



AGENDA

SPECIAL CITY COUNCIL MEETING

Tuesday, January 5, 2016 – 6:00 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 Jan Bridges

Councilmember Mark Friedman
Councilmember Gabriel Quinto

This meeting will not be televised.

ROLL CALL

6:00 p.m.

CONVENE SPECIAL CITY COUNCIL MEETING

1. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items listed on this special meeting agenda only.

2. ADOPTION OF THE CONSENT CALENDAR – Item No. 2A

A. Extension of Current Terms of Members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission

Adopt a resolution interpreting Section 2.04.220 of the El Cerrito Municipal Code to permit the extension of the terms of members of the Design Review Board, Planning Commission Parks and Recreation Commission and Human Relations Commission to maintain the full membership of those bodies during a gap period that has occurred as a result of amendments to the Municipal Code. The resolution would also extend the terms of specific members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission.

3. 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.

ADJOURN SPECIAL CITY COUNCIL MEETING

The next City Council meeting is Tuesday, January 19, 2016 at 7:00 p.m. at City Hall, 10890

San Pablo Avenue, El Cerrito, California.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- 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).



AGENDA BILL

Agenda Item No. 2(A)

Date: January 5, 2016
To: El Cerrito City Council
From: Cheryl Morse, City Clerk
Subject: Extension of Current Terms of Members of the Design Review Board, Planning Commission, Parks and Recreation Commission and the Human Relations Commission

ACTION REQUESTED

Adopt a resolution interpreting El Cerrito Municipal Code Section 2.04.220 to permit the extension of the terms of members of the Design Review Board, Planning Commission, Parks and Recreation Commission and the Human Relations Commission to maintain the full membership of those bodies during a gap period that has occurred as a result of amendments to the Municipal Code. The resolution would also extend the terms of specific members of these advisory bodies.

BACKGROUND

On December 3, 2013, the City Council adopted Ordinance No. 2013-06, which among other things, changed the beginning of terms for members of boards and commissions from January 1 to March 1. At the time that the Council was considering the ordinance, it was anticipated that, as a result of some members' terms expiring on January 1, there would be a one-time gap before their or their successors' new terms began on March 1. The Development Services Department, Recreation Department and City Management wishes to extend the terms of current members to minimize any disruption to business scheduled before the Design Review Board, Planning Commission, Park and Recreation Commission and Human Relations Commission during that gap period. Staff believes that the review process would benefit from full and experienced membership on both bodies. The Council last approved an interim appointment to resolve the gap in terms for the Design Review Board and Planning Commission on January 20, 2015.

ANALYSIS

Under Section 2.04.220 of the Municipal Code, members of boards and commissions serve four-year terms. El Cerrito Municipal Code Section 2.04.220(B)(3) states:

Term. Terms are four years, commencing on March 1st unless a member is removed from office pursuant to the provisions of subsection (B)(4) of this section. Members appointed prior to March 1, 2014 with terms that commenced on January 1 will conclude their terms on January 1. The membership shall be divided to achieve temporal distribution of terms. If

Agenda Item No. 2(A)

a board member or commissioner fails to complete the term, the council appointment shall be for the remainder of the uncompleted term. Members are not eligible to serve on the same board or commission if they have served two full consecutive full four-year terms.

The Code outlines the process for appointing members of boards and commissions and their qualifications, among other things, and specifically notes that members serve at the pleasure of the City Council, which alludes to the power of the City Council to appoint and remove members. The Code does not expressly prohibit the Council from extending terms, and the City Attorney believes that it is within the Council's authority to extend the term of a sitting member of a board or commission, particularly under the circumstances outlined above. It would nevertheless be appropriate for the Council to adopt a resolution stating its interpretation of the Code for the record.

The proposed resolution also states that the extension would be counted as part of the current term of the affected members of the Design Review Board, Planning Commission, Parks and Recreation Commission and Human Relations Commission. Members of boards and commissions are limited to no more than two consecutive full terms under Section 2.04.220(B)(2) of the Municipal Code. Thus, the extensions would have no effect on the ability of a member to seek appointment to another term.

STRATEGIC PLAN CONSIDERATIONS

Extension of the terms of the specified members of the Planning Commission and Design Review Board would further Goal A of the Strategic Plan ("Deliver exemplary government services") by ensuring the Planning Commission and Design Review Board have full membership during consideration of important development applications. The Parks and Recreation Commission will also be considering important business and the Human Relations Commission plans and participates in the annual Martin Luther King, Jr. Celebration in January among other events.

FINANCIAL CONSIDERATIONS

The proposed resolution has no financial impacts.

LEGAL CONSIDERATIONS

As noted above, the City Attorney believes that the proposed interpretation and extension of the terms of the specified members of the Planning Commission, Design Review Board, Parks and Recreation Commission and Human Relations Commission is allowable under the Municipal Code.

Reviewed by:



Scott Hanin, City Manager

Attachments:

1. Resolution

RESOLUTION 2016-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO INTERPRETING SECTION 2.04.220 OF THE EL CERRITO MUNICIPAL CODE TO PERMIT THE EXTENSION OF THE TERMS OF MEMBERS OF THE PLANNING COMMISSION, DESIGN REVIEW BOARD, PARKS AND RECREATION COMMISSION AND HUMAN RELATIONS COMMISSION TO MAINTAIN THE FULL MEMBERSHIP OF THOSE BODIES DURING A GAP PERIOD THAT WILL OCCUR AS A RESULT OF RECENT AMENDMENTS TO THE MUNICIPAL CODE

WHEREAS, on December 3, 2013, the City Council adopted Ordinance No. 2013-06, which among other things, changed the beginning of terms for members of boards and commissions from January 1 to March 1; and

WHEREAS, at the time that the Council was considering the ordinance, it was anticipated that, as a result of some members' terms expiring on January 1, there would be a gap before their or their successors' new terms began on March 1. It has since come to the Council's attention that the Planning Commission and Design Review Board will continue to review and consider projects during that gap period and that the Parks and Recreation Commission and Human Relations Commission also has important work and projects to consider during the gap period. The Council believes that the review process would benefit from full and experienced membership on both bodies; and

WHEREAS, under Section 2.04.220 of the Municipal Code, in its current form, members of boards and commissions serve four-year terms starting on January 1. The Municipal Code outlines the process for appointing members of boards and commissions and their qualifications, among other things, and specifically notes that members serve at the pleasure of the City Council, which alludes to the power of the City Council to appoint and remove members; and

WHEREAS, the Municipal Code does not expressly prohibit the City Council from extending terms, and the City Council believes that it is within the Council's authority to extend the term of a sitting member of a board or commission, particularly under the circumstances outlined herein. The City Council therefore adopts this resolution stating its interpretation of the Code for the record.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby interprets Section 2.04.220 of the Municipal Code to permit the short-term extension of the term of a sitting member of a board or commission ("advisory body") under unusual circumstances to ensure the full membership of an advisory body during a period when an advisory body otherwise would not have full membership and is likely to consider significant matters.

BE IT FURTHER RESOLVED, that the terms of Planning Commissioner Carla Hansen, Design Review Board Member Christophe Laverne, Parks and Recreation Commissioner Seth Kaplan and Human Relations Commissioner Makalia Aga which expired on January 1, 2016, are hereby extended until March 1, 2016. The approved

Agenda Item No. 2(A)
Attachment 1

extensions shall be counted as part of their current terms, such that their ability to serve additional terms under Section 2.04.220(B)(2) of the Municipal Code shall not be affected.

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

I CERTIFY that at a regular meeting on January 5, 2016, the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on January ____, 2016.

Cheryl Morse, City Clerk

APPROVED:

Greg Lyman, Mayor



Date: January 5, 2016
To: Honorable Mayor and Members of the City Council
From: Cheryl Morse, City Clerk
Subject: Commission Interviews

JANUARY 5 INTERVIEW SCHEDULE

Candidates listed below are scheduled for an interview this evening:

6:00 p.m.	Richard Mank [CC Mosquito & Vector Control District]
6:15 p.m.	Bruce Yow [FAB 1 st , PRK 2 nd]
6:30 p.m.	Greg Crump [FAB]
6:40 p.m.	Dick Patterson [FAB 1 st , EDC 2 nd]
6:50 p.m.	Carla Hansen [Planning 1 st , EDC 2 nd , CCC Library Commission 3 rd]
7:00 p.m.	Brendan Bloom [Planning 1 st , DRB 2 nd]
7:15 p.m.	Christophe Laverne [DRB]
7:25 p.m.	Seth Kaplan [PRK 1 st , EDC 2 nd , Planning 3 rd]
7:35 p.m.	Norman La Force [PRK]
7:50 p.m.	Makalia Aga [HRC]
8:00 p.m.	Matt Kelly [Streets Oversight Committee]
8:10 p.m.	Paul Fadelli [ACC]
8:20 p.m.	George Gager [ACC, FAB 1 st , CC Library 2 nd , WCUSD Bond 3 rd]
8:30 p.m.	<i>Council deliberation</i>

BACKGROUND

Staff began publicizing vacancies on all the Boards, Commissions and Committees in mid-October. Although the City conducts a continuous recruitment, the deadline for submitting applications for the first round of interviews was set at December 7. At the conclusion of the recruitment 17 applications for boards, commissions and committees had been received. In accordance with new rules adopted by the City Council on December 3, 2013, some commissioners will term out on January 1, 2016. New appointments resulting from the interviews conducted in January and February as needed, will become effective March 1,

**Special City Council Meeting
Commission Applicant Interviews**

2015. Staff requests that the Council consider a report and resolution this evening regarding the approval of interim appointments to fill this gap. Candidates who have listed a committee as a preferred choice on their application are contacted by the City Clerk and the staff liaison to discuss the committee appointment process.

EL CERRITO BOARDS AND COMMISSIONS

ARTS & CULTURE COMMISSION (ACC) [Two upcoming vacancies]

There are two upcoming vacancies on the Arts and Culture Commission. The terms of Paul Fadelli and George Gager will expire on March 1, 2016. Mr. Gager, who also serves on the EDC has also indicated a desire to serve on the FAB, CC Library Commission and the Bond Oversight Committee. Both were appointed to unexpired terms on the Arts and Culture Commission and wish to be considered for re-appointment to a full four year term. No other applications were received.

CITIZENS STREET OVERSIGHT COMMITTEE (CSOC) [Three vacancies]

There are three vacancies on the Citizen Street Oversight Committee. Al Miller and Lynne Kessler will term out on January 1, 2016. Matt Kelly, current committee Chair, has submitted an application to serve a second term. No other applications were received. Staff will continue to advertise and recruit additional candidates to fill the two other vacancies.

CIVIL SERVICE COMMISSION (CSC) [Two vacancies]

There are two vacancies on the Civil Service Commission. No applications were received. Staff will continue to advertise and recruit additional candidates to fill the two other vacancies.

DESIGN REVIEW BOARD (DRB) [One vacancy]

One vacancy. Christophe Laverne, current Vice-Chair, whose term will expire January 1, 2016, is eligible to serve a second term. Brendan Bloom [Planning 1st, DRB 2nd] is also scheduled for interview and your consideration this evening.

FINANCIAL ADVISORY BOARD (FAB) [Two vacancies]

There are two upcoming vacancies on the Financial Advisory Board. The terms of Greg Crump and Dick Patterson will expire on March 1, 2016. Each has submitted an application for re-appointment. Additional applicants, scheduled for interview this evening are: George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd] and Bruce Yow [FAB 1st, PRK 2nd] who currently serves on the Crime Prevention Committee.

HUMAN RELATIONS COMMISSION (HRC) [Two vacancies]

There are two vacancies on this Commission. Makalia Aga's term will expire January 1, 2016. There is one pre-existing vacancy. Ms. Aga, current HRC commissioner, has submitted an application for re-appointment and is scheduled for interview this evening. No other applications were received.

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PARKS AND RECREATION (PRK) [One vacancy]

There is one vacancy on this Commission. Seth Kaplan, current Vice-Chair, [PRK 1st, EDC 2nd, Planning 3rd] has submitted an application for re-appointment. His term expires January 1, 2016. Additional applications were received from former Mayor Norman La Force, Bruce Yow [FAB 1st, PRK 2nd] who currently serves on the Crime Prevention Committee, and Mary Torrusio [Tree 1st, EQC 2nd, PRK 3rd]. Messrs. Kaplan, La Force and Yow are scheduled for interview this evening. Staff has informed me that Ms. Torrusio has attended two Tree Committee meetings and has expressed interest in serving on the Tree Committee, her first choice.

PLANNING COMMISSION (PC) [Two vacancies]

The Planning Commission has two vacancies. Carla Hansen, current Vice-Chair, [Planning 1st, EDC 2nd, CCC Library Commission 3rd] has applied for a second term on the Commission. Tim Pine, has decided not to seek another term. Both terms expire January 1, 2016. Ms. Hansen is scheduled for an interview this evening along with Brendan Bloom [Planning 1st, DRB 2nd] and Seth Kaplan [PRK 1st, EDC 2nd, Planning 3rd].

REGIONAL APPOINTMENTS

CC MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

[One vacancy]

Former Mayor Dick Mank has submitted an application for the Council's consideration this evening. His term expires January 1, 2016. Our records indicate that Mr. Mank has served with great dedication on this Board since January 2000. No other applications for this position were received.

CONTRA COSTA LIBRARY COMMISSION [Delegate vacancy]

Janice Woo resigned her position as delegate several weeks after the annual vacancy announcement was posted. Staff published the vacancy along with the listing of other vacancies as a quarter page ad in the West Contra Costa Times Thanksgiving weekend. Tom Panas, El Cerrito's alternate on this commission, has been attending meetings, and prefers to continue in the alternate position. Applications for El Cerrito's representative on the Contra Costa Library Commission have been received from Carla Hansen [Planning 1st, EDC 2nd, CCC Library Commission 3rd], and George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd]. If it the Council's desire, staff will advertise the vacancy more broadly in January 2016.

CC TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE

There has been a vacancy on this committee since December 2014. Although advertised widely, no applications have been received. Staff will continue to advertise and recruit for this position.

Special City Council Meeting Commission Applicant Interviews

WCCUSD CITIZENS BOND OVERSIGHT COMMITTEE [Alternate vacancy]

There is a long-standing alternate vacancy on this School District committee. George Gager George Gager [ACC, FAB 1st, CC Library 2nd, WCUSD Bond 3rd] has listed this committee as his third choice and is scheduled for interview this evening.


TIMING OF FUTURE INTERVIEWS

At the conclusion of the meeting this evening, staff will confer with the City Council regarding extended recruitments for any remaining vacancies and the scheduling of future special meetings to conduct interviews.

Attachments:

1. Applicant Matrix
2. Candidate Applications
3. Interview questions for consideration
4. Appointment list

**2016 Board and Commission Applicant Matrix
Attachment 1**

	<i>Arts & Culture (2)</i>	<i>Citizens Street Oversight (3)</i>	<i>Civil Service Commission (2)</i>	<i>Committee on Aging (1)</i>	<i>Crime Prevention (8)</i>	<i>Design Review Board (1)</i>	<i>Economic Devt. Cmte. (5 Vacancies this year)</i>	<i>Environmental Quality (3)</i>	<i>Financial Advisory Bd (2)</i>	<i>Human Relations (2)</i>	<i>Park and Recreation (1)</i>	<i>Planning Commission (2)</i>	<i>Tree Committee (5-6 Vacancies this year)</i>	<i>CCTA Advisory (1)</i>	<i>CC Library (Delegate)</i>	<i>WCUSD Bond (Alternate)</i>	<i>Appointed?</i>
Makalia Aga										1							
Brendan Bloom						2						1					
Greg Crump									1								
Paul Fadelli	1																
George Gager	1								1						2	3	
Carla Hansen							2					1					
Seth Kaplan							2				1	3			3		
Matt Kelly		1															
Christopher Laverne						1											
Normal La Force											1						
Dick Patterson									1								
Bruce Yow									1		2						

+ Richard Mank – CC Mosquito and Vector Control District



**January 5, 2016
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Item No. 3 COMMISSION INTERVIEWS

Attachment 2 Commission Candidate Applications

are available for review in hardcopy format at the following
locations:

Office of the City Clerk
10940 San Pablo Avenue
El Cerrito
(510) 215-4305

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue

City of El Cerrito
BOARD/COMMISSION INTERVIEW QUESTIONS

1. Will you give us a quick summary of why you chose to apply or how you selected the _____ commission/board?
2. Briefly outline what in your professional background, work experience, education, or volunteer work would be relevant to the commission/board and highlight any special or unique qualifications or qualities you feel would contribute to the commission?
3. Are you aware of any issues that this commission addressed recently? Have you attended any commission or council meetings?
4. Do you have any thoughts or ideas on how this commission might contribute to the quality of life in El Cerrito?
5. In the few minutes remaining do you have any questions for us?

City of El Cerrito
REAPPOINTMENT INTERVIEW QUESTIONS

1. How is the commission currently functioning?
2. What suggestions for change might you have for this commission? Please briefly outline them.
3. Are there any Council policies affecting this particular commission which you especially agree with? Disagree with?

**2016 EL CERRITO BOARD AND COMMISSION APPOINTMENT LIST
Most appointments become effective March 1, 2016**

ARTS & CULTURE COMMISSION

(2 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020
_____	_____	3/1/2016	3/1/2020

CITIZENS STREET OVERSIGHT COMMITTEE

(3 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020
_____	_____	3/1/2016	3/1/2020
_____	_____	3/1/2016	3/1/2020

CIVIL SERVICE COMMISSION

(2 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	3/1/2020
_____	_____	_____	3/1/2020

DESIGN REVIEW BOARD

(1 Vacancy)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020

FINANCIAL ADVISORY BOARD

(2 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020
_____	_____	3/1/2016	3/1/2020

HUMAN RELATIONS COMMISSION

(2 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020
_____	_____	_____	3/1/2018

PARKS & RECREATION COMMISSION

(1 Vacancy)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020

PLANNING COMMISSION

(2 Vacancies)

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2016	3/1/2020
_____	_____	3/1/2016	3/1/2020

**CONTRA COSTA TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE
(1 Vacancy)**

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	3/1/2020

CONTRA COSTA LIBRARY COMMISSION (1 Delegate Vacancy)

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	1/1/2018

CC MOSQUITO AND VECTOR CONTROL DISTRICT BD OF TRUSTEES (1 Vacancy)

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	1/1/2020

WCUSD BOND OVERSIGHT COMMITTEE (Alternate Vacancy)

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	1/1/2020

Updated: _____, 2016