



AGENDA

REGULAR CITY COUNCIL MEETING
Tuesday, December 4, 2012 – 7:00 p.m.
City Council Chambers

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

Bill Jones – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Rebecca Benassini

Councilmember Ann Cheng
Councilmember Janet Abelson

ROLL CALL

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

- 1. PLEDGE OF ALLEGIANCE TO THE FLAG** – Councilmember Benassini.
- 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

A. Proclamation Recognizing Teri McKeever

Present and approve a proclamation recognizing and commending Teri McKeever on her accomplishments not only as the head coach of the U.S. Olympic Women's Swim Team for the 2012 Summer Olympics in London and as head coach of the California Golden

Bears Womens Swim Team but also for making strides for female coaches in athletics and the field of swimming.

B. Proclamation Recognizing Carol Tang, Ph.D.

Approve and present a proclamation recognizing and commending Dr. Carol Tang on her designation as one of twelve women honored as “Leading Women in Science, Technology, Engineering and Math (STEM),” and for her significant contributions in working to advance and recognize the importance of education for youth.

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

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 November 20, 2012 Regular City Council meeting minutes.

B. Declaring and Confirming the Results of the November 6, 2012 General Election (To be delivered)

Adopt a resolution declaring and confirming the results of the November 6, 2012 election.

C. Co-Sponsored Groups – Grant to the Community Alliance for Learning for the Writer-Coach Connection Program

At the request of Councilmember Benassini, accept an application from the Community Alliance for Learning for the Writer Coach Connection Program and approve a one-time grant in the amount of \$2,500 for Fiscal Year 2012-2013 off-cycle from the budget process.

6. RECOGNITION OF CITY COUNCIL MEMBERS LEAVING OFFICE

Special recognition of Mayor Bill Jones (City Council 2004–2012, Mayor December 2007– 2008 and December 2011 – 2012); and Councilmember Ann Cheng (City Council 2008 – 2012, Mayor December 2010 – December 2011).

7. BRIEF RECESS

8. SWEARING IN AND SEATING OF NEWLY ELECTED OFFICIALS

Administration of the Oath of Office and Presentation of Certificate of Election:

Mark Friedman, elected to the City Council to a term ending 2016. Mr. Friedman previously served on the El Cerrito City Council April 1997– December 2004.

Greg Lyman, re-elected to the City Council to a term ending 2016. Mayor Pro Tem Lyman’s first term on the City Council was 2008 – 2012.

Jan Bridges, will be sworn in prior to the December 18, 2012 City Council meeting. Ms. Bridges previously served on the City Council 2004 – 2008.

9. POLICY MATTERS

City Council Reorganization

Election of City Council Officers.

10. ADJOURN CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is December 18, 2012. The meeting will take place in the City Council Chambers at City Hall, 10890 San Pablo Avenue, El Cerrito.

- 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 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.

CITY OF EL CERRITO PROCLAMATION

Special Recognition of Teri McKeever

WHEREAS, Teri McKeever, a resident of El Cerrito, is regarded as one of the best swimming mentors in the United States. She is head coach of Cal Berkeley's women's swimming and diving program, was assistant coach of the United States Olympic Women's Swimming Team in 2004 and 2008 and was named head coach for the 2012 Summer Olympics in London, the first woman to serve as the head coach of a U.S. women's national team at the Olympics; and

WHEREAS, Ms. McKeever graduated from USC in 1983 and holds a Bachelors of Science in Education and a Masters Degree in Athletic Administration. Before coaching, Ms. McKeever distinguished herself as a former USC All-American athlete, earning All-America honors in 1980, 1981 and 1983 as USC's Outstanding Student-Athlete; and

WHEREAS, Ms. McKeever began her career coaching as an assistant coach for USC from 1984-87 and has been the head coach for Cal Berkeley since 1992. The 2012-2013 season marks her 21st year at Cal; and

WHEREAS, during her career at Cal, Ms. McKeever has taken the program to new heights. In 2007, Cal claimed five national titles, in the 2008-09 season, Ms. McKeever coached Dana Vollmer who was named 2009 NCAA Swimmer of the Year and PAC-10 Swimmer of the Year, where Cal also produced three individual NCAA titles, two NCAA relay champions and two American records and in the 2010-11 season, argued to be the best year in the program's history, the team won their second consecutive NCAA team title in three years and captured five NCAA crowns, ending with Cal's third NCAA team championship in four years; and

WHEREAS, Ms. McKeever was named Pac-12 Coach of the Year for 2011, her 5th conference award, College Swimming Coaches Association of American Coach of the Championships Award and in 2009 she was named NCAA Coach of the Year, the 2009 Pac-10 Coach of the Year, and took on the roles of assistant coach in the 2004 Olympics in Athens and 2008 Summer Olympics in Beijing, assistant coach for the U.S. team during the World Championship competition in 2003, 2005, 2007 and 2011 and was the first woman coach on the U.S. Olympic Swimming team and first woman to be named head coach of the national team at a major international meet (the 2006 Pan Pacific meeting in British Columbia); and

WHEREAS, Ms. McKeever is also known and proud to have trained some of swimming's best, helping to guide Natalie Coughlin to twelve Olympic medals including three gold, alumna Haley Cope to a silver medal and the entire U.S. swimming team to thirty-one medals, including sixteen gold.

NOW THEREFORE, the City Council of the City of El Cerrito, does hereby recognize and commend Teri McKeever on her accomplishments not only as the head coach of the U.S. Olympic Women's Swimming Team for the 2012 Summer Olympics and head coach of the California Golden Bears Women's Swimming Team but also for making strides for female coaches in athletics and the field of swimming.

Dated: December 4, 2012

William C. Jones III, Mayor

CITY OF EL CERRITO PROCLAMATION

In Recognition of Dr. Carol Tang

WHEREAS, Dr. Carol Tang, a resident of El Cerrito and graduate of El Cerrito High School has been chosen as one of twelve California women distinguished as “Leading Women in STEM (Science, Technology, Engineering, Math),” by the California STEM Learning Network, or CSLNet, an organization that works to bring systemic change to how STEM is taught and learned in California; and

WHEREAS, the CSLNet award “recognizes achievements in advancing innovative and effective STEM education initiatives across the state and recognizes these women as exemplary role models for California women and girls;” and

WHEREAS, Dr. Carol Tang has a B.A. in Paleontology from UC Berkeley and a M.S. and Ph.D. in Geological Sciences from the University of Southern California. She worked as an assistant professor of geology at Arizona State University and was one of the first co-investigators with the NASA Astrobiology Institute before becoming a Senior Science Educator at the California Academy of Sciences in 2001; and

WHEREAS, Dr. Carol Tang is currently the Director of the Coalition for Science After School, a national alliance committed to bridging afterschool programs with science-rich organizations, such as universities and museums, to increase the quality and quantity of STEM in out-of-school settings for all youth; and

WHEREAS, Dr. Tang is also active in several organizations, such as serving on the Power of Discovery STEM2 Council for the California Afterschool Network, Champions Board for the National Girls Collaborative Project, and the review panel for the Afterschool Matters Journal.

NOW THEREFORE, the City Council of the City of El Cerrito, does hereby recognize and commend Dr. Carol Tang on her designation as one of twelve women honored as “Leading Women in STEM,” and for her significant contributions in working to advance and recognize the importance of education for youth.

Dated: December 4, 2012

William C. Jones III, Mayor

EL CERRITO CITY COUNCIL

MINUTES

REGULAR CITY COUNCIL MEETING

Tuesday, November 20, 2012 – 7:00 p.m.

City Council Chambers

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Bill Jones – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Rebecca Benassini

Councilmember Ann Cheng
Councilmember Janet Abelson

ROLL CALL

Present: Councilmembers Abelson, Benassini, Lyman and Mayor Jones.

Absent: Councilmember Cheng.

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

Mayor Jones convened the regular City Council meeting at 7:04 p.m.

1. **PLEDGE OF ALLEGIANCE TO THE FLAG** was led by Mayor Jones.

2. **COUNCIL / STAFF COMMUNICATIONS**

Sustainable Contra Costa Leadership in Sustainability Award 2012 for the El Cerrito Recycling and Environmental Resource Center.

Additional honors received as follows:

Certificate of Special Congressional Recognition – Congressman George Miller

California State Senate Certificate of Recognition – Senator Mark DeSaulnier

California State Assembly Certificate of Recognition – Assemblymembers Joan Buchanan, Susan Bonilla and Nancy Skinner.

Councilmember Abelson announced the City's receipt of the Sustainable Contra Costa Leadership in Sustainability Award along with the special recognition received from Congressman Miller, Senator DeSaulnier and Assemblymembers Buchanan, Bonilla and Skinner. Councilmember Abelson commended all staff involved in the new Recycling and Environmental Resource Center project and noted that El Cerrito is bringing recycling operations

to a new high.

On October 19th Councilmember Abelson attended the groundbreaking of the I-80 Integrated Corridor Mobility project in Emeryville. Instead of using dirt and shovels, the groundbreaking was commemorated by the plugging in of electrical cords to signify the technology involved in this “smart” project. The project will move quickly and reduce traffic without putting in a lot of highway lanes. It will feature programmable ramp metering, monitoring and use of smart technology to reduce traffic congestion. Councilmember Abelson noted that half of the congestion that occurs on the freeway is due to incident occurrence. Every single jurisdiction from the Carquinez Bridge to the Bay Bridge will be participating in the new system. Additionally, in her role as a director of the Contra Costa Transportation Authority, Councilmember Abelson also attended the groundbreaking for the Lone Tree segment of the e-Bart extension in Eastern Contra Costa County.

Councilmember Benassini thanked the Arts & Culture Commission and Commission Liaison, Suzanne Iarla, for their work on the October 26 Art Party event at City Hall which included the installation of the first public street art icon on San Pablo Avenue. There will be twelve art icons installed along San Pablo Avenue by next Spring.

Mayor Jones reported that he attended an update meeting with East Bay Municipal Utility District (EBMUD) Director Andrew Katz, Councilmember Abelson and representatives from other local cities agencies recently. Mayor Jones was impressed by EBMUD’s preparation for safety of the City’s water supply. EBMUD emphasized its responsibility to protect ratepayers in the EBMUD District. Mayor Jones encouraged everyone to check EBMUD’s website at <http://www.ebmud.com/> for more information about programs, improvements and services or phone the City’s EBMUD representative Director Katz.

Karen Pinkos, Assistant City Manager, provided an update on the strategic plan process. Elcerritostategicplan.org offers a new online tool called community voice which is available for the public to use to voice ideas and participate. Ms. Pinkos also stated that there will be an upcoming City Council work session in January 2013.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Al Miller, El Cerrito, stated that he is impressed that EBMUD is the first to have a wastewater plant in the United States that generates more electricity in the wastewater treatment process than is used. The Pacific Gas & Electric Company (PG&E) buys electricity from EBMUD and this helps pay for waste water treatment and lowers rates for EBMUD District residents. Mr. Miller also announced that the Cerrito Theater opened on Christmas Day in 1937. The Friends of the Cerrito Theater and Rialto Cinemas are co-sponsoring an event to commemorate the 75th anniversary of the Cerrito Theater on December 13. The theater will be showing *You Can’t Take it With You* starring Jean Arthur, Lionel Barrymore and Jimmy Stewart. All are invited. The tickets are \$8.00 each.

4. PRESENTATIONS

A. Tehiyah Day School Proclamation – Presentation by Councilmember Abelson

Present and approve a proclamation recognizing and celebrating Tehiyah Day School on the occasion of its designation as a 2012 National Blue Ribbon School.

Action: Councilmember Abelson presented the proclamation honoring Tehiyah Day

School to Bathea James, Head of School and Director Debbie Bamberger.

B. ICMA Community Sustainability Awards – *Presentation by Marcia Raines, City Manager of Millbrae and Pat Martel, City Manager of Daly City.*

Action: ICMA Program Excellence Awards for Community Sustainability in recognition of the San Pablo Avenue Streetscape were presented to the City of El Cerrito; Karen Pinkos, Assistant City Manager, and Melanie Mintz, Environmental Services Division Manager. Ms. Pinkos also accepted an award on behalf of City Manager Hanin.

C. Contra Costa/Solano County Food Bank – *Presentation by David Kiefer, Food Bank Ambassador.*

Action: Received presentation.

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

Moved, seconded (Benassini/Lyman; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Abstain – None; Absent – Councilmember Cheng) and carried to adopt Consent Calendar Item Nos. 5A through 5G as indicated below.

A. Minutes for Approval

Approve the October 16, 2012 Regular City Council and Special City Council Meeting – Closed Session meeting minutes.

Action: Approved minutes.

B. Distribution of Tickets Pursuant to the Fair Political Practices Commission Regulation 18944.1

Review and adopt a resolution and policy regarding the distribution of complimentary tickets received by the City, pursuant to the Fair Political Practices Commission Regulation Section 18944.1.

Action: Adopted Resolution No. 2012–84.

C. Renew Participation in the Contra Costa Abandoned Vehicle Service Authority

Adopt a resolution authorizing the City Manager or his designee to renew participation in the Contra Costa County Abandoned Vehicle Abatement Service Authority by entering into a joint powers agreement.

Action: Adopted Resolution No. 2012–85

D. Quarterly Investment Report

Receive and file the City's September 30, 2012 Quarterly Investment Report.

Action: Received and filed.

E. Annual Maddy Act Local Appointments List

Receive and file a listing of all current board and commission members whose terms will expire January 1, 2013 and vacancy information for each board, commission and committee.

Action: Received and filed.

F. 2012-2013 Holiday Closure

Consistent with prior years, administrative offices at City Hall will be closed for the holiday period beginning Friday, December 21, 2012 through Tuesday, January 1, 2013 to facilitate the consolidation of employee vacation schedules and to save energy. City administrative offices will reopen on Wednesday, January 2, 2013.

Action: Approved recommendation.

G. Financial Advisory Board Enabling Ordinance Clean Up

Introduce by title, waive any further reading and approve an ordinance 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.

Action: Mayor Pro Tem Lyman read the title of the ordinance into the record. Approved Ordinance No. 2012–03. *Second reading scheduled for December 18, 2012.*

6. PUBLIC HEARING – None

7. POLICY MATTERS

A. Solid Waste Rate and Operational Review Report and Extension of the Garbage and Green Waste Collection Franchise Agreement with the East Bay Sanitary Company

Receive a presentation and report from staff regarding the 2011/2012 Solid Waste Rate and Operations Review and adopt a resolution approving the Fifth Amendment to the Franchise Agreement between the City of El Cerrito and the East Bay Sanitary Company, Inc., extending the Franchise Agreement by seven years, through December 31, 2025.

Presenter: Garth Schultz, Environmental Analyst.

Speakers: Tom Panas, El Cerrito, stated that he has been composting for thirty years and considers green waste a treasure. Mr. Panas expressed his support for the Green Stream and backyard composting and emphasized the need to think imaginatively and give residents incentives to compost their own Green Stream in their back yards, not penalize them by forcing them to subsidize a “Green Waste” service that they do not use. More backyard composting would also reduce the city’s carbon footprint by taking an East Bay Sanitary truck off the roads. Mr. Panas also noted that the City’s environmental services team does a fantastic job. The issue provides an opportunity to engage in innovative and imaginative thinking. Mr. Panas also thanked Mayor Jones for his many years of service to the community and also thanked retiring Public Works Director Jerry Bradshaw and Administrative Services Director Mary Dodge for their years of service to the City.

Action: Moved, seconded (Lyman/Benassini; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Abstain – None; Absent – Councilmember Cheng) and carried to adopt Resolution No. 2012–86 as revised to modify Section 23(Q) of the fifth amendment to the franchise agreement, attached as Exhibit 1 to the resolution.

B. Budget Update

Receive and comment on the General Fund budget update for the period of July 1, 2012 through October 31, 2012.

Presenter: Mary Dodge, Administrative Services Director.

Action: Received presentation and discussion held.

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

Introduce by title, waive any further reading and approve an ordinance amending El Cerrito Municipal Code (ECMC) 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 Center.

Presenter: Garth Schultz, Environmental Analyst.

Speakers: Tom Panas, El Cerrito, stated that his wife will not allow his two sons, who are disabled, to go near the area because she feels threatened by the people that are there sometimes. Mr. Panas expressed his appreciation for the work staff has done on this issue and noted that his sons have California Identification cards which means identification does not have to be limited to a driver's license.

Action: Moved, seconded (Lyman/Benassini; Ayes – Councilmembers Benassini, Lyman and Mayor Jones; Noes – Councilmember Abelson; Abstain – None; Absent – Councilmember Cheng) and carried to introduce by title, waive any further reading and approve Ordinance No. 2012-04 as amended by Councilmember Lyman to modify ECMC Section 8.12.020(L) to change the reference to 8.12.140(C) to 8.12.150; to add the language “...without a salvage permit” to the end of 8.12.150(A) and also revise ECMC Section 8.12.150(B)(1) to read, Applicants may must supply all required proof of qualifications in writing together with the application submittal. Applicants may be required to provide information in forms provided by the city. Applicants may be required to show proof of information provided on the application form. Salvage activities are subject to inspection prior to approval of a permit.

Councilmember Abelson also requested that the Environmental Quality Committee review Attachment 3: Salvage Permit Application Form, from a user's perspective and also asked staff to change language regarding the vehicle information and change the requirement to supply a driver's license number to an identification number. *Second reading scheduled for December 18, 2012.*

D. Central Avenue and Liberty Street Streetscape Improvements Project, City Project No. C-3063, Federal Project No. CML-5239 (020)

Adopt a resolution approving the following actions: 1) Approve plans for the Central Avenue and Liberty Street Streetscape Improvements Project; 2) Reject the bid from California Constructores, Inc. as non-responsive and accept all other bids; 3) Amend the Capital Improvement Program to transfer an amount not to exceed \$160,000 of Measure A Street Improvement Funds from the Annual Street Improvement Program to the Central Avenue and Liberty Street Streetscape Improvements Project; and 4) Authorize the City Manager to award a contract, contingent on successful negotiations with Redgwick Construction Company (the lowest responsible bidder for the project) for a deductive change order after undergoing a value engineering process which is not inconsistent with the revised budget for the Central Avenue and Liberty Street Streetscape Improvements Project, City Project No. C-3063.

Presenter: Jerry Bradshaw, Public Works Director.

Action: Moved, seconded (Benassini/Abelson; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Abstain – None; Absent – Councilmember Cheng) and carried to adopt Resolution No. 2012-87.

E. Grant to Writer Coach Connection

At the request of Councilmember Benassini, consider a \$2,500 grant in support of the Writer Coach Connection (WCC) funding request in Fiscal Year 2012–13.

Presenter: Councilmember Benassini.

Speakers: Al Miller, El Cerrito, described the benefits of the program to the City and the benefits to the community by having volunteers active in the schools.

Robert Menzimer, Writer Coach Connection, expressed his desire to enter into a co-sponsorship relationship with the City of El Cerrito.

Action: Moved, seconded (Lyman/Abelson; Ayes – Councilmembers Abelson, Benassini, Lyman and Mayor Jones; Noes – None; Abstain – None; Absent – Councilmember Cheng) and carried to indicate the City Council’s willingness to accept and consider, a formal application for a grant submitted by the Writer Coach Connection at an upcoming City Council meeting, for this fiscal year off-cycle from the budget.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Jones reported that the Integrated Waste Management Authority met. The Authority is twenty years old and is considering whether to go forward or to disband. This issue will come to the City Council for future direction. The Gilman Fields Joint Powers Authority will be meeting in January.

B. Mayor Pro Tem Lyman reported that the Tree Committee had met and there are a lot of really smart people on the Committee who are looking forward to working together for the city.

C. Councilmember Abelson attended an Association of Bay Area Governments (ABAG) and received an interesting presentation on protecting investments and creating a resilient region. Councilmember Abelson also reminded everyone that the executive director of the West Contra Costa Transportation Advisory Committee (WCCTAC) is leaving the agency and noted that recruitment is underway for an interim director.

D. Councilmember Benassini reported that the Parks and Recreation Commission met with a representative of the West Contra Costa Unified School District and discussed the joint use permit. Additionally, the Arts and Culture Commission expressed lots of interest in the Urban Greening Advisory Committee.

E. Councilmember Cheng – Absent.

9. SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 7(A) Solid Waste Rate and Operational Review Report and Extension of the Garbage and Green Waste Collection Franchise Agreement with the East Bay Sanitary Company

1. Powerpoint presentation – *Submitted by Garth Schultz, Environmental Analyst.*
2. Revised language for Section 23Q of the fifth amended franchise agreement *Submitted by Sky Woodruff, City Attorney.*
3. Comments regarding Green Stream – *Submitted by Tom Panas.*

Item No. 7(C) Amendment of El Cerrito Municipal Code Chapter 8.12 – Collection and Disposal of Waste Stream

4. Comments regarding book resellers and metal recyclers at the Recycling Center –
Submitted by Paul Deavereaux.

Item No. 7(E) Grant to Writer Coach Connection

5. Administrative Policy I(A)(5)

10. ADJOURNED REGULAR CITY COUNCIL MEETING at 10:30 p.m.



AGENDA BILL

Agenda Item No. 5(B)
Results to be Delivered

Date: December 4, 2012
To: Honorable Mayor and Members of the City Council
From: Cheryl Morse, City Clerk
Subject: Declaring and Confirming the Results of the November 6, 2012 General Municipal Election *(To be delivered)*

ACTION REQUESTED

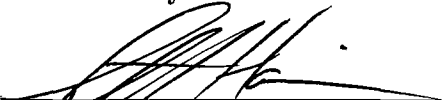
Adopt a Resolution declaring and confirming the results of the November 6, 2012 General Municipal Election and declaring the election of Jan Bridges, Mark Friedman and Greg Lyman to the office of City Council.

BACKGROUND

At the close of the extended candidate nomination period, three candidates qualified for three open seats on the city council. The Contra Costa County Registrar of Voters will submit to the City Clerk, the official canvass for the City of El Cerrito General Municipal Election held on November 6, 2012 no later than 5:00 p.m. on December 4, 2012. Elections Code 15372 requires the Registrar of Voters to certify the election results no later than twenty-eight days after the election. Official certified election results will be delivered to the City Council as soon as they are available and presented to the City Council for consideration Tuesday evening.

The resolution confirms the results of the November 6, 2012 Election and declares candidates elected to office.

Reviewed by:


Scott Hanin, City Manager

Attachments:

1. Resolution
Exhibit A. Certificate of Election and Statement of Results
2. Semi-Official Election Results

RESOLUTION 2012-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD IN THE CITY OF EL CERRITO ON NOVEMBER 6, 2012, DECLARING THE RESULTS OF THE ELECTION AND SUCH OTHER MATTERS AS PROVIDED BY LAW

WHEREAS, the City of El Cerrito held a general municipal election consolidated with the statewide general election on Tuesday, November 6, 2012 as required by law; and

WHEREAS, the qualified electors, including vote by mail voters, cast ballots at said election for the following officials:

Three Councilmembers, for Terms Ending 2016

WHEREAS, notice of the election was given in the time, form and manner as provided by law: voting precincts were properly established; election officers were appointed and in all respects the election was held and conducted and the votes thereof were received and canvassed and the return thereof was ascertained, determined, and declared in all respects as required by the law, and the County Clerk of the County of Contra Costa has duly filed with the City Clerk a statement of votes of said election.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of El Cerrito that the following named were candidates for City Council for a term ending 2016, and that it is determined and declared that each received the total number of votes, including absent votes, as set forth after their names as follows:

CITY COUNCIL

(Official Results to be delivered December 4, 2012)

JAN BRIDGES _____

MARK FRIEDMAN _____

GREG LYMAN _____

BE IT FURTHER RESOLVED that the following candidates were thereby elected Councilmembers and are hereby declared to be elected for terms ending 2016:

JAN BRIDGES

MARK FRIEDMAN

GREG LYMAN

Agenda Item No. 5(B)
Attachment 1

BE IT FURTHER RESOLVED, determined and declared by the City Council of the City of El Cerrito as follows:

1. That the certificate of the Contra Costa County Clerk of the result of the canvass of election returns, now on file with the City Clerk, be and the same is hereby approved and adopted and is hereby entered on the minutes of the City Council as a statement of the votes of said election.
2. That the whole number of votes cast in the City of El Cerrito at said general election was _____ votes. Attached hereto as Exhibit A is a Certification of the City Clerk including the Certificate of the Election by the Contra Costa County Clerk/Registrar of Voters and a complete Statement of the Results showing the number of votes cast at each precinct for each candidate.

I CERTIFY that at a regular meeting on December 4, 2012, 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 December XX, 2012.

Cheryl Morse, City Clerk

APPROVED:

William C. Jones III, Mayor

**CERTIFICATION OF CITY OF EL CERRITO
NOVEMBER 6, 2012 GENERAL MUNICIPAL ELECTION
(Official Results to be Delivered December 4, 2012)**

STATE OF CALIFORNIA)
) ss
COUNTY OF CONTRA COSTA)

I, Cheryl Morse, City Clerk, City of El Cerrito, County of Contra Costa, State of California, do hereby certify the following to be a true and correct Statement of Results of all votes cast at the City of El Cerrito General Municipal Election consolidated with the California Statewide General Election held on Tuesday, November 6, 2012, for each of the candidates entitled to receive votes for the office of City Council as indicated below:

CITY COUNCIL

JAN BRIDGES _____
MARK FRIEDMAN _____
GREG LYMAN _____

I further certify that the total number of ballots cast in the City of El Cerrito at said election was _____. Attached hereto is a complete Statement of the Results showing the number of votes cast at each precinct and for and against each candidate running for the office of City Council.

Dated: December 4, 2012

Cheryl Morse, City Clerk
City of El Cerrito
County of Contra Costa, State of California

Contra Costa Elections Division



**November 6, 2012
General Election**

Website last updated 11/17/2012 10:19:53

Registered Voters: 556,327

Ballots Cast: 422,113

Voter Turnout: 75.87 %

Precincts Completely Reported: 834 of 834

Choose Language English

Summary

Precincts Reporting

Voter Turnout

Reports

PRINT THIS PAGE

Semi-Official Results

11/06/12 General Election

(I) denotes Incumbent

SEARCH CONTESTS (104 of 104)

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City of El Cerrito Member, City Council (Vote For 3)		VOTE TYPE SUMMARY	CONTEST DETAIL MAP
16 of 16 Precincts Reporting			
		Percent	Votes
MARK FRIEDMAN		34.48%	6,562
GREG LYMAN (I)		32.68%	6,219
JAN BRIDGES		31.87%	6,064
WRITE-IN		0.97%	184
			19,029

**CITY OF EL CERRITO
CO-SPONSORSHIP & COMMUNITY BASED**

CO-SPONSORED FACILITY USE AND GRANT APPLICATION

Submit to:
City of El Cerrito
Recreation Department
7007 Moeser Lane
El Cerrito, CA 94530

Deadline:

Please complete the following application using the instructions provided on the last page of this application. You may attach additional pages if necessary.

Name of Applicant: Community Alliance for Learning
Address: PO Box 6098, Albany, CA 94706
Email: robert@writercoachconnection.org
Phone: 510-528-5066

Contact 1. Name: Robert Menzimer
Phone: 510-528-5066

Contact 2. Name: Lynn Mueller
Phone: 510-524-2319

Federal Tax ID # or Social Security #: 91-2144555

Request: \$2,500 to support the WriterCoach Connection program in El Cerrito schools.

Eligibility Requirements: Please answer the following questions:

Have you or will you be receiving funding in 2012 for this program from other sources?
Yes

Are you aware of any other City program providing this service? If so, which one?
None that we are aware of.

Program Description / Scope (please use additional pages if necessary)

Describe your program: (Please see attached description of WCC and the El Cerrito program.)

How does or will this program benefit the El Cerrito Community? (Please see attached description of WCC and the El Cerrito program.)

% of El Cerrito Residents Served 2%

Applicant Background: Community Alliance for Learning has been serving East Bay public-school students with individual classroom writing support through the WriterCoach Connection program since 2000-01.

This applicant is a (n): Non-Profit

Years In Business: 13

Number of Employees: 2.3FTE

Number of Volunteers: 550

(Please attach an organization chart, if available.)

Names of Officers and Board Directors: (Please see attached annotated Board of Directors list.)

Name:

Title:

Experience In Program Area: (Please see attached staff biographies.)

Financial Capabilities / Budget: Current funding sources and levels: (Please see attached CAFL 2012-13 budget.)

Current funding sources: Portola Middle School Site Council (\$10,000); GoPortola community group (\$2,320).

Previous City funding received or requested in the past three years:

None.

(Please attach a budget for program request including funding schedule.)

Attached.

K:\General\Administrative Policies & Procedures\General Administration\I A 5 city co-sponsorship and grants.doc

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years, during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above.
Yes

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge.

(Two signatures required)



Signature
Date 11-27-12



Signature
Date 11/27/12

Executive Director

Title

Assoc. Dir.

Title



**COMMUNITY
ALLIANCE
FOR
LEARNING**

Bringing
WriterCoach
Connection™
To Public
Schools

**Board of
Directors**

LuNell Anderson
Cynthia Barnes-
Slater
Edmund Bussey
Denis Clifford
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Kristine Hafner
Kathleen Hallam
Sanam Jorjani
Kathleen Kahn
Loretta Kane
Katherine Koelle
Marty Price
Amy Resner
Tom Waller
Kent Wright

**Executive
Director**

Robert Menzimer

PO Box 6098
Albany, CA
94706

510.528.5066
510.527.2250 (f)

[www.writercoach
connection.org](http://www.writercoach
connection.org)

A federal tax
exempt
501(c)(3)
corporation

Tax ID: 91-
2144555

WriterCoach Connection in El Cerrito

About WriterCoach Connection

The mission of WriterCoach Connection (WCC), a program of the nonprofit organization Community Alliance for Learning, is to help develop the writing and critical-thinking skills of public secondary-school students, and to build bonds between communities and their public schools.

WriterCoach Connection recruits, trains, and organizes community volunteers as writer coaches, who work with students, one-on-one in class, on their teachers' writing assignments.

Launched in 2000-01 at Berkeley High School, WCC has spread to a dozen schools in four East Bay school districts. The program arrived in West County for the first time three years ago, a result of active campaigning by a group of El Cerrito parents. That year, 49 community volunteers worked as writer coaches with 140 El Cerrito High School English Language Development (ELD) students.

The following year (2011-12), a determined group of El Cerrito community members helped raise funds to expand the program to include all 9th graders at ECHS, and 91 volunteer writer coaches worked with 406 ECHS students.

Also in 2011-12, the program spread to Portola Middle School in El Cerrito, where 40 community volunteers worked with 62 7th graders and ELD students in a pilot program.

At all WCC East Bay school sites in 2011-12, 530 community volunteers worked with 2,037 students, conducting 14,929 individual writing conferences throughout the school year.

Writer coaching for 2012-13 in El Cerrito Schools

Community members, school administrators, and teachers are determined to continue WriterCoach Connection at both ECHS and Portola Middle School this year, but severely constricted school budgets make the goal a challenging one.

How the City of El Cerrito can help

At Portola Middle School, Principal Matthew Burnham has pledged \$10,000 in site-based funds toward the \$15,000 it will take to bring the writer coaches to the same cohort the program served last year at the school. The school community has donated another \$2,300. **Support of \$2,500 from the City of El Cerrito, matched with additional donations from the community, will bring the writer coaches back to Portola Middle School classrooms for the 2012-13 school year.**

Why a volunteer program needs funds

This highly effective program needs funds to recruit, train, organize, and supervise its volunteers; to coordinate with the district, schools, and teachers; and to assess the program's impact.

What West County educators say about WriterCoach Connection

"WriterCoach Connection works. Student writing achievement goes up, teachers get much-needed relief, community members bond with their schools. **Everyone wins, and we need more of it.**"---Bruce Harter, Superintendent, West Contra Costa Unified School District

"The program has raised student classroom achievement in a powerful and measurable way." ---David Luongo, Principal, El Cerrito High School

"The grades this semester with writing coaches, compared to last semester without them, went up 10% or one full grade level." – Curt Douglas, English Dept. Chair, El Cerrito High School

"With the aid of the coaches my turn in rate for essays increased to almost 100%." -- Jennifer Dreyfus, English teacher, El Cerrito High School

"In my English 1 class this semester, 13% more students scored A's and B's on their writing." – Molly McGrath, English teacher, El Cerrito High School

"The regular appearance of writer coaches helped my classes complete more than twice as many large writing assignments compared to last year." – Eric Jepson, English teacher, El Cerrito High School

"85% of my low achieving (D and F) students went up one grade level, largely due to the work they did with their writer coaches." – Kenny Kahn, English teacher and varsity football coach, El Cerrito High School

"I just heard today that ONE of my regular English classes will get to have writing coaches. Our ELA scores went UP last year. Don't you think this made a difference? I do! Maybe if more contributions are made, both of my needier English classes may have this privilege." – Carol Renee, English teacher, Portola Middle School

Community Alliance for Learning
Directors and Officers
November 1, 2012

Kathleen Kahn, Chairperson and Director

(510) 524-9270

Kathleen Kahn (J.D. University of San Francisco 1975) retired from practicing law in 2005. For most of her career, she specialized in criminal appeals, working at the Office of the State Public Defender and at the First District Appellate Project in San Francisco. She also clerked for the California Supreme Court for three years. Following her retirement, she began service on the board of the Community Alliance for Learning, since 2007 as its chair. She is delighted that her career has taken such a cheerful turn, and loves working with kids who are still on the right side of the law.

Katherine Koelle, Vice Chairperson and Director

(510) 531-3257

A Master's degree in writing from the University of San Francisco caps Katherine Koelle's academic preparation with the Bay Area Writing Project and a secondary teaching credential from UC Berkeley. She has twenty years of teaching experience at secondary and college levels, has done extensive curriculum planning, works with diverse student populations, and promotes community involvement in the schools. She has focused most recently on school-to-career advancement, working with high school and community college instructors and in the Tech Prep arena, and has taken leadership positions to establish articulation agreements and certification.

Kathleen Hallam, Secretary and Director

(510) 665-1410

Kathleen Hallam has a Master's degree in English from San Jose State University, experience as a community college instructor and lecturer in composition, literature and writing skills, and extensive practical work in technical writing, copy editing, and free-lance editing. She has worked with WriterCoach Connection since 2002, serving schools in all of CAFL's school districts, first as the Willard Middle School site coordinator; then coordinating the eighth-grade program in Berkeley at all three of the district's middle schools; serving as the program's site co-coordinator at Albany Middle School; shifting back to Berkeley as the WCC site coordinator at King Middle School while mentoring the site coordinators and coaching at Media Academy in Oakland; and overseeing the introduction of WCC for the first time in the West Contra Costa Unified School District as the program's site coordinator for 2010-11 at El Cerrito High School, where she continues in the same position for 2011-12.

Denis Clifford, Treasurer and Director
(510) 559-9570

Denis Clifford is an estate planning lawyer in Berkeley, the author of a number of self-help law books published by Nolo Press, an essay writer, and painter. He is a graduate of Columbia Law School, where he was an editor of the Law Review, has a BA in English from Amherst, and has long been interested in education and teaching writing. While with Alameda County Legal Services from 1967 to 1973, he worked with various groups and task forces to improve learning in the Oakland public schools. Mr. Clifford has served as a WriterCoach Connection volunteer at Berkeley High School and currently coaches at Media Academy in Oakland. His experiences as a writer coach taught him the value and effectiveness of WriterCoach Connection and prompted him to join the board of directors.

LuNell Anderson, Director
(415) 904-6772

LuNell Anderson is an Administrative Judge with the U.S. Merit Systems Protection Board in the Western Regional Office in San Francisco. She has served as a hearing attorney with the Federal Communications Commission in the Broadcast Hearing Division in Washington, D.C. and as an attorney-advisor with the Board of Immigration Appeals. She holds a Bachelor's degree in sociology from the UC Berkeley and a doctorate in law from Hastings College of the Law. At Berkeley High School she was a founding member of PCAD, Parents of Children of African Descent. Judge Anderson has volunteered at Berkeley High School with WriterCoach Connection since 2001.

Cynthia Barnes-Slater, Director
(510) 643-8320

Cynthia Barnes-Slater has provided several years of service as a Human Resources Director with the University of California, Berkeley. She lives in North Oakland and is an experienced WriterCoach Connection volunteer at Willard Middle School in Berkeley and at Berkeley High. Her professional background includes HR support for the University of California Berkeley Foundation and the Berkeley Endowment Management Company. Her 20+ years career in HR includes work in Togo, West Africa, in London and in the public and private sectors. She is the mother of two sons who are creative artists (an actor and a jazz musician) educated in public schools in the East Bay. Ms. Slater is an active member of the Oakland Baha'i community and her hobbies include travel and reading, especially the Sunday *New York Times*. A graduate of San Francisco's Lowell High School (and a former English Honors student of the late Anne Wallach, a WriterCoach Connection volunteer), her education includes a BA in Government from Cornell University and a Diploma in Training Management from Southbank University, London. She is currently certified as a Senior Human Resources Professional (SPHR) with the Human Resources Certification Institute.

**Edmund Bussey, Jr., Director
(510) 526-8231**

Edmund Bussey, Jr. graduated from UC Berkeley with a Bachelor of Science in electrical engineering. He was employed for twenty years with the Bechtel Corporation as senior engineer for a variety of engineering projects in the U.S.A., Great Britain, and Saudi Arabia. As a consultant for San Francisco Municipal Railroad, he wrote manuals for operation, maintenance, and repair for cable cars. Also, he designed fare collection systems for buses. As Chair for Higher Education and Campus Ministry for his church, he located many scholarships for students over a period of twelve years. He has served as a voluntary reader to first graders at a Richmond elementary school since 2001 and began volunteering as a coach for WriterCoach Connection in 2005.

**Maureen Dixon, Director
(510) 701-1542**

Maureen Dixon is a writer, editor and writing coach who firmly believes in the coaching process as a way to help young people find their unique voices and communicate their ideas. Prior to joining the Community Alliance for Learning board of directors, she was a marketing communications consultant and program director for nonprofit organizations. With more than 25 years experience in marketing communications, media relations and social media, she has helped numerous nonprofits tell their stories, increase their outreach and effectively connect with their stakeholders. In addition to her role on the board of directors, Ms. Dixon serves as a site coordinator and writing coach for the WriterCoach Connection program. Additionally, she is collaborating on the memoirs of a young Afghan who was torn from his country, culture and family. The book chronicles the inspiring way he overcame the trauma of numerous American foster care placements to become a champion for youth empowerment, cultural understanding and foster youth advocacy.

**Shelli Fried, Director
(510) 336-1324**

With a passion for supporting youth to achieve their dreams, a Social Sciences BA from UC Berkeley, and a teaching credential, Ms. Fried started her career in Oakland elementary classrooms and as a Master Teacher training other committed teachers. Many years in adult education as Director of a Heald Business College campus and in the corporate training arena were punctuated by volunteer activities: being a Big Sister and working with underserved youth and families. Ms. Fried brings strategic planning, coaching, and alliance-management expertise to Community Alliance for Learning and is leading the organization's Cross-Sector Collaboration Committee. She has also served as a volunteer coordinator, recruiting a team of almost 80 coaches to serve more than 150 students when WCC expanded to Richmond High in fall 2012.

**Kristine Hafner, Director
(510) 525-7503**

After completing her undergraduate degree in romance languages at the University of Wisconsin, Madison, Ms. Hafner spent five years in France working in the press and publishing before returning to Madison to complete her PhD in French/Linguistics. Looking to expand her opportunities, she completed a professional MBA program at Wharton Graduate Business School at the University of Pennsylvania and subsequently spent 15 years in marketing and

business consulting at IBM. From 1998-2008, she held several senior management positions at the University of California, working with the 10 campuses and five medical centers. She retired in 2008 after six years as Chief Information Officer of the University of California system. Since retiring, she has volunteered with WriterCoach Connection at King Middle School in Berkeley and Albany Middle School while investing time and energy in several board appointments and pursuing her passion for travel, hiking, gardening, and learning Spanish. She loves the hands-on commitment of WriterCoach Connection and the interaction with the wide variety of students.

Sanam Jorjani, Director
510 899 7934

Sanam Jorjani is program coordinator of Oakland Reads 2020, a community-based, eight-year campaign to increase third grade reading proficiency in the city of Oakland by addressing the correlated challenges of school readiness, school attendance, summer learning, and parent engagement. Oakland Reads is led by the Office of the Oakland mayor and the Oakland Literacy Coalition, in partnership with the Oakland Unified School District and Oakland Education Cabinet.

Loretta Kane, Director
(510) 558-3377

Loretta Kane received her BA from Queens College (CUNY) in New York City, where she majored in English literature and minored in creative writing and education. She received her MA in language studies from San Francisco State University, where she also received a certificate in composition studies and the teaching of writing. Dr. Kane received her PhD in education from the University of California, Berkeley, where she studied cognition and literacy. She taught all levels of composition, from "remedial" to advanced, at San Francisco State University, where she was the assistant director of the Reading and Writing Lab. She taught for the Subject A Program at the University of California, Berkeley and high school English at Alhambra High School in Martinez, where she was the head of the English department. Dr. Kane was a field supervisor, guiding student teachers enrolled in the Multicultural Urban Secondary English (MUSE) Credential and Master's program at the University of California at Berkeley. She taught an academic literacy class at the San Francisco Art Institute and currently teaches in the Secondary Education Department at San Jose State University, and teaches reading and composition, critical thinking, and an introduction to education course at Berkeley City College. Dr. Kane has presented her research at professional conferences nationwide and recently published a book entitled *Conceptualizing Academic Essay Writing*.

Marty Price, Director
(510) 658-7405

Earl "Marty" Price received his BA from the University of California at Irvine, where he majored in Comparative Cultures, researching African American literature and presenting his senior thesis on the writings of Zora Neale Hurston, with a minor in Latin American Studies, specifically political integration in the Cuban Revolution. He later did graduate studies at Stanford University on political and economic integration of Afro-Cubans in

the Cuban Revolution. While at Stanford, he completed a union apprenticeship program as an Exhibit Builder. He has continued his membership in his trade union after serving on the Central Labor Council of Alameda County and the Building Trades Council. While on the Building Trades Council he renewed and revitalized the Joint Apprenticeship Training Program, which led him back to education. He received his MS in Education Leadership and Administration from California State University, Hayward. He has taught at every level of public education, from elementary through senior high school. Mr. Price has served the Alameda County Office of Education both as a multi-cultural trainer and as principal/coordinator of Court and Community Schools. He also was part of the administrative team that revitalized the school culture at Oakland Technical High School from 2000-2005. He has formerly worked on curriculum development in three school districts, with a specialty in Language Arts Development. Mr. Price is a member of the board of Directors of the Kendra Alexander Foundation and is a past board member of the Youth Employment Project in East Oakland.

Amy Resner, Director
(510) 333-1873

Amy Resner has a J.D. from Boalt Hall and a B.A. from Smith College. She has worked as a Deputy District Attorney for Alameda County, as a Chief of Staff to the Mayor in Berkeley and as a speechwriter for the Chancellor at UC Berkeley. Persuasive reasoning and writing are two of the consistent elements in the zigzag of her career path. She has greatly enjoyed volunteering with WriterCoach Connection. She feels that public-school education is one of our country's most critical assets and regards helping students in their classrooms learn to express themselves as a highly dynamic and immensely gratifying process. Ms. Resner, a former ballet dancer, is an instructor at Berkeley City Ballet, a writing tutor and consultant, and the mother of two teenagers.

Tom Waller, Director
(510) 334-2277

Tom Waller graduated from Harry Ells High School in Richmond. He received an undergraduate degree in Engineering from the US Naval Academy in Annapolis, MD, and a graduate degree in Engineering from Georgia Tech in Atlanta, GA. He served as a naval officer on nuclear submarines until leaving the Navy to begin a business career. Mr. Waller has a diversified general-management background in large and small company environments with broad functional experience in manufacturing operations, sales, marketing, international business development, strategic planning, consulting, and technology services. Since his return home to the Bay Area, he has been active in a number of community roles, including past chairperson and current member of the Richmond Chamber of Commerce Board of Directors, vice chair of the Contra Costa County Workforce Development Board, and member of the Citizens Bond Oversight Committee for the West Contra Costa Unified School District. He is also active with local high-school career academies.

Kent Wright, Director
(510) 655-1296

Kent Wright understands the value of the one-on-one attention WriterCoach Connection provides to students. As Dr. Wright was growing up in rural Indiana, a retired first-grade teacher (also his aunt) who lived next door spent many, many hours doing just that for him long

before he started school. From her he learned to love the power and magic of words. He earned a BA degree in chemistry at Hanover College, where he minored in biology, English and theology. After receiving an MD at Indiana University, he came to California to complete a residency in anesthesiology at the University of California/San Francisco. From 1970 to 2009 he practiced that specialty at Children's Hospital of San Francisco (now the California Pacific Medical Center). For eleven of those years he was chairman of the Anesthesia Department. He has also developed a second profession designing residential kitchens and baths. When he retired from medicine, he joined WCC as a volunteer, coaching at King Middle School in Berkeley and at Oakland's Media Academy. Dr. Wright regards coaching as a powerful and rewarding experience, one that both honors and remembers the wonderful woman who "coached" him as a child.

**Robert Menzimer, Executive Director and *ex officio* Director
(510) 528-5066**

Writing has filled Robert Menzimer's life since he composed his first short story in pencil on a sheet of white tablet paper in third grade. From the Broadcast Journalism program at the University of Illinois, he began ten years in radio, as an announcer, news writer, producer, and program director. In 1984, he joined the information services company Meganews, Inc. as program director, supervising writers, editors, voice talent, and computer programmers, later becoming president of the company. His freelance writing background includes clients in education, marketing, and health care, and his background as a private tutor includes students and English learner adults in writing and English. He served for two years in the Peace Corps in Bolivia, working as a public health technician and teaching English to elementary school students. His association with WriterCoach Connection began with volunteer coaching in 2004. Thereafter, he served for a year as the WCC site coordinator at Albany High School before becoming CAFL's executive director in July 2006.

Community Alliance for Learning

Staff

November 2012

Robert Menzimer, Executive Director

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Lynn Mueller, CAFL Associate Director

Lynn Mueller joined WCC as a volunteer writing coach in 2003 and subsequently became CAFL's associate director, volunteer manager, and business manager. She holds a Bachelor's degree in anthropology from the University of California Berkeley, and a B. F. A. in photography from the San Francisco Art Institute, and has taught photography in community colleges. Her desire to combine words with images and to use art to make a difference led her to the documentary film program at Stanford University where she completed a Masters degree in communication. She wrote, produced, and directed the Academy Award-nominated documentary film *Silver into Gold*. She is a founding director and officer of the nonprofit organization Independent Filmworks Inc. and has served as a non-profit consultant. In addition, she has years of experience as administrator for a high-profile San Francisco law firm.

Jayne Walker, Director of Curriculum

Jayne L. Walker was an assistant professor of English and Comparative Literature at Cornell University and then at U.C. Berkeley, where she had received her Ph.D. in Comparative Literature. She is the author of *The Making of a Modernist: Gertrude Stein from Three Lives to Tender Buttons*, and several scholarly articles. Before joining the University Writing Program faculty at UC Davis, she worked as a literary agent and

developmental editor. At U.C. Davis, she taught the full range of undergraduate writing courses, from freshman composition to journalism and business report writing, and trained and mentored new graduate student instructors. When she retired in 2007, she began volunteering for WriterCoach Connection, struck by the similarities between its philosophy and methods and her own teaching strategies. Her passion for teaching writing has led her to ever-deeper involvement with WriterCoach Connection --as a trainer, grant writer and researcher, and director of instruction.

WriterCoach Connection™
for
Portola Middle School

BUDGET FOR 2012-13

This budget assumes WCC will serve one 7th grade class and one ELD class, 8-12 times per class, during the 2012-13 school year.

Program Expenses	Budget 7th grade
On-site coordination	4,500
Volunteer recruitment and training	4,500
Program planning, support & oversight	4,375
Program assessment	425
Operating expenses (bookkeeping, insur., etc.)	750
Printing and materials	450
Total for two grades	\$15,000

Budget assumes 20 coaching weeks and five weeks of program preparation and wrap-up.

Students served, one 7th and one ELD3	68
Teachers served	2
Classes served	2
Approximate number of coaches	40
Cost per student per year	\$220.59
Cost per coaching session @ 10/student	\$22.06

Community Alliance for Learning
Budget 2011-12
as of 10/23/12

INCOME	2012-13 BUDGET
School contracts	168,095
Grants	199,250
Donations	
CAFL board	3,500
Individual donations	35,000
Fundraising events	31,500
Other (Interest, refunds, etc.)	400
TOTAL INCOME	437,745

EXPENSES

Personnel

CAFL Staff--2.3 F/T	130,200
Employer payroll taxes	11,525
Workers compensation insurance	1,700
Personnel subtotal	143,425

Consultants

Site Coordinators	119,400
Grantwriting & research	8,500
Coach trainings	3,400
UC Recruitment	1,300
Assessment	10,000
Communications consultant	14,000
Volunteer Coordinators	42,000
Richmond Community Liaison	3,500
Program Coordinators	4,250
Annual Fundraiser Coordinator	2,000
Videography	7000
Consultants subtotal	215,350

Professional services

Legal services (IP and licensing)	1,000
Bookkeeping and tax prep	7,250
Technical	9,000
Professional Services subtotal	17,250

Operating expenses

Postage	3,000
Bank/service fees	1,000
Payroll service	500
Insurance	3,535
Filing fees, subscriptions, licenses	2,000
Office supplies, software, misc.	1,020
Equipment, laptop, screen	2,000
Operating Expenses subtotal	13,055

Program expenses

Printing	10,475
Site and training supplies	2,200
Other program expenses	1,385
Recruitment events	850

Ads for recruitment/donations	445
Fingerprinting/TB test reimbursements	5,600
Volunteer appreciation event	800
Fundraising events	1,500
Local travel	410
Program Expenses subtotal	23,665
TOTAL EXPENSES	412,745
	25,000
Grants applied to 2013-14 FY	-25,000
BALANCE	0

CITY OF EL CERRITO

ADMINISTRATIVE POLICY/PROCEDURE

SUBJECT: CITY CO-SPONSORSHIP AND GRANTS

NUMBER: I A 5

DATE: October 2005

AUTHORITY: City Manager

Scott Hanin

PURPOSE: To formalize the process by which groups are permitted use of public facilities at a reduced cost and/or receive priority use or apply for special support through the community service grant funding program.

POLICY: It is the policy of the City of El Cerrito to recognize the community's co-sponsored organizations that provide valuable community service; to assist these organizations by providing special fee rates for use of City facilities; to insure that public facilities are used to benefit the El Cerrito community; to encourage and assist co-sponsored community organizations to complete projects and interact socially to the benefit of the whole community; to make available community service grants for the enhancement of the community.

APPLICATION: This policy applies to all groups meeting the following co-sponsorship criteria:

- A. Membership Practice – Groups must be an El Cerrito based organization as verified by their 501(c)(3) (non-profit number) or as determined by the Council. The organizations' membership practices must promote understanding among the diverse segments of the community.
- B. Political Advocacy – Groups established primarily for advocating a political position will be ineligible for community based, non-profit facility use or community service grants.
- C. Community Involvement – Groups are eligible if they by their existence improve and support the community's quality of life. Organizations which practice discrimination or which may be divisive in the community will not be approved.

- D. Community Service – Groups seeking co-sponsorship must demonstrate through a range of programs or projects that their membership is providing an improvement to the community at large. Examples of community service projects and programs provided by community organizations are: graffiti removal; beautification, such as landscaping, litter removal and donation of equipment to enhance City facilities and programs; volunteer service in City-sponsored programs; improvements to City facilities.

PROCEDURE:

- A. Community organizations desirous of co-sponsorship shall complete and submit the attached application (Co-Sponsorship & Community Based, Co-Sponsored Facility Use and Grant Application) to the Community Center, 7007 Moeser Lane, El Cerrito. The initial application must include a copy of the organization's constitution or by-laws, a copy of the non-profit tax I.D. number, a current list of officers, the name of the person and one alternate authorized to apply for recognition, an annual activity report and a list of community services provided to the residents of El Cerrito. If financial assistance from the City is requested, the application should be submitted in conjunction with the City's budget process. If no financial assistance is requested, then the application may be submitted at any time during the year.
- B. Community organizations seeking renewal of co-sponsorship status and/or financial assistance shall submit the attached application and include the following: an annual activity report, revisions of constitution or by-laws, an updated officers' list, the name of the person and one alternate authorized to apply for recognition and projects completed which benefited the community of El Cerrito. If financial assistance from the City is requested, the application should be submitted in conjunction with the City's budget process and include an estimate of expenses. If no financial assistance is requested, then the application may be submitted at any time during the year.
- C. Recreation Department staff shall review all submitted applications and documentation provided. The Department Head shall cause an agenda item to be prepared for City Council consideration at any time during the year for those community groups that have not requested financial assistance from the City. It is within the Recreation Director's

discretion to grant approval for an event or activity for a limited period of time pending Council action. If the City Council should reject the request, the organization that had received temporary approval shall reimburse the City any relevant costs or fee. The Recreation Director shall submit an agenda item listing the community groups requiring financial assistance accompanied by applications and accompanying documentation, including expense estimates, in conjunction with the City's budget process.

- D. The City Clerk shall place the agenda item for those groups recommended by the Recreation Department on the consent calendar under the heading "Co-sponsored Groups."
- E. Community groups seeking co-sponsorship and/or community service grant funding shall have a representative from the organization in attendance at the Council meeting in which their request is scheduled for consideration. The representative should be prepared to respond to any questions that may arise regarding the organization and its request.
- F. The City Council shall review the material submitted. With the goal of maximizing services to the community, the City Council shall generally make support services that do not require an additional burden of the City's general fund reasonably available to eligible community groups. These support services typically consist of reduced rental fees for facilities in accordance with co-sponsorship, priority use of City facilities when not in use by City sponsored activities and reservations of special activities at the Community Center for up to one year. Further, the City Council may review the qualifications of an approved organization at any time to insure ongoing qualification under the guidelines.
- G. Co-sponsored groups shall complete a facility application, if needed, at least one month prior to any scheduled event. All City facility reservation rules must be followed. Groups that are granted reduced fees are required to pay the deposit amount and the hourly rate for any use under this policy.
- H. Co-sponsored groups that require ongoing use of City facilities or fields, such as youth baseball, soccer or independent

schools, shall be required to pay the appropriate maintenance enhancement fees.

- I. Recreation staff shall insure that recognized co-sponsored community groups comply with all of the facility reservation rules. Abuse of the rules by the co-sponsored group shall be cause for revocation of the benefit granted.
- J. At the conclusion of the event, Recreation staff will prepare an event summary form that represents the total costs of the program. These charges will be based on: 1) an estimate of the facility costs, based on the number of hours and the amount of rooms needed for the event; 2) an estimate of personnel costs, based on the number of staff required to assist in the planning, set-up, activity and clean up of the event and 3) variable costs, such as utility costs and additional supplies necessary to operate the event. The event summary form shall be forwarded to the City Council and the community group person listed as the event organizer.
- K. The City, through the Recreation Department, reserves the right to cancel a co-sponsored group's activity. It is anticipated that this would be a rare occurrence and all efforts would be made to allow adequate time for the group to adjust their schedule.

Certificate of Election

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

*I, Cheryl Morse, Clerk of the City of El Cerrito,
County of Contra Costa, State of California, do hereby
certify, that at a General Election held in the City on
the 6th day of November, 2012*

GREG LYMAN

Was elected to the office of

CITY COUNCILMEMBER

*As appears by the official returns of the election, and the
statement of votes cast now on file in my office.*

***In Witness Whereof, I have hereunto affixed my hand
and official seal this 4th day of December, 2012.***

Cheryl Morse, City Clerk

Certificate of Election

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

*I, Cheryl Morse, Clerk of the City of El Cerrito,
County of Contra Costa, State of California, do hereby
certify, that at a General Election held in the City on
the 6th day of November, 2012*

MARK FRIEDMAN

Was elected to the office of

CITY COUNCILMEMBER

*As appears by the official returns of the election, and the
statement of votes cast now on file in my office.*

***In Witness Whereof, I have hereunto affixed my hand
and official seal this 4th day of December, 2012.***

Cheryl Morse, City Clerk

Certificate of Election

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA

*I, Cheryl Morse, Clerk of the City of El Cerrito,
County of Contra Costa, State of California, do hereby
certify, that at a General Election held in the City on
the 6th day of November, 2012*

JAN BRIDGES

Was elected to the office of

CITY COUNCILMEMBER

*As appears by the official returns of the election, and the
statement of votes cast now on file in my office.*

***In Witness Whereof, I have hereunto affixed my hand
and official seal this 4th day of December, 2012.***

Cheryl Morse, City Clerk



Agenda Item No. 9

ELECTION OF CITY COUNCIL AND REDEVELOPMENT AGENCY OFFICERS

Adopted: November 19, 1990

Revised: July 7, 1997

In order to fairly rotate the offices of Mayor and Mayor Pro Tem of the City Council and Chair and Vice-Chair of the Redevelopment Agency among the five members of the Council and Agency, this policy is established.

CITY COUNCIL

A newly elected council member, who is not an incumbent, will serve a minimum of one year on the Council before qualifying to serve as Mayor.

Mayor Pro Tem will replace the outgoing Mayor.

Mayor Pro Tem will be the council member who has received the highest number of votes, compared to the other council members elected at the same time. This process continues until all council members elected in the same year have served as mayor.

An appointed council member shall join the rotation only after first being elected.

Newly elected and re-elected council members are added onto the existing order of rotation in the order of the number of votes received, from the highest number of votes to the lowest.

A council member may decline to serve as Mayor Pro Tem. This will drop the council member back one position in the rotation.

This format will be followed except in unusual or exceptional cases. The Council has the ultimate discretion to elect or not elect any council member for any office.