AGENDA

SPECIAL CITY COUNCIL MEETING
Tuesday, October 1, 2013 – 6:25 p.m.
Hillside Conference Room

CITY COUNCIL MEETING
Tuesday, October 1, 2013 – 7:00 p.m.
City Council Chambers

SPECIAL CITY COUNCIL MEETING – CLOSED SESSION
Tuesday, October 1, 2013 – Immediately following the Regular City Council meeting
Hillside Conference Room

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

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Jan Bridges
Councilmember Rebecca Benassini
Councilmember Mark Friedman

6:25 p.m. **ROLL CALL**

CONVENE SPECIAL CITY COUNCIL MEETING

ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are limited to 3 minutes per person and to the items listed on the special meeting agenda only.

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

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

ADJOURN SPECIAL CITY COUNCIL MEETING

ROLL CALL

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

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – Councilmember Mark Friedman.

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 typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly 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. Girls Inc. of West Contra Costa County – *Presentation by Miesha Harris, Executive Director*

Girls Inc. West Contra Costa County inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic and social barriers.

B. Arts and Culture Commission Update on San Pablo Avenue Art Project – *Presentation by Suzanne Iarla, Administrative Assistant.*

C. Arts and Humanities Month Proclamation

Approve a proclamation declaring October as National Arts and Humanities Month in the City of El Cerrito and encouraging all members of the community to celebrate and promote the arts and culture in our nation and encourage community members to participate, patronize and support the arts and humanities in El Cerrito.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A and 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 September 17, 2013, Special City Council and Regular City Council meeting minutes.

B. Classification Plan Amendment

Adopt a resolution amending the City's Classification Plan to revise the class specification of Permit Technician as recommended.

C. Annual Maddy Act Local Appointments List

Receive and file a listing of all current board and commission members whose terms will expire on January 1, 2014 and vacancy information for each board, commission and committee.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS – None

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS

A. Mayor Lyman Assignments: Commission/Committee Rules Subcommittee, Contra Costa County Mayors' Conference, Crime Prevention Committee, East Bay Green Corridor

Principal, Human Relations Commission, Municipal Services Corporation Chair, Pension Trust Board Chair, Public Financing Authority Chair, San Pablo Avenue Area Specific Plan Committee, Successor Agency to the Former Redevelopment Agency Chair, Tree Committee, West Contra Costa Transportation Advisory Committee Alternate, West County Mayors' & Supervisors' Association and West County Integrated Waste Management Authority Delegate.

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

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

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

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

9. ADJOURN REGULAR CITY COUNCIL MEETING

The next City Council meeting is Tuesday, October 15, 2013 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito, California.

10. CONVENE SPECIAL CITY COUNCIL – CLOSED SESSION

ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are limited to 3 minutes per person and to the items listed on the special meeting agenda only.

ANNOUNCEMENT OF CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

RECESS INTO CLOSED SESSION

ADJOURN SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

- 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 and AT&T Uverse Channel 99. 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.

THE CITY OF
EL CERRITO

Special City Council Meeting
6:25 p.m.

Date: October 1, 2013

To: Honorable Mayor and Members of the City Council

From: Cheryl Morse, City Clerk CSM

Subject: Commission Interviews

OCTOBER 1 INTERVIEW SCHEDULE

Candidates listed below are scheduled for interview this evening:

6:25 p.m.	Orit Weksler	[EDB 1st, Tree 2nd, Parks 3rd]
6:40 p.m.	Bruce Yow	[FAB, CPC 1st, EDB 2nd, EQC 3rd]

BACKGROUND

The City Clerk has received four applications for the EDB: Tess Taylor, Antonio Ubalde, Orit Weksler and Bruce Yow. Mr. Ubalde and Ms. Taylor were interviewed on September 17, 2013. and Messrs. Weksler and Yow are scheduled this evening.

Current vacancies are noted on the attached vacancy announcement (Attachment 1). The Annual Maddy Act Local Appointments List pursuant to GC §54970 was posted on the City's website on September 26 and is included as an information item on the October 1, 2013 City Council Agenda. The Local Appointments List identifies all existing vacancies as well as all board and commission members whose terms will expire on January 1, 2014. If the City Council fills the EDB or any other vacancy this evening, an updated Maddy Act Vacancy List will be posted on October 2, 2013 in conjunction with a press release.

Attachments:

1. Current Vacancy Announcement
2. EDB Candidate Applications
3. Possible Interview Questions

APPLICATIONS SOUGHT FOR EL CERRITO'S BOARDS, COMMISSIONS AND COMMITTEES

ARTS AND CULTURE COMMISSION	**(1 Vacancy)**
CITIZENS STREET OVERSIGHT COMMITTTEE	**(1 Vacancy)**
CRIME PREVENTION COMMITTEE	**(8 Vacancies)**
ECONOMIC DEVELOPMENT BOARD	**(1 Vacancy)**
ENVIRONMENTAL QUALITY COMMITTEE	**(4 Vacancies)**
FINANCIAL ADVISORY BOARD	**(1 Vacancy)**
HUMAN RELATIONS COMMISSION	**(1 Vacancy)**
WCCUSD BOND OVERSIGHT COMMITTEE	**(Alternate)**

The El Cerrito City Council is seeking applicants interested in serving on its Boards, Commissions and Committees. The City has 13 boards, commissions and committees on which approximately 80 residents serve as members. Currently, several commissions and committees have vacancies with more vacancies scheduled as terms expire at the end of the year. If you are interested in serving, please submit an application to the City Clerk, 10890 San Pablo Avenue, El Cerrito, CA 94530. Vacancy information and application forms may be obtained by contacting the City Clerk at 215-4305 or by downloading the application form from the City's website at http://www.el-cerrito.org.

Members of Boards, Commissions and Committees provide an invaluable service to our community. The detailed study and considered recommendations or our local advisory bodies are often catalysts for innovative programs and improved services. Serving as a commissioner or committee member can be a rewarding experience for community service minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. Commissioners are appointed by the City Council for terms of four years. Commission meetings are generally held once a month during evening hours.

Please consider submitting an application now! For additional information please contact the City Clerk at 215-4305.

THE CITY OF
EL CERRITO
OFFICE OF THE CITY CLERK

October 1, 2013
Special City Council Meeting

Commission Interviews

Attachments 2 (Applications) and 3 (Interview Questions) are on file at:

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

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue

Agenda Item No. 4(A)

Girls Inc. of WCCC
260 Broadway, Richmond, CA 94804
510-232-5440
office@girlsinc-wcc.org
www.girlsinc-wcc.org

A place where the mission is to inspire all girls to be strong, smart, and bold is what Girls Incorporated of West Contra Costa County offers. Over the last 38 years, Girls Inc. has provided effective programs to over 6,000 underserved youth in the County. Girls have learned about math, science, economic literacy, technology, pregnancy prevention, drug awareness, leadership, and received academic encouragement.

With local roots dating back to 1864 and national status in the U.S. since 1945, Girls Inc. responds to the changing needs of girls and their communities through research-based programs and advocacy that empower girls to reach their full potential and to understand, value, and assert their rights.

At Girls Inc. of WCCC we exemplify the focus of the National organization and extend ourselves to reach girls between the ages of 6 and 17 to provide opportunities, that otherwise might not be made known.

The majority of Girls Inc. centers are located in low–income areas and provide a weekly average of 30 hours of after-school, weekend and summer activities. Girls Inc. informs policymakers about girls' needs locally and nationally. The organization educates the media about critical issues facing girls. In addition, the organization teaches girls how to advocate for themselves and their communities, using their voices to promote positive change.

Thanks to the support of our corporate, private, local businesses and individual funders, our agency has been able to build its brand, sustain and serve in the community. Girls Inc. is more than just a safe place for friends to gather, but is training ground for our future leaders.

Girls Incorporated of West **Contra Costa County**
GIRLS INC. HISTORY

Girls Inc. of West Contra Costa County (Girls Inc. of WCCC) has served over 6,000 girls of West County for over 37 years. Many of the girls are second and third generation members.

Originally the agency was called the Richmond Girls Club. However, in 1985 the agency changed its name to Girls Incorporated of West Contra Costa County. With the help of corporations, foundations, community and private donors, many programs flourished and capital improvements were made to the physical plant; PG&E and Chevron were responsible for installing a computer laboratory and developing the playground; The Ed and Susan Lowe foundation were responsible for the remodeling of the main office and classrooms to accommodate the growing needs of the agency. Most recently, Home Depot installed new flooring in all classrooms and offices, painting throughout the building and new landscaping of the agency grounds.

Working in conjunction with local high schools, Girls Inc. of WCCC has made an extensive effort to reach girls ages 14-18 to inform them about college readiness and the Girls Inc. National Scholars Program. As a result of the outreach efforts of Girls Inc. of WCCC, nine participants have been recognized as national scholars and have received scholarships ranging from $10,000 to $15,000. During 2006, Girls Inc. of WCCC had three $10,000 scholarship recipients, more than any other Girls Inc. affiliate in the nation.

The history of Girls Inc. of West Contra Costa County is one of pride, purpose and promise. We look forward to continued growth in the future, keeping alive the infinite possibility of girls becoming *"Strong, **Smart and Bold."***

5/2/2011

By Mieasha Harris, Executive Director

Girls Inc. of West Contra Costa County (Girls Inc. WCCC) acknowledges the statistics showing the numbers for female graduating seniors of African American and Latino descent are completing high school at lower rates than other students.) is guiding students to seek higher education. On Saturday, May 11th, the organization graduated its first College Bound Girls (CBG) participants whom have all been accepted to college!

"We Are On Our Way," was the chosen theme for Girls Inc. WCCC's 3rd Annual End of the Year Celebration. Jocelyn Perez, one of the CBGs who also completed her senior year of high school, shared that, "Girls Inc. has taught me that girls have the ability of being 'strong, smart, and bold.'"

"Strong in the sense of being able to overcome any challenge that you encounter; **Smart** because we as girls are intelligent and Girls Inc. has provided me with the assistance of making smart decisions; and **Bold** in the form of being brave and learning to become an actual leader." Added the future Pediatrician who will be attending San Francisco State University in the fall.

The event was held at the Richmond Recreation Complex, where a host of families, friends, elected officials, students and staff were in attendance to show support of the College Bound Girl graduates. Jocelyn, like many of CBGs future graduates, is the first in her family to "graduate high school and go to college."

Featured speaker Xavier Abrams, Vice President of Mechanics Bank in Richmond, spoke about her childhood years at Girls Inc. which was then called the Girls Club. "I remember we learned about etiquette." She joked about how those skills came in handy when she would go out to eat and confidently knew which was the salad fork and the dinner fork.

Alia Edington, CBG graduate, will be attending University of California Santa Cruz and plans to become a doctor. She stated, "after joining Girls Inc. and Cal Maritime's Summer Academic Enrichment Program, I've become more active in school, changed my group of friends, and have raised my grades from a 2.8 to a 4.2 GPA."

CBG grad Annelise Williams, who plans to become a Forensics DNA Analyst, expressed her gratitude for Girls Inc. "Growing up, … there was no one to tell me to go to college. So when I joined this organization… I felt like I could do something with my life."

This year, Girls Inc. WCCC marked this event with Zumba entertainment, a slide show highlighting the past year's progress, a silent auction and opportunity raffle. Food was provided by Portomex Restaurant and Corn Cravings.

All graduates received plaques, certificates from Congressman George Miller's office, and Assembly Member Nancy Skinner; scholarship money, a selected book from the Executive Director, and a t-shirt which featured a logo designed by CBG graduate Malaya Harris who will attend Expressions college to become an animator.

Other presenters were Richmond's Mayor Gayle McLaughlin, and Supervisor John Gioia - both congratulated the girls and offered encouraging words for completing the program and high school.

For information on our summer programs and fall after-school activities, please contact 510-232-5440 or email office@girlsinc-wcc.org.

AGENDA BILL

Agenda Item No. 4(B)

Date: October 1, 2013

To: El Cerrito City Council

From: Suzanne Iarla, Community Outreach Specialist
Liaison, Arts and Culture Commission

Subject: San Pablo Avenue Streetscape Public Art Project

ACTION REQUESTED

Receive a presentation on the completion of "12 Wind Sculptures," the public art commissioned by the City as part of the San Pablo Avenue Streetscape Project.

BACKGROUND

On March 22, 2012, the City's Arts and Culture Commission approved the final design proposal for "12 Wind Sculptures," the San Pablo Avenue Streetscape Public Art Project by commissioned artists Jonathan Russell and Saori Ide.

In their proposal, the artists said, "We have designed 12 abstract wind sculptures that will mount on 12 designated light poles along San Pablo Avenue. The shapes and the composition of each form are uniquely designed and placed in the center of an open circle. Our idea is to create playful and eye-catching sculptures that both pedestrians and drivers alike can enjoy. These wind sculptures will provide the City of El Cerrito with a cohesive and vibrant artwork that will create a pedestrian friendly environment and visually tie together the long stretch of San Pablo Avenue, from the North end to the South. These sculptures will be mounted on streetlights 20' above the ground facing the sidewalk (opposite from the lights) to ensure visibility from a distance as well to insure that safety and vandalism concerns are met." The artists also said their intention for "12 Wind Sculptures" was to be El Cerrito's "identifying signature public art piece" to enhance and enliven San Pablo Ave and its surroundings.

This past summer, the artists installed the twelve art pieces. Attachment 1 includes renderings of all twelve sculptures. The sculptures are located in pairs or trios along the length of San Pablo Avenue in El Cerrito as follows:

- Two sculptures near the Carlson Blvd. intersection (east & west sides)
- Three sculptures near City Hall - Manila/Bay View intersection (2 east side, 1 west side)
- Two sculptures at the Potrero Ave. intersection (east & west sides)
- Three sculptures near the Hill Street intersection (1 east side, 2 west side)
- Two sculptures near the Conlon Ave. intersection (east & west sides)

As part of Arts Month this October, the Arts and Culture Commission is encouraging community members to take a self-guided tour along San Pablo Avenue to see the new public art. A guide

can be downloaded from the City's website at www.el-cerrito.org/windsculptures or mailed to residents upon request.

San Pablo Streetscape Art Project History The El Cerrito City Council created the Art in Public Places Program in 2005 (ECMC Chapter 13.50). The program requires private and municipal developments with development costs $250K or more to devote 1% for acquisition and installation of public art.

The City's San Pablo Avenue Streetscape Project was subject to the Art in Public Places Program and budgeted $100,000 to commission a project that would be elemental in nature. In 2009, City staff and the Arts and Culture Commission developed a Call to Artists/Request for Proposal seeking an artist(s) to develop and install artworks along the Avenue. In total, 17 proposals were received from around the country with wide variety of artwork proposed. The Arts and Culture Commission selected artists Jonathan Russell and Saori Ide and in early 2010, the City entered into a contract with the artists.

For the next year, the Artists & Commission met, solicited public comment and discussed aspects of the artwork, which were a series of colorful metal "icons" reflective of El Cerrito to be installed on light poles along San Pablo Avenue. In mid-2011, the Commission rejected the Artist's proposal and re-directed the artists to design abstract sculptures. The Artists & Commission met multiple times over the next few months to refine the Artist's alternate design concept for a series of 12 abstract kinetic sculptures on light poles.

On March 22, 2012, the Arts and Culture Commission approved the final design proposal for "12 Wind Sculptures." The artists spend the next 18 months fabricating the sculptures and installed them (a few at a time) in the spring and summer of 2013.

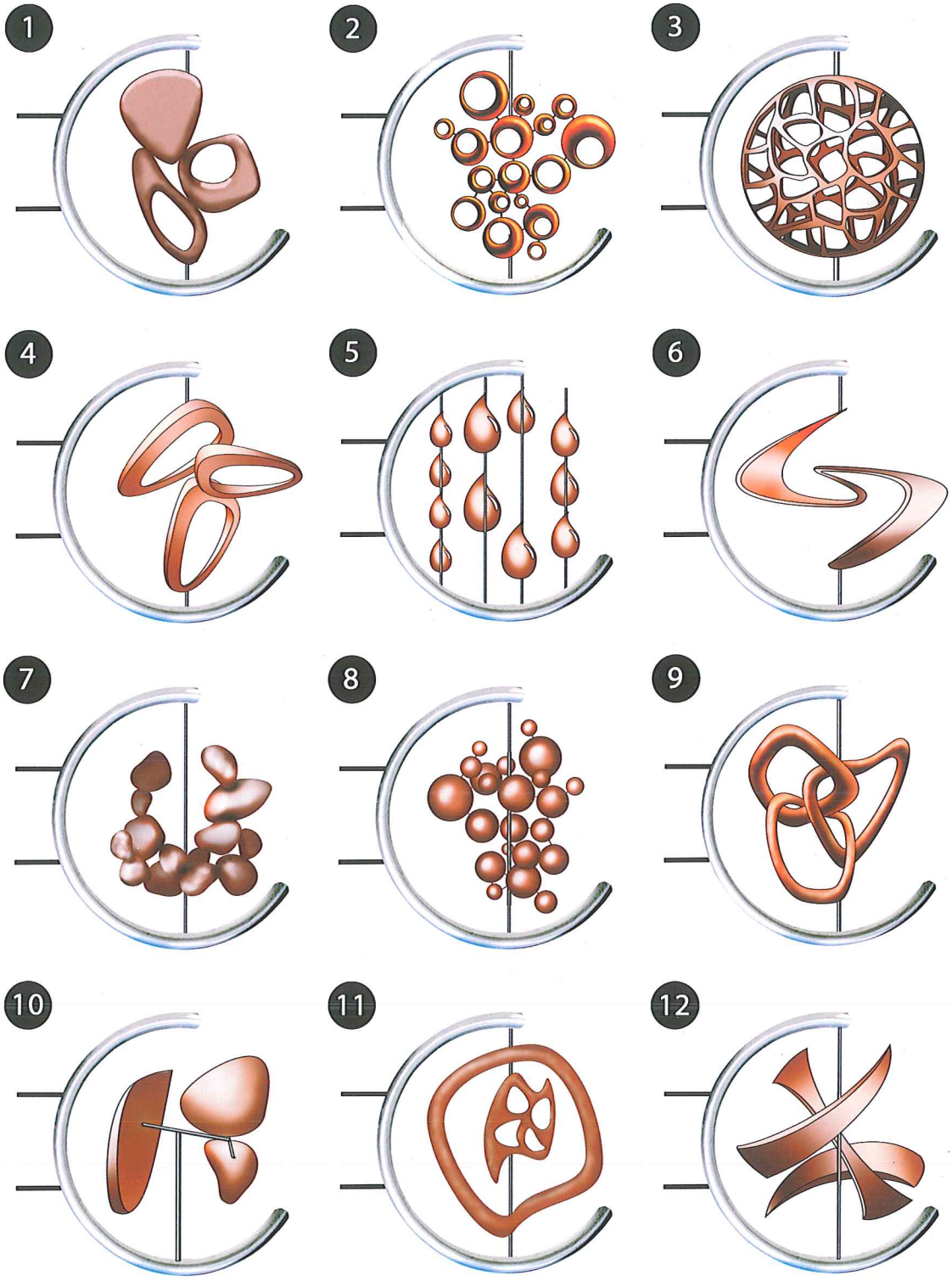
Per the contract with the artists, once the installation has been finalized, the City will take over ownership of the art works, including maintenance and liability responsibilities.

Reviewed by:

Scott Hanin
City Manager

Attachments:

1. Renderings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Agenda Item No. 4(C)

CITY OF EL CERRITO PROCLAMATION

Recognizing and Supporting October 2013 as National Arts and Humanities Month in El Cerrito

WHEREAS, the month of October has been recognized as National Arts and Humanities Month across the country for more than two decades; and

WHEREAS, the arts and humanities embody much of the accumulated wisdom, intellect, and imagination of humankind; and

WHEREAS, the arts and humanities enhance and enrich the lives of every American; and the arts and humanities play a unique role in the lives of our families, our communities, and our country; and

WHEREAS, the arts and humanities enhance and enrich the lives of every American; and

WHEREAS, the arts and humanities contribute towards cross-cultural understanding, and enhance the quality of life; and

WHEREAS, studies show that innovation and creativity are key components to a prosperous future California economy, and

WHEREAS the Arts and Culture Commission works to encourage and promote arts programs and events and has created a poster and webpage of arts related events happening in El Cerrito in October.

NOW THEREFORE, the City Council of the City of El Cerrito hereby declares October 2013 as Arts and Humanities Month in the City of El Cerrito and encourages all members of the community to celebrate and promote the arts and culture in our nation and to encourage community members to participate, patronize and support the arts and humanities in El Cerrito.

Dated: October 1, 2013

_____

Gregory B. Lyman, Mayor

EL CERRITO CITY COUNCIL

MINUTES

SPECIAL CITY COUNCIL MEETING
Tuesday, September 17, 2013 – 6:25 p.m.
Hillside Conference Room

CITY COUNCIL MEETING
Tuesday, September 17, 2013 – 7:00 p.m.
City Council Chambers

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

Greg Lyman – Mayor

Mayor Pro Tem Janet Abelson
Councilmember Jan Bridges
Councilmember Rebecca Benassini
Councilmember Mark Friedman

6:25 p.m. **ROLL CALL**

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

CONVENE SPECIAL CITY COUNCIL MEETING

Mayor Lyman convened the special City Council meeting at 6:27 p.m.

ORAL COMMUNICATIONS FROM THE PUBLIC – *No speakers.*

COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

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

Action: Interviews conducted

ADJOURNED SPECIAL CITY COUNCIL MEETING at 7:05 p.m.

ROLL CALL

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

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

Mayor Lyman convened the special City Council meeting at 7:09 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE was led by Councilmember Rebecca Benassini.

2. COUNCIL / STAFF COMMUNICATIONS

Mayor Pro Tem Abelson stated that she attended an Eden Housing Workshop at City Hall on September 11, 2013 regarding the proposed senior housing project to be located on the

Tradeway site. Many people attended. As Chairperson of the Contra Costa Transportation Authority, Mayor Pro Tem Abelson attended a groundbreaking ceremony for the City of Hercules' Intermodal Transit Center. Segment One of the project is an extension of the San Francisco Bay Trail. On September 5, she also attended a ribbon cutting ceremony in Eastern Contra Costa County for a project designed to relieve heavy traffic congestion by extending Highway 4 at the Sand Creek interchange. Mayor Pro Tem Abelson also attended a Contra Costa College Groundbreaking Ceremony on September 4. The College raised funds through a successful ballot measure that will be used for significant buildings. On September 11 Mayor Pro Tem Abelson attended the Contra Costa Mayors Conference on behalf of Mayor Lyman. The Mayors received a presentation from Henry Brady, Dean of the Goldman School of Public Policy at UC Berkeley. Dr. Brady talked about the polarization of politics in American and the implications for local government.

Councilmember Benassini announced that the West Contra Costa Unified School District has released its Draft Strategic Plan and highlighted the Draft Plan's six key priorities as well as hurdles that the priorities are attempting to address. The Draft Plan identifies fifty-seven objectives which will ultimately be narrowed down to a more manageable list of 25-26 objectives based upon public and stakeholder input. Councilmember Benassini also attended a Contra Costa Library Strategic Plan Town Hall on September 1 in El Cerrito. The event was well attended and focused on three key questions: 1) What do you think is the biggest community priority that the library should serve? 2) What is one thing the library could do better? and 3) What is the most important contribution the library makes to the community? Once responses are received from all of the communities in the County, each branch library will have an idea about which direction to take in terms of service delivery.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Ray Turnipseed, El Cerrito, expressed concerns with the route trucks are using for work at the Castro Elementary School site. Mr. Turnipseed asked the City to look into the route the trucks are taking and establish a safer route for the trucks.

Dave Weinstein, on behalf of the El Cerrito Trail Trekkers, expressed his appreciation for the work performed by the El Cerrito Girl Scouts on the Tassajara Park.

4. PRESENTATIONS

A. Girl Scout Proclamation – *Presentation by Stephen Pree, Environmental Services Program Manager*

Approve a proclamation recognizing Girl Scout Troop 31352 for their outstanding contribution to the City for their planting of native plants for the beautification of the Tassajara Park Steps.

Action: Received presentation. Moved, seconded (Friedman/Abelson) and carried unanimously to approve the proclamation.

B. El Cerrito Stars Internship Program – *Presentation by Sukari Beshears, Employee Services Manager.*

Summary of the joint City of El Cerrito and the West Contra Costa Unified School District (WCCUSD) high school student internship program.

Speakers: Michael Aaronian, (WCCUSD) expressed appreciation for the City's support of the El Cerrito High School internship program.

Corey Mason, (WCCUSD) expressed his appreciation for the program and for the work and initiative of the student interns and teaching staff.

Action: Received presentation. Mayor Lyman presented the following interns with certificates from the City and from Contra Costa County Supervisor Gioia: Amel Alkaheli, Konrad Koessel, Karina Martin, Alvin Nguyen, Jesus Salazar, Mohit Shori, Jessica Vilaysouk, Sweta Yonjan and Jennifer Yu.

Ms. Beshears was presented with a West Contra Costa Unified School District plaque commending her for her work and designated her as an honorary teacher.

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

Moved, seconded (Abelson/Bridges) and carried unanimously to approve Consent Calendar Item Nos. 5A through 5C and 5E through 5G in one motion as indicated below. Item Nos. 5D and 5H were removed from the Consent Calendar by Mayor Lyman and voted on separately as indicated below.

CITY COUNCIL ITEMS

A. Minutes for Approval

Approve the: 1) August 20, 2013, City Council meeting minutes; and 2) September 3, 2013 City Council meeting minutes.

Action: Approved minutes.

B. Single-Use Bag Ordinance

(First reading August 20, 2013. Vote: Ayes – Councilmembers Abelson, Benassini, Friedman and Mayor Lyman; Noes – None; Absent – Councilmember Bridges)

Waive further reading and adopt Ordinance No. 2013–03 which amends the El Cerrito Municipal Code by adding Chapter 8.22 – El Cerrito Single-Use Bag Ordinance. This ordinance regulates the use of plastic carry-out bags and recyclable paper carry-out bags and promotes the use of reusable bags within the City.

Action: Adopted Ordinance No. 2013–03.

C. Food Ware Ordinance

(First reading August 20, 2013. Vote: Ayes – Councilmembers Abelson, Benassini, Friedman and Mayor Lyman; Noes – None; Absent – Councilmember Bridges)

Waive further reading and adopt Ordinance No. 2013–04 which amends the El Cerrito Municipal Code by adding Chapter 8.24 – El Cerrito Food Ware Ordinance. This ordinance prohibits the use of expanded polystyrene disposable food ware and encourages the use of compostable, recyclable and reusable food ware.

Action: Adopted Ordinance No. 2013–04.

D. Falls Prevention Awareness Week Proclamation

Approve a proclamation proclaiming the week of September 22–28, 2013 as "Fall Prevention Awareness Week" in the City of El Cerrito, and calling upon all residents and interested groups to observe the week with appropriate activities that promote awareness of fall prevention.

Action: Removed from the Consent Calendar by Mayor Lyman. Moved, seconded (Abelson/Friedman) and carried unanimously to approve the proclamation.

Laurel Zien received the proclamation on behalf of the Falls Prevention Coalition of Contra Costa County.

E. Various Parking and Traffic Revisions

Adopt three separate resolutions authorizing the Public Works Director / City Engineer to:

1. Establish all-way stops at the following intersections: a) Barrett Avenue at Arlington Boulevard; b) Stockton Avenue at Ashbury Avenue; and c) Central Avenue at Ashbury Avenue;
2. Install a stop sign on Curry Avenue at Pomona Avenue; and
3. Install 40 feet of green curb marking in front of 10422 San Pablo Avenue.

Action: Approved Resolution Nos. 2013–48, 2013–49 and 2013–50.

F. Endorsement of the Agreement between the West Contra Costa Integrated Waste Management Authority and Republic Services for Post-Collection Processing and Landfill Disposal Service

Approve a recommendation advising Mayor Lyman or Councilmember Friedman to vote on the City Council's endorsement of the Agreement between the West Contra Costa Integrated Waste Management Authority and Republic Services, Inc. for Post–Collection Processing and Landfill Disposal when the Agreement is considered by the Authority Board of Directors (currently scheduled for October 10, 2013).

Action: Approved recommendation.

G. Quarterly Investment Report

Receive and file the City's Quarterly Investment Report for the period ending June 30, 2013.

Action: Received and filed.

CITY COUNCIL AND CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY ITEMS

H. Approval of a Loan Agreement between the City and Successor Agency, and Review and Authorize Submission of Draft Recognized Obligations Payment Schedule 13-14B (January – June 2014)

Adopt City Council and Successor Agency resolutions approving a cash flow loan agreement for consideration by the Oversight Board, and a Successor Agency resolution reviewing and authorizing submittal of the draft Recognized Obligations Payment Schedule 13-14B, covering the period January to June, 2014.

Presenter: Lori Treviño, Finance Manager, Special Projects.

Action: Removed from the Consent Calendar by Mayor Lyman. Moved, seconded (Friedman/Abelson) and carried unanimously to adopt City Council Resolution No. 2013–51 and Successor Agency Resolution Nos. 2013–04 and 2013–05.

6. PUBLIC HEARING

Abatement of Fire Hazard Public Nuisances on Six Properties Pursuant to El Cerrito Municipal Code Chapter 16.26

Conduct a public hearing and upon conclusion adopt a resolution confirming the cost of abatement of public nuisance conditions resulting from the presence of weeds, rubbish, litter or other flammable material on private property designated in Exhibit A to the resolution as authorized by El Cerrito Municipal Code Chapter 16.26.

Presenter: David Ciappara, Fire Captain.

Mayor Lyman opened the public hearing. No speakers.

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

Action: Moved, seconded (Friedman/Bridges) and carried unanimously to adopt Resolution No. 2013–52.

7. POLICY MATTERS

CITY COUNCIL ITEMS

A. Accept $856,406 in Grant Funds from the Federal Emergency Management Agency and Appropriate $95,156 for Matching Grant Funds for the Purchase of a 103' Aerial Ladder Truck from Hi-Tech Emergency Vehicle Services.

Staff requests that the City Council adopt a resolution taking the following actions:

1. Authorize the acceptance of $856,406 in grant funds from the Federal Emergency Management Agency (FEMA);

2. Authorize the appropriation of $951,562 of which $856,406 will be received through the FEMA grant, a $31,718 contribution by the Kensington Fire Protection District and the remaining $63,438 in matching funds from the unrestricted General Fund balance; and

3. Authorize the City Manager to enter into a contract for the cooperative purchase of a 2014 Spartan four door cab and chassis with a 103' aerial ladder from Hi-Tech Emergency Vehicle Services in the amount of $951,562.

Presenter: Lance Maples, Fire Chief.

Action: Moved, seconded (Friedman/Benassini) and carried unanimously to adopt Resolution No. 2013–53.

B. Proposed Agreement between the City of El Cerrito and Republic Services, Inc. for Post–Collection Processing and Landfill Disposal Service

Adopt a resolution approving the proposed agreement between the City of El Cerrito and West County Resource Recovery, Inc., West Contra Costa Sanitary Landfill, Inc., Golden Bear Transfer Services, Inc. and Keller Canyon Landfill Company, Inc – all subsidiaries of Republic Services, Inc. (hereafter jointly referred to as Republic) – for Post-Collection Processing and Landfill Disposal Service, effective January 1, 2014 through December 31, 2025. Exempt from CEQA.

Presenter: Garth Schultz, Environmental Services and Operations Manager. Mr. Schultz introduced a revised agreement which clarifies terms and includes the household hazardous waste facility, dry materials processing and other amendments.

Action: Moved, seconded (Friedman/Bridges) and carried unanimously to adopt Resolution No. 2013–54 including the revised agreement.

8. COUNCIL ASSIGNMENTS/LIAISON REPORTS – *Held over from the August 20, 2013 City Council meeting.*

A. Mayor Lyman stated that the Integrated Waste Management Authority Joint Powers Authority had met and learned about new C&D laws that had been enacted and also discussed the regional contract.

B. Mayor Pro Tem Abelson – No report.

C. Councilmember Benassini stated that the Financial Advisory Board has been on hiatus during the summer and has not met. The Planning Commission discussed cell antennas and also held a study session and long discussion on fence issues.

D. Councilmember Bridges reported that the Design Review Board had two applicants at its last meeting however the Board did not have a quorum.

E. Councilmember Friedman – No report.

SUPPLEMENTAL COMMUNICATIONS

Item No. 4(A) Girl Scout Proclamation

1. Powerpoint presentation – *Submitted by Stephen Pree, Environmental Programs Manager.*

Item No. 4(B) El Cerrito Stars Internship Program

2. Powerpoint presentation – *Submitted by Sukari Beshears, Employee Services Manager on behalf of the El Cerrito High School interns.*

Item No. 7(B) Proposed Agreement between the City of El Cerrito and Republic Services, Inc. for Post–Collection Processing and Landfill Disposal Service

3. Revised agreement between the City of El Cerrito and West County Resource Recovery, Inc., West Contra Costa Sanitary Landfill, Inc., Golden Bear Transfer Services, Inc., and Keller Canyon Landfill Company, Inc., for post-collection processing and landfill disposal service – *Submitted by Garth Schultz, Environmental Services and Operations Manager on behalf of Mayor Lyman.*

4. Summary of changes to proposed agreement – *Submitted by Garth Schultz, Environmental Services and Operations Manager on behalf of Mayor Lyman.*

Other:

5. West Contra Costa Unified School District Draft Strategic Plan 2013–2018 – *Submitted by Councilmember Benassini.*

9. ADJOURNED CITY COUNCIL MEETING at 9:10 p.m. in memory of the twelve victims who perished as a result of the tragic shooting incident at the Naval yard in Washington, DC on September 16, 2013.

AGENDA BILL

Agenda Item No. 5(B)

Date: October 1, 2013

To: El Cerrito City Council

From: Sukari Beshears, Human Resources Manager

Subject: City Classification Plan Amendment

ACTION REQUESTED

Adopt a resolution amending the City's Classification Plan to revise the class specification of Permit Technician as recommended.

BACKGROUND

City management has reorganized and restructured several departments to align services with the City's focus on priorities and goals. The Human Resources Division is working closely with the departments to make sure that job descriptions are current and the City's Classification Plan is up-to-date.

ANALYSIS

The City has a Permit Technician vacancy which is critical to front counter service. The Community Development Director submitted a request to Human Resources to update the job description and open a recruitment to fill the position. Staff reviewed the request and determined updates to the job description are necessary prior to opening the recruitment.

The Permit Technician is the first point of contact at the permit service center front counter. Staff recommends a job description with a broader scope to increase efficiency and customer service. The changes will expand service beyond building to include planning and public works. This will provide more flexibility and the Permit Technician will be able to provide a full range of services to the City's customers. Staff will open the recruitment following the City Council's approval of the proposed job description.

The Permit Technician class is represented by SEIU, Local 1021. Staff met with representatives of the union who agree with the changes.

FINANCIAL CONSIDERATIONS

There will be no additional costs associated with this action.

Reviewed by:

Scott Hanin, City Manager

Attachments:

1. Resolution
2. Class Specification – Permit Technician

Agenda Item No. 5(B)
Attachment 1

RESOLUTION 2013-XX

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

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

WHEREAS, the Permit Technician class specification requires changes due to the need to expand and broaden the scope of the position for increased flexibility, efficiency and customer service.

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

I CERTIFY that at a regular meeting on October 1, 2013, the El Cerrito City Council passed this resolution by the following vote:

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

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

_____
Cheryl Morse, City Clerk

APPROVED:

_____
Gregory B. Lyman, Mayor

PERMIT TECHNICIAN I, II, AND III

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

DEFINITION

Review and approve applications for Building and Public Works plans and~~,~~ specifications and ~~applications,~~ministerial planning; issue permits and collect fees~~;~~, assist residents, applicants, contractors, architects and engineers~~;~~, provide technical advice and answer code related questions at the ~~Building~~ Permit counter and on the phone.

DISTINGUISHING CHARACTERISTICS

Permit Technician I – This is the entry level in the Permit Technician series. Positions assigned to this class perform the less complex assignments at the permit counter, such as accepting applications, permit issuance, and fee collection. As additional experience is acquired, the employee performs with increasing independence and responsibility.

Permit Technician II - The Permit Technician II classification is distinguished from the Permit Technician I classification by its supervisory responsibility for the Permit Technician I, and in its increased responsibility for the review and completion of the more complex applications, plans and Building and Zoning Code interpretations.

Permit Technician III – The Permit Technician III position is distinguished from the Permit Technician II classification by the degree of independence and lead responsibilities and the broader scope of assigned activity, level of independent action and consequence of error. This position is expected to solve complex problems and/or problems of a sensitive nature.

SUPERVISION RECEIVED AND EXERCISED

Permit Technician I

Receives general supervision from the ~~Building Official~~ Development Services Manager (or other person designated as the permit counter manager) and/or Permit Technician II or Permit Technician III. There are no supervisory responsibilities for this position

Permit Technician II

Receives general supervision from the ~~Building Official~~Development Services Manager (or other person designated as the permit counter manager and/or Permit Technician III. May exercise functional and technical supervision over less experienced technical staff and provide limited work direction to the Permit Technician I, other Building counter and plans function staff, and clerical and temporary employees.

Permit Technician III

Receives general supervision from the ~~Building Official~~ Development Services Manager (or other person designated as the permit counter manager). When appropriate, will be expected to provide advice, guidance, project direction and training to less senior staff working at the permit counter.

ESSENTIAL FUNCTIONS STATEMENT

Essential Functions:

Permit Technician I

Greet customers in person and over the phone; schedule appointments; provide information; redirect callers, as needed. Receive and process various permit applications at the counter and by mail, telephone, facsimile and electronic transmission modes.

Review submitted plans for completeness and inclusion of required attachments, such as site plans, floor plans, elevations, structural and energy calculations, soils reports and the like; calculate permit fees and issue applicable permits over the counter and at the conclusion of the plan review process, utilizing the City's computerized permit system; issue building, planning, encroachment, grading permits, and other permits as necessary.

Enter on manual and/or electronic formats plans received for plan review and permit issuance.

Check plans and issue over the counter permits for minor residential and commercial projects, street projects, and similar projects of limited scope after verification of Municipal Code conformance; issue permits for construction when plans are approved; perform plan checking by comparing drawings of proposed improvements against drawings, which illustrate established standards applicable to various projects.

Calculate plan review, permit, traffic, drainage, sewer, and other related fees; ensure all permit fees are paid, or if deferred, that appropriate documentation is recorded.

~~Interpret Code related questions as they relate to residential and commercial construction, set backs, decks, encroachment, and grading permits.~~

Research and respond to inquiries, service requests, and complaints; provide basic information regarding standards, procedures, and conformance to the City's Building and Zoning Codes and other City ordinances.

Coordinate with Building Inspectors for the daily inspection schedule; retrieve messages from the inspection phone line and log into computer; verify that the inspection requested is the correct inspection needed; research, if necessary, the type of inspection required.

Coordinate with the County for records, files and copies of the Building permit applications and records needed for the Tax Assessor's office.

Maintain records of official construction plans; file plans, applications, and other related documents.

Maintain archives pertaining to construction projects.

Provide research for public and outside agencies via Laserfiche, plans and other related files.

Assist in developing necessary handouts and other public service information.

Assist in the implementation of special projects and programs as required.

Permit Technician II

In addition to essential functions expected of Permit Technician I, the Permit Technician II essential functions include:

Supervise and train the Permit Technician I, and/or other permit counter staff, as assigned.

Interpret Municipal Code-related questions as they relate to residential and commercial construction, set backs, decks, encroachment, and grading permits

Determine the type of permit process being sought, the time frame required for processing, and the number of other City departments/divisions to be involved.

Develop system control to monitor and track applications received to ensure that plan review lists are prepared and sent to permit applicants on or before due dates; monitor the progression of plan reviews; coordinate with Planning, Engineering and other City divisions and agencies when plan review comments are needed.

~~Lead liaison between developer for new subdivisions and large construction projects; coordinate development process with various departments, including State and County offices; coordinate building and planning review, pad certification, final map filing with the County, collection of all fees for the departments; and calculation of school development fees based on square footage of construction.~~

Coordinate department's records retention with the City Clerk for offsite storage, retention and destruction of records in accordance to State regulations.

Reconcile daily revenue receipts for the permit counter; determine and correct discrepancies, verify revenue codes, prepare a variety of reports, and submit to Finance Department.

Develop and provide input on new or improved procedures for the permit application process and computerized tracking system.

Receive and respond to customer complaints, and encourage resolution at the lowest level of service.

Perform simple review of construction, improvement, and repair plans, including all public and private improvements related to earthwork, drainage, and sanitary sewers for compliance with applicable codes, laws, rules, and regulations; perform on-site inspections as required.

Assist in streamlining the ~~building~~ permit processes.

Permit Technician III

In addition to essential functions expected of Permit Technician I and II:

May supervise and train the Permit Technician I and II and/or other ~~Building~~ Permit counter and plans function staff.

Maintain and submit monthly reports and statistical data required for ~~the State Census Bureau~~various state, local and regional agencies, and other reports as necessary.

Perform complex review of construction, improvement, and repair plans, including all public improvements and private improvements related to earthwork, drainage, and sanitary sewers for compliance with applicable codes, laws, rules, and regulations; perform on-site inspections as required.

Administer systems and procedures to ensure that plans, calculations and specifications comply with all state, federal, and local laws, rules, ordinances and regulations.

Research and respond to inquiries, service requests, and complaints; provide basic information regarding standards, procedures, and conformance to Building and Zoning Codes and other City ordinances.

Interpret building, mechanical, plumbing and electrical codes and develop needed handouts and other public service information.

Marginal Functions:

Permit Technician I & II

Perform related duties and responsibilities as assigned.

Permit Technician III

Perform related duties and responsibilities as assigned. ~~May give presentations that require technical expertise for the Planning Commission, City Council, or courts of law.~~

QUALIFICATIONS

Knowledge of:

CITY OF EL CERRITO
Permit Technician I, II, III

Permit Technician I

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Basic principles of arithmetic and geometry.

Basic computer and word processing skills.

Basic techniques for researching codes.

Techniques used to calculate appropriate fees for permit applications. This will include the knowledge of how to determine building and lot sizes.

How to use a Laserfiche system.

How to maintain accurate and clear records.

Permit Technician II

In addition to knowledge expected of Permit Technician I:

Principles of how to communicate technical information to a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Basic Building and/or Planning Codes and related State law.

Principles of operating a Permit Service Center.

Computer skills in permit or other types of tracking systems.

Basic supervisory principles and practices.

Permit Technician III

In addition to the knowledge required for Permit Technician I and II:

Systems and procedures to assure permits issued conform to the City and State planning and zoning laws.

Basic Building and/or Planning Codes and related State law.

Ability to interpret construction drawings, filed survey notes, deeds maps, and other legal descriptions.

Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

Construction theories and principles.

Principles of project management.

Techniques for effectively representing the City in contacts with government agencies, community groups, developers, contractors, various businesses, professional and regulatory organizations, and the public.

Ability to:

Permit Technician I

Use conflict resolution skills to resolve complex and sensitive problems that arise with the public.

Maintain accurate and neat records.

Use a computerized permit tracking system.

Maintain cash receipt records and reconcile data for the Finance Department

Follow direction and procedures for issuing various permits.

Analyze information to determine if the information is accurate and complete for issuing a permit.

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

Communicate technical information to both professional and non-professional applicants. Assemble an appropriate plan check correction list when necessary.

Coordinate with various County offices for records, files, and copies of the building permit applications and records needed for the Tax Assessor's Office. Research and answer questions relating to permits.

Permit Technician II

In addition to the abilities expected of Permit Technician I:

~~Use a computerized permit tracking system~~.

Represent the Building and Planning Services Division and coordinate with other City Divisions and agencies regarding the processing of permits.

~~Communicate technical information to both professional and non-professional applicants. Prepare an appropriate plan check correction list when necessary.~~

~~Maintain cash receipt records and reconcile data for the Finance Department.~~

~~Coordinate with various County offices for records, files, and copies of the building permit applications and records needed for the Tax Assessor's Office. Research and answer questions relating to permits.~~

Think creatively about the permit process and develop new and improved ways of operating the permit counter.

Permit Technician III

In addition to the abilities expected of Permit Technician I and II:

~~Prepare, negotiate, and m~~Manage ~~contracts and projects,~~ and monitor the work of ~~contractors and~~ consultants.

Read blueprints, plans and technical specifications.

Write technical reports regarding the permit process.

In consultation with planning and building staff, i~~I~~nterpret, apply and explain codes, regulations and ordinances.

Represent the City in meetings with other public agencies, community groups, and various business, professional, and regulatory organizations, and in meetings with individuals.

Communicate effectively with officials, co-workers, contractors, consultants, representatives of organizations and others sufficiently enough to convey information, both directly and over the telephone.

Coordinate and manage multiple projects, often with competing deadlines.

Appropriately provide training and supervision to the Permit Technician I and II.

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

Permit Technician I

One year of experience providing building design or engineering services in the private sector, or one year of related experience working in a Planning, Building, or Engineering department of a government agency.

Permit Technician II

Two years of experience providing building design, planning or engineering services in the private sector or two years of related experience as a Permit Center Technician I, Planner or Building Inspector.

Permit Technician III

Three years of experience providing building design, planning or engineering services in the private sector, or three years of related experience as a Permit Center Technician I or II, Planner or Building Inspector.

Education:

Permit Technician I

Completion of a high school diploma.

Permit Technician II

Completion of a high school diploma supplemented with two related classes in either Building Code, Electrical Code, Plumbing Code, Mechanical Code, ~~or~~ engineering or planning related course work~~, and completion of a plan review course at the college level~~.

Permit Technician III

~~Completion of a high school diploma supplemented with three related classes in either engineering related coursework or in building code, electrical code, plumbing code and mechanical code and completion of a plan review course at the college level.~~

Completion of a high school diploma supplemented with three related classes in either: Building Code, Electrical Code, Plumbing Code, Mechanical Code, engineering or planning related course work.

Licenses/Certificates/Other Requirements:

In addition to possession of a valid California Driver's License and satisfactory driving record as determined by the City:

Permit Technician I

A Permit Technician Certificate from the International Code Council (ICC) will be required within one (1) year of employment, and will continue to be maintained.

Permit Technician II & III

Possession and maintenance of a Permit Technician Certificate from the International Code Council (ICC) is required.

PHYSICAL DEMANDS

Sitting: Frequently Lifting:

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

Pushing/Pulling:	
Up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never
Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Occasionally
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Frequently
Vision	-	Acuity far:	Required

		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, interpret instructions, problems-standard, detailed-uninvolved instructions, one or two-step instructions, reading-simple, reading-complex, writing-simple, writing-complex, math skills-simple, math skills-complex, clerical, coordination, analyzing, compiling, computing, copying, comparing, negotiating, instructing, supervising, persuading, speaking-signaling, serving, taking instructions-helping, setting up, comprehend/follow instructions, perform simple-repetitive tasks, maintain work pace, relate to others, influence other people, perform varied-complex tasks, generalizations/evaluations, responsibility for direction.

WORK ENVIRONMENT

Indoors, Outdoors, Unprotected heights, Moving machinery, slipper/uneven surfaces, below ground, using computer/computer monitor screen, Works around others, Works alone, Works with others.

MADDY ACT LOCAL APPOINTMENTS LIST

NOTICE TO THE RESIDENTS OF THE CITY OF EL CERRITO: In compliance with the requirements of the Maddy Act, Government Code §54970, please find below, a listing of all current board and commission members whose terms will expire on January 1, 2014. This list was posted on or before December 31, 2013 at El Cerrito City Hall, 10890 San Pablo Avenue, the El Cerrito Library, 6510 Stockton Avenue and the El Cerrito Community Center, 7007 Moeser Lane. The City Council invites all residents interested in serving on a Board, Commission or Committee to apply. An application may be downloaded from the City's website at www.el-cerrito.org or obtained from the City Clerk, 215-4305. The DEADLINE for receipt of applications is Monday, 12/9/13 by 12:00 p.m. in the City Clerk's office. Please note that the City Council conducts open recruitment year round should any unexpected vacancies occur and any applications received after the deadline will be kept on file for this purpose. Please consider submitting an application now!

ARTS & CULTURE COMMISSION

Meets the 4th Monday at 7:00 p.m. at City Hall. Staff Liaison: Suzanne Iarla, 215–4318, siarla@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito. Members shall demonstrate a commitment to various arts disciplines, including but not limited to: fine arts, performing arts, literary arts, art history and arts education.

Commission Member	Date Appointed	Term Expiration
Existing Vacancy		1/1/2017
Deb Danzinger	3/19/2013	1/1/2014
Nancy Donovan	5/7/2008	1/1/2014
Joyce Hawley	1/1/2010	1/1/2014

CITIZENS STREET OVERSIGHT COMMITTEE

Meets 4th Monday of September, 2nd Monday of November and 4th Monday of January at 7:00 p.m. at City Hall. Staff Liaison: Yvetteh Ortiz, 215–4345, yortiz@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito.

Committee Member	Date Appointed	Term Expiration
Existing Vacancy		1/1/2016

CIVIL SERVICE COMMISSION

Meets on-call at 7:00 p.m. at City Hall. Qualifications: Resident of El Cerrito. Staff Liaison: Sukari Beshears, 215–4304, sbeshears@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito.

Commission Member	Date Appointed	Term Expiration
Jade Smith	2/7/2011	1/1/2014

CITY OF EL CERRITO – MADDY ACT LOCAL APPOINTMENTS LIST

COMMITTEE ON AGING

Meets the 3rd Wednesday at 3:00 p.m. at City Hall. Staff Liaison: Janet Bilbas, 559–7677, jbilbas@ci.el-cerrito.ca.us. Qualifications: El Cerrito Resident. **No vacancies.**

CRIME PREVENTION COMMITTEE

Meets the 2nd Wednesday at 7:00 p.m. at City Hall. Staff Liaison: Cpl. JT Wahrlich, 215–4418, jwahrlich@ci.el-cerrito.ca.us. Qualifications: El Cerrito Resident and successful completion of a criminal records background check. **Eight vacancies exist – All residents are encouraged to apply. Appointments to the Committee are made by the City Council upon recommendation of the Committee.**

DESIGN REVIEW BOARD

Meets the 1st Wednesday at 7:30 p.m. at City Hall. Staff Liaison: Noel Ibalio, 215–4330, nibalio@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito. At least three members shall be members of the design profession.

Board Member	Date Appointed	Term Expiration
Cassandra Adams	1/1/2010	1/1/2014
Margaret Leighly	1/1/2010	1/1/2014

ECONOMIC DEVELOPMENT BOARD

Meets Quarterly at City Hall at 6:30 p.m. Staff Liaison: Dwayne Dalman, 215-4362, ddalman@ci.el-cerrito.ca.us. Qualifications: Members shall be either residents of the city or own or operate businesses in the city. Owners or operators of a business in the city do not have to be city residents.

Board Member	Date Appointed	Term Expiration
Chamber Appointee	1/1/2013	1/1/2014
Existing Vacancy		1/1/2014

ENVIRONMENTAL QUALITY COMMITTEE

Meets 2nd Tuesday at 7:00 p.m. at City Hall. Staff Liaison: Garth Schultz, 559-7684, gschultz@ci.el-cerrito.ca.us. Qualifications: El Cerrito resident or business member. Knowledge of, interest in, and/or involvement in issues affecting environmental quality desired. **Four vacancies exist – All residents and representatives of local businesses are encouraged to apply. Appointments to the Committee are made by the City Council upon recommendation of the Committee.**

FINANCIAL ADVISORY BOARD

Meets 2nd Tuesday at 7:00 at City Hall. Staff Liaison: Lisa Malek-Zadeh, 215–4312, lmalekzadeh@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito. Members shall have demonstrated expertise in financial management, accounting, fiscal analysis, computer applications, economic analysis or related skills.

Board Member	Date Appointed	Term Expiration
Existing Vacancy		1/1/2016

CITY OF EL CERRITO – MADDY ACT LOCAL APPOINTMENTS LIST

HUMAN RELATIONS COMMISSION

Meets 1st Wednesday at 7:00 p.m. at City Hall. Qualifications: Resident of El Cerrito. Staff Liaison: Sukari Beshears, 215-4304, sbeshears@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito.

Commissioner	Date Appointed	Term Expiration
Existing Vacancy		1/1/2015

PARKS AND RECREATION COMMISSION

Meets the 4th Wednesday at 7:00 p.m. in Council Chambers. Staff Liaison: Chris Jones, 559–7005, cjones@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito.

Commissioner	Date Appointed	Term Expiration
Manish Doshi	11/5/2007	1/1/2014
Margo Takemiya	2/1/2006	1/1/2014

PLANNING COMMISSION

Meets the 3rd Wednesday at 7:30 p.m. in Council Chambers. Staff Liaison: Sean Moss, 215–4359, smoss@ci.el-cerrito.ca.us. Qualifications: Resident of El Cerrito.

Commissioner	Date Appointed	Term Expiration
Ken Hirano	9/11/2012	1/1/2014
Lisa Motoyama	1/1/2010	1/1/2014

TREE COMMITTEE

Up to 15 members. Meets second Monday at 7:00 p.m. in the Hillside Room. Staff Liaison Stephen Preé, 215–4333, spree@ci.el-cerrito.ca.us Qualifications: Resident of El Cerrito. **Six vacancies exist.**

LOCAL APPOINTMENTS TO REGIONAL BODIES

CONTRA COSTA LIBRARY COMMISSION

Meets bi-monthly on the 4th Thursday at 7:00 p.m. at the Library Administration Conference Room in Pleasant Hill. One primary and one alternate are appointed by the City Council as representatives from the City of El Cerrito. Qualifications: Resident of El Cerrito. **No vacancies**

CCC TRANSPORTATION AUTHORITY CITIZENS ADVISORY COMMITTEE

Meets 4th Wednesday at 6:30 p.m. in Pleasant Hill. One person is appointed by the City Council as a representative from the City of El Cerrito. Qualifications: Resident of El Cerrito. **No scheduled vacancies until 2015.**

CCC MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

Meets bi-monthly on the 2nd Monday at 7:00 p.m. in Concord. One person is appointed by the City Council as a representative from the City of El Cerrito. Qualifications: Resident of El Cerrito. **There are no scheduled vacancies until 2016.**

CITY OF EL CERRITO – MADDY ACT LOCAL APPOINTMENTS LIST

WEST CONTRA COSTA CITIZENS BOND OVERSIGHT COMMITTEE

Meets once per month at 1300 Potrero, Richmond. One primary and one alternate member are appointed to this 21 member WCCUSD Committee. Qualifications: Resident of El Cerrito.

Commissioner	Date Appointed	Term Expiration
Vacancy - Alternate		

Dated: September 24, 2013
Revised:

Cheryl Morse, City Clerk