCEED \$113,088.70 FOR ENVIRONMENTAL REVIEW SERVICES FOR THE EDEN HOUSING SAN PABLO AVENUE MIXED-USE SENIOR APARTMENTS PROJECT

WHEREAS, the City conducted a Request for Proposal (RFP) process during which PMC submitted a proposal for the Eden Housing San Pablo Avenue Mixed-Use Senior Apartments project Environmental Review in the amount of \$113,088.70; and

WHEREAS, PMC has demonstrated that it can best perform the tasks outlined in the Eden Housing San Pablo Mixed-Use Senior Apartments Environmental Review RFP; and

WHEREAS, the City will oversee the environmental review, and the funding for the environmental review (\$98,338) and a fifteen percent (15%) contingency (\$14,750.70) will be paid for entirely by the applicant, Eden Housing.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute an agreement between the City of El Cerrito and PMC in an amount not to exceed \$113,088.70 and appropriate said funds as described.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and adoption.

I CERTIFY that at an adjourned regular meeting on February 5, 2013, the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBER:
NOES: COUNCILMEMBER:
ABSENT: COUNCILMEMBER:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

APPROVED

Gregory B. Lyman, Mayor

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A PROPOSAL TO

THE CITY OF **EL CERRITO**

INITIAL STUDY/MITIGATED NEGATIVE DECLARATION OR
ENVIRONMENTAL IMPACT REPORT FOR EDEN HOUSING,
SAN PABLO MIXED-USE SENIOR APARTMENTS

SUBMITTED TO:

SEAN MOSS
SENIOR PLANNER

CITY OF EL CERRITO
PLANNING DIVISION
10890 SAN PABLO AVENUE
EL CERRITO, CA 94530
(510) 215-4330



JANUARY 27, 2012

SUBMITTED BY:



500 12TH STREET, SUITE 240
OAKLAND, CALIFORNIA 94607
PHONE: (510) 272-4491
FAX: (510) 268-9207

(866) 828-6PMC

WWW.PMCWORLD.COM



January 27, 2012

Sean Moss, Senior Planner
CITY OF EL CERRITO, PLANNING DIVISION
10890 San Pablo Avenue
El Cerrito, CA 94530

**RE: REQUEST FOR PROPOSAL – INITIAL STUDY/MITIGATED NEGATIVE
DECLARATION OR ENVIRONMENTAL IMPACT REPORT FOR EDEN HOUSING,
SAN PABLO MIXED-USE SENIOR APARTMENTS**

Dear Mr. Moss:

The proposed Eden Housing, San Pablo Mixed-Use Senior Apartments project is an infill project consisting of low-income senior residential units and supporting uses that will provide an opportunity to continue to revitalize the San Pablo Avenue corridor. We understand that the proposed project's environmental impacts are limited given the developed condition of the project site and surrounding area, and that there are key environmental issue areas that need to be addressed as part of the project's review (e.g., historic resource, noise, traffic, air quality, and greenhouse gas impacts). While it is desirable to focus the environmental review to the preparation of a Mitigated Negative Declaration (MND), it is currently unclear whether preparation of an MND will legally suffice until further technical analysis is conducted.

To meet the city's needs PMC has assembled a team of staff resources with regional experience in preparing CEQA documents on similar projects involving historic resources. This team includes the utilization of VerPlanck Historic Preservation Consulting and Cultural Historian Donna Graves, Kittelson & Associates/Dowling Transportation Engineering/Planning, and Charles M. Salter Associates Noise Consultants to ensure the technical issues are addressed appropriately.

Thank you for your consideration of our proposal. Should you have further questions, please contact Patrick Angell at (510) 272-4491, ext. 10315, or pangell@pmcworld.com.

Sincerely,

Philip O. Carter
President

Patrick Angell
Principal-in-Charge of Environmental Services

POC:PA:sw:mn

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CONSULTANT TEAM



CONSULTANT TEAM

Pacific Municipal Consultants (dba PMC) is a California corporation that provides planning, environmental, and municipal services to public agencies, special districts, and public-oriented organizations. The firm's President is Philip O. Carter, Vice President is Tad Stearn, Chief Operating Officer is John Cowdery, and Secretary is Jennifer LeBoeuf.

In addition to those listed above, principals of the firm include Patrick Angell, Mark Teague, Pam Johns, and Paul Junker.

PROJECT TEAM

PMC has put together a small yet flexible team of professionals to work with the City of El Cerrito. Résumés for these individuals can be found at the end of this section.

PROJECT MANAGEMENT

Patrick Angell – Principal-in-Charge

Mr. Angell is a principal at PMC and oversees the company's environmental services. He also serves as a project director and manager for a variety of projects. He specializes in environmental and urban land use planning, and has performed tasks for projects such as residential subdivisions, mixed-use urban developments, and redevelopment plans. Mr. Angell's experience includes preparing climate change, urban land use, and growth analysis, recreation and visual resource studies, public services assessment, transportation and circulation studies, and cultural resource analysis. He has also been involved in the preparation of several CEQA and NEPA documents and technical studies and has over 19 years of

PMC will manage this project from our
Oakland office:

500 12th Street, Suite 240
Oakland, CA 94607
Phone: (510) 272-4491
Fax: (510) 268-9207

environmental documentation preparation experience. Mr. Angell has overseen work on mixed-use, residential projects and other projects in the Bay Area including City of Pittsburg – Pittsburg/Bay Point BART Master Plan EIR, City of San Carlos 665 Prospect Street/Mirabel Residential Project Mitigated Negative Declaration, West Contra Costa Unified School District school improvement projects, City of San Mateo General Plan Update EIR, City of Belvedere General Plan Update Mitigated Negative Declaration, and Town of Corte Madera General Plan Update EIR.

TECHNICAL STAFF

Scott Davidson – Senior Planner

Mr. Davidson is responsible for managing diverse projects and providing staff support for public agencies in the greater San Francisco Bay Area. His duties include project management and facilitated processing for special projects, development applications, and redevelopment projects; preparation and updates of general plans, specific plans, zoning codes, subdivision ordinances, and design guidelines; and preparation of environmental documents in compliance with the California Environmental Quality Act and the National Environmental Policy Act. Mr. Davidson has worked on such projects as the City of El Cerrito Vitale Mixed Use Development and 1715 Elm and West Contra Costa Unified School District school improvement projects.

Seth A. Myers – Associate Planner

Mr. Myers is an environmental planner and air quality/greenhouse gas analyst. He is involved in the preparation of initial studies/negative declarations, environmental impact reports, and other CEQA documents as well as providing air quality analysis, greenhouse gas emissions analysis, and environmental team support. Mr. Myers has extensive expertise conducting air quality analyses and a comprehensive working knowledge of the associated regulatory environment. He is proficient in the use of URBEMIS 9.2.4, CalLine 4, EMFAC 2007, CalEEMod, and other industry standard air quality and greenhouse gas analysis tools. He has experience with planning and environmental projects, issues, and documents. In addition, Mr. Myers is a Certified Arborist (ISA #WE-7501A) and has provided landscape and irrigation plan review for development and public works

projects, performed invasive weed eradication programs, and habitat-loss mitigation. Mr. Myers has work on mixed-use, residential projects and other projects in the Bay Area including City of Pittsburg – Pittsburg/Bay Point BART Master Plan EIR, City of San Carlos 665 Prospect Street/Mirabel Residential Project Mitigated Negative Declaration, West Contra Costa Unified School District school improvement projects, and the City of Sunnyvale 1044 East Duane Avenue Infill Project Greenhouse Gas Analysis and Addendum Assistance.

ADDITIONAL RESOURCES

The above list represents the staff which PMC anticipates will be required, however it is possible that the need for additional staff may arise. Therefore PMC may assign additional staff types as necessary to complete the services required under this agreement. Compensation rates for additional staff types will be determined by PMC and will be consistent with the rates listed herein. Assignment of additional staff will not change the budget of this agreement, unless agreed upon by both parties with the execution of an amendment.

The client may not during the term of the project, nor for a period of one year thereafter, solicit for employment, hire or retain, whether as an employee or independent contractor, any person who is or has been employed by PMC. Should the client desire to hire PMC's employee, equitable compensation for the loss of such employee will be due to PMC by the client."

PMC understands that any work product created for, and delivered to the client will become the property of the client. PMC reserves the right to use work we created (including images, concepts or ideas) solely for the purpose of displaying samples of work to potential clients as an example of PMC's creative capability.

SUBCONSULTANTS

PMC utilizes subconsultants that represent a wide range of technical disciplines based on local knowledge, agency contacts, and resource-specific expertise to form project teams that provide the best results. These specific subconsultants were identified given their local knowledge and area of expertise to provide the highest quality service to the City.

Firm	Role
Dowling/Kittelman 180 Grand Avenue, Suite 250, Oakland, CA 94612 (510) 839-1742	Traffic Analysis
CM Salter 130 Sutter Street, Floor 5, San Francisco, CA 94104 (415) 397-0442	Noise Analysis
VerPlanck Historic Preservation Consulting 57 Post Street, Suite 512, San Francisco, CA 94104 (415) 391-7486	Historic Resources

PATRICK ANGELL

Principal-in-Charge

Mr. Angell is a principal at PMC and oversees the company's Environmental Services Group. He also serves as a project director and manager and technical analyst for a variety of projects. He specializes in environmental and urban land use planning, and has performed tasks for projects such as water and wastewater facilities, energy facilities, flood control projects, residential subdivisions, mixed-use urban developments, general plans, and redevelopment plans. Mr. Angell's experience includes establishing environmental review divisions for cities, coordinating and facilitating large-scale private and public projects, and preparing urban land use and growth analysis, recreation and visual resource studies, public services assessment, transportation and circulation studies, and cultural resource analysis. He has also been involved in the preparation of several CEQA and NEPA documents and technical studies and has over 19 years of environmental documentation preparation experience.

RELEVANT PROJECT EXPERIENCE

City of San Carlos, 655 Prospect Drive MND, Project Director. The project consisted of the demolition of an existing house and the development of up to seven residential units and associated open space area. Key environmental issues included slope stability, tree loss, visual effects, and parking.

Town of Corte Madera, General Plan Update EIR, Project Manager. The Town of Corte Madera prepared a General Plan Update that considers additional infill and revitalization opportunities in the town, which is near buildout. Key environmental issues include flooding and sea level rise, housing, water supply, traffic, and growth effects.

City of Belvedere, General Plan Update Mitigated Negative Declaration, Project Manager. The Mitigated Negative Declaration addressed the remaining development potential of the city and its impacts. This included an evaluation of historic resources, climate change, and sea level rise.

City of San Mateo, General Plan Update EIR, Project Manager. Environmental issues included downtown traffic impacts, climate change, and air quality.

EDUCATION

BA, Environmental Science with a government emphasis, California State University, Sacramento

Land Use and Environmental Planning Certificate Program, UC Davis Extension

PROFESSIONAL AFFILIATIONS

American Planning Association

Association of Environmental Professionals

PAPERS/ PUBLICATIONS

California Energy Commission, Land Use Issues Associated With Power Plant Facility Siting

2005 Mitigation Monitoring and Reporting Survey of California Cities and Counties

PRESENTATIONS

2007 California Association of Environmental Professionals Conference – Smart Growth Concepts and CEQA with General Plans

2009 California Association of Environmental Professionals Conference – Climate Change and Water Supply Planning

2009 California American Planning Association Conference – Climate Change and Adaptation

PATRICK ANGELL
Principal-in-Charge

City of Pinole, City of Pinole General Plan Update, Specific Plans, Zoning Ordinance Update and EIR, Project Director. PMC prepared a comprehensive update to the City of Pinole's General Plan. This also included assistance to City staff in preparing General Plan goals and policies and updating the Zoning Ordinance for consistency with the General Plan. The General Plan focuses on sustainability and sense of place and recognizes the importance and opportunity to enhance sustainability while managing growth. In addition, PMC prepared a Specific Plan to focus and guide development on the three main corridors in Pinole. Work on the General Plan and EIR required close coordination and regular meetings with City staff including the City Attorney, as well as presentations to the Planning Commission and City Council on all project aspects.

City of Sunnyvale, Climate Action Plan, Land Use and Transportation Element (LUTE), and EIR, Overall Project Manager. PMC is working with the City of Sunnyvale to develop a Climate Action Plan, Land Use and Transportation Element (LUTE), and EIR for the City. The documents will tier off of the existing 1997 LUTE as well as subsequently adopted specific plans, major rezoning actions, other studies and related environmental documents. The CAP will incorporate related existing Sunnyvale codes and policies that aid in reduction of GHG emissions as well as proposed new policies needed to meet required reduction goals. The EIR will analyze the impacts of all policies and programs pursuant to CEQA, and the CAP, LUTE and EIR together will serve as programmatic tiering documents for subsequent projects. Along with all three efforts, PMC will conduct an extensive public outreach and engagement effort. PMC is currently assisting City staff on facilitating committee and public meetings associated with the project.

City of Pittsburg, Pittsburg/Bay Point BART Master Plan EIR, Project Director. PMC prepared both the Master Plan and the EIR for this infill/mixed-use development project.

Saratoga Unified School District, Argonaut Elementary School Expansion Mitigated Negative Declaration, Project Manager. PMC prepared the Initial Study and Mitigated Negative Declaration for the planned expansion of Argonaut Elementary School. With the successful passage of Ballot Measure D in June of 1997, the Saratoga Union School District received \$40 million in General Obligation Bond proceeds to modernize and expand their four school sites to support the educational program, upgrade the facilities, and accommodate the anticipated growth over the next ten years. Key issues involved traffic and traffic safety, visual impacts, and tree removal.

Saratoga Unified School District, Foothill Elementary School Expansion EIR, Project Manager. For the expansion of the Foothill Elementary School, PMC acted in an advisory role, guiding the District through the CEQA process, and prepared an EIR that addressed issues such as retaining scenic viewsheds, increased noise, traffic circulation, and pedestrian safety. The Foothill Elementary School Expansion was part of the same modernization and expansion process as that under which the Argonaut School Expansion was being conducted.

PATRICK ANGELL
Principal-in-Charge

SCOTT DAVIDSON, AICP

Senior Planner

Mr. Davidson brings extensive experience in developing the policy framework to support sustainable development patterns including infrastructure improvements and financing strategies. He has more than 20 years of experience in managing diverse projects for public agencies throughout California. His duties include project management and facilitated processing for special projects including infrastructure improvements, habitat enhancement, and emergency services facilities. Mr. Davidson has extensive experience with development review, redevelopment activities; preparation of general plans, specific plans, zoning codes, subdivision ordinances, and design guidelines; and preparation of environmental documents in compliance with the California Environmental Quality Act and the National Environmental Protection Act.

RELEVANT PROJECT EXPERIENCE

Marin City Redevelopment Plan Extension Feasibility Study, County of Marin.

Mr. Davidson is managing preparation of a study to determine whether it is feasible for the Marin County Redevelopment Agency to extend the operating limitations of the Marin City Project Area. This work includes blight and financial assessments, and a facilities plan to identify projects and programs that may be eligible for continued redevelopment funding.

City of Vallejo Climate Action Plan. Mr. Davidson is managing the development of the City of Vallejo Climate Action Plan. The plan includes a GHG inventory and forecast, GHG reduction strategies, and an implementation and monitoring program to meet the BAAQMD guideline requirements for a Qualified GHG Reduction Strategy.

Acting Planning Manager, Redevelopment Agency Staff, City of Pinole. Over the course of a year, the City of Pinole saw changes in city manager, the recall of three council members, and substantial changes in agency staffing. During this period, Mr. Davidson worked in a variety of capacities with the Redevelopment and Community Development agencies to preserve governmental functions while responding to constituent needs and furthering long-range City objectives.

EDUCATION

BS, Environmental Policy Analysis and Planning, Major Emphasis in Urban and Regional Planning, University of California at Davis

PROFESSIONAL AFFILIATIONS

American Planning Association

American Institute of Certified Planners

SCOTT DAVIDSON,
AICP
Senior Planner

Pinole General Plan and Specific Plan. While helping the City update their General Plan, Mr. Davidson is also managing preparation of a Specific Plan for three transportation corridors in the community. The Specific Plan includes an Economic Development Strategy to identify development opportunity sites, infrastructure improvements, and City programs to revitalize a historic Old Town and support sustainable economic conditions.

Oakland Unified School District (OUSD). Managed preparation of a Mitigated Negative Declaration for the redevelopment of two city blocks in the “Downtown Educational Complex.” This project involved extensive coordination with the City of Oakland, the Bay Area Air Quality Management District, and the Department of Toxic Substance Control.

Local Agency Formation Commission (LAFCO). Prepared Initial Studies, leading to Mitigated Negative Declarations, for Marin LAFCO to extend the service area boundaries of a sanitary district in Tiburon in order to reduce pollutants in the San Francisco Bay due to failing septic systems.

West Contra Costa Unified School District (WCCUSD). Managed preparation of CEQA documents to help the District respond to changing enrollment demands, facilities needs, and operational changes. This work involves extensive coordination with multiple jurisdictions and community organizations.

Marin Emergency Radio Authority (MERA). Provided facilitated processing and environmental review for new telecommunication facilities located within five cities and in unincorporated areas of Marin County. The facilities were to provide improved communication to all emergency services providers in the county.

Pinole Creek Demonstration Project. Mr. Davidson provides consultant team coordination, agency liaison services, and community outreach to facilitate the restoration of Pinole Creek. The restoration project seeks to restore natural creek functions to a flood control channel while enhancing flood protection and improving recreational opportunities. Project challenges include responding to site control issues, developing project design in a way that responds to regulatory agency objectives, and managing grant proposals and contracts while adhering to a rigorous construction completion schedule.

SETH A. MYERS

Associate Planner

Mr. Myers is an environmental planner and air quality/greenhouse gas analyst. He is involved in the preparation of initial studies/negative declarations, environmental impact reports, and other CEQA documents as well as providing air quality analysis, greenhouse gas emissions analysis, and environmental team support. He has extensive expertise conducting air quality analyses and a comprehensive working knowledge of the associated regulatory environment. Mr. Myers is proficient in the use of URBEMIS 9.2.4, CalLine 4, EMFAC 2007, CalEEMod, and other industry standard air quality and greenhouse gas analysis tools. He has experience with planning and environmental projects, issues and documents. In addition, Mr. Myers is a Certified Arborist (ISA #WE-7501A) and has provided landscape and irrigation plan review for development and public works projects, performed invasive weed eradication programs, and habitat-loss mitigation.

RELEVANT PROJECT EXPERIENCE

City of San Carlos, 665 Prospect Street/Mirabel Project. Mr. Myers conducted the air quality and greenhouse gas analysis of the demolition of an existing single-family home on the project site and subdivision of two parcels into seven parcels for the development of seven detached, clustered residential units with shared common ownership ranging from 2,644 to 2,996 square feet in size and two to three stories in height. The greenhouse gas analysis was prepared in accordance with newly adopted City of San Carlos Climate Action Plan.

Association of Monterey Bay Area Governments, 2010 Metropolitan Transportation Plan SEIR. Greenhouse gas emission analyst for a supplemental EIR analyzing the Association of Monterey Bay Area Governments' 2010 update to the 2005 Metropolitan Transportation Plan planning document.

Pinole General Plan Update EIR. Mr. Myers assisted with the preparation of a program-level EIR for the City of Pinole's General Plan Update. The project consisted of a comprehensive update to the City's General Plan and Zoning Code as well as the preparation of the Three Corridors Specific Plan. Mr. Myers served as the greenhouse gas emission analyst for the General Plan EIR analyzing the update.

EDUCATION

BA, Environmental Studies and Planning (Minor in Biology),
Sonoma State University, CA

PROFESSIONAL AFFILIATIONS

California Native Plant Society

International Society of
Arboriculture Certified Arborist (WE-7501A)

SETH A. MYERS
Associate Planner

City of Pittsburg, Pittsburg/Bay Point BART Master Plan EIR. Mr. Myers managed the preparation of the air quality and greenhouse gas analysis of a Program EIR (CEQA) for a 56-acre Master Plan to guide development in the area of the Pittsburg/Bay Point BART Station. The Master Plan represents the best in transit-oriented development and includes several cross-jurisdictional requirements, as the Master Plan Area is owned by both BART and a private developer.

County of Nevada, Rincon del Rio Continuing Care Retirement Community EIR. Mr. Myers is the air quality and greenhouse gas emissions analyst for the preparation of this EIR. This project proposes the development of a continuing care retirement community (CCRC) featuring a variety of independent and supportive living arrangements including independent living, assisted living, nursing care, physical rehabilitation, and memory impairment housing within a campus setting featuring commercial and recreational uses and transportation and a variety of other services. Proposed development will be clustered and will be limited to a 40-acre envelope located on the western half of the 215-acre site, with approximately 170 acres to remain as undeveloped open space; construction is proposed for 10 separate phases.

City of Modesto, Woodglen Specific Plan Focused EIR. The Woodglen Specific Plan is proposed on a site of 72 gross acres located adjacent to the northern city limits. The site includes 196 Medium-High Density Residential units and 337 Low Density Residential units for a total of 533 units. The proposed mix of densities would result in an average of approximately 7.4 units per gross acre. Key environmental issues associated with this project include traffic, air quality and climate change, and noise. Mr. Myers is the air quality and greenhouse gas emissions analyst for the preparation of the EIR.

City of Modesto, Mitchell Ranch Center EIR. Mr. Myers assisted in the preparation of an EIR for the Mitchell Ranch Center project in the City of Ceres, which proposes to construct a Wal-Mart Supercenter and other retail uses. His areas of focus include global greenhouse gases and energy consumption.

Placer County, Amazing Facts EIR. Mr. Myers assisted in the preparation of an EIR for the Amazing Facts Ministries project in Placer County, which proposes to construct a “house of worship” facility on a 75-acre site near the communities of Loomis and Granite Bay. His areas of focus include air quality and global greenhouse gases.



Alice Chen, AICP

Principal

Ms. Chen has over eighteen years of experience in transportation planning and engineering. She has managed the transportation analysis for environmental impact assessments, general plans, master plans, and specific plans. She has had extensive experience with traffic and transportation analysis for environmental impact assessments, transit station access plans, and pedestrian and bicycle planning. Her planning experience includes the Oakland General Plan Land Use and Transportation Elements Update, Jack London District Transportation Improvement Study, and the City of Alameda General Plan Amendment for the Transportation Master Plan. These studies included the technical analyses as well as public outreach and consensus building. She recently completed the transportation analyses for the Concord Community Reuse Plan EIR for redevelopment of the former Concord Naval Weapons Station, which includes transit-oriented development (TOD) at the North Concord BART station.

Professional Affiliations

Institute of Transportation Engineers

American Planning Association, Certified Planner

Professional Experience

Transportation Planning

Ms. Chen was project manager for the Jack London District Transportation Improvement Study, which included documenting existing traffic, parking, bicycling, and walking conditions, analyzing the traffic and parking impacts of four alternative development scenarios, and identifying options to address the deficiencies in the existing transportation system or the impacts due to future development. Other planning studies include the transportation section of the City of Pinole General Plan, City of Concord Urban Area General Plan and the City of Walnut Creek General Plan Update and EIR. She is currently working on the general plan updates for the City of West Sacramento and the City of San Pablo. She also worked with the Oakland Chinatown Advisory Committee on Recommendations for Comprehensive Transportation Planning. Ms. Chen managed the City of Alameda General Plan Amendment for the Transportation Element, which involves developing a focused demand forecasting model for the city and a citywide traffic operations model using Synchro to assess the impacts of multimodal transportation policies and better understand the trade-offs among the modes (auto, transit, bike, and walk) when considering improvements to the transportation system.

Bicycle and Pedestrian Planning

Ms. Chen has worked on several bicycle and/or pedestrian planning studies including the Oakland Bicycle Master Plan, the 15th Street Bike Trail in South Lake Tahoe, and feasibility studies for bikeway projects in Oakland. The Oakland Bicycle Master Plan involved working closely with a citizen's group to develop an overall plan for the city. The Alameda County Pedestrian Master Plan for Unincorporated Areas included developing policies as well as an extensive project list for prioritization, while working with a range of stakeholders, including public works, planning, redevelopment, and public health staff. For the Alameda County Pedestrian Master Plan, Ms. Chen made presentations at community meetings to



solicit input from the general public. She is currently managing a team to prepare the City of Roseville Americans with Disabilities Act Transition Plan and Pedestrian Master Plan.

Traffic/Transportation Impact Studies

Ms. Chen has conducted traffic impact analyses and environmental assessments for numerous developments and roadway improvements. For the East 12th Street Realignment project in Oakland, CA, she analyzed seven alternatives using Synchro. Ms. Chen has conducted the traffic impact analyses for numerous projects, including the environmental analyses for the Fruitvale BART Transit Village Phase 1 project, which included a mixed-use development and multi-modal transfer center for BART and AC Transit. For the Fruitvale Village Phase 2, her work included preparing a feasibility study for car sharing and conducting research on trip generation reductions for Transit-Oriented Developments (TODs) in Oakland. She has prepared transportation analyses for in-fill developments in urbanized areas that cover impacts to transit, bicyclists, and pedestrians in addition to the traditional automobile traffic.

Education

M.S., Transportation Engineering, University of California at Berkeley, College of Engineering, May 1991

B.A., Urban Studies and Civil Engineering, Brown University, May 1990

Employment History

Sept 1991 – present Dowling Associates, Oakland, California.

Feb 91 - Jun 91 Institute of Transportation Studies, University of California at Berkeley.



Bill A. Cisco, P.E.

Principal Associate

Bill Cisco is a licensed Traffic Engineer with over 15 years of experience in transportation planning and engineering. He has conducted numerous transportation planning, traffic engineering and parking studies, including: transportation planning analyses for HOV, arterial HOV and transit facilities, highway corridor Major Investment Studies, circulation elements of general plan updates, and public access studies; traffic impact and site access studies for public and private developments and specific plan areas; traffic operations analyses for freeway interchange reconfigurations and facility improvements; and parking studies for public and private developments and municipal business districts. Mr. Cisco has also developed and updated travel demand models. Additionally, Mr. Cisco is the lead staff person for software support, marketing and content development for the TRAFFIX™ software program by Dowling Associates in partnership with PTV America. He also markets and manages the CompleteStreetsLOS™ software program, a multimodal level of service analysis software authored and distributed by Dowling Associates. Mr. Cisco serves as a Traffic Operations and Highway Capacity Analysis instructor for the UC Berkeley Institute of Transportation Studies.

Professional Registration

Traffic Engineer - California No. 1924

Professional Engineer – Pennsylvania No. PE075083

Professional Engineer – Michigan No. 57278

Professional Affiliations

Institute of Transportation Engineers

American Society of Civil Engineers

Professional Experience

Transportation Planning

Deputy project manager for the Middle Harbor Shoreline Park Public Access Feasibility Study (Port of Oakland). Project engineer for a study that evaluated future BART station locations in the Route 4 corridor (Contra Costa County). Project engineer for the Central-East Oakland EIR, Route 84 Transfer Project (Livermore), I-580/Isabel General Plan (Livermore), Montague Expressway Improvement Project (Santa Clara County), Highway 17 Corridor Transportation Improvement Study (Santa Cruz and Santa Clara Counties), Marin Avenue Bike Lane Study (City of Albany), HOV System Integration Plan (Los Angeles County), and an Arterial HOV Study for the Southern California Association of Governments. Conducted a trip generation analysis for a mixed-use development in the City of Thousand Oaks.



General and Specific Plans

Project manager for the Castro Valley General Plan and Eden Area Redevelopment Plan EIR in Alameda County and the Amended Downtown Hayward Redevelopment Plan EIR. Project engineer responsible for traffic modeling for updates to the circulation elements of general plans for Morgan Hill and Danville. Project engineer for the Santa Nella Specific Plan EIR.

Transportation Impact Studies

Project manager for various traffic impact studies for the City of Pleasanton. Project manager for the East Bayshore Recycled Water EIR (Albany, Berkeley, Emeryville, Oakland and Alameda), the Bayside Groundwater EIR (San Leandro, San Lorenzo), the Scenic Pressure Zone EIR (Danville) and the Berryman Reservoir EIR (Berkeley, Oakland) traffic studies for the East Bay Municipal Utilities District. Project engineer for County Medical Center traffic impact study (Sacramento). Project manager and project engineer for traffic impact and circulation studies for commercial, industrial, residential, office and mixed-use developments in California and Hawaii. Duties have included the preparation and interpretation of intersection capacity analyses, projection of traffic shifts, trip generation, and projection of future travel paths and distribution patterns. Study locations have included the cities of Oakland, Hayward, Pleasanton, Novato, Sacramento, South San Francisco, San Mateo, Morgan Hill, Richmond, Beverly Hills, Burbank, Highland, Irvine, Los Angeles, Redlands, Santa Barbara, Santa Monica, Stockton and Honolulu.

Traffic Operations

Project manager for Santa Clara Valley Transportation Authority 2002, 2004, 2005, 2006, 2007, 2008, 2009 and 2010 Level of Service Monitoring and Conformance Studies. Project manager for the San Bruno Avenue Traffic Operations and Safety TETAP project in San Bruno. Project engineer for the 42nd Avenue/I-880 interchange Project Study Report (PSR) in Oakland, the Route 4 East Major Investment Study (MIS) in Contra Costa County, I-238 freeway widening PSR in Alameda County, the 5th Avenue Overhead Seismic Retrofit project in Oakland, the US 101/Bayshore Boulevard Hook Ramps PSR in South San Francisco, and the Riverside Avenue/I-10 interchange PSR in Rialto. Determined traffic forecasts, and performed operational analyses of freeway mainline, ramps, weaving sections and intersections, including queueing analysis. Provided data analysis for a freeway mobility project in the metropolitan Detroit area. Analyzed traffic operational consequences of traffic signal preemption by buses along an arterial corridor in Ann Arbor, Michigan.

Parking Studies

Project engineer for area-wide parking studies for the North Beach/ Fisherman's Wharf area in San Francisco, the Canoga Park and Reseda Business Districts in Los Angeles, and the Mid-Brand District in Glendale. Project engineer for development studies including the Carpenter's Union in Oakland, the Spago's restaurant and the Beverly Hills Linden Hotel in the City of Beverly Hills, and the Santa Monica YMCA, the Santa Monica Public Library and the Santa Monica Public Safety Facility. Performed inventory of existing parking supply, conducted utilization and user surveys, and determined existing and projected parking surplus and shortfall. Applied techniques of *Shared Parking* (Urban Land Institute) and *Parking Generation* (Institute of Transportation Engineers).

Complete Streets Studies

Project manager for a multimodal level of service complete streets analysis of a road diet project on Orange Grove Boulevard in Pasadena, California. Project manager for multimodal level of service impact analysis addendum for a development impact project in Pasadena, California.



Transit Planning

Project engineer for travel forecasting tasks for the Route 4 Major Investment Study (Pittsburg and Antioch), which included local revalidation and application of the MTC model to forecast ridership for BART extension alternatives. Project engineer for travel model network updates for the Santa Clara Valley Transportation Plan 2020 and BART to San Jose projects. Participated in the development of a paratransit resource center for the Detroit Department of Transportation. Duties included conducting telephone surveys of both equipment users and suppliers and evaluating survey results.

Software Support

Lead staff person for software technical support, marketing, content development and training for TRAFFIX™ software, a transportation site analysis planning and operations software program by Dowling Associates in partnership with PTV America. He also markets and manages the CompleteStreetsLOST™ software program, a multimodal level of service analysis software authored and distributed by Dowling Associates.

Travel Demand Management

Evaluated travel demand management strategies for a mixed-use development containing residential, commercial and film production uses in Los Angeles.

Congestion Management

Conducted research on congestion management strategies in California, including ITS applications for HOV lanes, incident management and parking management.

Travel Forecasting Models

Experienced with several travel demand forecasting models, including TRANSCAD, TRANPLAN, EMME/2, MINUTP and TP+/Viper.

Training

Taught multiple training courses for the TRAFFIX™ traffic impact analysis software program, including fundamentals of traffic impact analysis and traffic engineering. Developed software training manual. Co-taught training courses for the CompleteStreetsLOST™ multimodal level of service analysis software program. Co-taught the Traffic Operations and Highway Capacity Analysis course for the UC Berkeley Institute of Transportation Studies for multiple open-enrollment and Caltrans specific course offerings.

Education

M.S., Transportation Engineering, University of California, Berkeley (1995)
B.S., Civil Engineering, Wayne State University (1993)

Employment History

2001-present	Dowling Associates, Inc. –Principal Associate
1997-2001	CCS Planning and Engineering, Inc. – Transportation Engineer/Planner
1995-1997	Kaku Associates, Inc. - Associate Transportation Engineer/Planner
1994-1995	Institute of Transportation Studies, UC Berkeley – Research Assistant
1993-1994	Urban Transportation Institute, Wayne State University – Research Assistant

ERIC L. BROADHURST, PE
Senior Vice President

PROFESSIONAL EXPERIENCE

Mr. Broadhurst has been an acoustical consultant with Charles M. Salter Associates since 1989. His areas of expertise are environmental, architectural, and mechanical noise control. He has extensive consulting experience with projects both during the design phases and as an expert witness. Mr. Broadhurst has been project manager/engineer for the following environmental noise and vibration projects:

- El Cerrito Lumber Site Apartments, El Cerrito, CA
- Jack London Square Housing Railroad Noise and Vibration Study, Oakland, CA
- CityWalk Mixed-Use, Oakland, CA
- SFRA Parcel C Senior Housing, San Francisco, CA
- Haight Street Senior Housing, San Francisco, CA
- Temescal Place, Oakland, CA
- Uptown Oakland Apartments, Oakland, CA
- Peralta Condominiums, Oakland, CA
- Hollywood and Vine Apartments, Los Angeles, CA
- One Rincon Hill Tower, San Francisco, CA
- The Century, Los Angeles, CA
- Terrazzo Mixed-Use, Nashville, TN
- Carroll Street Station Mixed-Use, San Francisco, CA
- Fairmont Ghirardelli Square Timeshare, San Francisco, CA
- Guangzhou Fashion and Convention Center, Guangzhou, China
- Raley Field Amphitheater, West Sacramento, CA
- El Capitan Entertainment Center (Jimmy Kimmel Studio), Hollywood, CA
- Hollywood Cinerama Dome, Hollywood, CA
- Howe Avenue Waterline Drilling Noise Monitoring, Sacramento, CA
- EBMUD Orinda Water Treatment Plant, Orinda, CA
- EBMUD South Folsom Pumping Stations, Folsom, CA
- Brisbane Freight-Forwarding Facility, Brisbane, CA
- Lowe's Pile Driving Vibration Monitoring, South San Francisco, CA
- Nishimoto Trading Mechanical Equipment, Brisbane, CA
- UC Berkeley Etcheverry Hall Construction Noise, Berkeley, CA
- UC Berkeley Doe Library Construction Noise, Berkeley, CA
- Berkeley National Laboratory Chiller, Berkeley, CA
- NASA Ames Wind Tunnel Noise Insulation Project, Mountain View, CA

PUBLICATIONS

- Coauthor (2006, December 4). *Multi-family housing sound isolation: a summary of industry standards for design of demising assemblies*. Presented at Inter-Noise 2006 – Sponsored by I-INCE.
- Coauthor *ACOUSTICS: Architecture, Engineering, the Environment* (1998 William Stout Publishing).

PROFESSIONAL REGISTRATION

California: M.E. No. M28195

EDUCATION

University of California, Berkeley, B.S. Mechanical Engineering, 1989

JEREMY L. DECKER, PE
Senior Consultant

PROFESSIONAL EXPERIENCE

Mr. Decker has been an acoustical consultant with Charles M. Salter Associates, Inc. since 2005. His areas of expertise include environmental noise studies, architectural noise control, room acoustics, mechanical system noise and vibration reduction, and vibration analyses. He has consulting experience with multi-family housing, offices, educational facilities, and community buildings. Mr. Decker's experience includes the following projects:

- Agemark at Wilder Environmental Noise Study, Orinda, CA
- Mission Bay Block 3 Environmental Noise Study, San Francisco, CA
- Tamal Vista Mixed-Use EIR, Corte Madera, CA
- West Dublin BART Transit Village Environmental Noise Study, Dublin, CA
- Stanford Hoover Pavilion Construction Noise Study, Stanford, CA
- One Rincon Hill Environmental Noise Study, San Francisco, CA
- West San Carlos Mixed-Use Environmental Noise Study, San Jose, CA
- Redwood City Saltworks Environmental Study, Redwood City, CA
- 5175 Broadway Environmental Noise Study, Oakland, CA
- 2650 El Camino Real Environmental Noise Study and EIR, Mountain View, CA
- Bay Meadows Environmental Noise Study, San Mateo, CA
- Caldecott Tunnel Fourth Bore Environmental Noise Study, Berkeley, Oakland, and Orinda, CA
- Kaiser Permanente Construction Noise Monitoring, Oakland, CA
- Alta Bates Summit Medical Center Construction Noise Monitoring, Oakland, CA
- Gateway Valley Construction Noise Study, Orinda, CA
- The Century, Los Angeles, CA
- Devil's Slide Tunnel Noise and Vibration Study, San Mateo County, CA
- Jack London Square Offices Train Noise Study, Oakland, CA
- Alcoa - Skyfarm Cellular Site, Santa Rosa, CA
- Alcoa - Berkeley Cellular Site, Berkeley, CA
- NRG Cogeneration Facility, San Francisco, CA
- Velocity in the Gulch Train Noise and Vibration, Nashville, TN
- Courtyard Marriott Train Noise and Vibration, Campbell, CA
- St. Bonaventure Noise Study, Concord, CA
- Central Avenue Carwash, Richmond, CA
- Watling Street Environmental Noise Study, Oakland, CA
- Stanford Institute for Economic Policy Research, Palo Alto, CA

PROFESSIONAL REGISTRATION

California: M.E. No. 34231

PROFESSIONAL AFFILIATIONS

American Institute of Architects, Allied Member
Acoustical Society of America, Member
Institute of Noise Control Engineering, Member
California Preservation Foundation, Member
United States Green Building Council, Northern California Chapter, Member

EDUCATION

California Polytechnic State University, San Luis Obispo, B.S. Mechanical Engineering

DONNA GRAVES

1204 Carleton Street
Berkeley, CA 94702
Phone 510.540-6809 Cell 510.282-3608
e-mail dgraves3@mindspring.com

EDUCATION

Loeb Fellowship, Graduate School of Design, Harvard University, 2009-2010
M.A. - Urban Planning, University of California, Los Angeles, 1989
M.A. - American Civilization, Brown University, Providence, 1982
B.A. - American Studies, University of California, Santa Cruz, 1981

PROFESSIONAL EXPERIENCE

Donna Graves, Arts & Cultural Planning, Berkeley, CA 1996-present *Consultant*

Specializing in project planning, research and development for public history, public art, historic preservation and interdisciplinary public programming that creatively connects communities with their heritage.

Clients include: National Park Service; City of San Francisco Planning Department; City of Riverside Planning Department; California Japanese American Community Leadership Council; Richmond Community Redevelopment Agency; Fort Mason Foundation; San Francisco Arts Commission; Japanese Cultural and Community Center of Northern California; Abraham Lincoln Brigade Monument Committee; City of Oakland Cultural Arts Division; City of San Jose; City of Berkeley.

Selected Projects

Public History:

Rosie the Riveter/WWII Home Front National Historical Park Visitor Center, content specialist on exhibit design team for National Park Visitor Center to be opened in 2012.

Blossoms & Thorns: The Legacy of Richmond's Historic Japanese American Nurseries, co-curator for exhibit combining work by contemporary photographers with historic photographs and artifacts. Project includes extensive public programming and numerous partners including community organizations and the National Park Service.

Preserving California's Japantowns, Project Director and lead historian for statewide historic survey of fifty pre-WWII Japanese American communities, funded by the California State Library's Civil Liberties Public Education Program, 2005-present. Project involved dozens of community volunteers and uncovered hundreds of historic resources. Co-created comprehensive website www.californiajapantowns.org as research and planning tool to support the historic legacy of California Japanese American communities.

Rosie the Riveter/World War II Home Front National Historical Park, instrumental role in conceptualizing and initiating national park dedicated to the diverse social history of the WWII home front in Richmond, CA. After providing leadership for City of Richmond's Rosie the Riveter Memorial project, the first in the US to honor women's contributions to the WWII home front, have continued to serve as project planner and historian for City of Richmond and National Park Service, 2000-present. Secured additional project funding from California State Library, California Humanities Council, California Coastal Conservancy and Association of Bay Area Governments.

Bay Trail Markers and Memories of Macdonald, Project Director for two community-based permanent interpretive programs along waterfront and Richmond's historic downtown for Community Redevelopment Agency and National Park.

Not at Home on the Home Front, Directed research and oral history project documenting experiences of Japanese Americans and Italian Americans during WWII.

Frances Albrier/San Pablo Park Community History Project, Raised funds from City of Berkeley public art program and a local foundation to develop a permanent interpretive project at a community center, a middle school education program and a community history event focused on past and current struggles for civil rights in South Berkeley, 2005-07.

Historic Preservation:

Thematic Context Statement for Riverside's Harada House, lead historian for city-wide survey and context statement expanding understanding of a National Historic Landmark significant to U.S. civil rights history and Japanese American heritage.

Report on California Historic Preservation Policies and Programs, commissioned by the California Cultural and Historic Endowment to assess potential strategies to strengthen preservation of privately owned resources throughout California.

Downtown Richmond Historic Context, Lead historian for project to identify resources in the city's historic core, especially those that could expand preservation and interpretation for Rosie the Riveter National Park. Project team lead by Page & Turnbull, funded through a Preserve America grant.

San Francisco Japantown Historic Context, Lead author for historic context statement for City of San Francisco's Japantown Better Neighborhood Plan project led by Page & Turnbull, Inc., 2007-09.

Miraflores Japanese American Nursery Historic Context Report with Ward Hill and Woodruff Minor. Wrote historic context portion for report on Richmond, CA Japanese American cut-flower nurseries, 2004.

Accessibility & Preservation, Assisted with organization and fundraising for statewide conference on the impact of the Americans with Disabilities Act on historic buildings for the California Preservation Foundation, 1992.

Public Art:

Rosie the Riveter Memorial: Honoring American Women's Labor During WWII, Project Director for first national memorial to women's contribution to the home front, designed by Cheryl Barton and Susan Schwartzberg.

Monument to the Abraham Lincoln Brigade, served as project manager for competition for monument designed by Walter Hood and Ann Chamberlain on San Francisco's waterfront, 2001-03.

Access to the Visual Arts, developed report for San Francisco Arts Commission on expanding access to public art and gallery programs for people with disabilities, 2000.

Public Art Master Plan for City of Tampa, Florida (in collaboration with McGregor Associates), 1998-99.

Save Outdoor Sculpture! Secured major contract from Smithsonian Institution to co-direct statewide documentation of 1,500 outdoor sculptures.

University of Southern California, Art Department, Member of panel developing guidelines for new graduate program in public art, 1991.

Artist/Designer Collaboration Studies, Conducted research and wrote report on collaborative, interdisciplinary public art projects jointly sponsored by the National Endowment for the Arts Design Arts and Visual Arts Programs, 1989-92.

Previous Experience

Headlands Center for the Arts, Sausalito, CA 1994-96

Program Director

Planned and developed diverse programming for nationally acclaimed interdisciplinary arts organization.

Public Art Works, San Rafael, CA 1993-94

Executive Director

Responsible for administration, fundraising, publicity and outreach for non-profit public arts organization.

The Power of Place, Los Angeles, 1987-91

Executive Director

Responsible for administration, fundraising, research, publicity and outreach for influential non-profit corporation dedicated to public art and historic preservation with special emphasis on the history of ethnic groups, workers, and women.

Artist/Designer Collaboration Studies, Conducted research and wrote report on collaborative, interdisciplinary public art projects jointly sponsored by the NEA's Design Arts and Visual Arts Programs. 1989-92

San Francisco Museum of Modern Art, 1983-87

Curatorial Assistant

Oakland Museum of California, 1982-83

Acting Curator

Teaching

Visiting Lecturer, University of California/Berkeley. Co-taught seminar and studio courses on citizen participation in community design at the College of Environmental Design, 2005-2006.

Visiting Lecturer, University of California/Davis. Designed and taught course in the Dept. of Art History on the history of public art and urbanism in the U.S. 1993

PROFESSIONAL AND COMMUNITY ACTIVITIES

National Trust for Historic Preservation Board of Advisors, 2009-present
“Preserving Asian Pacific Islander America; Mobilizing Our Communities,” member of steering and program committees for first national API historic and cultural preservation forum held in San Francisco, June 2010.
Exhibit Advisor, “Under the Sun: Los Angeles, California and the World,” Natural History Museum of Los Angeles County, 2009-2010
Advisor to Citywide Historic Context Statement, San Francisco Planning Department, 2008-present
Flight 93 Memorial, appointed to Stage I Jury, Pennsylvania, 2005
Steering Committee, Public Art Master Plan, City of San Jose, 1999 - 2000
Advisory Committee, San Francisco Art Commission Gallery, 1998 - 2000
Cultural Master Plan Advisory Committee for San Francisco Presidio, 1995
Little Tokyo Community Development Advisory Committee Public Art Task Force, 1990-92
Served on awards and grant panels for National Trust for Historic Preservation, Alameda County Public Art Program, San Francisco Arts Commission Public Art Program, Los Angeles Cultural Affairs Department, the LA Community Redevelopment Agency, The Los Angeles Conservancy,.

PUBLICATIONS Selected list

“Preserving California’s Japantowns,” *Cultural Resources Management: The Journal of Heritage Stewardship*, Winter 2009.
“Revising Rosie the Riveter: From Public Art to National Park” in *Public Art by the Book*, Barbara Goldstein ed., University of Washington Press (2005).
“Tending the Home Front: The Many Roles of Bay Area Women During WWII,” thematic essay for *Over Here: WWII in the San Francisco Bay Area*, an on-line National Register travel itinerary for the National Park Service, 2004. www.nps.gov/history/nr/travel/wwIIbayarea/womenatwar.htm.
“Not at Home on the Home Front: Japanese Americans and Italian Americans in Richmond, California During WWII,” with Lawrence DiStasi and Lynne Horiuchi (Berkeley, 2004).
“Mapping Richmond’s World War II Home Front,” an historical report prepared for the National Park Service (Berkeley, 2004).
Sento at Sixth and Main: Preserving Landmarks of Japanese American Heritage with Gail Dubrow (Seattle: Seattle Arts Commission, 2002, reprinted by Smithsonian Institution Press, 2005).
“Tracing the Past: Mapping Cities Through Public Art,” in *The Public Art of Re-Collection* (Natl. Assembly of Local Arts Agencies *Monographs*: vol. 4, no. 2, 1995), pp. 16-21. Reprinted in *On the Ground* (vol. 1, no. 4, 1995).
“Representing the Race: Detroit’s Monument to Joe Louis,” in Harriet Senie and Sally Webster, eds. *New Perspectives in Public Art: Content, Context, and Controversy* (Harper Collins Press) 1992. Reprinted by Smithsonian Press, 1998.

LECTURES & PRESENTATIONS, Selected List

“Immigration and Landscapes of Cultural Heritage,” Graduate School of Design, Harvard University, 2010.
Presidential plenary session speaker, Vernacular Architecture Forum annual conference, Fresno, 2008.
“Public Histories” invited speaker Huntington Library-USC Institute on California and the West, Pasadena, 2007.
Panel chair, California Preservation Foundation Annual Conference, Los Angeles, 2007
Panelist, California Council for the Promotion of History Annual Conference, San Jose, 2006
Panel Chair, Preserving California’s Japantowns conference, San Francisco, 2006
Panelist, Great Places, Great Debates: Opening Historic Sites to Civic Engagement Conference, Lower East Side Tenement Museum, New York, 2004
“‘Art History Lessons:’ Investigating Memory, Meaning and Place Through Contemporary Art Projects” George Wright Society Annual Conference, San Diego, 2004
American Studies Assoc. Natl. Conference, Washington, DC 2001 (session chair) and 1997 (panelist)
“Public Art and Preservation,” National Trust for Historic Preservation Conference, Los Angeles, 2000
“Monuments and Memorials in Design,” California Historical Society/Organization of Black Designers, San Francisco, 1998
“Presenting the Past: The Uses of History in Public Art,” University of California, Davis, 1992
“Common Grounds: Artists and Designers,” Yale University School of Architecture, New Haven, 1991
“*La Fuerza de Union*: A Public History Workshop on Labor Organizing in Los Angeles,” Los Angeles, 1991
“Preserving and Interpreting Cultural Diversity,” American Collegiate Schools of Planning Annual Conference, Austin, 1990
“Organizing Ethnic Women: A Case Study in Preserving Cultural Diversity,” So. Cal. Society of Architectural Historians Annual Conference, Los Angeles, 1990

AWARDS AND FELLOWSHIPS

Loeb Fellowship, Harvard University Graduate School of Design, 2009-2010
Home Front Award, National Park Service & City of Richmond Historic Preservation Award, 2008
Vernacular Architecture Forum Advocacy Award for *Preserving California's Japantowns*, 2008
Environmental Design Research Association/Places Research Award 2003 for *Sento at Sixth and Main: Preserving Landmarks of Japanese American Heritage*
Environmental Design Research Association/Places Award for *Rosie the Riveter Memorial*, 2000
National Endowment for the Arts Research Fellowship, 1991
UCLA Alumni Association Distinguished Scholar Award, 1990
National Endowment for the Arts, Arts Administration Fellowship, 1989
University Fellowship, UCLA, 1989
Blair Fellowship, Graduate School of Architecture and Urban Planning, UCLA, 1988
Women's University Club Fellowship, 1988
Kahn Foundation Fellowship in California Art History, Oakland Museum, 1983
University Fellowship, Brown University, 1981
Departmental and College Honors, University of California, Santa Cruz, 1981

EXPERIENCE AND REFERENCES



EXPERIENCE AND REFERENCES

The following are some of PMC's project examples demonstrating our qualifications to conduct environmental analyses in accordance with the California Environmental Quality Act (CEQA) requirements for infill projects, including examples of projects involving historic resource issues.

CITY OF EL CERRITO

VITALE MIXED-USE DEVELOPMENT

The Vitale Mixed-Use Development is 41,000-square-foot infill project on a 0.7-acre parcel. The project is a U-shaped development with commercial on the first floor and residential (five loft units) on the second and third floors fronting San Pablo Avenue. The project includes four 4-story flats and two 3-story townhomes. A parking area planted with trees is located on the first level. A common area for ingress/egress to the parking garage, residences, and the commercial building is located at the rear of the commercial building east to Kearney Street.

Contact: Jennifer Carman
(510) 215-4330

Status: Completed August 2006

CITY OF EL CERRITO

1715 ELM

The 1715 Elm Project is an on-site relocation and restoration of an existing house, construction of 13 townhouses, and a small pocket park. The site is located along the Elm Street frontage. The site is primarily surrounded by residential neighborhoods and the Keystone Montessori to the south, a school to the north, and the El Cerrito del Norte BART Station to the west. Project parking will be provided in ground-floor garages. The project includes a car-share program on-site and provides a location for community bike storage.

Contact: Jennifer Carman
(510) 215-4330

Status: Active Project

CITY OF PITTSBURG

Contact: Leigha Schmidt
(925) 252-4015

Status: Completed October 2011

PITTSBURG/BAY POINT BART MASTER PLAN AND EIR

PMC worked with City staff, stakeholders, Bay Area Rapid Transit (BART), and community members to develop the Master Plan for the area around the Pittsburg/Bay Point BART station. The 50-acre project area originally comprised a 2,000-space surface parking lot for the BART station, bus and passenger loading/unloading, and vacant land owned by multiple parties. The project goal was to produce a Master Plan to transform the site into a vibrant, multimodal, transit-oriented development with a mix of residential, retail, and commercial uses. This project was funded by an MTC FOCUS grant and T PLUS program grant to increase transit ridership and design and implement transit-oriented development. This project and its environmental review were completed within the City's budget and time frame to meet its grant funding requirements.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Contact: Magdy Abdalla
(510) 307-4543
(note – originally prepared under direction of Bill Savidge, former district engineering officer)

Status: Completed
December 2008

CONSTRUCTION AND RENOVATION OF CASTRO ELEMENTARY SCHOOL TO REPLACE PORTOLA SCHOOL EIR

The proposed project entailed a combination of demolition, renovation, modernization, and new construction at the existing Castro Elementary School campus in order to relocate Portola School students. The project would also include infrastructure work at the existing Castro Elementary School campus. Current Castro Elementary School students would be reassigned to other elementary schools within the district. Current Portola Middle School students would remain at the existing Portola Middle School campus until construction at the new campus is complete, eliminating the need for the creation of a temporary campus for Portola students. At this time, the district proposed to dispose of (sell) the existing Portola Middle School campus property intact and to not demolish the existing Portola Middle School buildings, which was considered eligible for the National Register of Historic Places. This EIR process was completed within the time frame set forth by district in order to initiate the improvements in a manner that would result in minimal disruption to the school schedule.

ADDITIONAL EXPERIENCE

Client	Scope of Services
City of Berkeley	651 Addison Street Mixed-Use Project EIR
City of San Carlos	Prospect Street/Mirabel Residential Project Mitigated Negative Declaration
City of Sunnyvale	1044 East Duane Avenue Infill Project Greenhouse Gas Analysis and Addendum Assistance
Town of Corte Madera	General Plan Update and EIR
City of Monterey	Historic Preservation On-Call Services

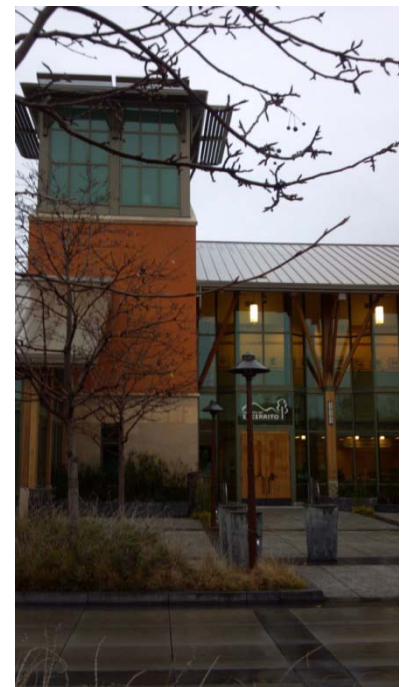
SCOPE OF SERVICES



SCOPE OF SERVICES

Based on our review of the project materials, technical reports, the Request for Proposals (RFP), and conversations with City staff, we are aware of the following key aspects and expectations of the project:

- Technical studies done for the project include a Phase I Environmental Site Assessment and Hazardous Building Materials Survey, Bay Area Air Quality Management District (BAAQMD) CEQA threshold evaluation for risk and hazards, and two historic resources reports (PBS&J 2008; Knapp & VerPlanck 2011). This technical information is expected to be utilized in the analysis.
- The City has not yet determined whether the project will require the preparation of an environmental impact report (EIR) or a mitigated negative declaration (MND). The ultimate determination will be based on the results of impact determinations associated with historic resources (Mabuchi House/Contra Costa Florist), traffic impacts at area intersections, noise, air quality, and greenhouse gas emission impacts. The consultant is expected to assist the City in making the determination as to the appropriate environmental document.
- Preparation of adequate and high-quality environmental documents that meet the City's expectations and are easy for the public to understand.



PROJECT APPROACH

Based on our understanding of the project, we have assembled a project team of PMC staff and key technical consultants to meet the above expectations.



The following scope of work details our approach, which calls for detailed site analysis under Phase 1 in order to determine the appropriate CEQA level of review, and preparation of the CEQA document in Phase 2. This approach will provide all of the necessary technical information early in the process for the City to determine whether a mitigated negative declaration or an environmental impact review is appropriate and allow expedited completion of the environmental review process.

The following scope of work is organized into two phases.

- **Phase 1 – Environmental Review.** This phase would consist of the preparation of a detailed Initial Study and technical analysis of potential historic resource, traffic, noise, air quality, and greenhouse impacts associated with the project. PMC will meet with City staff and the applicant (as considered appropriate by the City) to go over the results of the Initial Study and respond to any comments. This phase will provide the City with the critical information needed to determine the appropriate level of environmental review required under CEQA.
- **Phase 2 – Preparation of CEQA Document.** This phase would be based on the results and conclusions of the Initial Study under Phase 1 and involves the preparation of the required environmental document. This phase includes two options: (1) preparation of a Mitigated Negative Declaration, or (2) preparation of an EIR.

PHASE 1 – ENVIRONMENTAL REVIEW

TASK 1 – PROJECT INITIATION

Task 1 Meetings:

One project start-up meeting

Task 1 Deliverables:

None

PMC will review all relevant data for the project including project files, previous technical studies and maps, and other environmental documents prepared, including studies and documents prepared by the City. PMC will conduct a site visit and photograph the project site, as well as collect all pertinent information available on the site and the environmental setting. A kickoff meeting will be held with City staff and the project applicant to go over project details and obtain site access permission.

TASK 2 – PREPARATION OF HISTORIC RESOURCE ASSESSMENT

VerPlanck Historic Preservation Consulting, in coordination with Cultural Historian Donna Graves, will prepare this assessment. This subconsultant was chosen given their experience and knowledge of the project as well as expertise regarding historic architecture.

This task will involve the preparation of an addendum to the 2011 Historic Resource Evaluation for 10848 & 10860 San Pablo Avenue that will focus on the proposed alterations to the project site and whether such alterations would result in significant impacts to the historic attributes of the Mabuchi House/Contra Costa Florist and will identify whether potential impacts can be mitigated to a less than significant level under CEQA..

TASK 3 – PREPARATION OF TRAFFIC ANALYSIS REPORT

Kittelson & Associates will perform the following tasks as part of this scope of work to determine traffic impacts of the project:

Existing Conditions

Kittelson & Associates will evaluate existing traffic conditions (intersection level of service analyses) as well as document existing transit, bicycle, and pedestrian circulation in the study area. Based on initial coordination with City staff, the following intersections will be evaluated for this study:

- San Pablo Avenue & Manila Avenue
- San Pablo Avenue & Schmidt Lane
- Kearney Street & Manila Avenue
- Kearney Street & Schmidt Lane

The traffic analysis will focus on weekday a.m. and p.m. peak hours.

Task 2 Meetings:

Up to two meetings

Task 2 Deliverables:

Five (5) hard copies and an electronic copy of the addendum to the 2011 Historic Resources Evaluation

Task 3 Meetings:

Up to four (4) meetings

Task 3 Deliverables:

Five (5) hard copies and an electronic copy of the traffic analysis report



Estimate Project Trip Generation and Trip Distribution

Kittelson & Associates will determine the projected trip generation of the proposed project using trip generation rates from the Institute of Transportation Engineers. Project trip distribution will be estimated based on existing traffic patterns in the study area and the location of the proposed access to the project site.

Existing + Project Traffic Analysis

The project traffic will be assigned to the transportation network, adding to the existing traffic. The traffic conditions at the study locations with the addition of project trips will be analyzed.

Baseline Traffic Analysis (Existing + Approved Traffic)

The traffic conditions without the project trips, but including the trips of nearby projects that have already been approved for development by the City of El Cerrito, will also be analyzed. This would include determining the estimated traffic from the nearby approved projects that would need to be added to the existing conditions traffic counts at the study intersections.

Baseline + Project Traffic Analysis

Kittelson & Associates will then evaluate traffic operations at the study locations with the addition of the project traffic to the baseline traffic (existing + approved traffic) at the study intersections.

Parking Analysis

Kittelson & Associates will determine the expected parking demand for the proposed project based on parking generation rates from the Institute of Transportation Engineers. Additionally, Kittelson & Associates will survey three (3) comparable sites in El Cerrito to examine off-street parking utilization at maximum parking occupancy (late night or very early morning) to determine a parking utilization rate (spaces per unit). The three sites would include:

- Del Norte Place, 11720 San Pablo Avenue, has 27 units set aside for very low income seniors and families, out of a total of 185 units.

- Eskaton's Hazel Shirley Manor, 11026 San Pablo Avenue, has 63 units.
- El Cerrito Royal Assisted Living, 6510 Gladys Avenue, has 121 units of congregate care for seniors and the disabled.

Kittelson & Associates will also determine the required number of spaces based on City code. All three resulting parking calculations (based on ITE rates, surveyed rates, and City code) would then be compared to the number of off-street parking spaces proposed to estimate potential parking surplus or shortfall.

For on-street parking, Kittelson & Associates will survey the block faces adjacent to the project site as well as the block face immediately to the east of the study site (on the far side of Kearney Street) to determine the parking utilization of on-street spaces during the a.m. peak, p.m. peak, and late-night (or very early morning) times. These block faces include:

- San Pablo Avenue between Schmidt Lane and Manila Avenue (east side)
- Manila Avenue between San Pablo Avenue and Kearney Street (south side)
- Kearney Street between Schmidt Lane and Manila Avenue (west and east sides)
- Schmidt Lane between San Pablo Avenue and Kearney Street (north side)

Impacts and Mitigation Measures

Kittelson & Associates will determine appropriate mitigation measures for significant traffic and/or parking impacts from the proposed project, in consultation with City staff.



Prepare Study Reports

Kittelson & Associates will submit a draft traffic study report for review and comment by the City of El Cerrito. Thereafter, Kittelson will submit the final report after receipt of one set of consolidated and reconciled comments from the City on the draft report. The budget assumes that report revisions would be editorial in nature and not be related to any expansion of study scope.

TASK 4 – PREPARATION OF THE NOISE IMPACT ASSESSMENT

Task 4 Meetings:

None

Task 4 Deliverables:

Five (5) hard copies and an electronic copy of the noise impact assessment

Charles M. Salter Associates will prepare the noise analysis.

The noise study will consist of the following tasks:

- Assess the existing noise environment at the site by conducting up to two continuous 48-hour noise measurements and 15-minute “spot” measurements (requires two site visits)
- Project future traffic noise levels at the site using data to be provided by traffic analysis
- Quantify the noise level at each building facade
- Based on building plans, calculate necessary sound ratings for facade elements (e.g., windows) to meet the project interior noise criteria (based on state and City code requirements)
- In a written report, summarize findings regarding the following:
 - a. Expected environmental noise at the site
 - b. Preliminary mitigation measures to reduce noise in the residences
 - c. Potential community noise resulting from the project
- Be available for one follow-up conference call to discuss findings
- Review and comment on the noise section of the environmental document

TASK 5 – PREPARATION OF THE AIR QUALITY AND GREENHOUSE GAS ASSESSMENT

PMC will prepare the air quality and greenhouse gas analysis. While the BAAQMD has recently had their CEQA Guidelines litigated (California *Building Industry Association v. Bay Area Air Quality Management District*, Alameda County Superior Court Case No. RG10548693), we advise that these CEQA Guidelines can be utilized with supporting evidence (based on consultation with the BAAQMD and attorneys with CEQA and BAAQMD experience).

Air Quality

The air quality impact analysis will be prepared in accordance with the BAAQMD's recommended guidance and methodologies. Accordingly, the analysis will include a description of regional air quality. Meteorological conditions that could affect air pollutant dispersal or transport will be described. Applicable air quality regulatory framework, standards, and significance thresholds will be discussed.

Both short-term (i.e., construction) and long-term (i.e., operational) increases in regional air pollutant emissions, including stationary and mobile source emissions, will be assessed. Emissions will be quantified utilizing emission factors derived from the most current emissions modeling software CalEEMOD. This model is publically available and employs widely accepted calculation methodologies for emissions estimates combined with appropriate default data if site-specific information is not available. The project's contribution to cumulative regional air quality impacts will also be addressed.

Potential increases in exposure of sensitive land uses to odorous and toxic air contaminants (TACs) have been addressed by the BAAQMD in its April 25, 2011, analysis (though an analysis of construction TAC emissions was not provided). The assessment will utilize this analysis and will address construction TAC issues.

Task 5 Meetings:

None

Task 5 Deliverables:

Five (5) hard copies and an electronic copy of the air quality and greenhouse gas assessment



Local mobile-source carbon monoxide (CO) concentrations will be assessed using the BAAQMD's screening methodologies. If deemed necessary, localized concentrations of mobile-source CO concentrations will be modeled using the Caline4 computer program. Local mobile-source CO concentrations are typically quantified for congested areas (i.e., level of service [LOS] E or worse) with high background CO concentrations. Modeled CO concentrations at sensitive receptors will be compared with state and federal 1- and 8-hour ambient air quality standards to determine impact significance.

The significance of air quality impacts will be determined in comparison to applicable local and state thresholds. Mitigation measures will be incorporated to reduce significant air quality impacts.

Greenhouse Gas Emissions

The BAAQMD does not have an adopted threshold of significance for construction-related greenhouse gas (GHG) emissions as it does for operational GHG. However, quantification and disclosure of construction-generated GHG emissions that would occur during construction is recommended. For greenhouse gases resulting from operations of land use development projects, the BAAQMD threshold of significance is either compliance with a Qualified GHG Reduction Strategy, or annual emissions less than 1,100 metric tons per year (MT/year) of carbon dioxide equivalent (CO₂e), or 4.6 MT CO₂e/service population/year (residents + employees). Land use development projects include residential, commercial, industrial, and public land uses and facilities. For the purposes of this analysis, 1,100 MT/year of carbon dioxide equivalent (CO₂e) is the chosen threshold of significance. However, if the City's proposed Climate Action Plan (CAP) is adopted once this analysis is commenced, this analysis will focus on the project's compliance with the CAP.

GHG emissions associated with the project will be estimated in a manner consistent with current emission inventory work on the City's CAP. Project CO₂e emissions from construction of the proposed project will be quantified with the CalEEMod software. Yearly emissions from project operations, including those associated with transportation, natural gas use,

consumer products, architectural coatings, and indirect emissions from the disposal of solid waste, treating and supply water, and generating electricity will be estimated using the BAAQMD's Greenhouse Gas Model (BGM). Given our experience with similar projects, we do not expect that the proposed project would result in a significant GHG emission impact.

TASK 6 – PREPARATION OF THE DRAFT INITIAL STUDY (IS)

Initial Study Project Description

The project description will be a succinct description of the proposed residential development of the site and all associated improvements that will be the subject of the Initial Study. The project description will include a listing of the City-required approvals.

Initial Study Technical Analysis

PMC will prepare a Draft Initial Study using the current Environmental Checklist Form in Appendix G of the California Environmental Quality Act (CEQA) Guidelines (2012). The Initial Study will consist of a Project Description, CEQA Environmental Checklist, Discussion of Environmental Issues, and References and will be formatted consistent with the City's preferred format.

The Initial Study will include a brief discussion of each issue item in the Environmental Checklist, with a more thorough analysis given to those items that could result in potentially significant impacts. PMC will also identify current City standards and specific mitigation measures that are required to reduce adverse impacts to less than significant levels. The Draft Initial Study will be prepared and provided to the City for review and discussion intended to determine the appropriate environmental document (EIR versus MND). Should an MND be determined appropriate, this Initial Study will be the substantive evidence supporting the MND determination. Should an EIR be determined appropriate, this Initial Study can be used to focus the scope of the Draft EIR, be circulated with the Notice of Preparation (NOP) and the technical analysis incorporated into the EIR.

Task 6 Meetings:

None

Task 6 Deliverables:

Draft Initial Study (five hard copies and one electronic copy in Word)

While all of the environmental issue areas below will be addressed, agricultural resources and forestry resources, biological resources, geology/soils, mineral resources, population/housing, public services, utilities/service systems, and recreation will be identified as “no impact” given the specific nature of the project. The technical study results prepared for historic resources, traffic, noise, air quality, and greenhouse gases, as well as the results of the project’s Hazardous Building Materials Survey (which identified asbestos and lead-containing building material issues to be addressed), will be integrated into the Initial Study.

- Aesthetics
- Agricultural and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology/Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology/Water Quality
- Land Use/Planning
- Mineral Resources
- Noise
- Population/Housing
- Public Services
- Recreation
- Utilities/Service Systems
- Traffic and Circulation

PHASE 2 – PREPARATION OF THE CEQA DOCUMENT

TASK 7 – CITY REVIEW OF DRAFT INITIAL STUDY

PMC will meet with City staff to go over the results of the Draft Initial Study and answer any questions regarding the analysis conclusions as well as identify any changes to the Initial Study. PMC will also provide a brief technical memorandum identifying our recommendations on the level of CEQA document to be prepared for the project.

Task 7 Meetings:

One meeting to discuss Draft Initial Study and its conclusions

Task 7 Deliverables:

Technical memorandum recommending the appropriate CEQA document for the project

TASK 8 – PREPARATION OF THE CEQA DOCUMENT

Based on the discussion and decision made under Task 7, PMC will prepare the required CEQA document. This phase includes two options: (1) preparation of a Mitigated Negative Declaration or (2) preparation of an EIR. The scopes of work for both options are outlined below.

Option Task 8.1 – Preparation of a Mitigated Negative Declaration

Public Draft

The draft mitigated negative declaration will be based on the Draft Initial Study (IS/MND) and will incorporate all City edits and comments. A camera-ready draft of the IS/MND will be prepared for final review by the City prior to release. Upon final approval, PMC will generate twenty-five (25) copies of the IS/MND for City distribution. This task will also include preparation of the Notice of Intent. If submittal to the State Clearinghouse is required, PMC will handle this submittal on behalf of the City.

Meetings: None

Deliverables: Twenty-five (25) copies and an electronic version of the Initial Study /Mitigated Negative Declaration



Response to Comments on the Mitigated Negative Declaration

At the end of the public comment period for the IS/MND, PMC will provide the City with a technical memorandum that responds to any written comments received on the document. PMC staff will also attend up to two public meetings on the project and will assist on the preparation of CEQA findings for the MND.

Meetings: Up to two public meetings

Deliverables: Technical memorandum responding to written comments received

Preparation of the Notice of Determination and Mitigation Monitoring Program

PMC will prepare the Notice of Determination for the City as well as the Mitigation Monitoring Program for adoption should mitigation measures be identified.

Meetings: None

Deliverables: Notice of Determination and Mitigation Monitoring Program (MMP)



Option Task 8.2 – Preparation of an Environmental Impact Report (EIR)

In the event the preparation of an EIR is identified as necessary in Task 7, PMC will use the initial study and completed technical studies to focus the EIR analysis on the environmental issues of concern and will scope out environmental impacts that will clearly not occur.

Notice of Preparation

PMC will prepare the Notice of Preparation (NOP) and attach the initial study (NOP/IS) describing the project location, topics to be analyzed in the EIR, and a map of the project area. It is assumed that the City will develop the public distribution list and distribute the NOP/IS. PMC will distribute the required fifteen (15) sets of document(s) to the State Clearinghouse. PMC will assist the City in conducting a scoping meeting associated with the release of the NOP.

Meetings: One scoping meeting

Deliverables: Twenty-five (25) copies of the NOP and an electronic version.

Preparation of Administrative Draft EIR

PMC will prepare the Administrative Draft EIR (ADEIR), which will consist of the following sections, and will prepare the document in a form that will allow for use in subsequent project review.

1.0 Introduction

Section 1.0 of the Draft EIR will provide an introduction and overview describing the intended use of the EIR and the review and certification process.

2.0 Executive Summary (Including Matrix of Project Impacts and Mitigation Measures)

This section will summarize the characteristics of the proposed project and will provide a concise summary matrix of the project's environmental impacts and associated mitigation measures as required under State CEQA Guidelines Section 15123.

3.0 Project Description

The Project Description will be consistent with the requirements of State CEQA Guidelines Section 15124 and will consist of a detailed description of the project and associated approvals for the project.

4.0 Environmental Setting, Impacts, and Mitigation Measures

Individual environmental issue areas will be evaluated in the EIR. For each issue area, impacts as well as mitigation measures will be identified. This section of the EIR will utilize the analysis provided in the Initial Study developed in Task 6 and the technical studies under Tasks 2 through 5.

5.0 Cumulative Impact Summary

PMC will assess the impacts of the project in combination with other known, approved, or reasonably foreseeable development activity in the project vicinity, including all past, present, existing, approved, pending, and reasonably foreseeable future projects. Consistent with the State CEQA Guidelines, a clear cumulative setting will be described in the EIR.

The cumulative analysis will address each topic covered in the environmental analysis and will identify appropriate mitigation measures for any significant impacts identified.

6.0 Alternatives

PMC assumes that three alternatives will be analyzed. PMC will coordinate with City staff in the development of up to three reasonable alternatives to the proposed project, in addition to the CEQA-required No Project Alternative.

7.0 Other CEQA Requirements

The EIR will include the other required sections including growth-inducing impacts of the project and a summary of significant and unavoidable impacts of the project.

8.0 Report Preparers and References

This section will include reference to all persons, agencies, and references used in the EIR.



Meetings: None

Deliverables: Five (5) copies of the Administrative Draft EIR
plus one electronic version

Revise Admin Draft EIR/Prepare Draft EIR (DEIR)

City staff edits will be incorporated into the Draft EIR and twenty-five (25) copies will be prepared. In order to keep Draft EIR copy costs down, PMC will have the technical appendices placed on a CD that will be inserted in a sleeve in the back of the Draft EIR. PMC will also provide 25 copies on CD and assist the City on placing the Draft EIR on the City's website. PMC will be responsible for distribution of the Draft EIR to the State Clearinghouse.

PMC will also assist in the preparation of the Notice of Availability (NOA). It is assumed that the City will be responsible for posting and noticing requirements.

PMC will attend and participate in one public meeting on the Draft EIR, which will include preparation of a presentation on the content of the Draft EIR.

- Minor revisions to the text of the Draft EIR

PMC will provide five (5) copies of the Administrative Final EIR for City review. City staff edits will be incorporated into the Final EIR and twenty-five (25) copies will be prepared. Twenty-five (25) CD copies will also be provided. PMC assumes that no more than fifteen (15) comment letters will be submitted on the Draft EIR that will require detailed analysis and response.

PMC will attend and participate in up to two public meetings on the Final EIR, which will include preparation of a presentation on the content of the Final EIR.

Meetings: Two meetings to present the Final EIR.

Deliverables: Five (5) copies of the Admin Final EIR; twenty-five (25) hard copies of the Final EIR and twenty-five (25) copies on CD

Preparation of the Findings, Notice of Determination, and Mitigation Monitoring Program

PMC will prepare the Notice of Determination for the City as well as the Mitigation Monitoring Program and CEQA Findings for project approval as required under State CEQA Guidelines Sections 15091 and 15093.

Meetings: None

Deliverables: Notice of Determination, CEQA Findings, and
Mitigation Monitoring Program

SCHEDULE AND BUDGET

The following schedule and budget are based on our understanding of the project as well as our experience in preparing MNDs and EIRs under aggressive time frames.

SCHEDULE

The following is a summary of the scope of work and associated schedule with each task. The following schedule assumes a project start date of January 14, 2013.

Task	Work Products/Meetings	Schedule/Duration
PHASE 1 – ENVIRONMENTAL REVIEW		
Task 1 Project Initiation	One (1) project start-up meeting	Task Duration: January 14, 2013 – January 18, 2013
Task 2 Historic Resources Assessment	- Five (5) hard copies and an electronic copy of the addendum to the 2011 Historic Resources Evaluation - Up to two (2) project meetings	Task Duration: January 18, 2013 – February 15, 2013 Two (2) weeks for preparation of the draft document for City review One (1) week for City review and comment One (1) week for final edits
Task 3 Traffic Analysis Report	- Five (5) hard copies and an electronic copy of the traffic analysis report - Up to four (4) project meetings	Task Duration: January 18, 2013 – March 22, 2013 Six (6) weeks for preparation of the draft document for City review Two (2) weeks for City review and comment One (1) week for final edits

Task	Work Products/Meetings	Schedule/Duration
Task 4 Noise Impact Assessment	Five (5) hard copies and an electronic copy of the noise impact assessment	Task Duration: January 18, 2013 – March 22, 2013 Seven (7) weeks for preparation of the draft document for City review (this factors traffic analysis data needed for the noise analysis) One (1) week for City review and comment One (1) week for final edits
Task 5 Air Quality and Greenhouse Gas Assessment	Five (5) hard copies and an electronic copy of the air quality and greenhouse gas assessment	Task Duration: January 18, 2013 – March 22, 2013 Seven (7) weeks for preparation of the draft document for City review (this factors traffic analysis data needed for the noise analysis) One (1) week for City review and comment One (1) week for final edits
Task 6 Draft Initial Study	Draft Initial Study (five hard copies and one electronic copy in Word)	Task Duration: March 22, 2013 – April 12, 2013 Submittal to City will occur three (3) weeks after completion of Tasks 2 through 5
PHASE 2 – PREPARATION OF THE CEQA DOCUMENT		
Task 7 City Review of Draft Initial Study	- Technical memorandum recommending the appropriate CEQA document for the project - One (1) meeting to discuss Draft Initial Study and its conclusions	Task Duration: April 12, 2013 – April 26, 2013 Two (2) weeks for review of the Draft Initial Study and the technical memorandum

Task	Work Products/Meetings	Schedule/Duration
Optional Task 8.1 Mitigated Negative Declaration	• Twenty-five (25) copies and an electronic version of the Mitigated Negative Declaration • Technical memorandum responding to written comments received on Public Draft Mitigated Negative Declaration • Notice of Determination and Mitigation Monitoring Program (MMP) • Up to two (2) public meetings	Task Duration: April 26, 2013 – June 28, 2013 One (1) week to the preparation of a camera-ready copy of the Mitigated Negative Declaration One (1) week for City review and comment One (1) week for preparation of the public Draft Mitigated Negative Declaration Thirty (30) day public review period for Mitigated Negative Declaration One (1) week for preparation of technical memorandum responding to written comments on the Draft Mitigation Negative Declaration One (1) week for preparation of the Notice of Determination and MMP after completion of technical memorandum

Task	Work Products/Meetings	Schedule/Duration
Optional Task 8.2 Environmental Impact Report	• Twenty-five (25) copies of the Notice of Preparation (NOP) and an electronic version • One (1) scoping meeting • Five (5) copies of the Administrative Draft EIR plus one electronic version • Twenty-five (25) hard copies of the Draft EIR and twenty-five (25) copies on CD; assistance in preparing the Notice of Availability • One (1) meeting to present the Draft EIR • Five (5) copies of the Admin Final EIR; twenty-five (25) hard copies of the Final EIR and twenty-five (25) copies on CD • Two (2) meetings to present the Final EIR • Notice of Determination, CEQA Findings, and Mitigation Monitoring Program	Task Duration: April 26, 2013 – October 25, 2013 One (1) week to the preparation of a camera-ready copy of the NOP One (1) week for City review and comment on the NOP One (1) week for public release of NOP Thirty (30) day comment period of the NOP Submittal of Administrative Draft EIR one (1) week after end of 30-day comment period on NOP Three (3) weeks for City review and comment on the Administrative Draft EIR Two (2) weeks for the preparation of the public Draft EIR Forty-five (45) day public review period for Draft EIR Submittal of the Administrative Final EIR for City review three (3) weeks after end of the 45-day review period on the Draft EIR Two (2) weeks for City review and comment on the Administrative Final EIR One (1) week for preparation of the Final EIR One (1) week for preparation of the Findings, MMRP, and Notice of Determination after completion of the Final EIR

Eden Housing, San Pablo Mixed-Use Senior Apartments Project

Task Description	P. Angell	S. Davidson	S Myers	Admin/ Graphics	Dowling/ Kittelson	Charles Salter	VerPlanck	Outside Direct Costs	Totals
	Principal	Senior Planner	Air Quality						
	\$180	\$110	\$95						
Phase I. Environmental Review									
Task 1 Project Initiation	2.0	2.0	0.0	0.0		0.0			4.0
	\$360	\$220	\$0	\$0	\$0	\$0		\$55	\$635
Task 2 Historic Resources Assessment	2.0	0.0	0.0	0.0				0.0	2.0
	\$360	\$0	\$0	\$0	\$0	\$0	\$6,848	\$-	\$7,208
Task 3 Traffic Analysis	2.0	0.0	0.0	0.0				0.0	2.0
	\$360	\$0	\$0	\$0	\$22,880	\$0		\$-	\$23,240
Task 4 Noise Impact Assessment	2.0	0.0	0.0	0.0				0.0	2.0
	\$360	\$0	\$0	\$0	\$0	\$7,480		\$-	\$7,840
Task 5 Air Quality/GHG Assessment	2.0	0.0	55.0	0.0				0.0	57.0
	\$360	\$0	\$5,225	\$0	\$0	\$0		\$-	\$5,585
Task 6 Draft IS	4.0	6.0	40.0	8.0	0.0			0.0	58.0
	\$720	\$660	\$3,800	\$600	\$0	\$0	\$0.0	\$110	\$5,890
Subtotal Phase I	14.0	8.0	95.0	8.0	0.0	0.0			125.0
	\$2,520	\$880	\$9,025	\$600	\$22,880	\$7,480	\$6,848	\$165	\$50,398
Phase II. Preparation of CEQA Document									
Task 7 City Review Draft IS	2.0	0.0	4.0	0.0		0.0			6.0
	\$360	\$0	\$380	\$0	\$0	\$0	\$0	\$0	\$740
Subtotal Task 7	2.0	0.0	4.0	0.0	0.0	0.0			6.0
	\$360	\$0	\$380	\$0	\$0	\$0	\$0	\$0	\$740
Task 8.0 Preparation of the CEQA Document									
Option Task 8.1 Preparation of Mitigated Negative Declaration									
Public Draft MND	6.0	4.0	20.0	6.0	0.0				36.0
	\$1,080	\$440	\$1,900	\$450	\$0	\$0	\$0	\$660	\$4,530

Task Description	P. Angell	S. Davidson	S Myers	Admin/ Graphics	Dowling/ Kittelson	Charles Salter	VerPlanck	Outside Direct Costs	Totals
	Principal	Senior Planner	Air Quality						
	\$180	\$110	\$95		(Traffic)	(Noise)	(Historic)		
Response to Comments	2.0	4.0	12.0	2.0	0.0	0.0			20.0
	\$360	\$440	\$1,140	\$150	\$0	\$0	\$0	\$0	\$2,090
NOD and MMRP	1.0	0.0	2.0			0.0			3.0
	\$180	\$0	\$190	\$0	\$0	\$0	\$0	\$0	\$370
<i>Subtotal Option Task 8.1</i>	9.0	8.0	34.0	8.0	0.0	0.0			59.0
	\$1,620	\$880	\$3,230	\$600	\$0	\$0	\$0	\$660	\$6,990
Option Task 8.2 Preparation of an EIR									
NOP and Scoping	8.0	0.0	16.0	4.0					28.0
	\$1,440	\$0	\$1,520	\$300	\$0	\$0	\$0	\$660	\$3,920
Preparation of ADEIR	30.0	16.0	94.0	30.0					170.0
	\$5,400	\$1,760	\$8,930	\$2,250	\$0	\$0	\$0	\$550	\$18,890
Preparation of DEIR	10.0	8.0	30.0	8.0					56.0
	\$1,800	\$880	\$2,850	\$600	\$3,410	\$0	\$0	\$2,600	\$12,140
Preparation of FEIR	10.0	8.0	32.0	22.0					72.0
	\$1,800	\$880	\$3,040	\$1,650	\$0	\$0	\$0	\$1,500	\$8,870
Preparation of Findings and Notices	4.0	0.0	28.0	0.0					32.0
	\$720	\$0	\$2,660	\$0	\$0	\$0	\$0	\$0	\$3,380
<i>Subtotal Optional Task 8.2</i>	62.0	32.0	200.0	64.0	0.0	0.0			358.0
	\$11,160	\$3,520	\$19,000	\$4,800	\$3,410	\$0	\$0	\$5,310	\$47,200
Project Totals									
Project Total Under Option 8.1	25.0	16.0	133.0	16.0	0.0	0.0			190.0
	\$4,500	\$1,760	\$12,635	\$1,200	\$22,880	\$7,480	\$6,848	\$825	\$58,128
Project Total Under Option 8.2	78.0	40.0	299.0	72.0	0.0	0.0			489.0
	\$14,040	\$4,400	\$28,405	\$5,400	\$26,290	\$7,480	\$6,848	\$5,475	\$98,338

The firm bid for the services identified above is valid for 90 days.



January 20, 2012

Project #: A11-283

Dolly Kampfraat
PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

RE: El Cerrito Eden Housing Proposal

Dear Ms. Kampfraat:

Kittelson & Associates is pleased to provide this scope/budget for our effort to provide a traffic study for the Eden Housing development in the City of El Cerrito. The following is a scope of work based on our understanding of the work effort.

Project Understanding

Kittelson & Associates would conduct a traffic study for the proposed project adjacent to El Cerrito City Hall, which would include 62 low-income senior housing rental units, 1 manager's housing unit, a 1,782 square foot (sf) health clinic and 1,000 sf of retail space.

Scope of Work

It is anticipated that Kittelson & Associates would perform the following tasks as part of this scope of work:

Task 1. Existing Conditions

Kittelson & Associates would evaluate existing traffic conditions (intersection level of service analyses) as well as document existing transit, bicycle and pedestrian circulation in the study area. Based on initial coordination with City staff, the following intersections would be evaluated for this study:

- San Pablo Avenue & Manila Avenue
- San Pablo Avenue & Schmidt Drive
- Kearney Street & Manila Avenue
- Kearney Street & Schmidt Drive

The traffic analysis would focus on weekday a.m. and p.m. peak hours.

Task 2. Estimate Project Trip Generation and Trip Distribution

Kittelsohn & Associates would determine the projected trip generation of the proposed project using trip generation rates from the Institute of Transportation Engineers. Project trip distribution would be estimated based on existing traffic patterns in the study area and the location of the proposed access to the project site.

Task 3. Existing + Project Traffic Analysis

The project traffic (determined in Task 2) would be assigned to the transportation network, adding to the existing traffic (determined in Task 1). The traffic conditions at the study locations with the addition of project trips would be analyzed.

Task 4. Baseline Traffic Analysis (Existing + Approved Traffic)

The traffic conditions without the project trips, but including the trips of nearby projects that have already been approved for development by the City of El Cerrito would also be analyzed. This would include determining the estimated traffic from the nearby approved projects that would need to be added to the existing conditions traffic counts at the study intersections (determined in Task 1).

Task 5. Baseline + Project Traffic Analysis

Kittelsohn & Associates would then evaluate traffic operations at the study locations with the addition of the project traffic (determined in Task 2) to the Baseline traffic projects (existing + approved traffic, determined in Task 4) at the study intersections.

Task 6. Parking Analysis

Kittelsohn & Associates would determine the expected parking demand for the proposed project based on parking generation rates from the Institute of Transportation Engineers. Additionally, Kittelsohn & Associates would survey three (3) comparable sites in El Cerrito to examine off-street parking utilization at maximum parking occupancy (late night or very early morning) to then determine a parking utilization rate (spaces per unit). The three sites would include:

- *Del Norte Place, 11720 San Pablo Avenue, has 27 units set aside for very low income seniors and families, out of a total of 185 units.*
- *Eskaton's Hazel Shirley Manor, 11026 San Pablo Avenue, has 63 units.*
- *El Cerrito Royal Assisted Living, 6510 Gladys Avenue has 121 units of congregate care for seniors and disabled.*

Kittelsohn would also determine the required number of spaces based on City code. All three resulting parking calculations (based on ITE rates, surveyed rates, and City code) would then be compared to the number of off-street parking spaces proposed to estimate potential parking surplus or shortfall.

For on-street parking, Kittelsohn would survey the block faces adjacent to the project site as well as the block face immediately to the east of the study site (on the far side of Kearny Street) to determine the parking utilization of on-street spaces during the a.m. peak, p.m. peak and late-night (or very early morning) times. These block faces include:

- San Pablo Avenue between Schmidt Drive and Manila Avenue (east side)
- Manila Avenue between San Pablo Avenue and Kearny Street (south side)
- Kearny Street between Schmidt Drive and Manila Avenue (west and east sides)
- Schmidt Drive between San Pablo Avenue and Kearny Street (north side)

Task 7 . Impacts and Mitigation Measures

Kittelsohn & Associates would determine appropriate mitigation measures for significant traffic and/or parking impacts from the proposed project, in consultation with City staff and the project applicant.

Task 8. Prepare Study Reports

If the level of environment documentation is a Mitigated Negative Declaration, Kittelsohn & Associates would submit a draft traffic study report for review and comment by the City of El Cerrito. Following, Kittelsohn would submit the final report within two (2) weeks of receipt of one set of non-conflicting comments from the City on the draft report. The budget assumes that report revisions would be editorial in nature and not be related to any expansion of study scope.

If the environmental documentation is an Environmental Impact Report, Kittelsohn & Associates would submit documentation for the traffic section of the Administrative Draft EIR, the Draft EIR and the Final EIR.

Task 9. Attend Meeting(s)

Up to four (4) hours for meetings is included in the budget. Any additional meeting time would be billed on a time and materials basis based on pre-authorization of client.

Cost Estimate

The total cost estimate for the scope of work presented above is:

- Traffic Study for Mitigated Negative Declaration: \$20,800
- Traffic Section of EIR: \$23,900

Schedule

The work outlined above to prepare the draft traffic study (if mitigated negative declaration) or the traffic section of the administrative draft (if EIR) can be completed within six (6) weeks of receipt of signed contract.

This scope and budget will remain valid for 90 days.

Thank you for the opportunity to submit this proposal. We look forward to being of service to you in this matter. Please call or e-mail if you have questions or comments.

Sincerely,

Sincerely,

KITTELSON & ASSOCIATES, INC.



Bill Cisco, P.E.
Associate Engineer

Charles M Salter Associates Inc

Consultants in
Acoustics,
Audiovisual,
Telecommunications
& Security System Design

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Charles M Salter, PE
David R Schwind, FAES
Robert P Alvarado
Eric L Broadhurst, PE
Anthony Nash, PE
Thomas A Schindler, PE
Ken Graven, PE, RCDD, LEED AP
Philip N Sanders, LEED AP
Jason R Duty, PE
Cristina L Miyar
Durand R Begault, PhD, FAES
Thomas J Corbett, CTS
Ross A Jerozal, CTS-D
Joey G D'Angelo
Eric A Yee
Joshua M Roper, LEED AP
Timothy G Brown
Randy D Waldeck, PE, LEED AP
Peter K Holst, PE, LEED AP
Andrew L Stanley
Christopher A Peltier, PE
Ethan C Salter, LEED AP
Thomas D Keller, CDT
Troy R Gimbel, RCDD, CTS
Alex K Salter, PE
Jeremy L Decker, PE
David E Nussbaum, RCDD, PMP
Dylan B Mills
Davis H Keith, CTS-D
Melody K Parker, LEED AP
Kristin Bidwell
Brian J Good
Heather A Salter
Elizabeth F Thomas
Catherine F Spurlock
Marva D Noordzee
Debbie E Garcia
Jasmine S Recidoro
Suzanne L Schwind
Danielle A Masarweh

20 January 2012

Patrick Angell
PMC

2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
Email: pangell@pmcworld.com

Subject: **Eden Housing San Pablo Senior Apartments ED: Noise –
Proposal for Acoustical Consulting Services**

Dear Pat:

Thank you for the opportunity to prepare a proposal for this project. This mixed-use project would consist of 62 senior apartments, a health clinic, and retail space. The RFP for the environmental document (ED) indicates that the analysis must address potential “impacts of noise from San Pablo Avenue and the nearby aerial BART tracks” in addition to the general analysis required by State Law (e.g., Title 24, CEQA). Based on our discussion, we understand that you would like us to prepare an environmental noise study report for you to incorporate into the environmental document. Though groundborne vibration is a potential concern, we discussed that you would not require vibration measurements or analysis since the project is nearly 300 feet away from BART tracks. This proposal summarizes our scope of services and associated fees.

SCOPE OF SERVICES

Our noise study would consist of the following tasks:

- Assess the existing noise environment at the site by conducting up to two continuous 48-hour noise measurements and 15-minute “spot” measurements (requires two site visits)
- Project future traffic noise levels at the site using data to be provided by your traffic engineer and/or available from Caltrans
- Quantify the noise level at each building facade
- Based on building plans, calculate necessary sound ratings for facade elements (e.g., windows) to meet the project interior noise criteria (based on State and City Code requirements)
- In a written report, summarize our findings regarding the following:
 - a. Expected environmental noise at the site
 - b. Preliminary mitigation measures to reduce noise in the residences
 - c. Potential community noise resulting from the project
- Be available for one follow-up conference call to discuss our findings
- Review and comment on the noise section of the environmental document

FEE ESTIMATE

Our hourly rates and insurance information are summarized on the attached Terms and Conditions sheet. Based on our experience with similar projects of this type, we estimate our fees to be **\$6,800** (billed hourly to a maximum). Instrumentation and expenses would be billed in addition and are expected to be \$400.

ADDITIONAL SERVICES

The above scope does not include the following services. If needed, we can provide a supplemental proposal for additional services.

- Detailed, room-by-room calculation of window sound ratings
- Vibration measurements
- Additional acoustical measurements or site visits
- Significant revision of analysis
- Development of noise contours
- Attendance at meetings and public hearings
- Developing/writing the noise section of the environmental document
- Analysis and mitigation regarding noise to or from the health clinic and retail spaces

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*

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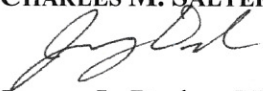
We look forward to working with you on this project. If this proposal is acceptable to you, please sign in the space provided below and return one copy to our office as authorization to proceed.

Should you have any questions, please give us a call.

Sincerely,

CHARLES M. SALTER ASSOCIATES, INC.

AGREED & ACCEPTED


Jeremy L. Decker, PE
Senior Consultant

By: _____

PMC


Eric L. Broadhurst, PE
Senior Vice President

Date: _____

Enclosures as noted

k/dm20jan2012jld01

TERMS AND CONDITIONS

Insurance

<u>General Liability</u>	\$2,000,000
<u>Workers Compensation</u>	\$1,000,000
<u>Automobile Liability</u>	\$2,000,000

Professional Liability (“Errors and Omissions”): Professional liability of Charles M. Salter Associates, Inc. (CSA), its officers, employees, and subconsultants is limited to \$50,000 or our total fee, whichever is less. The above limitation of professional liability can be increased to the limit of our insurance policy (\$1,000,000) by increasing our total fee by 10% prior to start of our services.

Schedule of Hourly Rates

President and Senior Vice President	\$275
Vice President	\$250
Principal Consultant	\$210
Senior Consultant	\$165
Consultant	\$145
Technical Assistant	\$100

Reimbursable expenses such as travel, subsistence, meals, lodging, and project-related materials are billed in addition at cost. Measurement instrumentation-use charges are at our standard rates.

Invoices for technical labor, reimbursable expenses, and instrumentation use are rendered monthly for services performed during the previous month. Payment for each invoice is due within 30 days.

Fee proposals are valid for 60 days. The total fee will be applied as we deem appropriate among the individual tasks. All fee proposals assume that services proceed without unreasonable delays, redesign, or scope changes. Such occurrences may warrant a renegotiation of fees. The schedule of hourly rates is valid for one year from the proposal date. A renegotiation of our hourly rates may be required after this period.

CSA specifications input and details have *all rights reserved* by Charles M. Salter Associates, Inc. These documents are for use only on the project for which Charles M. Salter Associates, Inc. is retained. It is the project architect’s and engineer’s responsibility to coordinate and verify the suitability of all specifications input and details as appropriate for the project. To facilitate drawing reviews, we require that paper copies of contract documents be sent to our office.

Site visits and observations, if any, conducted by our firm relate only to our services. We are not responsible for the safety of others at the job site.

20 December 2012

Mr. Patrick Hindmarsh
PMC
2729 Prospect Park Drive, Ste. 220
Rancho Cordova, CA 95670

Re: CEQA Compliance Work for 10848 San Pablo Avenue

Dear Patrick,

This letter describes a scope of services and fee for completing an addendum to the existing Historic Resource Evaluation (dated October 26, 2011) prepared by me at my last firm, Knapp & VerPlanck Preservation Architects, for the former Mabuchi House/Contra Costa Florist shop, at 10848 San Pablo Avenue in El Cerrito. It is our understanding that the City has released an RFP looking for a consultant to prepare the customary CEQA documents for the revised project, which consists of clearing the entire site (as well as the site next door at 10860 San Pablo), except for the Contra Costa Florist shop, and the construction of a multiple-family apartment complex for retired senior citizens.

In the sections below I have described a concise scope of work that will result in a document that analyzes the impacts of the proposed project and that identifies possible mitigation measures to reduce the potential project impacts.

Our team includes Cultural Historian Donna Graves, an expert on Japantowns in California and a contributor to the October 26, 2011 Historic Resource Evaluation prepared by Christopher VerPlanck.

VerPlanck Historic Preservation Consulting will prepare an approximately 10-to-15 page Addendum to the existing Historic Resource Evaluation that includes the following sections: I- Executive Summary, II-Revised Project Description, III-Evaluation of Project-specific Impacts under CEQA, IV-Potential Mitigation Measures, and V-Conclusion.

Our scope of work will include up to two meetings in El Cerrito with PMC and City of El Cerrito staff, analysis, and preparation of the Draft Addendum. We will submit the Draft Addendum to you for your review and comment prior to finalizing it for release and distribution. Please see **Table 1 for a breakdown of the fee and tasks**. All tasks that involve travel include one half-hour (round-trip) of travel time between San Francisco and El Cerrito.

telephone: 415.391.7486

email: chris@verplanckconsulting.com

57 Post St., Suite 512, San Francisco, CA 94104

Table 1¹

Task Description	CVP hours @ 125 per hour	DG hours @ 125 per hour	Total fee for Task/Phase	Schedule
Task 1. Kick Off Meeting	2 x \$135 = \$270	2 x \$135 = \$270	\$540	TBD
Task 2. Review Revised Drawings and Project Description	4 x \$135 = \$540	1 x \$135 = \$135	\$675	TBE
Task 3: Draft Addendum to Historic Resource Evaluation	24 x \$135 = \$3,240	4 x \$135 = \$540	\$3,780	TBD
Task 4. Response to Comments	4 x \$135 = \$540		\$540	TBD
Task 5. Meeting to Discuss Findings	2 x \$135 = \$270	2 x \$135 = \$270	\$540	TBD
Subtotal	Subtotal Hours CVP 36 hrs. \$4,860	Subtotal Hours DG 9 hrs. \$1,215	Subtotal (Labor) \$6,075	
Expenses			\$150	
Total Anticipated Cost of Project			\$6,225	

This scope of work does not include any additional design consultation meetings beyond the two included in the scope or participation in any public hearings.

Based on my conversations with you, the project is anticipated to begin toward the end of January 2013.

Please let me know if you have any questions about this proposal.

Attached terms and conditions apply.

Sincerely,



Christopher VerPlanck

Accepted by: _____

Date: _____

¹ Note, CVP stands for Chris VerPlanck and DG stands for Donna Graves.



AGENDA BILL

Agenda Item No. 5(E)

Date: February 5, 2013
To: El Cerrito City Council
From: Sukari Beshears, Human Resources Manager
Subject: City Classification Plan Amendment

ACTION REQUESTED

Adopt a Resolution amending the City's Classification Plan to revise the class specification of Development Services Manager.

BACKGROUND/ANALYSIS

City Council approved the classification of Development Services Manager (DSM) on December 18, 2012. DSM was created to appropriately classify the Planning Manager position as a result of the reorganization and restructure of the Planning and Building Divisions. After further review of the DSM classification, staff determined that additional upgrades are necessary to accurately reflect the needs of the position. Staff recommends updates to the educational requirement and job duties. Proposed changes to the DSM classification are reflected in the attachment. The DSM position is currently vacant and recruitment efforts are underway with a permanent selection anticipated in the next couple of months.

FINANCIAL CONSIDERATIONS

There will be no additional costs associated with the proposed changes to the Environmental and Development Services Department.

Reviewed by:

Scott Hanin, City Manager

Attachments:

1. Resolution

Exhibit A, Class Specification – Development
Services Manager

RESOLUTION 2013-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
AMENDING THE CITY CLASSIFICATION PLAN

WHEREAS, the City Council of the City of El Cerrito has an adopted Classification Plan for positions in the City's service; and

WHEREAS, the Development Services Manager requires an amendment to the current class specification to reflect changes to the educational requirement and job duties for the position.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby amends the City's Classification Plan to revise the class specification for Development Services Manager, as specified in Exhibit A to this resolution.

I CERTIFY that at a regular meeting on February 5, 2013, the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

APPROVED:

Gregory B. Lyman, Mayor

DEVELOPMENT SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, plan, manage and oversee the activities and operations of ~~the~~ Development Services, made up of Department including the bBuilding and pPlanning servicesDivisions, within the Environmental and Development Services Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the ~~Assistant City Manager~~.Environmental and Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Environmental and Development Services Director.
~~Assistant City Manager.~~

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume full management responsibility for all ~~department~~ services, programs and activities ~~including within Development Services, including the bBuilding and pPlanning servicesDivisions~~; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Coordinate strategic activities relating to physical and economic development of the City including the development of a comprehensive general plan, land use plans and policies, zoning plans, subdivision regulations, and other public improvement programs.

Serves as the ~~z~~Zoning ~~a~~A administrator; enforce applicable zoning ordinances and codes; provide direction to subordinate staff on the processing of building permits, code enforcement, and planning entitlements such as subdivisions, use permits, and design review for conformance with laws, regulations and City standards; may approve, conditionally approve or deny permits assigned to the Planning and Building Divisions.

•

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

~~Plan~~Oversee, direct, ~~and~~ ~~–~~coordinate and review, through assigned staff, the Development Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Supervises, directs, coordinates, reviews and participates in the work of professional, technical and clerical staff including data collection, analysis, plan formulation and implementation of a wide variety of comprehensive community development planning, building, zoning, and environmental review activities.

~~Provide assistance to developers, property owners and business owners regarding development proposals; answer questions and inquiries.~~Meets with developers and the general public regarding advanced planning efforts, development applications and the process to explain purposes, regulations, policies and accepted development practices; serves as technical adviser to the Director and other City staff on land use, construction and other technical areas pertaining to development and other community development activities.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the ~~department~~ budgets and fee schedules for the Planning and Building Divisions; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Essential Functions (continued):

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Provide staff assistance to the Environmental and Development Services Director; R~~represent the~~ Development Services ~~Department~~ to other departments, elected officials and outside agencies; participates in City's redevelopment, housing and economic development efforts; coordinate assigned activities with those of other departments and outside agencies and organizations.;

Provide staff assistance to the Assistant City Manager; p~~Participate~~ on a variety of boards, commissions and committees; oversees and/or serves as staff liaison to the Planning Commission and Design Review Board; –prepares or oversees the preparation of staff reports, resolutions, research reports and other material for presentation to advisory bodies and to meet state and federal agency requirements. ~~prepare and prese~~
~~nt staff reports and other necessary correspondence.~~

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of Planning, Building, and general community development.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of ~~modern,~~a comprehensive building and planning program~~s~~.
Principles and practices of land use, planning and building services.
Principles and practices of program development and administration.
Methods and techniques of planning, zoning, subdivision and building design.
Current trends in municipal planning and building programs.
Cost recovery techniques and fee structuring.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations governing ~~zoning,~~ land use, zoning and subdivision, environmental ~~protection~~regulations (including CEQA) and building codes~~.-~~

Ability to:

Manage~~,-and~~ direct and coordinate the activities of the a-comprehensive-bBuilding and pPlanning program~~Divisions~~.
Plan, revise and implement sound planning, zoning, plan check, inspection and code enforcement programs for the City.
Analyze and interpret data pertaining to planning and zoning, including plans and design documents.
Interpret and apply zoning regulations and planning concepts to unusual or difficult land use issues.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of assigned staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer program budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Learn and utilize new technology.

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.
Assimilate information, process logically, and make sound decisions.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading writing and operating assigned equipment.
Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional ~~building or~~ planning or building experience including two years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, urban studies, engineering, public administration, ~~business administration~~ or a related field. Master's Degree highly desirable. Certification from American Institute of Certified Planners (AICP) preferred.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

PHYSICAL DEMANDS (continued)

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally
Coordination -	
Eye-hand:	Frequently
Eye-hand-foot:	Never
Driving:	Occasionally

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally to Frequently
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordinating, Synthesizing, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

DEVELOPMENT SERVICES MANAGER [*With all changes incorporated*]

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, plan, manage and oversee the activities and operations of Development Services, made up of the Building and Planning Divisions, within the Environmental and Development Services Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Environmental and Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Environmental and Development Services Director.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume full management responsibility for all services, programs and activities within Development Services, including the Building and Planning Divisions; recommend and administer policies and procedures.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

Coordinate strategic activities relating to physical and economic development of the City including the development of a comprehensive general plan, land use plans and policies, zoning plans, subdivision regulations, and other public improvement programs.

Serve as the Zoning Administrator; enforce applicable zoning ordinances and codes; provide direction to subordinate staff on the processing of building permits, code enforcement, and planning entitlements such as subdivisions, use permits, and design review for conformance with laws, regulations and City standards; may approve, conditionally approve or deny permits assigned to the Planning and Building Divisions.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Oversee, direct, coordinate and review, through assigned staff, the Development Services work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Supervises, directs, coordinates, reviews and participates in the work of professional, technical and clerical staff including data collection, analysis, plan formulation and implementation of a wide variety of comprehensive community development planning, building, zoning, and environmental review activities.

Meets with developers and the general public regarding advanced planning efforts, development applications and the process to explain purposes, regulations, policies and accepted development practices; serves as technical adviser to the Director and other City staff on land use, construction and other technical areas pertaining to development and other community development activities.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the budgets and fee schedules for the Planning and Building Divisions; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Provide staff assistance to the Environmental and Development Services Director; represent Development Services to other departments, elected officials and outside agencies; participates in City's redevelopment, housing and economic development efforts; coordinate assigned activities with those of other departments and outside agencies and organizations.

Participate on a variety of boards, commissions and committees; oversees and/or serves as staff liaison to the Planning Commission and Design Review Board; prepares or oversees the preparation of staff reports, resolutions, research reports and other material for presentation to advisory bodies and to meet state and federal agency requirements.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of Planning, Building, and general community development.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of modern, comprehensive building and planning programs.

Principles and practices of land use, planning and building services.

Principles and practices of program development and administration.

Methods and techniques of planning, zoning, subdivision and building design.

Current trends in municipal planning and building programs.

Cost recovery techniques and fee structuring.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations governing land use, zoning and subdivision, environmental regulations (including CEQA) and building codes.

Ability to:

Manage, direct and coordinate the activities of the Building and Planning Divisions.

Plan, revise and implement sound planning, zoning, plan check, inspection and code enforcement programs for the City.

Analyze and interpret data pertaining to planning and zoning, including plans and design documents.

Interpret and apply zoning regulations and planning concepts to unusual or difficult land use issues.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of assigned staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer program budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Learn and utilize new technology.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible professional planning or building experience including two years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, urban studies, engineering, public administration or a related field. Master's Degree highly desirable. Certification from American Institute of Certified Planners (AICP) preferred.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally

Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

PHYSICAL DEMANDS (continued)

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Never
		Driving:	Occasionally

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordinating, Synthesizing, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other

people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 2/2013



AGENDA BILL

Agenda Item No. 5(F)

Date: January 15, 2013

To: El Cerrito City Council

From: Scott Hanin, City Manager

Subject: Adjustment to City Clerk Salary Control Point

ACTION REQUESTED

Consider adoption of a resolution of the City Council of the City of El Cerrito amending Section 2.1 of Resolution 2006-52, adjusting the monthly salary control point for the City Clerk position to \$11,247.

BACKGROUND

Compensation is set for management and technical employees by City Council resolution, rather than through a collective bargaining agreement. In order to determine salaries for employees covered under this resolution, historically a compensation survey of surrounding agencies is conducted similar to other bargaining units and consistent with past practice. Control points for salaries are then determined based on the results of the survey. The control points for this group have not been surveyed since early 2006. In certain cases, a control point may be adjusted based on internal equity issues, difficulty in recruiting qualified individuals or because of difficulties in finding reasonably comparable positions to survey.

In regard to the City Clerk position, the current control point does not reflect the current position's responsibilities and importance. Over the past 6-8 years the position has evolved dramatically from one that was largely clerical and secretarial to a key position in the senior management team of the City. The current City Clerk attends all department head meetings and two years ago assumed responsibility over the Information Technology division. The City Clerk currently also assists the City Council with all of their responsibilities, implemented and oversees our passport program, keeps current and maintains the historical record of the City and provides general administration over elections and Boards, Committees and Commissions recruitments. Unfortunately, when surveying other cities, the range of responsibilities of the various city clerks surveyed varies greatly; some are elected, others are more clerical and some act as senior management similar to El Cerrito. Because of this, it is difficult to accurately survey to get a proper control point.

Additionally, the control point is not reflective of the reporting relationships between certain positions covered by Resolution 2006-52. For example, the current control point (which has been adjusted periodically by a COLA from the numbers listed in the resolution) for the Information Technology Manager position—which is supervised by the City Clerk—is \$10,711, compared with \$7,140 for the City Clerk. Numerous other control points within the resolution are higher, yet unlike the City Clerk position; those positions are not part of the senior management team.

with \$7,140 for the City Clerk. Numerous other control points within the resolution are higher, yet unlike the City Clerk position; those positions are not part of the senior management team.

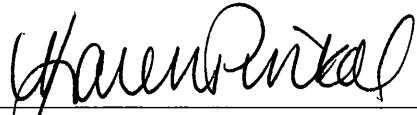
It is anticipated that staff will return later in the year with a revised Management Resolution for consideration by the City Council, including updating the control points to actual amounts based on City Council-approved COLAs since 2006 and any other issues that need to be considered.

FINANCIAL CONSIDERATIONS

Over the years, the City Council has periodically approved a change to surveyed control points to more accurately reflect the current responsibilities of the position and to more accurately reflect fair compensation and internal equity. In the case of the City Clerk position, it is recommended that the control point be adjusted to 5% above the two highest non-department head control points (IT Manager and Human Resources Manager) to \$11,247.

The current actual monthly salary of the City Clerk position is \$8,651. Adjustment of the control point will not automatically change the salary. Adjustments to salaries are based on actual performance and an outstanding evaluation. If the current City Clerk salary was to be adjusted to the proposed control point, the annual additional expense including benefits would be approximately \$40,000. However, no budget adjustment is being proposed at this time.

Reviewed by:



Karen Pinkos
Assistant City Manager

Attachments:

1. Resolution

RESOLUTION 2013-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING SECTION 2.1 OF RESOLUTION 2006-52, SPECIFYING COMPENSATION AND WORKING CONDITIONS FOR NON-PUBLIC SAFETY MANAGEMENT

WHEREAS, the City Council adopted Resolution 2006-52, which specifies the compensation and working conditions for non-public safety management effective July 1, 2006; and

WHEREAS, periodically, certain control points used to determine compensation require re-evaluation and adjustment to better reflect actual responsibilities and considerations related to internal equity; and

WHEREAS, the City Clerk control point does not reflect current responsibilities and internal salary relationships accurately; and

WHEREAS, the control point should be adjusted to more accurately reflect actual responsibilities.

NOWHEREFORE, BE IT RESOLVED, that the City Council of the City of El Cerrito hereby amends Resolution No. 2006-52 by amending Section 5.6 to adjust the city clerk control point as follows:

- 2.1 A. The following control points shall apply and serve as the midpoint of approved monthly salary ranges.

City Clerk ~~6406~~\$11,247

I CERTIFY that at a regular meeting on February 5, 2013 the City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

Approved:

Gregory B. Lyman, Mayor



AGENDA BILL

Agenda Item No. 5(G)

Date: February 5, 2013
To: El Cerrito City Council
From: Janet Bilbas, Senior Services Supervisor
Subject: Committee on Aging Membership Recommendation

ACTION REQUESTED

Approve a Committee on Aging recommendation appointing Ms. Joanna Kim-Selby to the Committee on Aging, effective February 6, 2013.

BACKGROUND

At the Committee on Aging's December 19, 2012 meeting, the Committee voted unanimously to recommend to the City Council that Ms. Joanna Kim-Selby be appointed to the Committee.

Joanna Kim-Selby has been an El Cerrito resident for 32 years. She has previously served on the Committee on Aging. In 2011 she took time off to take over and revive the East Bay Korean – American Senior Service Center in Oakland, CA.

Joanna has over 26 years of serving on numerous senior boards and commissions. She has twice attended the White House Conference on Aging for advocating or improving senior issues. Joanna currently serves as California Senior Legislator for Contra Costa County. She feels that with all her experiences in the field of Aging that she will be able to apply these skills to help improve and bring a variety of ideas on how to deal with senior issues.

Joanna states that she has been engaged in promoting, advocating, improving and educating the seniors of their rights or self empowering for their living. She is looking forward to once again work with the Committee on Aging.

Reviewed by:
Scott Hanin, City Manager

January 13, 2013

My name is Joanna Kim-Selby, a resident of 32 years of City of El Cerrito. I served the Committee on Aging from 2004 through 2011 and was off due to taking over to revive the East Bay Korean-American Senior Service Center in Oakland. CA.

I apply for a position in the first choice will be Committee on Aging, the second choice is Financial Advisory Board, and the third one is Citizens Street Repair and Maintenance.

I attached an application for the committee and board dated January 13, 2013, my resume and Senate Concurrent Resolution 32 (SCR 32) Press Release from Senator Correa's Office, Supervisor of Contra Costa County's Resolution Draft and Joe Valentine of Director of Human Resources of Contra Costa County for your review.

When and if I am appointed to serve either committee or board, I'll do my best to improve the City of El Cerrito 's many issues under the restrain of the financial condition.

Sincerely,

Joanna Kim-Selby

FOR APPLICANT QUESTIONNAIRE FOR COMMISSIONS AND BOARDS

10890 San Pablo Avenue
El Cerrito, CA 94530

Name:	Joanna Kim-Selby
Address:	
City/State/Zip:	
Length of residence:	At above address: From 1976 – 1993 and 2003 - present In El Cerrito: In Contra Costa County:
Check one:	Own home Rent home Other
Home Phone:	
Business Phone:	
E-Mail address:	

Indicate your preference (please rank up to three choices):	
Arts and Culture Commission—meets 3 rd Wednesday each month, 7:00 p.m.	
Citizens Street Repair and Maintenance Oversight Committee – TBD	3
Civil Service Commission – 7:00 p.m., On Call	
CCC Library Commission—meets every other month @ Pleasant Hill, 7:00 p.m.	
Citizens Bond Oversight Committee (CBOC) - TBD	
Committee on Aging—meets 3 rd Wednesday each month, 3:00 p.m.	1
Crime Prevention Committee—meets 2 nd Wednesday each month, 7:00 p.m.	
Design Review Board—meets 1 st Wednesday each month, 7:30 p.m.	
Economic Development Board—meets quarterly, 6:30 p.m.	
Environmental Quality Committee – meets 2 nd Tuesday of each month, 7:00 p.m.	
Financial Advisory Board—meets 2 nd Tuesday of each month, 7:00 p.m.	2
Human Relations Commission—meets 1 st Wednesday of even numbered months, 7:00 p.m.	
Park and Recreation Commission—meets 4 th Wednesday of each month, 7:00 p.m.	
Planning Commission—meets 3 rd Wednesday of each month, 7:30 p.m.	
Tree Committee—meets as required, TBD	

EMPLOYMENT (please feel free to attach a resume)

Occupation: Volunteer President/Executive Director, East Bay Korean-American Senior Service Center
1723 Telegraph Ave. Oakland, CA 94612

(Resume and SCR 32 with Senator Lou Correa, Write up of Joe Valentine, Director of Human Resources of Contra Costa County, The Supervisors Resolution honoring Joanna Kim-Selby et al, a picture with Supervisor Gioia in the Sup;s Chamber attached

Name and address of present employer (or last, if retired):

Alameda County Area Agency on Aging oversee our C-1 Program (meals) and Alameda County

Funding provided to have a remodeled stainless steel kitchen.

REFERENCES Please list two personal or professional references, including name, address, and daytime telephone numbers: 1. Supervisor Keith Carson of Alameda County (District 5), 1221 Oak St. #536, Oakland, CA 94612, Phone: 510-272-6695, Email: dis5@co.alameda.ca.us

2. Mary Louise Zernicke, Alameda County Nutritionist, Area Agency on Aging 3rd Floor, 6955 Foothill Blvd. Oakland, CA 94506,]

EDUCATION AND TRAINING:

Ewha Women's University, Seoul, Korea , 1950-1954 Political Science Major
UC Berkeley, Extension 1961-1963 Social Service and Received the Certificate of Social Service

REASON(S) FOR APPLYING:

Served as District Vice President to National Active and Retired Federal Employees (NARFE) about 3,000 members from Alameda, Contra Costa, Stockton counties. 1986 - 2003

I have been working with senior issues since 1986 either volunteering in the Berkeley Senior Centers. Twice attended White House Conference on Aging in 1995 and 2005 for advocating or improving the senior issues.

Served as Commissioner of California Commission on Aging from 2000 – 2006

Served as Commissioner of Alameda County Commission on Aging from 1997 -2003

Serve as Advisory Council Member of Advisory Council of Aging of Contra Costa County 2003 - present
Serves as California Senior Legislature, Senior Senator from Alameda County 1997 – 2003 and for Contra Costa County 2003 – present

Therefore, I feel I have much experiences in the field of Aging and apply for the aging area to improve and bring the good ideas of the senior issues to the El Cerrito senior programs.

EXPERIENCES AND ABILITIES Considering your previous experience and activities in business, labor, professional, social, or other organizations; indicate your most important experiences and abilities, which qualify you for the appointment:

As

I stated above, I have been engaged in promoting, advocating, improving, and educating the seniors of their rights or self empowering for their living.

I have serviced Public Authority Board member to see In-Home Supportive Service developing and promoting for the people with disabilities. By engaging in with Public Authority and IHSS board member we have to negotiate with Union so I have some experiences to deal with the SEIU (Service Employees International Union) Also served as Para Transit board member of Alameda County so I have experiences in developing paratransit development experiences with the Alameda County Paratransit Board. In fact I have served with El Cerrito Council Member Janet Ableson from 1997 -2003

I led Older Women's League of California from 1997- 1999 as president in advocating women's rights.. Serves as Board Member of California Congress of Seniors in Sacramento to advocate the senior issues. Donated 50, 15 gallon size trees to San Joaquin Valley National Cemetery that I really appreciate these dedicated U.S. soldiers who came to the Korean War and lost their lives. This may be only way I can show their lost life for the world peace. Aug. 12, 2005

Served as Board Member of Northern California of Christian Church Home to improve Senior Housing Issues from 1998 – 2006

Served as Long Term Care Planning Council of Alameda County from 1998 – 2001.

Serves as board member of Westlake Terrace (senior housing operated by Christian Church Home of California) at 275-28th St. Oakland, CA 1997- present

Serves as Board Member of The Center for Elder Independence (inclusive senior care – one stop shopping) program 2000 - present

As a Senior Senator/also Senior Assembly Member, I authored with legislators to make a few California Resolutions and also an Executive Order by the Gov. Schwarzenegger "Install Grab Bars in the Hotel/Motel Bathroom effective 1/1/2006.

Received distinguished Award from St. Ambrose Catholic Church in Berkeley 12/03/2006 for fundraising and also many church activities.

2007 I was recognized by UC Berkeley School of Public Health & The California Wellness Foundation as Senior Leadership award

Lastly City of El Cerrito recognized as dedicated service of Committee on Aging from 2004 - 2011

PREVIOUS EXPERIENCE If you have had public service experience on a commission, board, or task force, please indicate the public agency and explain duties:

I have listed most of them but I'll relist them:

1. Alameda County Commission on Aging: improve seniors' issues
2. Alameda County Long-Term Care Council: Planned seniors sunset life to be more comfortable
3. Alameda County Paratransit: Transportation program for the people with disability and seniors
4. Alameda County Public Authority- In-Home Supportive Services- to keep seniors and people with disability to stay home and get home care service by doing so the government saves funding and also not sending the seniors and people with disability to pre-maturely to the nursing homes
5. White House Conference on Aging: How to improve Medicare/Medicaid and Social Security Benefits/Supplemental Security Income (SSI) in 1995 in Washington DC with President Bill Clinton
6. White House Conference on Aging: How to improve Transportation for the elderly and people with disability. In-Home Supportive Services, Senior Housing. in 2005 Washington DC with President George Bush
7. Contra Costa County Advisory Council on Aging: How to improve the Contra Costa County seniors issues of Transportation, Health Care, Planning for betterment of the seniors and providers of Older Americans Act Funding, improve management and residents of nursing homes/residential care facilities, LGBT issues, etc.
8. Legislative Work Group of Advisory Council: Constantly looking for senior issues to make proposals and
9. California Senior Legislature –Senior Senator: from Contra Costa County: Constantly looking for issues brought by seniors such as seniors abuse in the nursing facilities, transportation, medicare/medicaid, prescription drugs to be labeled to show what ailment this medication is used, etc.
10. As President/Executive Director (volunteer) managing East Bay Korean-American Senior Service Center for C-1 Meals Program funded Older American Act through Alameda County Area Agency on Aging. Contact/apply for senior housing for the Korean seniors, keep the Alzheimers patients least restricted environment and look after for prevention of prematurely entering nursing or assisted facilities, Medicare/Medicaid application or documents yearly review of Medicare/Medicaid application for the Alameda County Welfare Dept. Social Security Benefits/SSI application, CAPI (Cash Assistance Program for Immigrants) application or renewal documentation, nutritional education with Nutritionist, translation/interpretation of English documents to Korean, Planning activities for physical/mental health – providing drumming class, exercise, Bingo, singing, karaoke, line dance, trips, etc.

CONFLICT OF INTEREST: Please describe any possible personal or professional areas that may present a conflict of interest, or the appearance of conflict of interest, for serving on this board, commission or committee:

I do not see any conflict of interest as most of my jobs are in the Alameda County area and I am not providing anything by receiving any fundings or grants from Contra Costa County.

CSL we do not do fundraising for individuals (CSL members) for re-election purpose. Our funding comes from individuals donation to Franchise Tax Board item No. 402.

To the El Cerrito City Council:

I request that you consider my application. I am aware of the meeting schedule and feel that I will be able to devote the time necessary to perform the duties of this body. I am also aware that my name and address may be made public as an applicant for this body, and that this application is a public record, which will be held on file for subsequent vacancies. I am also aware that by law, interviews regarding my appointment, reappointment, or dismissal must be held in public and that the City Council cannot exercise any discretion in this matter. I am further aware that I may be required to file an annual Statement of Economic Interests and affirm the Oath of Office with the City Clerk.

Signature: _____

Date: January 11, 2013 _____

Please return to City Clerk at the above address.

MEMBERS OF BOARDS, COMMISSIONS, AND COMMITTEES SHALL NOT HOLD ANY OTHER PUBLIC OFFICE OR POSITION IN THE CITY AND SHALL, AT ALL TIMES DURING THEIR SERVICE, BE RESIDENTS WITHIN THE CITY LIMITS OF EL CERRITO (unless specifically provided for in the El Cerrito Municipal Code). BOARD, COMMISSION AND COMMITTEE MEMBERS PLEDGE THE OATH OF OFFICE. THE FILING OF A FPPC FORM 700 – STATEMENT OF ECONOMIC INTERESTS IS REQUIRED FOR THE ARTS & CULTURE COMMISSION, DESIGN REVIEW BOARD, FINANCIAL ADVISORY BOARD, and PLANNING COMMISSION.



NEWS RELEASE

Senator
Lou Correa 34th Senate District

For Immediate Release
May 23, 2011

Contact:
Lina Hamilton 916-651-4034

Correa Measure Honors California Seniors

"Senior Volunteer's time, experience, and talents are important contributions valued by the ones they serve in our communities" – Senator Lou Correa



FROM ARCHIVE: California State Senator Lou Correa (left) and Senior Senator (CSL) Joanna Kim Selby.

SACRAMENTO, CA – The California State Legislature recently approved Senate Concurrent Resolution 32 (SCR 32), authored by California State Senator Lou Correa, honoring and recognizing the contributions of California's senior volunteers. SCR 32 proclaims permanently the month of May as "Senior Volunteer Month" in California. This resolution is sponsored by the California Senior Legislature (CSL).

Studies indicate that volunteering provides adults 60 or older with health benefits such as improved physical and mental health, as well as greater life satisfaction. The Corporation of National Community Service estimated that from 1989 to 2006, California had the largest number of volunteers compared to the rest of the nation. According to U.S. Census, California's population is aging along with the baby boom: by 2030, about 20 percent of Californians will be age 65 or older.

"We must make sure that we do all we can to encourage our senior volunteers to remain engaged in volunteering in our community," said Senator Correa. "Their time, experience and talents are important contributions valued by the ones they serve in our communities."

In concert with SCR 32, every year Senator Correa organizes the *Seniors Making a Difference Awards Breakfast*, to recognizing outstanding senior citizens who volunteer their time, energy, and talents to make a difference in central Orange County. This year, Senator Correa will honor 75 senior volunteers who have dedicated their time and energy for the betterment of the community.

"The CSL is very grateful to Senator Correa for his support to California's seniors. Throughout his legislative career, he has been a true friend and has advocated for our issues by championing several measures. Senator Correa recognizes that the seniors in our state have a lot offer and their quality of life should reflect dignity and respect," said CSL Senior Senator Joanne Kim-Selby.

CSL is a volunteer body of 40 Senior Senators and 80 Senior Assembly Members who are selected in elections supervised by the Advisory Councils in the 33 Planning and Services Areas (PSAs) in California, which were established by the federal Older Americans Act of 1965. The primary mission of the CSL is to assemble legislative proposals that affect senior citizens at the state and federal levels and to introduce them to members of the State Legislature or the Congress. The CSL also advocates for laws that help senior citizens in California and in the U.S.

Senator Lou Correa represents the 34th District which includes the cities of Anaheim, Buena Park, Fullerton, Garden Grove, Santa Ana, Stanton and Westminster. ###



SCR 32 recognition with Supervisor Georia in the Supervisor's Chamber all volunteers of Contra Costa County & Director John Corttell of Area Agency on Aging

The Board of Supervisors of Contra Costa County, California

**IN THE MATTER OF DECLARING MAY 2010
AS OLDER AMERICAN'S MONTH**

RESOLUTION NO.

Whereas Contra Costa County is a community that includes an estimated 188,299 citizens aged 60 and older; and

Whereas, the older adults in Contra Costa County are among our most "treasured resources," united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

Whereas, increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

Whereas, our community can provide that recognition and respect by improving the quality of life for Older Americans by:

- Increasing their opportunities to remain active and engaged in community life;
- Providing individualized services and support systems to maintain dignity, independence, and self-determination of Older Americans as they age;
- Combating against attitudes by honoring their past, present and future contributions;

Now, Therefore, the County of Contra Costa does hereby proclaim May 2010 to be Older Americans Month. We urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of Older Americans can enrich our entire community's quality of life.

PASSED by unanimous vote of the Contra Costa County Board of Supervisors on this
____ day of May 2010

JOHN GIOIA
Chair
District I Supervisor

GAYLE B. UILKEMA
District II Supervisor

MARY N. PIEPHO
District III Supervisor

SUSAN A. BONILLA
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

Witness my hand and the Seal of
the Board of Supervisors affixed



CONTRA COSTA COUNTY

TO: BOARD OF SUPERVISORS

FROM: Joe Valentine, Director

DATE:

SUBJECT: May 2010 is Senior Volunteer Month

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION(S):

In Contra Costa County there are approximately 188 thousand older adults and the Aging & Adult Services bureau of Employment & Human Services wishes to recognize the immeasurable contribution many of those seniors make as volunteers to Contra Costa County. We would like to highlight those programs within our scope of services that would not exist were it not for the volunteer services we receive. Additionally, **Aging & Adult Services** wishes to share with the Board of Supervisors our vision for the future and how we hope to expand use of volunteers to mend some of the tears in the senior protective umbrella brought about by these difficult economic times.

We wish to recognize Ms. Joanna Kim-Selby, a member of our Advisory Council on Aging, and Senior Senator from the California Senior Legislature (CSL) for her work in bringing to fruition SCR 74 a resolution proclaiming **May as Senior Volunteer Month**. Ms. Kim-Selby has been a delegate to the last two White House Conferences on Aging and is on the board of both the California Commission on Aging and Older Women's League and also is a driving force at the East Bay Korean American Senior Service Center. Ms. Kim-Selby has received a medal of honor from the President of Korea.

Programs within the sphere of Aging & Adult Services that utilize volunteers extensively (and in some instances, exclusively) are the Advisory Council on Aging; Contra Costa Cafes and Meals on Wheels; Health Insurance Counseling and Advocacy Program (HICAP); Ombudsman Services of Contra Costa; the AARP Tax Aide Program and VESTIA (Volunteer Emergency Services Team in Action.) We wish to offer some program highlights and a representative sampling of the fine work done by **ALL of the volunteers in these programs.**

The Contra Costa County **Advisory Council on Aging** is a forty member advisory body to this Board. A sample of the types of public servants we have helping us daily on the Council include: 1) Ms. Shirley Krohn, California Senior Legislature (CSL) Assemblyperson, a board member of Contra Costa for Every Generation, and the force that created the Communities Against Senior Exploitation (CASE) Project. CASE is an elder financial protection network formed by Ms. Krohn in response to Adult Protective Services budget cuts. Knowing the importance to our senior community of this educational effort, Ms. Krohn formed a coalition and CASE now conducts informational sessions countywide. 2) Gerald Richards, was a prior two-term President on the Council, donates his professional knowledge as an attorney counseling people in Senior Legal Services, running for a seat in the Assembly of the CSL and in his spare time is a published author. 3) Gail Garrett is a long-time member of the Council, acts as its Secretary, holds a seat on the Nutrition Council, is on the Board Directors for Meals on Wheels of Contra Costa, Inc. and is a volunteer teacher. When a class she had taught for 8 years as an adjunct professor for Contra Costa Community College was cut due to the economy, she continued as a volunteer. Her class held at the Neighborhood House Senior Center is called Communication Understanding. The ages of her students range from 56-94 averaging age 75. 4) Earle Ormiston was recognized by Mayor Hoffmeister of Concord in December 2009 and presented with a Community Service Award. Mr. Ormiston is a tireless worker on transportation and mobility issues in Contra Costa County and devotes a good deal of time to the Paratransit Coordinating Council, to the Contra Costa Transit Authority and to the Senior Mobility Action Committee.

Contra Costa Cafes and Meals on Wheels depend on volunteers, without whom the programs could not continue. In West Contra Costa, Meals on Wheels utilizes 100 volunteers weekly. In 2009, 9,714 hours were donated by the volunteers to the Program. It is estimated that 80% of these volunteers are over 60 with several in their late 70's and early 80's. One volunteer, Sheila retired recently when she turned 80 having driven in the program for over 20 years. One of the great driver teams, Kathryn and Joan, give special treats to all of the seniors with their meals.

TO: BOARD OF SUPERVISORS

FROM: Joe Valentine, Director

DATE:

SUBJECT: May 2010 is Senior Volunteer Month



**CONTRA
COSTA
COUNTY**

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

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Resume of Joanna Kim-Selby

Award:

- 2003 Received Presidential Medal of Honor with Presidential wall clock and a wrist watch for serving the Korean/U.S. communities in the U.S. from the President of the Republic of Korea
- 2005 Received 3rd place for essay contest on Immigration Life in the U.S. with cash of U.S. \$1,000.00.

Legislative Accomplishment as California Senior Legislature member:

- 2004 Grab bars to be installed in hotels/motels bathroom AB 2536 by Assm. Member Lieber and later became Executive Order, effective 1/1/2006
- 2005 Stroke Education by Sen. Alquist, SCR 85, 2006 Chaptered 55
- 2007 American Stroke Education by Assm. Member Davis ACR 49, Chaptered 44
- 2008 Honoring Senior Volunteers in May Assm. Huffman/Berg ACR 111, Chaptered 34
- 2009 Honoring Senior Volunteers in May Senator Correa SCR 28, Chaptered 39
- 2010 Honoring Senior Volunteers in May Senator Correa SCR 74, Chaptered 21
- 2010 Honored by Contra Costa Board of Supervisors honored for passing SCR 74
- 2009 Received Commendation for Running the Korean Senior Center by Board of Supervisors of Alameda County
- 2010 Received Commendation for Running the Korean Senior Center by Board of Supervisors of Alameda County
- 2011 Passed the proposal "Honoring Senior Volunteers in May" permanently and registered in CA law Book.

Cash Award for Community Services:

- 2007 UC Berkeley, School of Public Health awarded \$500.00 for being a community leader to use community work
- 2008 The Korean Senior Service Choir performed community service and received \$300.00 from Supervisor Keith Carson of Alameda County

- 2009 The Korean Senior Service Choir performed community service and received \$300.00 from Supervisor Keith Carson of Alameda County
- 2010 The Korean Seniors participated in Healthy Aging Program and received \$300 from Supervisor Nate Miley
- 2011 The Korean Seniors performed Choir for the Lunar Calendar celebration and \$300 from Supervisor Keith Carson

- 1986-Present Affiliated with National Active and Retired Federal Employees (NARFE)
- 1986-Present Older Women's League of California (OWL-CA)
- 1989-1993 President of Albany Chapter of NARFE
- 1993-1996 President of Ohlone Chapter of Older Women's League of CA
- 1995 Appointed to serve Alameda County delegate to White House Conference on Aging (WHCoA)
- 1996-2004 Appointed to serve Alameda County Commission on Aging
- 1996-2004 Appointed to serve Public Authority, In-Home Supportive Service
- 1996-2003 Elected to Silver Haired Congress from Congressional District 9
- 1997-2001 Appointed to serve Contra Costa Breast Cancer Partnership
- 1997-present Volunteer bilingual case manager/administrative work in East Bay Korean-American Senior Service Center (EBKASSC)
- 1997-present Serve as Advisory Board member of Westlake Terrace (HUD housing)
- 1998-2008 Serve as Board Member of Christian Church Homes of Northern California (HUD Housing)
- 1998-2003 Elected to serve California Senior Legislator from Alameda County(CSL)
- 1998-Present Appointed to serve Board member of the Center for Elders Independence (CEI PACE Program)
- 1998-2003 Appointed to serve Paratransit Committee of Alameda County
- 1998-2002 Elected to serve District IV Vice President of NARFE
- 1999 -2003 Elected to Chair of Commission on Aging of Alameda County
- 1999-2003 Elected to serve Council of Area Agency on Aging (TACC)
- 2000-2004 Elected to serve President of Older Women's League of California (OWL - CA)
- Aug. 2004 Received Thank You Letter for Donating 50, 15 gallon size trees to San Joaquin Valley National Cemetery where buried Killed in Action during the Korean War
- 2000-2006 Appointed to serve California Commission on Aging(CCoA)
- 2002 Received Special Achievement Award from Korean American Chamber of Commerce of San Francisco
- 2003-2006 Appointed to serve Council on Democratic and Peaceful Unification Of Korea
- 2003- present Appointed to serve Contra Costa County Advisory Council
- 2004-present Elected to serve California Senior Legislator from Contra Costa Co.
- 2005 Received Wonderful Older Woman Award (WOW) in Leadership
- 2005 Appointed to serve White House Conference on Aging from California Commission on Aging (WHCoA)

2006-present	Appointed to serve Board of Directors of Congress of California Seniors
Dec. 2006	Received Certificate of Extraordinary Service Award from St. Ambrose Catholic Church
2007-present	Selected to California Senior Leaders Alliance (CSLA) by U.C. Berkeley, School of Public Health
2008-present	Elected to serve volunteer President/Executive Director of East Bay Korean- American Senior Service Center
March 2009	Received Commendation Letter of Running The East Bay Korean- American Senior Service Center from Alameda County Supervisors
March 2010	Received Commendation Letter of Running the East Bay Korean- American Senior Service Center from Alameda County Supervisors
March 2011	Received Commendation Letter of Running the East Bay Korean – American Senior Service Center from Alameda County Supervisors
May 2012	Received Recognition of Dedicated Service to City of El Cerrito

I declare under the penalty of perjury that the statements on this resume are correct to the best of my knowledge.

// Joanna Kim-Selby



AGENDA BILL

Agenda Item No. 6

Date: February 5, 2013
To: El Cerrito City Council
From: Sean Moss, Senior Planner
Yvetteh Ortiz, Engineering Manager
Subject: Adoption of Growth Management Element of the El Cerrito General Plan

ACTION REQUESTED

Conduct a public hearing and upon conclusion, approve a resolution adopting a revised Growth Management Element and Revisions to Chapter 4: Community Development and Design of the El Cerrito General Plan.

BACKGROUND

In 2004, Contra Costa County voters passed Measure J, a sales tax measure to fund transportation improvements throughout the County. Measure J replaced the previous Measure C, which also funded transportation improvements. In order to receive funds from the Local Street Maintenance and Improvement (LSM) program, Measure J requires that jurisdictions comply with its Growth Management Program (GMP). Every two years, the Contra Costa Transportation Authority (CCTA) issues a checklist of items needed to comply with the GMP. The most recent checklist required adoption of a Growth Management Element which complies with the requirements of Measure J.

Although the State of California requires that Cities include seven mandated elements (chapters) in their general plans, the Growth Management Element is not a State-mandated element. The El Cerrito General Plan, adopted in 1999, contains all State-mandated elements. However, the General Plan is currently arranged into sections which differ in configuration from the required elements, as well as other elements which are not State-mandated, within broad chapters in the General Plan. *Chapter 4: Community Development and Design of the El Cerrito General Plan* contains a section on Growth Management. This section includes references to Measure C which was in place at the time the General Plan was adopted. In order to comply with Measure J, City staff has drafted a revised Growth Management section which satisfies the Growth Management Element requirements of Measure J.

The Planning Commission considered the Growth Management Element and revised Growth Management Section at its January 16, 2013 meeting. The Commission also recommended that the City Council adopt the revised Growth Management section with a minor text change to address pedestrian and bicycle safety. This change is reflected in the Draft Growth Management Element in Attachment 2.

ANALYSIS

The purpose of the Growth Management Element is to “[establish] a comprehensive, long-range program that matches demand for public facilities generated by new development with policies and standards for traffic level of service (LOS) and performance criteria for fire, police, parks, sanitary facilities, water supplies, and flood control.”

The proposed changes to the Growth Management section largely accomplish three tasks:

1. The changes consolidate information found elsewhere in the General Plan to comply with the Growth Management Program requirements of Measure J.
2. The changes delete references to Measure C and add references to Measure J.
3. The changes make minor text edits to correct typos in the original Growth Management Section as well as to update elements which have changed since its original adoption, such as those sections which referred to the City’s Redevelopment Agency.

The Growth Management Element contains 13 policies which were previously not found in the Growth Management section. Among these policies, GM4.5 and GM6.1-GM6.9 are simply restatements of policies found in other chapters of the General Plan. *GM1.2: Coordination with Adjacent Jurisdictions* creates a new policy heading, however the policy language was previously included as part of GM1.1. *GM1.4: Urban Limit Line (ULL)* addresses the voter-approved Urban Limit Line which was adopted by the City Council in October 2006. Adoption of the ULL is required to receive Measure J funding and the GMP checklist requires that it be addressed in the Growth Management Element. *Policy GM1.6: Housing Opportunities* is a new policy which is consistent with and would largely be implemented by the El Cerrito Housing Element.

FINANCIAL CONSIDERATIONS

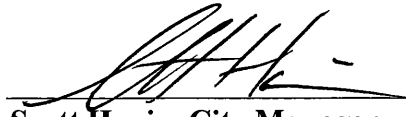
Adoption of this Growth Management Element and revisions to the Growth Management section of the General Plan will bring the City into compliance with CCTA’s Growth Management Program checklist and allow the City to receive Measure J funds.

LEGAL CONSIDERATIONS

Notification of this public hearing was completed in accordance with State law and the El Cerrito Municipal Code. Notice was published in the West County Times on January 25, 2013.

Given the minimal scope of the revisions, the project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the general rule that, “where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution
2. Draft Growth Management Element/Revised Chapter 4
of El Cerrito General Plan
3. Planning Commission Resolution PC13-01

RESOLUTION 2013–XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING A GROWTH MANAGEMENT ELEMENT AND REVISIONS TO THE GROWTH MANAGEMENT SECTION OF CHAPTER 4: COMMUNITY DEVELOPMENT AND DESIGN OF THE EL CERRITO GENERAL PLAN.

WHEREAS, Contra Costa County Measure J (2004) requires participation in the Growth Management Program in order to obtain Local Street and Road Maintenance Funds; and

WHEREAS, the Contra Costa Transportation Authority's Growth Management Program checklist requires adoption of a Growth Management Element; and

WHEREAS, the El Cerrito Growth Management Element complies with the requirements of Measure J; and

WHEREAS, on January 16, 2013 the El Cerrito Planning Commission recommended that the City Council adopt revisions to the Growth Management Section of Chapter 4: Community Development and Design of the El Cerrito General Plan; and

WHEREAS, the project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the general rule in Section 15061(b)(3) of CEQA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby adopts a Growth Management Element of the El Cerrito General Plan and revisions to the Growth Management Section of Chapter 4: Community Development and Design of the El Cerrito General Plan.

I CERTIFY that at an adjourned regular meeting on February 5, 2013, the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBER:
NOES: COUNCILMEMBER:
ABSENT: COUNCILMEMBER:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

APPROVED

Gregory B. Lyman, Mayor

GROWTH MANAGEMENT

A. Introduction

The Growth Management Element establishes a comprehensive, long-range program that matches demand for public facilities generated by new development with policies and standards for traffic level of service (LOS) and performance criteria for fire, police, parks, sanitary facilities, water supplies, and flood control. The Growth Management Element is concerned with maintaining defined urban service levels; it is not intended to limit growth or to direct growth into certain areas of the community on a priority basis. Most importantly, the Element's policies ensure that new development impacts that threaten to degrade established traffic performance or public service thresholds are mitigated through project modification, capital improvement programming, or contributions to improvements.

This element satisfies the obligations established under Contra Costa County's 2004 Growth Management Program (referred to as Measure J). Measure J (2004) is a 25-year extension of the previous Measure C Contra Costa Transportation Improvement and Growth management Program approved by the voters in 1998.

In addition to the public facilities and services identified within this Growth Management Element, Chapter 3: Circulation Element, establishes goals, policies, and programs for traffic services, and roadway improvements, bicycle and pedestrian movement, and Transportation Demand Management (TDM) programs. Chapter 10: Housing Element, includes an expanded list of policies and programs that describe the City's efforts to foster access to safe, quality housing for people of all income levels.

Measure J

In November 2004, the voters of Contra Costa County approved Measure J, thereby approving both Transportation Improvement and Growth Management Programs and authorizing a 0.5% sales tax to fund associated improvement projects. In order to receive local street maintenance and improvement funds under Measure J, the County and each city in the county is required to develop a Growth Management Element as part of their General Plan. The overall intent of the Measure J program is:

- To establish a long-range program matching the demand for multi-modal transportation facilities to serve new development with plans, capital improvement programs, and development impact mitigation programs; and,
- To ensure that growth takes place in a manner that will ensure protection of health, safety and welfare of both existing and future residents of Contra Costa County; and,

- The Urban Limit Line is intended to promote compact urban development patterns and restrict the extension of infrastructure into areas where urban development is not planned.

In order to receive funding under Measure J, each land use agency within Contra Costa County must adopt and implement a Growth Management Element that substantially complies with the Contra Costa County Transportation Authority Model Growth Management Element. The City of El Cerrito has satisfied the Measure J requirement through the adoption of the El Cerrito General Plan, and Growth Management Element in August 1999. The previous requirements of Measure C to receive funding required each land use agency within Contra Costa County to establish policies and standards for traffic levels of service (LOS) and set performance standards for fire, police, parks, sanitary facilities, water, and flood control to generally ensure that adopted standards for public facilities are maintained as the community grows. Although Measure J does not require these policies and standards, they remain adopted.

El Cerrito Growth Management

While this element satisfies obligations established under Measure J, the City has clearly established its commitment to managing new development in a manner that not only ensures adequate public facilities, but also protects the quality of life enjoyed by residents. Growth management issues are discussed in detail in various other elements of this General Plan, including Land Use, Transportation and Circulation, and the Public Facilities and Services and Resources and Hazards chapters. Policies in those other Elements/Chapters are noted in the Goal and Policy tables.

Organization of the Element

The Growth Management Element is organized into three main sections. This Introduction provides an overview of growth management topics, a description of the organization of the element, and requirements for the element as specified under State law. A Goals and Policies section provides specific policy guidance for growth management topics.

Consistency with State Law

Authorization for Growth Management Element

California Government Code Section 65302 does not require a Growth Management Element to be included in a General Plan. However, Section 65303 states the following:

"The general plan may include any other elements or address any other subjects which, in the judgment of the legislative body, relate to the physical development of the City."

This element has been prepared in conformance with all mandatory requirements of State law and also satisfies the planning obligations established under Contra Costa County's Measure J.

Relationship to Other Elements of the General Plan

This Growth Management Element is closely related to the Land Use and Transportation & Circulation Elements. This Growth Management Element is intended to incorporate the requirements set forth in Measure J. It is also related to the Public Facilities and Services and Resources and Hazards chapters of the General Plan.

The Growth Management Element is not intended to supersede the goals or policies of the other elements of the General Plan. When other elements of the General Plan are updated, it may be appropriate to amend the Growth Management Element to ensure an internally consistent and comprehensive set of City goals, policies and actions.

Urban Limit Line

As part of the 1996 Contra Costa County General Plan, the County delineated an Urban Limit Line (ULL) to identify areas appropriate for urban expansion. The Measure J (2004) Transportation Expenditure Plan included a Growth Management Plan (GMP) which contained an urban limit line component mandating that local jurisdictions adopt and continuously comply with a voter approved ULL. Measure L (2006) the Contra Costa County Board of Supervisor ULL was passed by a majority of voters in Contra Costa at the November 7, 2006 election. The Measure L ULL was also approved by a majority of voters in the City at the November 7, 2006 election. The City adopted the Measure L ULL by resolution on October 16, 2006. The adoption of the Measure L ULL specifically complies with the purposes of Measure J as follows:

- Ensure the preservation and protection of identified non-urban land, including agricultural, open space, parkland, and other areas, by establishing a line beyond which urban development is prohibited; and
- Link land use decisions with the transportation investments in Measure J by channeling future growth to locations more suitable for urban development; and
- Ensure that land use policies within the voter Approved Urban Limit Line effectively promote appropriate development that accommodates the area's projects housing and job needs in the future.

Housing Options

Consistent with the requirements of Measure J and state Law, the City's Housing Element establishes a range of goals, policies and programs that outline the City's efforts to support balanced housing development in the City. Measure J expands

upon the program requirements identified in the Prior Measure C, and requires ongoing reporting to CCTA of the City's progress in implementing the goals and objectives listed in the Housing Element.

California Government Code Sec. 65400(b) requires the preparation of the annual report summarizing the City's progress implementing the Housing Element of the General Plan, and submitting copies of the report to the Contra Costa Transportation Authority biennially as part of the Authority's Growth Management Plan Compliance Checklist.

Measure J requires that the annual report on the implementation of the Housing element of the General Plan be submitted to CCTA every other year. The report must include the specified housing reporting period and must be submitted to CCTA in one of the following formats:

- The number of housing units approved, constructed or occupied in the City since the beginning of the reporting period, compared to the average number of units needed annually to meet the fair share regional housing need;
- A description of how the City's adopted land use, housing, and regulatory plans and programs have provided sufficient opportunities for and removed undue constraints to the achievement of the City's fair share regional housing need; or
- A description of how the plans and policies of the General Plan and the land use regulations of the Zoning Ordinance facilitate the improvement and development of the City's fair share regional housing need.

B. Traffic Service Standards

Projected increases in travel have the capacity to influence disproportionately the shape and character of El Cerrito, if traffic congestion and improvements to the travel network are not managed through local and cooperative regional policy implementation. The Land Use Element (Community Development and Design chapter) establishes the timing and density of future growth within the city. The Transportation Element (Transportation and Circulation chapter), supplemented by the Growth Management Element's defined levels of intersection performance and policies for mitigation of traffic impacts, are useful sources of options and strategies to influence regional growth patterns that extend their influence beyond El Cerrito's borders.

Routes of Regional Significance

Measure "C" required that all freeways and selected arterials in the county be designated as Routes of Regional Significance, or "regional routes." These roadways experience extreme levels of congestion, and carry significant levels of through-traffic to other parts of the Bay Area. There are many obstacles to improving conditions on these regional routes, including the high cost of expanding physical capacity and the uncertain role of outside agencies' funding decisions. Within El Cerrito, these regional routes include Interstate Freeway 80, San Pablo Avenue, and Cutting Boulevard.

Characteristics of El Cerrito's Regional Routes

Interstate Freeway 80

The freeway consists of three lanes in each direction through West County. Interchanges serving El Cerrito include Central Avenue, Carlson Boulevard, Potrero Avenue, and Cutting Boulevard. Interstate 80 is the most congested of all regional routes. Congestion extends from Pinole Valley Road south to Central Avenue during the AM peak period and from Central to the Carquinez Bridge tollbooth during the PM peak period. Congestion on I-80 causes high traffic volumes and consequent delays on San Pablo Avenue, the primary parallel route.

I-80 has one of the highest percentages of through traffic in the West County corridor, with 52% of AM peak hour direction travel, measured at the Carquinez Bridge. Ninety-two percent of that traffic originates in Napa and Solano counties. Truck traffic, which contributes to travel delay, makes up 9% of total AM Eastbound (non-peak direction) volume, much of which enters or leaves the freeway on the San Pablo Avenue corridor.

The West Contra Costa County Action Plan identifies a number of improvements to the I-80 corridor needed to alleviate the expected breakdown of capacity. Those improvements of most significance to El Cerrito include:

- HOV interchange at Cutting Boulevard to serve the El Cerrito Del Norte BART station (constructed)
- Parallel route improvements on San Pablo Avenue including signal upgrades (on-going)
- Transportation Management Plan to include transit, ride sharing, public information/marketing and vehicle monitoring.

San Pablo Avenue

In El Cerrito, San Pablo Avenue is an urbanized thoroughfare between the southern City limits at Cerrito Creek near Carlson Boulevard to the northern city limits just south of McDonald Avenue with two lanes in each direction. At most intersections there are left turns operating with left-turn signal phasing. The speed limit is 30 MPH. Average daily traffic volumes on San Pablo Avenue are greatest at its southerly extreme in the County. Near Cutting Boulevard, the highest average daily volume is 29,900 vehicles. During the AM peak period, the highest volumes occur near Potrero Avenue at 2,275 vehicles per hour. The highest PM peak hour period volumes occur near Barrett Avenue in Richmond, and frequently cause traffic backup into El Cerrito.

The San Pablo Avenue Corridor has been studied on a regional and local basis to determine the improvements necessary to maintain the routes as a parallel to I-80 and to serve locally approved uses. Coordination of improvements is difficult given the number of jurisdictions through which the street passes, and variety of volumes and functions that it serves. Alameda and Contra Costa counties are currently

installing various improvements along San Pablo Avenue to improve inter-jurisdictional and intra-jurisdictional signal coordination.

Cutting Boulevard

The portion of Cutting Boulevard in El Cerrito designated as a regional route extends from Key Boulevard to the westerly city limit. It links San Pablo Avenue and the Del Norte BART station to I-80. The road encompasses two lanes in each direction with improved medians and left-turn pockets, except for a segment which is one-way westbound between the BART station and San Pablo Avenue. Most significant congestion occurs east of Carlson Boulevard.

Regional Action Plans

Local jurisdictions participated in the development of programs to control regional traffic impacts on these routes through a series of Action Plans approved by one of the Regional Transportation Planning Committees created under Measure C. El Cerrito has been working closely with the WCCTAC (West Contra Costa County Traffic Advisory Committee) to work on an update of the 2000 and 2009 action plans for the west county area. Once approved, the updated Action Plan will be combined by CCTA with other regionally recommended Action Plans to create a countywide comprehensive transportation plan. The City recognizes that the success of attaining Action Plan objectives depends upon participation of other jurisdictions in both planning and funding of necessary improvements.

Basic Routes

All roads not indicated on the map of Routes of Regional Significance are Basic Routes. The Growth Management Element is required to assess the operating capacity of signalized intersections on Basic Routes, estimate future service impacts resulting from significant, foreseeable increases in home building and job-formation, according to the city's General Plan land use and housing policies.

Level of Service – General

The Transportation Element of the El Cerrito General Plan classifies vehicle routes according to the character of surrounding development and their linkage to sources of traffic congestion from other jurisdictions. Table 4-4 describes the city's Basic Route signal controlled intersections and the minimum service level at which the intersection is expected to operate based on future development activity:

Table 4-4: Signalized Intersection Service Standards

Location	Land Use	Intersection Characteristics	LOS Standard
Fairmount/Liberty	CBD	Minor Arterial/Principal Arterial	'E' to 0.94 v/c
Fairmount/Ashbury	Suburban	Collector/Minor Art'l/Principal Art'l	'D' to 0.84 v/c
Fairmount/Colusa	Suburban	Collector/Principal Arterial	'D' to 0.84 v/c
Central/Carlson	CBD	Principal Arterial/Principal Arterial	'E' to 0.94 v/c
Potrero/Eastshore	Urban	Local Street/Principal Arterial	'D' to 0.89 v/c
Richmond/Stockton	Suburban	Minor Arterial/Collector	'D' to 0.84 v/c
Richmond/Moeser	Urban	Minor Arterial/Minor Arterial	'D' to 0.89 v/c

Richmond/Potrero	Urban	Minor Arterial/Minor Arterial	'D' to 0.89 v/c
Cutting/Key Blvd.	Urban	Principal Arterial/Minor Arterial	'D' to 0.89 v/c
Moeser/Navellier	Suburban	Minor Arterial/Collector	'D' to 0.84 v/c

Level of Service and Future Land Use

Nearly all significant new increments of housing and employment will occur on parcels located within the San Pablo Avenue corridor, or in joint use with BART station facilities. Expanding jobs and housing opportunity inside El Cerrito's borders will not necessarily eliminate commute travel to and from the region. However, it will offer an alternative to the commuter lifestyle and enhance options for El Cerrito's economic development that do not burden the regional roadway network.

While most of the direct traffic impact of local land use intensification will fall upon Regional Routes such as San Pablo Avenue and Cutting Boulevard, it is equally important that such activity not burden the basic route system and degrade the minimum service levels for signalized intersections described above.

The city is committed, as part of the region-wide effort to reduce traffic congestion and improve the efficiency and safety of its local street system for all users including pedestrians and bicyclists, to monitor traffic conditions on a systematic basis and develop programs to maintain established service standards. El Cerrito is a "mature" city with only limited growth potential. However, even the relatively small increment of growth potential described in this Element can burden local and regional transportation facilities without a prescribed means of measurement and defined mitigation programs.

C. Urban Service Performance Standards

Park and Recreation Facilities

Service Function

The City of El Cerrito provides a rich diversity of parks and recreational opportunities. Parklands include approximately 32 acres of City-owned parks, 100 acres of City-owned open space used for recreation and conservation purposes, 23 acres of other City-maintained recreation facilities, and 27 acres of School District-owned and maintained recreation areas. More details are provided in Chapter 6.

Service Standard

Five (5) acres of publicly owned parkland for each 1,000 residents.

Fire Suppression and Related Emergency Services

Service Function

The El Cerrito Fire Department provides first response to structural, vehicular and wildland fires, medical emergencies, hazardous materials, incidents and natural

disasters. The Department's ability to meet to these needs is facilitated through active participation with Richmond, Kensington, and the West County fire departments in an automatic response agreement that uses the combined resources of all four agencies to serve these needs irrespective of jurisdictional lines. The departments share the costs of dispatch and training services and have established common standards for staffing, apparatus and equipment.

Service Standard

The interagency agreement specifies the following response protocol for all emergency service requests:

- Maximum response time for first engine arrival of six (6) minutes including one (1) minute dispatch time and three (3) minute-travel time from responding station.
- Three (3) person engine company is minimum response.
- Minimum training level of responders shall be Firefighter 1 and Emergency Medical Technician 1.

Police Emergency Services

Service Function

The El Cerrito Police Department's mission is to respond to requests for law enforcement emergency services, deter criminal activity, investigate crimes against persons and property and undertake proactive programs to reduce the opportunity for criminal activity. The department also acts proactively to reduce dangerous motor vehicle operating practices and offers community education outreach programs about personal and neighborhood security.

Service Standard

The Police Department is committed to maintaining a level of personnel and capital equipment for first-unit response in three (3) minutes to requests for emergency service. The City's resources alone are insufficient to meet the multiplicity of demands upon a modern police agency. Hence, the Department contracts with the City of Richmond for emergency dispatching, and with various state and county agencies for specialized investigative support services.

Sanitary Sewer and Treatment Services

Service Function

Two agencies work together to serve El Cerrito's sanitary sewer needs. Stege Sanitary District provides the underground lines leading from customer discharge sites to the regional treatment plant. That plant, operated by the East Bay Municipal Utility District at Point Isabel, provides tertiary level treatment to RWQCB standards for discharge to the Bay.

Service Standard

Service capacity planning is based on a 130-gallon daily increment per person.

Domestic Water Services

Service Function

East Bay Municipal Utility District provides domestic water service to residential and institutional customers in the city. Past droughts, which curtailed water service in some areas, have reminded people of the need to conserve water whenever possible.

Service Standard

250 gallons/day for each residential household to 4 (four) persons +62 gallons for each additional person in the household. 90% of 1986 use for commercial connections and 95% of 1986 use for institutional uses, to be reevaluated upon improvement in prevailing drought conditions.

Flood Control

Service Function

Flood hazards arise from natural rainstorms, failure of water storage facilities, and from the secondary effects of landslides. Because the watersheds in El Cerrito's foothills are relatively small, risk of flood damage through the sudden release of accumulated water behind a collapsed mass of landslide debris is also small. The greatest flood hazard risk is posed by the current condition of the storm drain system that is under study for long term and comprehensive remediation.

Only a small portion of Cerrito Creek is subject to inundation in the 1% (100 year event). Property damage from such an event is predictable, but would be confined to isolated locations in the flood path. The Contra Costa County Flood Control District establishes maintenance and development standards in the floodway. The City has also established restrictive development policies in its Municipal Code as a condition of continued eligibility for participation in the National Flood Insurance Program.

Service Standard

Containment of the 100-year flood event according to the federal Flood Insurance Rate Maps. Continued restriction on construction within flood hazard zones through establishment of minimum floor level elevations above the projected 100-year flood event level, as established by the Flood Control District.

D. Goals and Policies

The Implementation Measures associated with each policy are described in the following section of this chapter. A policy located in another chapter with more detail is noted by the original policy number at the end of the paragraph.

Goal GM1: A coordinated regional and sub-regional planning system that provides better service and less congestion for residents of El Cerrito through cooperative transportation and land use planning in Contra Costa County.

Policies	Implementation Measures
GM1.1 Cooperative Transportation Planning. Participation in an ongoing multi-jurisdictional planning process with other jurisdictions and agencies, the RTPC, and the Contra Costa Transportation Authority to create a balanced, safe, and efficient transportation system and to manage the impacts of growth.	• Intergovernmental Coordination
GM1.2 Coordination with adjacent jurisdictions. Cooperate in remediation of intersections in other jurisdictions operating at a level of service below the desired minimum threshold when it is demonstrated that El Cerrito's actions contribute substantially to adverse operating conditions at such intersections. Such cooperative action shall only be considered in the context of an application by the other jurisdiction for a Finding of Special Circumstances in accordance with application procedures established by the Contra Costa Transportation Authority.	• Intergovernmental Coordination
GM1.3 Implementation of Action Plans. Implement in a timely manner specific local actions of updated Regional Route Action Plan following its adoption by the West Contra Costa Transportation Advisory Committee and the Contra Costa Transportation Authority.	• Intergovernmental Coordination

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| GM1.4 | Urban Limit Line (ULL). Maintain the ULL adopted by the El Cerrito City Council on October 16, 2006 until March 31, 2034. | <ul style="list-style-type: none">• Intergovernmental Coordination |
| GM1.5 | Conflict Resolution Services. Seek the services of the Contra Costa Transportation authority's conflict resolution process when needed to resolve disputes with other jurisdictions related to the development and implementation of Actions Plans and other programs described in the Growth Management Element. | <ul style="list-style-type: none">• Intergovernmental Coordination |
| GM1.6 | Housing Opportunities. Demonstrate reasonable progress in providing housing opportunities for all income levels and demonstrate reasonable progress in meeting housing goals. | <ul style="list-style-type: none">• Housing Program |

Goal GM2: Compliance with applicable level of service standards.

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|--------------|---|---|
| GM2.1 | Application of Standards. Strive to maintain the minimum V/C performance standard for each signalized intersection as described in Table 4-4. Level of Service Standards are considered to be met if measurement of actual conditions at the intersection indicates that operations are equal to or better than the specified minimum performance standard, or if El Cerrito's Capital Improvement Program includes projects which, when constructed, will result in performance better than or equal to the specified minimum standard. | <ul style="list-style-type: none">• Capital Improvements Program• Development Regulations (zoning) |
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GM2.2 Achieving Level of Service Standards.

Consider amendments to the General Plan Land Use Element or Map, Zoning Ordinance, or other relevant plans and policies to alter land use intensity or vehicle trip activity so that any Basic Route signalized intersection which does not meet the minimum service level standard in Policy GM2.2 can be brought into compliance with said standard.

Alternately, consider amendments to the Capital Improvement Program or other relevant programs and policies which will improve the capacity or efficiency of intersections not meeting the service standards through physical construction and improvements.

- Development Regulations (zoning)
- Capital Improvements Program

GM2.3 Findings of Special Circumstances.

Consider requesting from the Contra Costa Transportation Authority a Finding of Special Circumstances for any Basic Route signalized intersection that may not meet level of service standards as described in Policy GM2.1 when it can be demonstrated that the amendments described in Policy GM2.2 are infeasible under the Authority's prescribed criteria. Prior to initiating the request, the City will evaluate policy options and changes, alternative standards, and proposed mitigation measures to achieve the minimum service levels and describe the findings upon which these alternatives were deemed infeasible.

- Intergovernmental Coordination

Goal GM3: Timely review of projects that are heavy traffic generators.

GM3.1	Traffic Impact Study. Conduct a traffic impact study consistent with CCTA Technical Guidelines as part of the application review process for development proposals estimated to generate over 100 peak-hour vehicle trips.	• Development Regulations (zoning)
GM3.2	Finding of Consistency with Standards. Demonstrate that development proposals that generate over 100 peak-hour vehicle trips in the peak direction are consistent with the Level of Service Standards stated in Policy GM2.2, and the West Contra Costa Action Plan for Regional Routes prior to approval. Findings of Consistency may be made if a traffic impact analysis demonstrates that the project will not erode the minimum service standards at any Basic Route signalized intersection unless: (1). Projects included in the City's Capital Improvement Program or Street Improvement Program will result in attainment of the desired standard and fully or partially offset the traffic impacts of the project; or (2). Findings of Special Circumstances, including appropriate mitigation measures, have been adopted by the City of El Cerrito and the CCTA.	• Development Regulations (zoning) • Intergovernmental Coordination
GM3.3	Transportation Demand Management Ordinance. Adopt and implement a Transportation Demand Management (TDM) Ordinance.	• Transportation Demand Management

Goal GM4: Effective community-wide programs to reduce traffic impacts of new projects and to assure that new residential, business and commercial growth pays for the facilities required to meet the demands resulting from that growth.

GM4.1	Local Development Mitigation Program – Transportation. Adopt and maintain in place a development mitigation program to ensure that new growth is paying its share of the costs associated with that growth.	• Traffic Impact Fee
GM4.2	Local Street Maintenance and Improvement Funds. Support projects intended to meet or maintain Level of Service standards, to implement Action Plans for Regional Routes, and to provide mitigation for intersections Subject to Findings of Special Circumstances through Local Street Improvement and Maintenance Funds allocated by the Contra Costa Transportation Authority. Revenue from this source shall not replace private developer exactions pursuant to Policy GM4.1 for transportation projects necessary to meet or maintain minimum service standards challenged by new growth.	• Intergovernmental Coordination • Capital Improvements Program
GM4.3	Capital Improvement Program. Identify in the City's Capital Improvement Program funding sources, as well as intended phasing, for projects necessary to maintain and improve traffic operations.	• Capital Improvements Program
GM4.4	Compliance Reporting. Complete and submit the required compliance checklist materials required periodically by the Contra Costa Transportation Authority.	• Intergovernmental Coordination
GM4.5	Regional Efforts. Recognize El Cerrito's role in the region and lead in regional efforts to increase transit and reduce congestion. (T1.7)	• Intergovernmental Coordination

Goal GM5: An effective system of providing urban services to support infill and redevelopment in existing urban and brownfield areas.

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- GM5.1 Local Development Mitigation Program – Services.** Adopt and implement a development mitigation program requiring developers to pay the costs necessary to offset impacts of their projects on the local police, fire and park service system. Ensure that the local development review process includes consultation with contact agencies supplying domestic water, sanitary sewage and flood control service so that cost impacts are identified and appropriate mitigations included on a cooperative basis.
- Public Facilities Fee
- GM5.2 Performance Standard Review.** As part of the City's development review process, or through the local CEQA review procedure for defined projects, evaluate the impact of the project upon public services and make findings appropriate to project approval under the following circumstances
- Development Review
 - CEQA Review
- (1) Performance standards will be maintained following project occupancy;
 - (2) Mitigation measures have been incorporated in project approval documents sufficient to maintain designated service standards; or
 - (3) Capital improvements sponsored by El Cerrito or the affected special purpose agency will ensure that designated service standards are maintained.

GM5.3 Capital Improvement Program.

Identify in the City's Capital Improvement Program funding sources, as well as intended phasing, for projects necessary to maintain police, fire and park service standards. Encourage outside agencies providing vital services to El Cerrito to maintain adequate funding and long-range facility planning activity to adequately anticipate future demands of growth and the life-cycle/replacement of equipment and infrastructure.

- Capital Improvements Program
- Intergovernmental Coordination

GM5.4 Contributions to Improvement.

Require new development to contribute to or participate in the improvement of public services according to the demand generated by the project occupants and users.

- Public Facilities Fee
- CEQA Review

Goal GM6: Support land use patterns that make more efficient use of the transportation system

GM6.1 Land Use Patterns. Recognize the link between land use and transportation. Promote land use and development patterns that encourage walking, bicycling, and transit use. Emphasize high-density and mixed land use patterns that promote transit and pedestrian travel. Where feasible, emphasize the following land use measures:

- Development Regulations (zoning)

1. Promote conveniently located neighborhood complexes that provide housing and commercial services near employment centers and within transit corridors.
2. Promote land use patterns that maximize trip-linking opportunities by assembling uses that allow people to take care of a variety of daily needs.
3. Encourage pedestrian-oriented land use and urban design that can have a demonstrable effect on transportation

choices.

4. Direct growth to occur along transit corridors.
5. Encourage retail, commercial, and office uses in ground floor space in combination with upper-floor housing along San Pablo Avenue.
(T2.1)

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| <p>GM6.2 Mixed-Use Centers. Encourage mixed-use centers along San Pablo Avenue – including development along Fairmount Avenue, Stockton Avenue and Moeser Lane, between San Pablo Avenue and the Ohlone Greenway – that provide the opportunity for people to walk among businesses, employment, and residences.
(LU5.2)</p> | <ul style="list-style-type: none"> • Development Regulations (zoning) |
| <p>GM6.3 Pedestrians, Bicycles, and Access. Ensure that business areas have adequate pedestrian and bicycle facilities and accessibility for persons with disabilities, and that easy connections to transit are available wherever possible.
(LU5.5)</p> | <ul style="list-style-type: none"> • Capital Improvements Program |
| <p>GM6.4 Circulation Alternatives. To the extent possible, encourage alternatives to the use of private automobiles. Encourage a full range of transportation options – driving, transit, walking and biking – without allowing any one to preclude the others.
(LU6.2)</p> | <ul style="list-style-type: none"> • Transportation Demand Management |
| <p>GM6.5 Multi-Modal Transportation Network. Ensure that streets, paths, and bikeways contribute to the system of a fully connected transportation network to all major destinations in the City. The design of these streets and pathways should encourage pedestrian and bicycle uses by being spatially defined by buildings, trees, lighting, and street furniture. Pedestrian and bicycle pathways and auto routes should be compatible.</p> | <ul style="list-style-type: none"> • Capital Improvements Program |

	(CD2.4)	
GM6.6	Balanced Transportation System. Create and maintain a balanced transportation system with choice of transit, bicycle, pedestrian, and private automobile modes. (T1.1)	• Capital Improvements Program
GM6.7	Transit System. Encourage transit providers to improve and increase existing transit routes, frequency, and level of service. Encourage a public transit system that provides convenient transfers between transit services and other modes of travel. (T1.2)	• Capital Improvements Program • Intergovernmental Coordination
GM6.8	Bicycle Circulation. Create a complete, interconnected bicycle circulation system. Provide a bicycle system that serves commuter as well as recreational travel. Improve bicycle routes and access to and between major destinations. (T1.3)	• Capital Improvements Program
GM6.9	Pedestrian Circulation. Provide a safe, convenient, continuous and interconnected pedestrian circulation system throughout the City. Ensure safe pedestrian access to local schools. (T1.4)	• Capital Improvements Program

IMPLEMENTATION

The following is a summary of the major tools available to the City for implementation of the policies in this chapter, Community Development and Design.

1. Beautification Program

A city beautification program is excellent way to increase public awareness and participation in creating good design and quality spaces. City beautification programs can take many forms and involve both the public and private sectors. They can include; design awards for building design and landscaping, yard maintenance; landscape planting programs such as flower planting, street tree planting; and, public art projects or other civic improvement programs. They may also include the development of public scenic turnouts, rest stops, and overlooks to take advantage of views and vistas from the hillsides. Many city beautification programs are sponsored jointly by the city government and local civic organizations to promote civic pride while enhancing the physical appearance.

2. Building Code

El Cerrito should consider adopting amendments to the Building Code that promote energy efficiency and better uses of natural resources. This could be the part of the charge to a citizen task force that looks into possible ways of encouraging El Cerrito to agree upon and adhere to applicable principles of sustainable development.

3. Capital Improvement Program

The Capital Improvement Program (CIP) is a compilation of the capital improvements planned for construction over the next five years in El Cerrito. It includes cost estimates, the phasing of specific improvements and associated costs and methods with which specific improvements will be financed. The City should continue to conduct annual reviews of the CIP and add money for transportation, infrastructure, and public facility improvements as funding sources are identified. The CIP also provides the basis for planning for and funding of new community buildings and facilities.

4. CEQA Review

The City should ensure that the CEQA review process identifies impacts of new development upon the transportation system, utilities, and public facilities.

5. City Entry Design Program

The City can sponsor the design and construction of entry monuments and other landscape improvement projects to improve the appearance of city streets. These landscape improvement projects can also be developed in cooperation with civic organizations or sponsored by local business to create new entry signs, monuments, and landmarks at major entry points to El Cerrito.

6. Creek Restoration

The City may contribute through its storm drainage improvement program, or seek funding from other agencies or private sources, to restore various segments to creeks or other streets (on surface or through removal of pipes) and restoration of riparian habitats.

7. Design Guidelines

Design guidelines are a tool for ensuring that development is compatible with the surrounding area and that it functions well for the community. To the extent possible, the guidelines should be specific: guidelines that are quantifiable should be considered for incorporation into the development regulations.

8. Development Incentives

Providing development incentives to developers and property owners can influence good community design. Development incentives can be in the form of density and development intensity bonuses, reduced development standards (i.e., reductions in parking requirements, height restrictions, setbacks, etc.). Incentives may be granted where they promote closer adherence to City objectives by providing desirable features, such as exceptional design, creative design of off-street parking, enhancements to public amenities, environmental benefits, such as creek restoration, and similar benefits to the community.

9. Development Regulations (zoning)

The development regulations, primarily the zoning regulations and the subdivision ordinance, provide the standards for development, prescribe allowable uses, contain specific incentive provisions, and include other standards and procedures related to approval of development projects.

10. Development Review

The development review process includes discretionary review by the Planning Commission and the Design Review Board, based on consideration of General Plan objectives and policies, and criteria established by the zoning and subdivision ordinances and other city regulations and adopted guidelines. Most discretionary actions are subject to the requirements of the California Environmental Quality Act (CEQA). The development review process also includes administrative review of projects to verify compliance with Planning Commission and Design Review Board requirements, as well as standards set by the City through adoption of building and fire codes, engineering standards, and other regulations and ordinances. Development review should be used to assess the impact of new development on the demand for transportation and public facility improvements and to implement mitigation measures and other mechanisms to help finance needed improvements.

11. Economic Development Strategy

The city should maintain a strategy to retain and attract businesses. This strategy should be reviewed frequently to ensure that it reflects current economic and business trends and makes use of the city's advantages as a business location. The

city staff, elected officials, and business organizations should then actively market the city as a location for desirable types of businesses.

12. Fiscal Impact Assessment

The City should consider development of a fiscal impact assessment process that would identify the economic and fiscal impacts of new development projects. The process should establish size thresholds that trigger the assessment, integrate the assessment with CEQA review, and ensure that the fiscal impact assessment is not an undue burden on economic development of the City. Also see Implementation Measures in Chapter 6 on a Public Facilities Fee and Traffic Impact Fee.

13. General Plan Consistency Review

Review all public projects for consistency with the General Plan as early as possible in order to minimize wasted effort on projects deemed not to be in conformance.

14. Grant Funds

The City should determine whether grant funds are available from federal or state sources for restoring creeks, preparing design guidelines to reduce crime, and developing guidelines for pedestrian friendly areas near either or both BART stations.

15. Historical Inventory and Designation

The City should initiate, or work with a local civic group to initiate, an inventory of structures or sites that may have architectural, historical, archeological, or cultural significance to the community. The City should then consider action to list the most significant structures or sites on the California Register of Historical Resources and the National Register of Historic Places.

16. Housing Program

The city's housing program consists of those actions necessary to achieve the policies of the General Plan and the goals of the Housing Element. The housing program should monitor progress toward achieving goals to ensure that suitable land and incentives are available. The housing program also includes the responsibilities of the Housing Functions Successor Agency to support affordable housing goals.

17. Intergovernmental Coordination

- a. The City should coordinate with adjacent jurisdictions, the Metropolitan Transportation Commission, Contra Costa County, AC Transit, BART, Caltrans, and other applicable agencies. The Contra Costa County Transportation Authority (CCTA) West County Action Plan for Routes of Regional Significance defines a regional vision for Hercules, Pinole, San Pablo, Richmond, and El Cerrito. This document defines many of the City's positions with respect to regional transportation improvements.

In addition to, and in support of, these regional key items, the following are City of El Cerrito interagency coordination positions:

- a. As opportunities present themselves, improve freeway access to El Cerrito, particularly around the Del Norte area and at the Central Avenue interchange.
- b. Oppose transportation projects that would diminish access to Interstate 80 from El Cerrito.
- c. Oppose capacity enhancements to San Pablo Avenue except when the improvements serve local traffic and do not compromise bus, pedestrian and bicycle travel.
- d. Support physical enhancements to San Pablo Avenue to make it a transit and pedestrian friendly multi-modal street.

In addition to the above, the City should work with Caltrans to install adequate highway landscaping improvements along I-80.

18. Joint Watershed Goals

In 1995 the cities of El Cerrito, Albany, Berkeley and Richmond, the East Bay Regional Park district, and the University of California at Berkeley, endorsed a goals statement expressing mutual intentions to restore creeks to natural conditions, to make use of creek corridors for pedestrian and bicycle transportation purposes, to assure adequate flow of freshwater for nourishment of creeks, and to promote public awareness of the value of healthy watersheds. The statement includes a mutual agreement to seek opportunities for grants and other cooperative efforts.

19. Parking Districts

Parking districts can be formed by local property owners to help finance needed parking in impacted commercial areas. Parking districts provide for centralized parking lots and parking structures that allow participants to build and rehabilitate existing buildings at a higher intensity of development.

20. Public Facilities Fee

The City should consider adopting a citywide public facilities impact fee ordinance, under the requirements of the applicable laws, to fund new community and public facilities, including public safety facilities, required to serve new residents and employees in the City.

21. Redevelopment Program

In support of its economic development strategy, the City may choose to pursue post-Redevelopment Dissolution tools that may become available to attract and retain desirable commercial and residential development, and provide supportive public improvements.

22. Sign Ordinance

The sign ordinance is tool to regulate the appearance, size, and location of signs in the City of El Cerrito. Well-designed signs contribute to the overall visual quality of the built environment by reducing clutter as well as helping in way-finding and locating business and other activities.

23. Special Districts

Special districts can be formed by local property owner to help finance desired neighborhood improvements including street lighting, streetscape enhancements, and landscaping improvements.

24. Specific Plans

Certain areas of the city need to be planned comprehensively, but in more detail than can be done in a general plan. A specific plan can integrate land use, design, transportation, utilities and other issues into an action strategy.

The Draft San Pablo Avenue Specific Plan is currently being developed to address planning needs in the San Pablo Avenue corridor. As conditions change and as development proposals come forward, additional areas of the City may also need more-detailed planning efforts.

25. Street Tree Program

A citywide street tree planting program can dramatically enhance neighborhood streets, increase property values, and improve the overall appearance of the city. The city should continue its street tree planting program by offering free street trees to any resident or business in the City.

26. Streetscape Improvement Program

Many of the commercial streets in El Cerrito can be improved with a concerted effort to provide new improvements to make the right-of-way more attractive and pedestrian friendly environments. The City should continue efforts to make streetscape improvements on San Pablo Avenue and other major arterial streets in the City.

27. Traffic Impact Fee

To help avoid public costs of traffic impacts, the City should consider collecting a traffic impact fee from developers of projects, citywide. Fee payments would fund transportation improvements to mitigate the traffic impacts of new development. The traffic impact fee would be in-lieu of the off-site mitigation requirements, but would not replace the developer's responsibility for frontage improvements. The traffic impact fee may be used to fund roadway extensions, intersection improvements, safety improvements, or improvements and amenities to pedestrian, bicycle or transit facilities.

28. Travel Demand Management (TDM)

Support and promote TDM measures to reduce the percentage of person trips made by automobile and to reduce the annual vehicle miles of travel. Reduce the percentage of trips made by automobile and provide the opportunity and facilities to divert trips from automobiles to other modes. Encourage small businesses in areas of employment concentration to form cooperatives that can collectively provide effective TDM options to employees.

29. Underground Utility Districts

Creating underground utility districts is a way of financing undergrounding of overhead utility lines. This process can speed up the process of removing overhead utility lines along selected streets.

DRAFT

Planning Commission Resolution PC13-01

APPLICATION NO. PL13-0001

A RESOLUTION OF THE CITY OF EL CERRITO PLANNING COMMISSION
RECOMMENDING ADOPTION OF AN UPDATE TO THE GROWTH MANAGEMENT
ELEMENT OF THE EL CERRITO GENERAL PLAN TO THE CITY COUNCIL.

WHEREAS, the Contra Costa County Measure J (2004) requires participation in the Growth Management Program in order to obtain Local Street and Road Maintenance Funds;

WHEREAS, the Growth Management Program checklist requires adoption of a Growth Management Element;

WHEREAS, the Draft El Cerrito Growth Management Element complies with the requirements of Measure J;

WHEREAS, this project is exempt from the provisions of CEQA pursuant to the General Rule in Section 15061(3); and

WHEREAS, on January 16, 2013, the Planning Commission of El Cerrito, after due consideration of all evidence and reports offered for review, does find and determine the following:

1. The Growth Management Element is consistent with all State, regional and local requirements.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration of maps, facts, exhibits, correspondence, and testimony, and other evidence submitted in this matter, and, in consideration of the findings, the El Cerrito Planning Commission hereby recommends adoption of an update to the Growth Management Element of the El Cerrito General Plan to the City Council, subject to the following conditions:

Planning Commission:

1. The first sentence of the third paragraph of the section titled, "Level of Service and Future Land Use" shall read, "The city is committed, as part of the region-wide effort to reduce traffic congestion and improve the efficiency and safety of its local street system for all users, including bicyclists and pedestrians, to monitor traffic conditions on a systematic basis and develop programs to maintain established service standards."

CERTIFICATION

I CERTIFY that this resolution was adopted by the El Cerrito Planning Commission at a regular meeting held on January 16, 2013 upon motion of Commissioner Coty, second by Commissioner Pine:

AYES: Coty, Hansen, Kuhlman, Lucas, Motoyama, Pine
NOES: None

ABSTAIN: None
ABSENT: Hirano

A handwritten signature in cursive script that reads "Sean Moss".

Sean Moss, AICP
Senior Planner

RESOLUTION 2013-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING RESOLUTION 97-99 AND ALL RESOLUTIONS AMENDATORY, SPECIFICALLY, SECTION 3(A) OF CITY COUNCIL MEETING RULES AND PROCEDURES, TO ELIMINATE THE PLEDGE OF ALLEGIANCE FROM AGENDA PREPARATION AND ORDER OF BUSINESS

WHEREAS, the City Council adopted Resolution No. 97-99 on November 3, 1997, which adopted City Council Meeting Rules and Procedures and incorporated those rules and procedures into the council policies and administrative procedures manual; and

WHEREAS, Resolution 97-99 was amended by Resolution 98-11 on March 2, 1998 to retitle Section 3 of Council Meeting Rules and Procedures as "Agenda Preparation and Order of Business" and to add a paragraph to allowing any councilmember to place items on the City Council agenda; and

WHEREAS, the City Council wishes to eliminate the pledge of allegiance from the city council agenda and its usual order of business at City Council meetings.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of El Cerrito that it hereby amends its meeting rules and procedures as incorporated into Resolution No. 97-99 as amended, by

amending Section 3(A) to read as follows (*deleted language is illustrated with strike-out*):

Section III. Agenda Preparation and Order of Business

- A. The agenda for regular meetings shall provide for a roll call,~~the pledge of allegiance~~, oral communications from the public, adoption of the consent calendar, council/staff communications/announcements, scheduled public hearings, policy and non-policy matters, ordinances for introduction or adoption, council assignments/liaison reports, and such other business as may be appropriate.

I CERTIFY that at a regular meeting on February 5, 2013 the City Council passed this resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

* * * * *

Agenda Item No. 7(A)

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February XX, 2013.

Cheryl Morse, City Clerk

Approved:

Gregory B. Lyman, Mayor

Alameda County	Pledge of Allegiance Yes or No
Alameda	No
Albany	Yes
Berkeley	One Annual Pledge
Dublin	Yes
Emeryville	Yes
Fremont	Yes (Salute the Flag)
Hayward	Yes
Livermore	Yes
Newark	Yes
Oakland	Yes
Piedmont	Yes
Pleasanton	Yes
San Leandro	Yes
Union City	Yes

Contra Costa County	Pledge of Allegiance Yes or No
Antioch	Yes
Brentwood	Yes
Clayton	Yes
Concord	Yes
Danville	Yes
Hercules	Yes
Lafayette	Yes
Martinez	Yes
Moraga	Yes
Oakley	Yes
Orinda	Yes
Pinole	Yes
Pittsburg	Yes
Pleasant Hill	Yes
Richmond	Yes
San Pablo	Yes
San Ramon	Yes
Walnut Creek	Yes

Other Cities	Pledge of Allegiance Yes or No
SF City & County Board of Supervisors	Yes
Santa Cruz	Yes
Santa Monica	Yes
San Rafael	Yes