



## AGENDA

**SPECIAL CITY COUNCIL MEETING**  
**Thursday, February 23, 2017 – 6:00 p.m.**  
**Hillside Conference Room**

*This meeting will not be televised*

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

Janet Abelson – Mayor

Mayor Pro Tem Gabriel Quinto  
Councilmember Greg Lyman

Councilmember Paul Fadelli  
Councilmember Rochelle Pardue-Okimoto

**6:00 p.m. ROLL CALL**  
**CONVENE SPECIAL CITY COUNCIL MEETING**  
**ORAL COMMUNICATIONS FROM THE PUBLIC** (*Comments limited to two minutes and to items on the Special City Council meeting agenda only.*)  
**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 SESSION**



**Special City Council Meeting  
6:00 p.m. and 7:30 p.m.**

Dates: February 21 and February 23, 2017  
To: Honorable Mayor and Members of the City Council  
From: Cheryl Morse, City Clerk  
Subject: Commission Interviews

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### **FEBRUARY 21 INTERVIEW SCHEDULE**

Candidates listed below are scheduled for an interview this evening:

6:00 p.m.	Andrea Lucas*	[PLN]
6:10 p.m.	Lee Kariuki	[HRC 1 <sup>st</sup> , EDC 2 <sup>nd</sup> , WCCUSD Bond 3 <sup>rd</sup> ]
6:25 p.m.	Pause	
6:30 p.m.	Gabrielle Guenette	[HRC 1 <sup>st</sup> , PRK 2 <sup>nd</sup> , CPC 3 <sup>rd</sup> ]
6:45 p.m.	Alex Perry	[ART 1 <sup>st</sup> , PRK 2 <sup>nd</sup> , Library 3 <sup>rd</sup> ]
7:00 p.m.	<b>City Council Meeting – Consent Calendar</b>	
7:30 p.m.	Eli Matejka	[HRC 1 <sup>st</sup> , PRK 2 <sup>nd</sup> , ART 3 <sup>rd</sup> ]
7:45 p.m.	Marlene Keller	[FAB]
8:00 p.m.	Nicholas Kam	[PLN 1 <sup>st</sup> , FAB 2 <sup>nd</sup> , CVS 3 <sup>rd</sup> ]
8:15 p.m.	Georgina Edwards*	[HRC]
8:25 p.m.	Wilhelmina Wilson	[HRC]
8:40 p.m.	<i>To be filled</i>	
8:55 p.m.	<i>Council deliberation</i>	

### **FEBRUARY 23 INTERVIEW SCHEDULE**

Candidates listed below are scheduled for an interview:

6:00 p.m.	Leslie Mendez	[PLN 1 <sup>st</sup> ]
6:15 p.m.	Bill Kuhlman	[FAB]
6:30 p.m.	Cathy Hanville	[FAB 1 <sup>st</sup> , EDC 2 <sup>nd</sup> , PLN 3 <sup>rd</sup> ]
6:45 p.m.	Peter Vranich*	[FAB 1 <sup>st</sup> , EDC 2 <sup>nd</sup> ]

**Special City Council Meeting  
Commission Applicant Interviews**

7:00 p.m.	Bruce Yow	[HRC 1 <sup>st</sup> , PRK 2 <sup>nd</sup> , Library 3 <sup>rd</sup> ]
7:15 p.m.	Judith Tannenbaum	[ART 1 <sup>st</sup> , HRC 2 <sup>nd</sup> ]
7:30 p.m.	Farhad Farahmand	[FAB 1 <sup>st</sup> , EQC 2 <sup>nd</sup> ]
7:45 p.m.	Phyllis Hoffman	[CVS 1 <sup>st</sup> , HRC 2 <sup>nd</sup> ,
8:00 p.m.	Kathleen Fleming	[WCCUSD 1 <sup>st</sup> , HRC 2 <sup>nd</sup> , PRK 3 <sup>rd</sup> , ART 4 <sup>th</sup> ]
8:15 p.m.	Shenguy Yue (Shen)	[PRK 1 <sup>st</sup> , EQC 2 <sup>nd</sup> , Tree 3 <sup>rd</sup> ]
8:30 p.m.	Tara McIntire	[PRK 1 <sup>st</sup> , EQC 2 <sup>nd</sup> , Tree 3 <sup>rd</sup> ]
8:45 p.m.	David Zuckermann	[PRK]

\*Seeking re-appointment to a board or commission.

**BACKGROUND**

Staff began publicizing vacancies on all the Boards, Commissions and Committees in September 2016. Vacancies were published on the City’s website and in the West County Times, posted at City Hall, the Community Center and Library and appeared as a lead article on the City newsletter *News and Views*. Although the City conducts a continuous recruitment, the deadline for submitting applications for the first round of interviews was set at December 5 however additional applications continued to be submitted throughout December 2016. At the conclusion of the recruitment 39 applications for boards, commissions and committees had been received. In accordance with new rules adopted by the City Council on December 3, 2013, some board and commission members termed out on January 1, 2017 but were agreeable to serving in an interim capacity through March 1, 2017. The City Council approved these interim appointments at its December 20, 2016 meeting. New appointments resulting from the interviews conducted throughout February will either fill existing vacant unexpired terms or become effective March 1, 2017. 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.

**VACANCIES**

Existing and upcoming vacancies on each board, commission and committee are listed on the attached matrix and are also listed below for ease of reference:

**EL CERRITO BOARDS AND COMMISSIONS**

Arts and Culture Commission	4 Vacancies [3 eligible for reappointment]
Centennial Task Force	3 Vacancies
Citizens Street Oversight Committee	2 Vacancies
Civil Service Commission	2 Vacancies

**Special City Council Meeting  
Commission Applicant Interviews**

Design Review Board	1 Vacancy	[1 eligible for reappointment]
Financial Advisory Board	3 Vacancies	[1 eligible for reappointment]
Human Relations Commission	4 Vacancies	[1 eligible for reappointment]
Parks and Recreation Commission	2 Vacancies	
Planning Commission	2 Vacancies	[1 eligible for reappointment]

**REGIONAL APPOINTMENTS**

Contra Costa Library Commission [Delegate vacancy. Alternate vacancy expires 6/30]

Contra Costa Transportation Authority Citizens Advisory Committee [1 Vacancy]  
WCUSD Citizens Bond Oversight Committee [Delegate vacancy expires 4/12/17]

**PRIOR INTERVIEWS CONDUCTED BY THE CITY COUNCIL**

The City Council interviewed three candidates on February 7, 2017: Carl Groch\* [DRB & PLN ], Julia Pon [PLN 1st, EDC 2nd, DRB 3rd], and Erin Gillett [PLN 1st, DRB 2nd] as indicated on the Applicant Matrix, Attachment 1 to this report.

**TIMING OF FUTURE INTERVIEWS**

The next round of interviews will take place on February 23, 2017. Twelve candidates are scheduled to meet with the City Council. Staff has also scheduled interviews for Saturday, March 4 beginning at 12:30 p.m. and will continue to 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 (*Received by the Council on February 2, 2017*)
3. Interview questions for consideration
4. Board, Commission and Committee Function Summary
5. Appointment list


## Attachment 1 - 2017 Board and Commission Applicant Matrix

Revised 2/2/2017

\* Currently serving /eligible for re-appointment

 THE CITY OF <b>EL CERRITO</b>	<i>Arts &amp; Culture (4)</i>	<i>Centennial Celebration (3)</i>	<i>Citizens Street Oversight (2)</i>	<i>Civil Service Commission (2)</i>	<i>Committee on Aging (0)</i>	<i>Crime Prevention (8)</i>	<i>Design Review Board (1)</i>	<i>Economic Devt. Cmte (5)</i>	<i>Environmental Quality (3)</i>	<i>Financial Advisory Bd (3)</i>	<i>Human Relations (4)</i>	<i>Park and Recreation (2)</i>	<i>Planning Commission (2)</i>	<i>Tree Committee (6)</i>	<i>CC Library (1)</i>	<i>WCCUSD Bond(Delegate)</i>	<i>Interview Date</i>	<i>Appointed?</i>
<b>Richard Brooks</b>	2	1																
<b>Ruth Cazden*</b>	1																	
<b>Georgina Edwards*</b>											1							
<b>Farhad Farahmand</b>									2	1								
<b>Michael A Fischer</b>														1				
<b>Kathleen Fleming</b>	4										2	3			1			
<b>Erin Gillett</b>							2						1				2/7/17	
<b>Carl Groch*</b>							X						X				2/7/17	
<b>Gabriel Guenette</b>						3					1	2						
<b>Cathy Hanville</b>								2		1			3					
<b>Mollie Hazen*</b>	1								3			2						
<b>Phyllis Hoffman</b>				1							2							
<b>Nicholas Kam</b>				3						2			1					
<b>Lee Kariuki</b>								2			1				3			
<b>Marlene Keller</b>										1			2					
<b>Sam A. Kohan</b>				X							X		X					
<b>C. William "Bill" Kuhlman</b>								1		2								
<b>Jessica Nicole Laird</b>						2		3			1							
<b>Susan Leach</b>						1		2			3							
<b>Andrea M. Lucas*</b>													1					
<b>Laura Lundy</b>	1																	
<b>Elli Mátejka</b>	3										1	2						

## Attachment 1 - 2017 Board and Commission Applicant Matrix

 THE CITY OF <b>EL CERRITO</b>	<i>Arts &amp; Culture (4)</i>	<i>Centennial Celebration (3)</i>	<i>Citizens Street Oversight (2)</i>	<i>Civil Service Commission (2)</i>	<i>Committee on Aging (0)</i>	<i>Crime Prevention (8)</i>	<i>Design Review Board (1)</i>	<i>Economic Devt. Cmte. (5)</i>	<i>Environmental Quality (3)</i>	<i>Financial Advisory Bd (3)</i>	<i>Human Relations (5)</i>	<i>Park and Recreation (2)</i>	<i>Planning Commission (2)</i>	<i>Tree Committee (6)</i>	<i>CC Library (2)</i>	<i>WCCUSD Bond(Delegate)</i>	<i>Interview Date</i>	<i>Appointed?</i>
<b>Tara McIntire</b>									2			1		3				
<b>Leslie Mendez</b>													1					
<b>Eugene Park</b>				1														
<b>Alex Perry</b>	1											2			3			
<b>Julia Pon</b>							3	2					1				2/7/17	
<b>Melanie L. Proctor</b>					2						1							
<b>Heidi Rand*</b>	1																	
<b>Patrick Riley</b>							1	3					2					
<b>Judith Tannenbaum</b>	1										2							
<b>Peter F. Vranich*</b>								2		1								
<b>Christopher Walsh</b>	1											2		3				
<b>Christopher Whaley</b>								2					1					
<b>Wilhelmenia Wilson</b>											1							
<b>Bruce L. Yow</b>										1		2		3				
<b>Shengyi Yue (Shen)</b>									2			1		3				
<b>David Zuckermann</b>												1						

Revised 2/13/2017



**February 7-March 4, 2017  
Special City Council Meeting**

**Commission Interviews**

**Attachment 2 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**

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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**

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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?

## COMMISSION FUNCTION SUMMARIES

### **Arts and Culture Commission**

Meetings 4<sup>th</sup> Monday, 7:00 p.m., City Hall – Council Chambers

The Arts and Culture Commission consists of seven members who demonstrate a commitment to various arts disciplines, including but not limited to: fine arts, visual arts, performing arts, literary arts, art history, and arts education.

### **Citizens Street Oversight Committee**

Meetings 4<sup>th</sup> Monday in January and September, 2<sup>nd</sup> Monday in November, 7:00 p.m., City Hall – Hillside Conference Room

The Citizens Street Oversight Committee monitors the expenditures of revenue collected pursuant to ECMC Chapter 4.60 (the “Pothole Repair and Local Street Improvement and Maintenance Transactions and Use Tax”) to determine whether such funds are expended for the purposes specified in the then-current Street Repair and Maintenance Expenditure Plan, and issues reports on their findings to the City Council and public at least annually. The Committee may also review the annual financial or performance audits performed by an independent auditor.

### **Civil Service Commission**

Meetings On-Call, 7:00 p.m., City Hall – Council Chambers

Hears appeals submitted by any person in the competitive civil service relative to any disciplinary action, dismissal, demotion, or alleged violation of the municipal code or the personnel rules and certifies its findings and recommendations. Holds hearings and makes recommendations on any matter of personnel administration requested by the Council or the City Manager.

### **Committee on Aging**

Meetings 3<sup>rd</sup> Wednesday, 3:00 p.m., City Hall – Council Chambers

Membership on the Committee on Aging is open to any and all interested adult residents of El Cerrito. Members are appointed by the City Council upon recommendation of the Committee and there is no limit on the number of Committee members. The Committee has established four long-term goals as follows: 1) Affordable housing options for older and disabled residents 2) Adequate space and facilities for, and the provision of, quality programs and services for seniors 3) Improved accessible public transportation and paratransit services for persons unable to use public transit facilities and 4) Increased support services to assist frail older adults and their families both within and outside of their homes.

### **Crime Prevention Committee**

Meetings 2<sup>nd</sup> Wednesday, 7:00 p.m., City Hall – Hillside Conference Room

The Citizen’s Crime Prevention Committee was formed by resolution of the City Council in 1975. Membership is composed of El Cerrito residents interested in or knowledgeable of the criminal justice system. Appointments to the committee are made by the City Council upon

recommendation of the committee. The committee has received awards for “National Night Out” and has conducted identity theft workshops.

### **Design Review Board**

Meetings 1<sup>st</sup> Wednesday, 7:30 p.m., City Hall – Council Chambers

The Design Review Board reviews all development (public or private), including all buildings, site layouts, and signing in all districts, except single-family, for the purpose of encouraging quality design of such facilities. The Board provides a framework by which elements of poor layout and design of a project may be prevented. Membership on this Board requires the filing of a Statement of Economic Interests – FPPC Form 700.

### **Economic Development Committee**

Meetings are held on the 4<sup>th</sup> Wednesday of each month at 7:30 p.m., City Hall – Hillside Conference Room

The Economic Development Committee (EDC) acts in an advisory capacity to perform tasks and duties identified by the Economic Development Strategy and Action Plan. The Committee advises the Council on economic development matters, makes recommendations on the annual economic development work plan, and oversees the work of subcommittees established to concentrate on creating plans for high-priority areas. The Committee also provides input to other City boards and commissions on economic development matters and reviews progress towards achieving the annual work plan goals and long range economic development goals. The EDC encourages community involvement in economic development. The Chamber of Commerce President serves on the Economic Development Committee for one year.

### **Environmental Quality Committee**

Meetings 2<sup>nd</sup> Tuesday, 7:00 p.m., City Hall – Council Chambers

The fifteen member Environmental Quality Committee serves in an advisory capacity to the City Council, staff, other boards, commissions, and committees, and the residents of the City with regard to environmental quality issues within the City of El Cerrito. The Committee recommends programs, policies, and ordinances to the City Council and promotes the City’s environmental quality efforts. The Committee also promotes and fosters public awareness, education, interest and support for environmental quality efforts, fosters volunteer opportunities, and educates El Cerrito residents regarding environmental quality and issues relating to environmental impacts.

### **Financial Advisory Board**

Meetings 2<sup>nd</sup> Tuesday, 7:00 p.m., City Hall – Hillside Conference Room

The Financial Advisory Board (FAB) conducts a review of the proposed annual budget and long-term financial plan for the City and the Redevelopment Agency to assist the City Council and Redevelopment Agency in making decisions on major expenditures and revenue sources. The FAB develops a long-term financial plan for the City and the Redevelopment Agency, conducts an annual review of the City’s investment policies and gives consideration to the managing of the City’s financial reserves to assure maximum returns on approved investments. The FAB also reviews the annual audit and management letter and provides the City Council and the Redevelopment Agency with recommended changes in financial practices and reviews and

makes recommendations on all proposed bonds or other debt instruments to be issued by the City and the Redevelopment Agency.

### **Human Relations Commission**

Meetings 1st Wednesday, 7:00 p.m., City Hall – Hillside Conference Room

The purpose of the Human Relations Commission is to initiate educational and cultural programs, and promote tolerance and mutual respect between all persons. When requested by the City Council, the Commission will evaluate and make recommendations regarding discrimination charges levied against the City. Commission members shall be generally representative of the demographics of the City including the racial, religious, age, gender, ethnic, and other groups.

### **Parks and Recreation Commission**

4th Wednesday, 7:00 p.m., City Hall – Council Chambers

The Parks and Recreation Commission acts in an advisory capacity to the City Council on all matters pertaining to public recreation, including parks, playgrounds, landscaping, childcare, the arts, educational courses and entertainment. Current projects include an Urban Forest Plan and the Ohlone Greenway. The Commission considers the annual budget of the Recreation Department during its preparation and makes recommendations with respect thereto. Additionally, the Parks Commission assists in the planning of a recreation program for the City-promoting and stimulating public interest; and to that end, solicits to the fullest possible extent the cooperation of special authorities and other interested public and private agencies. The Commission studies present and future needs of the City with regard to park and recreation facilities.

### **Planning Commission**

3rd Wednesday, 7:30 p.m., City Hall – Council Chambers

The Planning Commission, which is a mandated advisory body under the California Conservation and Planning Law, is appointed by the legislative body, with powers and duties as defined by that law. It functions as an advisory body to the City Council in matters relating to planning and the physical development of the City. The Planning Commission reviews the General Plan annually, makes modifications or additions as necessary, hears and acts upon use and variance permits, initiates required zoning amendments or changes to the zoning map, conducts public hearings on subdivisions and other matters, makes recommendations to the City Council, and considers other matters referred by the City Council. Membership on this Board requires the filing of a Statement of Economic Interests – FPPC Form 700.

### **Tree Committee**

2<sup>nd</sup> Monday, 7:00 p.m., City Hall – Hillside Room

The Tree Committee serves in an advisory capacity to the City Council, other commissions, and the citizens of the City with regard to the growth, maintenance, and location of trees within the City. The Committee recommends programs, policies, and ordinances to implement and promote the City's Master Street Tree Plan and Urban Forest Management Plan and to coordinate with the Public Works staff regarding management and maintenance efforts. The Committee promotes and fosters public awareness, education, interest and support for urban

forestry efforts, fosters volunteer opportunities for tree planting and irrigation along the city's streets and in residential front yards, and educates El Cerrito residents regarding selecting, planting and maintaining trees. The Committee also promotes and fosters public awareness and education about potential hazards of trees near underground and above ground utilities and the appropriate tree species for avoiding such hazards.

**2017 EL CERRITO BOARD AND COMMISSION APPOINTMENT LIST  
Most appointments become effective March 1, 2017**

<b>ARTS &amp; CULTURE COMMISSION</b>		<b>(4 Vacancies)</b>	
<b>Name</b>	<b>Date Appointed</b>	<b>Start</b>	<b>Term Expiration</b>
_____	_____	3/1/2017	3/1/2020
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

<b>CITIZENS STREET OVERSIGHT COMMITTEE</b>		<b>(2 Vacancies)</b>	
<b>Name</b>	<b>Date Appointed</b>	<b>Start</b>	<b>Term Expiration</b>
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

<b>CIVIL SERVICE COMMISSION</b>		<b>(2 Vacancies)</b>	
<b>Name</b>	<b>Date Appointed</b>	<b>Start</b>	<b>Term Expiration</b>
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

<b>DESIGN REVIEW BOARD</b>		<b>(1 Vacancy)</b>	
<b>Name</b>	<b>Date Appointed</b>	<b>Start</b>	<b>Term Expiration</b>
_____	_____	3/1/2017	3/1/2021

**FINANCIAL ADVISORY BOARD**

**(3 Vacancies)**

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

**HUMAN RELATIONS COMMISSION**

**(4 Vacancies)**

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2017	3/1/2018
_____	_____	3/1/2017	3/1/2019
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

**PARKS & RECREATION COMMISSION**

**(2 Vacancies)**

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2017	3/1/2021

**PLANNING COMMISSION**

**(2 Vacancies)**

Name	Date Appointed	Start	Term Expiration
_____	_____	3/1/2017	3/1/2021
_____	_____	3/1/2016	3/1/2021

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

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	4 year term

**CONTRA COSTA LIBRARY COMMISSION (1 Delegate Vacancy)**

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	4 year term

*Alternate position expires 6/30/17*

**WCUSD BOND OVERSIGHT COMMITTEE (Alternate Vacancy)**

Name	Date Appointed	Start	Term Expiration
_____	_____	_____	2021

*Expires 4/12/17.*

Updated: February \_\_\_\_, 2017