

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING
Wednesday, December 17, 2025
6:15 p.m.

@ 450 Civic Center Plaza – Richmond Room
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Meeting of July 24, 2025
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
7. **NEW BUSINESS**
 - a. INFORM Board of Upcoming Annual Election for Chair and Vice Chair (No-Action)
8. **UNFINISHED/OLD BUSINESS**
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **ADJOURNMENT**

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the Humna Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to TWO (2) MINUTES to address the Personnel Board.

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Wednesday, December 17, 2025, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to [:personnel_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Wednesday, December 17, 2025. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

July 24, 2025
MEETING MINUTES

The meeting was called to order by Rozma Paiz at 6:15 p.m. on July 24, 2025.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Vice Chair
Phillip Front, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting Minutes of June 26, 2025

SPEAKERS:

Cordell Hinder: Cordell Hindler, a Richmond resident, stated he listened to the recording of the June meeting and has no issues with it. Mr. Hindler asks the board to approve minutes as presented.

Board Member Front made a motion to approve the Regular Meeting Minutes of June 26, 2025. Vice Chair Buckner seconded the motion. The Regular Meeting Minutes of June 26, 2025, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Mr. Hindler stated he has items to place on the September agenda. Mr. Hindler submitted as a resource, the City of Mountain View class specifications for Economic Development Strategist and Economic Development Vitality Manager. Mr. Hindler stated he had spoken with the Director of Economic Development and one of the concerns raised was positions related to economic development because Richmond is

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<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

trying to generate revenue. The second item Mr. Hindler brought forward for consideration on the September agenda is an update regarding the Senior Code Enforcement Officer, noting that the current manager is overworked and needs supervisory support when unavailable.

6. CONSENT AGENDA

- None

7. NEW BUSINESS

- ESTABLISH the classification of Tree Trimmer and approve the job specification.

Human Resources Director, Sharrone Taylor, presented the establishment of the Tree Trimmer classification. She explained that the classification was created based on a City Council directive to establish a dedicated crew for managing the City's trees. Ms. Taylor noted that the job description had been revised after discussions with the Union and Parks representatives to streamline language and provide clarity. The key edits included clarifying that employees may both drive trucks and tow tree maintenance equipment and Chipper trucks, specifying the use of chain hand saws and other equipment, adding language on safe working practices for pedestrian and vehicle traffic, updating terminology to align with the industry standards and City plans, and noting that limited pesticide use is permitted under the municipal code as a last resort. Finally, the description was updated to state that the exposure to toxic or caustic chemicals, substances or waste would occur "frequently or often" rather than "sometimes". The union supported these revisions.

Vice Chair Buckner asked if we currently have anyone in this position, and who does the tree maintenance currently. Ms. Taylor responded that we do have employees who maintain the trees under the leadership of a Tree Lead Worker. She added that the desire to create the job description was to ensure that the people who are actually doing the jobs have the training and can trim and care for the trees knowledgeably and without a lot of oversight due to the number of trees that have to be maintained. Ms. Taylor introduced Parks Superintendent, Jason Lacey, to provide additional detail. Mr. Lacey provided that the City currently has one crew, and the person who's performing most of the work is the Tree Lead Worker.

Vice Chair Buckner followed up, asking about the City's tree inventory current maintenance practices. Mr. Lacey reported that the City is responsible for approximately 22,000 trees and currently operates on a reactive, as needed basis, with a work log running six to eight weeks behind. Mr. Lacey added that this new Tree Trimmer position will help establish a routine maintenance plan to reduce backlog and improve public safety, and while work is primarily handled in-house, contractors may be brought in as needed to address urgent issues.

Board Member Front inquired how soon the City plans on recruiting for the Tree Trimmer position if approved. Ms. Taylor confirmed that once the Tree Trimmer

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classification is approved, it will be forwarded to City Council for inclusion in the salary schedule, after which the recruitment planning can begin immediately. The goal is to hire as soon as possible.

Chair Wirsig questioned how the tree maintenance was handled before. Mr. Lacey responded that, as a recent hire, he has bits and pieces of historical information, and there was a tree crew, but given the scope of responsibility for approximately 22,000 trees, a need has been identified. Mr. Lacey added that the City does have on-call tree contractors available for large projects that are out of scope and require a higher skill set. Mr. Lacey also confirmed to Chair Wirsig that with the addition of the Tree Trimmer position, the City will still retain contractors for specialty work.

SPEAKERS:

Cordel Hindler: Mr. Hindler, a Richmond resident, thanked Sharrone Taylor and Jason Lacey for the presentation. Mr. Hindler stated he reviewed the classification, has no objections, requests the Board to approve the classification as presented, and to direct staff to work with a consultant on the recruitment.

Kevin Tisdell: Kevin Tisdell, SEIU Chapter President and Code Enforcement Officer, expressed support for the new Tree Trimmer classification. He noted the union met and conferred with staff on the position, made some changes, and supports the adoption, emphasizing the importance of adding the positions to help address the City's related public safety concerns.

Vice Chair Buckner made a motion to approve the Establishment of the Tree Trimmer classification and approve the job specification. Chair Wirsig seconded the motion. The Establishment of the Tree Trimmer classification and job specification was approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF MEETING

The meeting adjourned at 6:32 p.m.

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**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Economic Development Strategist	Job Family: 2
General Classification: Management	Job Grade: 33

Definition: To assist with the planning, coordinating, and implementation of various economic development projects and programs within the City and to provide responsible technical and administrative support to the Economic Vitality Manager and other staff with respect to economic development.

Distinguishing Characteristics: Receives general direction from the Economic Vitality Manager.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Preparation and presentation of reports to the Downtown Committee, Visual Arts Committee, and City Council.
2. Liaison with the Chamber of Commerce and Downtown Business Association.
3. Preparation of the business newsletter.
4. Managing contracts and consultants.
5. Working with brokers, property owners, and businesses to facilitate business attraction and retention.
6. Managing the Downtown Parking Operations and Maintenance Assessment District.
7. Renewing annually the Downtown Business Improvement Assessment Districts.
8. Prepare media publications and promote economic development through special publications, social media, and the website.
9. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of local land use planning, economic development, redevelopment, real estate financing; understanding of City government, structure, and processes; and possession of strong analytical and negotiation skills.

Ability to: Interpret and evaluate complex economic development and revitalization issues; provide excellent customer service; ability to coordinate a variety of complex tasks and

Position Title: Economic Development Strategist

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assignments simultaneously; work independently or as part of a team; excellent verbal and writing skills; skilled with computer programs; talent for networking and enjoying business development and community activities; ability to establish and maintain effective working relationships with local businesses, brokers, property owners, community groups, committees, advisory groups, and other City departments; and knowledge of the community.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A knowledge of local government principles, issues, and processes is expected, and a minimum of three years experience in project planning and development, community development, marketing, land development and/or economic development programs is required. A bachelor's degree in economics, business administration, geography, urban planning, or a related field is required. A master's degree in these fields may be substituted for one year of required experience. Local government experience is highly desirable.

Established: June 1987

Revised: March 23, 2023

HRD/CLASS SPECS

.Economic Development Strategist

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Economic Vitality Manager	Job Family: 2
General Classification: Management	Job Grade: 43

Definition: To plan, organize, direct, and implement the activities, policies, and procedures of the Economic Development Division directed at the long-term economic success of Mountain View. Manage and oversee the economic development and revitalization programs and projects, including business attraction, business retention/expansion, small business strategies, and marketing/communications, including collaboration with other divisions and departments, businesses, community organizations, City management, and stakeholders. Serve as a technical expert to City management and City Council related to division activities.

Distinguishing Characteristics: Receives general direction from the Community Development Director. Exercises direct supervision over assigned personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Lead in the development and implementation of division goals, objectives, policies, procedures, and annual work plan.
2. Manage, oversee, coordinate, review, and participate in the City's economic development activities, including business development and retention, small business strategies, downtown business revitalization, land use planning, and transportation policies and projects related to economic development.
3. Direct, oversee, and drive economic development work plan initiatives, including to independently manage complex projects; assign work activities, projects, and programs; monitor current project workflow and forecast project pipeline; and review and evaluate work products, methods, and procedures of assigned staff, or consultants (e.g., attorneys, appraisers, relocation specialists, et al.).
4. Prepare and analyze economic data/reports to determine the economic feasibility or potential of specific redevelopment, transportation, or land use plans. Make recommendations for division strategy and activities based on data and economic assessments.
5. Coordinate with other agencies and organizations on regional economic development activities.

Position Title: Economic Vitality Manager

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6. Prepare the Economic Development Division operating budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, contract services, and supplies; and administer approved budget.
7. Participate in recommending the appointment of personnel; support learning and development, provide or coordinate staff training, coaching, and mentoring; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; and evaluate staff.
8. Prepare comprehensive written reports for City Council action or for other City boards and commissions; make oral presentations to same; and prepare annual reports required for state or federal agencies or other interested parties.
9. Represent the department and/or division with outside agencies, corporations, small businesses, private developers, and other interested parties. Participate in the negotiation of development agreements with developers and/or corporate entities associated with projects requiring financial support.
10. Oversee and/or prepare public information materials concerning development activities, projects, and changes which may impact the business community; increase visibility and awareness of the division's services to support businesses; and maintain positive press relations.
11. Maintain liaison with developers, real estate/commercial brokers, and local businesses.
12. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, practices, and current trends of local land use planning, asset management, economic development, redevelopment, transportation, and real estate financing; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, state, and federal laws, rules, and regulations related to economic development; principles and practices of public information and marketing; and principles and practices of organization, administration, budget, and leadership and personnel management.

Ability to: Organize, direct, and implement comprehensive economic development programs; prepare and administer an operating budget; conduct complex economic analysis; negotiate and manage professional consulting service contracts; supervise, train, evaluate, coach, and mentor personnel; interpret and explain division policies and procedures; problem-solve and implement creative solutions; exercise good judgment and

Position Title: Economic Vitality Manager

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sound decision making; lead a team, supervise staff, and exercise informal authority to build consensus and foster innovation at all levels; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible experience in economic development, real estate financing, redevelopment, and planning, including one year of supervisory responsibility; a bachelor's degree from an accredited college or university with major course work in urban economics, finance, business or public administration, marketing, or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License. Possession of the Certified Economic Developer certification is highly desirable.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: May 1987

Revised: April 2025

HRD/CLASS SPECS

Economic Vitality Manager



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: December 17, 2025

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: INFORM BOARD OF UPCOMING ANNUAL ELECTION FOR CHAIR AND VICE CHAIR (NO-ACTION)

BACKGROUND:

On September 23, 2021, the annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members.

DISCUSSION:

This item serves as a notice and overview of the annual election procedures for the Personnel Board's Chair and Vice Chair. In accordance with Board procedures, the election will occur at the first regular meeting of the new calendar year.

A Chair and Vice Chair are elected by majority vote of members present. The Chair serves a one-year term and presides over Personnel Board meetings; the Vice Chair assumes these duties when the Chair is absent or unable to act.

This item is informational only and requires no Board motion.

Attachments: Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted: 9/23/2021