



CITY COUNCIL  
HOUSING AUTHORITY AND  
SUCCESSOR AGENCY TO THE EL CAJON  
REDEVELOPMENT AGENCY

Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020

## Agenda

FEBRUARY 8, 2022, 7:00 p.m.

Bill Wells, Mayor  
Michelle Metschel, Deputy Mayor  
Steve Goble, Councilmember  
Gary Kendrick, Councilmember  
Phil Ortiz, Councilmember

Graham Mitchell, City Manager  
Vince DiMaggio, Assistant City Manager  
Morgan Foley, City Attorney  
Angela Cortez, City Clerk

**CALL TO ORDER: Mayor Bill Wells**

**ROLL CALL: City Clerk Angela Cortez**

**PLEDGE OF ALLEGIANCE TO FLAG AND MOMENT OF SILENCE**

**AGENDA CHANGES:**

**PUBLIC COMMENT:**

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

**PUBLIC HEARINGS:**

100. Introduction of an Ordinance adopting a District Map for Council Member Elections in El Cajon

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony;
2. Closes the public hearing; and
3. Moves to INTRODUCE the next ORDINANCE, in order.

101. Interviews for City Commissions

RECOMMENDATION:

That the City Council conducts interviews for one (1) seat on the Personnel Commission and one (1) seat on the Planning Commission, and authorizes the City Clerk to continue accepting applications for future commission vacancies.

**ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 8th day of February 2022, is adjourned to Tuesday, February 22, 2022, at 3:00 p.m.**



City Council  
Agenda Report

Agenda Item 100.

**DATE:** 02/08/2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Morgan Foley, City Attorney  
**SUBJECT:** Introduction of an Ordinance adopting a District Map for Council Member Elections in El Cajon

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RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony;
2. Closes the public hearing; and
3. Moves to INTRODUCE the next ORDINANCE, in order.

BACKGROUND:

In 2016, residents of the City of El Cajon (the "City") passed Measure S, amending Section 201 of the City Charter ("Section 201") to transition the City from an at-large election system to a district-based election process. In 2017, after conducting procedures to establish them, the map designating the Council districts (the "District Map") was approved by Ordinance No. 5062, which also added Chapter 1.18 to establish the district-based election process for Council Members other than the Mayor.

As a result of these actions the City must reevaluate its District Map every ten years following the release of the federal decennial Census data to ensure that the districts remain balanced and in conformance with federal and State voting rights laws. To comply with California election laws, in particular, AB 849 (the Fair and Inclusive Redistricting for Municipalities and Political Subdivisions Act, adopted in 2019) (the "FAIR MAPS Act"), the City must adopt an approved District Map by April 17, 2022.

The 2020 U.S. Census data was released by the State of California on September 27, 2021. The City's demographer, National Demographics Corporation, analyzed the data against the City's current District Map and found that the districts remain balanced, as the difference between the lowest and highest populous districts is 5.35%, which is below the 10% threshold for a map to be considered "presumptively constitutional," or balanced, under the equal population requirement of the federal Voting Rights Act of 1965 (the "Voting Rights Act").

As required by the federal Voting Rights Act and California's FAIR MAPS Act, the City held four noticed redistricting hearings on July 14, 2021, September 8, 2021, November 4, 2021, and January 22, 2022. The hearings were held during evening and weekend hours and located in each of the City's four council districts to increase access to the hearings and encourage broad community participation.

In accordance with the FAIR MAPS Act, the City created a dedicated webpage and translated specific materials into Arabic, Spanish, Somali, Dari and Pashto, including a how-to video for online mapping, presentations, flyers, and banners, and provided live interpretation during public hearings when requested in advance.

The FAIR MAPS Act specifies that the following prioritized criteria must be met in adopting an election district boundary map: (1) it complies with the Voting Rights Act and its equal population requirement; (2) it is geographically contiguous; (3) it is made up of undivided "neighborhoods of interest"; (4) it has easily identifiable boundaries; and (5) it is compact.

The FAIR MAPS Act also prohibits discrimination against a political party and the federal Voting Rights Act prohibits "gerrymandering" based on race. In addition, there are several traditional districting principles that can be considered, including minimizing voter shifts to different election years, respecting voters' choices, and future population growth.

One final issue is that Section 201 contemplates that the redistricting process should be completed by December 31st of the calendar year following the census. As a result of factors outside the control of the City, as set forth in the attached ordinance, the City Council is approving the new District Map 53 days after December 31, 2021. It is the opinion of the City Attorney that where circumstances exist beyond the City's control makes adoption of a new District Map on or before the December 31st date, while still complying with both the letter and the spirit of federal and State voting rights laws, this deadline should be considered advisory, not mandatory. Finding No. 6 in Section 4 of the attached ordinance addresses this issue.

At the Redistricting Hearing held on January 22, 2022, after due consideration of the thirteen (13) maps submitted for its consideration, the City Council voted to select the existing District Map for approval at this Council meeting by the introduction of the attached ordinance. If approved after first reading and introduction, the ordinance will return for adoption at the February 22, 2022, Council meeting.

#### FISCAL IMPACT:

Minor costs to publish the map and ordinance or a summary of the ordinance.

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#### Attachments

Ordinance

ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAJON, CALIFORNIA, APPROVING FOUR COUNCIL DISTRICTS FOLLOWING THE 2020 DECENNIAL FEDERAL CENSUS, AND ADOPTING A NEW MAP DESCRIBING THE BOUNDARIES OF EACH OF THE DISTRICTS

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 201 of the El Cajon Charter states that not later than December 31<sup>st</sup> of the year following the year in which the decennial federal census is taken the City Council shall adopt an ordinance to divide the City into four Council districts. The 2020 decennial federal census was not published until August 12, 2021, due to delays caused by the COVID-19 pandemic; the federal census data was thereafter adjusted by the California Statewide Database, which was published in its final version on September 27, 2021.

SECTION 2. As a result of delays in publishing the decennial federal census (including delays caused by the adjustments made by the California Statewide Database) the City was unavoidably precluded from meeting the deadline to adopt the Council district map by December 31, 2021, as required by Section 201 of the Charter. These delays were further compounded by the need to follow new public hearing processes as required by California Elections Code sections 21620 et seq., which were originally added to California law by the Fair and Inclusive Redistricting for Municipalities and Political Subdivisions Act, adopted in 2019 (the "FAIR MAPS Act").

SECTION 3. Following the guidelines established by the FAIR MAPS Act, as well applicable City Council resolutions and Section 201, the City has conducted such public hearings and other proceedings to develop draft maps of Council districts that fully comply with State and federal voting rights laws for consideration by the City Council.

SECTION 4. The City Council makes the following findings:

1. The City of El Cajon has conducted a series of public meetings and held at least four (4) properly noticed and conducted public hearings, each in one of the current Council districts, and all in compliance with the FAIR MAPS Act, specifically: on Wednesday, July 14, 2021, at 6:30 p.m., at the Hillside Recreation Center; on Wednesday, September 8, 2021, at 6:30 p.m., at the Renette Recreation Center; on Thursday, November 4, 2021, at 7:00 p.m., at the Kennedy Recreation Center; and on Saturday, January 22, 2022, at 10:30 a.m., at the El Cajon Valley High School. The first and second meetings (each a pre-draft map hearing) were to obtain public testimony identifying "neighborhoods," "community of interests," and "secondary areas," as well as to inform the public on the use of mapping tools on the

City's website in order to assist the public in the drafting of potential Council district maps. The third meeting, following the first submission of maps, was to hold a public hearing to present, discuss, and revise draft maps available for review, and to identify focus maps (i.e., those that the City Council identifies as eligible for a final determination). The fourth and final meeting, at which the City Council held a public hearing to review the focus maps, was to identify a map from that group preferred by the City Council to be approved by this ordinance.

2. During each public hearing and public meeting involved in the process, the City Council encouraged the public to participate and assist in the development of Council district maps.
3. The City of El Cajon has provided the public with demographic and voting information, and website tools allowing the public the opportunity to create their own maps for consideration by the City Council. Such information and tools were made available in English, Spanish, Arabic, Somali, Dari, and Pashto, and translators for those languages, if requested, were provided at each public hearing.
4. The El Cajon City Council has listened to and reviewed public testimony and comments, both oral and written, and considered districting plans reflected in a total of thirteen proposed maps (identified as Maps 100 through 112). Maps 100 through 112 were created by either the City's consultants or members of the public.
5. That upon consideration of the staff report and all public testimony presented, both oral and written, the City Council finds that the proposed Council districts reflected in the districting plan in Map 100, as set forth in Exhibit A, comply with the criteria set forth in Chapter 1.18 of the El Cajon Municipal Code; Resolution No. 006-17; are as equal as practicable in population as shown by the United States 2020 Census; were drawn to comply with the federal Voting Rights Act, the California Voting Rights Act, and the FAIR MAPS Act; are geographically contiguous ; were drawn with respect for the geographic integrity of neighborhoods and communities of interest; are easily identifiable and understandable by residents; drawn to encourage compactness, were not drawn for the purposes of favoring or discriminating against any race; and were not drawn for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.
6. Delays in publishing the decennial federal census (including delays caused by the adjustments made by the California Statewide Database), which were further compounded by the need to follow new public hearing processes as required by the FAIR MAPS Act, made it legally impossible for the City Council to adopt the Council district map by December 31, 2021,

as required by Section 201 of the Charter. The City Council hereby finds that the deadline established by Section 201 is merely advisory; therefore, the City Council hereby waives any failure to meet the deadline for the Council district map as set forth Section 201.

SECTION 5. The City of El Cajon is hereby divided into four Council districts, and the boundaries of the districts are more particularly depicted in Exhibit A, which is attached hereto and incorporated herein by this reference.

SECTION 6. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion.

SECTION 7. As of the effective date of this ordinance, all ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 8. As this ordinance relates to an election, it shall be effective upon adoption by the City Council.

SECTION 9. The City Clerk is hereby directed to certify the passage of this ordinance and to cause the same or a summary to be published in a newspaper of general circulation, printed, and published in the City of El Cajon.

02/08/22 CC Agenda – 1<sup>st</sup> Reading  
02/22/22 CC Agenda – 2<sup>nd</sup> Reading

Ord - Adopt District Map of El Cajon 012522



City Council  
Agenda Report

**Agenda Item 101.**

**DATE:** 02/08/2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Angela Cortez, City Clerk  
**SUBJECT:** Interviews for City Commissions

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**RECOMMENDATION:**

That the City Council conducts interviews for one (1) seat on the Personnel Commission and one (1) seat on the Planning Commission, and authorizes the City Clerk to continue accepting applications for future commission vacancies.

**BACKGROUND:**

On December 14, 2021, the City Council approved the application period for a seat on the Personnel Commission and for a seat on the Planning Commission. A press release was distributed to local media and applications were available on the City's website and in the City Clerk's Office.

Applications and nominations received from the employee association groups for candidates were provided to the City Council for consideration. Applicants were informed of the opportunity to make a three-minute presentation during the interview process, followed by a question and answer period by Council.

**Personnel Commission**

Vacancy: One (1) Commissioner vacancy to be appointed by the City Council directly, with a term expiring on 01/31/2026.

Requirements: Applicant must be a resident of the City of El Cajon and continue to reside in the City during the term of office. Applicants nominated by the employee associations are not subject to this requirement according to Section 2.24.110 of the El Cajon Municipal Code.

Personnel Commissioners are required to file a Form 700 according to provisions of the Political Reform Act, the Fair Political Practices Commission, and the City's Conflict of Interest Code.

**APPLICANTS:**

1. Dennis Davies
2. Richard Nasif



**Planning Commission**

Vacancy: One (1) Commissioner with a Term expiration of 01/31/2026.

Requirements: Applicant must be a resident of the City of El Cajon and continue to reside in the City during the term of office.

Planning Commissioners are required to file a Form 700 according to provisions of the Political Reform Act, the Fair Political Practices Commission, and the City's Conflict of Interest Code.

**APPLICANTS:**

1. Brian Griffin
2. Anthony Sottile

Staff recommends accepting applications for all Commissions and Committees on an ongoing basis. The accepted applications will be kept on file for a one-year period, and applicants will be considered for any future, unforeseen vacancies.

**FISCAL IMPACT:**

Members of the Planning and Personnel Commissions are compensated for meetings attended.

Prepared By: Angela Cortez, City Clerk

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

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Attachments

Personnel Applicant - Davies

Personnel Applicant - Nasif

Planning Applicant - Griffin

Planning Applicant - Sottile

Applicant's Name:

Dennis Davies

2022 JAN 18 P 4: 00

**APPLICANT INFORMATION**

**NAME:** Dennis Davies

**ADDRESS:** [REDACTED] Chula Vista Ca, 91911

**PHONE:** [REDACTED]

**EMAIL:** [REDACTED]

*If you choose to provide more information to any of the following questionnaires, please attach additional pages to this application form.*

**SUPPLEMENTAL QUESTIONNAIRE**

**EXPLAIN YOUR INTEREST IN THIS POSITION:**

I recently retired from working for the City of El Cajon for over 23 years. I would like to have the opportunity to give back to the Organization.

**Have you been or are you now a member of a governmental board, commission or committee:** Yes  No

If Yes, please list:

Previously served on the City of El Cajon Oversight Board

**Are you related to any employees of the City of El Cajon?** Yes  No

If Yes, please indicate name and relationship:

Nick Davies - son

**Are you a registered voter?** Yes  No

If No, please explain:

**Please list your education, training, or special qualifications, which might be relevant to this position:**

I have worked in civil service for over 35 years and I am very familiar with Civil Service Rules.

**Please list your membership in service, community organizations or volunteer work that might be relevant to this position:**

**EMPLOYMENT – CURRENT TO PAST**

**Name of Employer:** City of El Cajon

**Last job title:** Deputy Director of Public Works

**Dates of Employment:**                   **From:** 1999                   **To:** 2021

**List the duties performed while you worked at this company:**

All various functions of Public Works both Engineering and Operations.

**Name of Employer:** City of Chula Vista

**Last job title:** Senior Civil Engineer

**Dates of Employment:**                   **From:** 1988                   **To:** 1999

**List the duties performed while you worked at this company:**

Oversight of design and construction of Public Works projects

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

**ELIGIBILITY CERTIFICATION**

By signing below, I Dennis Davies, certify that the information is true and correct to the best of my knowledge.

SIGNATURE [REDACTED] DATE 1/18/22

Angela Cortez  
City Clerk  
City of El Cajon  
200 Civic Center Way  
El Cajon, CA 92020

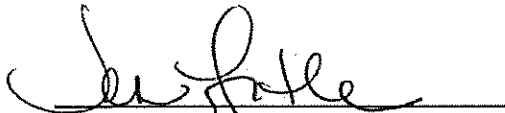
January 18, 2022

Mid Management and Professional Employees Group (MMPEG)  
Board Members  
City of El Cajon  
200 Civic Center Way  
El Cajon, CA 92020

To Whom It May Concern:

The Board of the City of El Cajon's Mid Management and Professional Employees Group (MMPEG) nominates Mr. Dennis Davies to be appointed to the City's Personnel Commission (per Section 2.24.110 of the El Cajon Municipal Code).

Respectfully,



Jennifer Lytle  
President



Sara Marshall  
Vice President



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Monica Martinez  
Treasurer/Secretary

Applicant's Name:  
RECEIVED OFFICE OF  
CITY CLERK  
EL CAJON CA

**APPLICANT INFORMATION** 2022 JAN 10 P 3: 1

NAME: Richard L. Nasif  
ADDRESS: [REDACTED] El Cajon, CA 92020  
PHONE: [REDACTED] EMAIL: [REDACTED]

*If you choose to provide more information to any of the following questionnaires, please attach additional pages to this application form.*

**SUPPLEMENTAL QUESTIONNAIRE**

**EXPLAIN YOUR INTEREST IN THIS POSITION:**

I retired from the El Cajon Police Department at a time when I was serving as the Chief of Police' Designate to the City's Traffic Commission. Wanting to remain involved and serve our Community, I applied for and was appointed to the Traffic Commission as a Citizen Representative. I continued to serve several terms, including Chairman of the Traffic Commission.

The Traffic Commission was later terminated and I was approached by the Police Department's Management Group to serve on the Personnel Commission. That was an other opportunity to serve our Community. I readily accepted and was appointed by the Mayor and Counsel to serve on the Personnel Commission.

I have since been recommended and appointed to successive terms and have been serving as the Chairman of the Commission for the past two terms. Needless to say, I enjoy staying connected to the City, serving our Community and would appreciate the opportunity to continue to do so.

Respectfully,  
Richard L. Nasif



**Have you been or are you now a member of a governmental board, commission or committee:** Yes  No

If Yes, please list:

City of El Cajon Traffic Commission  
City of El Cajon Personnel Commission

**Are you related to any employees of the City of El Cajon?** Yes  No

If Yes, please indicate name and relationship:

n/a

**Are you a registered voter?** Yes  No

If No, please explain:

n/a

**Please list your education, training, or special qualifications, which might be relevant to this position:**

Retired from 32 years with the El Cajon Police Department  
President of the Police Officers Association  
President of the Police Management Group  
Multiple terms on the Traffic Commission  
Chairman of the Proposition "O" Committee to pass funding for the Police Department, Emergency Control Center and Animal Control Facility  
Multiple terms on the Personnel Commission

**Please list your membership in service, community organizations or volunteer work that might be relevant to this position:**

Past member of the Salvation Army's Advisory Board  
Past Trustee on the Board of Directors for the Elks Lodge  
Current Director on the Board of the El Cajon Host Lions Club  
Emeritus Trustee for the El Cajon Lions Foundation Board  
City of El Cajon's 2016 Citizen of the Year

**EMPLOYMENT – CURRENT TO PAST**

**Name of Employer:**

**Last job title:**

**Dates of Employment:**                      **From:** January 1, 1967                      **To:** May 9, 1998

**List the duties performed while you worked at this company:**

Retired after 32 years with the El Cajon Police Department  
Became Owner/Manager of Heartland Private Investigations-15 years, retired 2015.

**Name of Employer:**

**Last job title:**

**Dates of Employment:**                      **From:**                      **To:**

**List the duties performed while you worked at this company:**

See previous pages

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

**ELIGIBILITY CERTIFICATION**

By signing below, I Richard L. Nasif, certify that the information is true and correct to the best of my knowledge.

SIGNATURE  DATE December 20, 2021



## Police Department

City Clerk's Office

To Angela Cortez,

The El Cajon Police Officers' Association Management Group (ECPOA-MG) would like to nominate Mr. Richard Nasif to the Personnel Commission for another term. Mr. Nasif has served on the Personnel Commission for several years and is currently the Personnel Commissioner. Mr. Nasif is a well-respected member of the El Cajon community and the ECPOA-MG would like to see him continue in his service to the community.

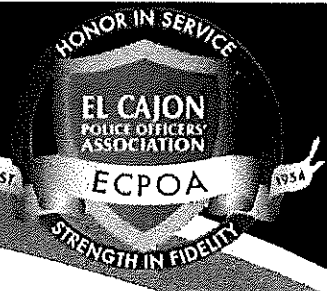
Please accept this letter as our nomination and recommendation for Richard Nasif.

Thank you.

A handwritten signature in black ink, appearing to read "Jeremiah Larson".

Jeremiah Larson

ECPOA-MG President



# EL CAJON POLICE OFFICERS' ASSOCIATION

January 12, 2022

City of El Cajon  
ATTN: Angela Cortez  
200 Civic Center Way  
El Cajon, CA. 92020

To Whom It May Concern,

On behalf of the El Cajon Police Officers' Association, we would like to formally nominate current incumbent Dick Nasif as Personnel Commission Chair. We appreciate Mr. Nasif's past history and commitment to the commission and believe he is well suited to continue in this position.

Please contact me with any additional questions or concerns.

Respectfully,

**Patrick Gomes, President**

El Cajon Police Officers' Association



## El Cajon Municipal Employees Association (ECMEA)

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TO: City Council Members  
FROM: Judi Gonzalez, President  
DATE: January 13, 2022  
RE: Recommendation for Personnel Commission – Richard Nasif

The El Cajon Municipal Employees' Association wishes to nominate Richard Nasif, a retired El Cajon Police Officer and current Personnel Commissioner for another term.

Richard consistently shows his commitment to the City through his terms on the Planning Commission, Personnel Commission and his continued residency in El Cajon.

Without hesitation, the El Cajon Municipal Employees' Association recommends him for an additional term on the Personnel Commission.

Sincerely,

Judi Gonzalez, President

APPLICANT'S NAME: [REDACTED]  
EL CAJON CA  
2022 JAN 14 P-3

**APPLICANT INFORMATION**

NAME: **Brian Griffin**  
ADDRESS: [REDACTED] **El Cajon CA 92019**  
PHONE: [REDACTED] EMAIL: [REDACTED]

*If you choose to provide more information to any of the following questionnaires, please attach additional pages to this application form.*

**SUPPLEMENTAL QUESTIONNAIRE**

**EXPLAIN YOUR INTEREST IN THIS POSITION:**

I am interested in the planning commission. As seen from my resume I am a contracting officer for the Federal Government. I have been doing this for over 13 years now. Nine of those years was spent with NAVFAC which is the Naval Facilities Engineering Command. Our mission was the planning for new and the upkeep of old Naval Facilities throughout the world. Naval Bases are a lot like small cities in that there are grocery stores, gas stations, apartments, hospitals, schools, office buildings, roads, housing etc. There are many different groups of people that work on the Naval Bases that all want the limited budget and resources spent in different ways. The funds have to be allocated in the best way possible in order to accommodate the people working on the bases and support the overall mission. There are those on base that want certain things added such as building, utilities, recreation areas etc. while there are others that do not want the base used in that way. While reading over the planning commission and what they do it seems similar at least in part to what NAVFAC does and I would love to see and participate in this process for my own city and not just the Naval Bases I have spent time on over the years.

**Have you been or are you now a member of a governmental board, commission or committee:** Yes  No

If Yes, please list:

[Empty box for listing board, commission, or committee]



**Are you related to any employees of the City of El Cajon?** Yes  No

If Yes, please indicate name and relationship:

**Are you a registered voter?** Yes  No

If No, please explain:

**Please list your education, training, or special qualifications, which might be relevant to this position:**

Education:

University of Redlands Redlands, CA United States  
Masters in Business Administration 02/2011 GPA: 4.0

California Polytechnic University San Luis Obispo, CA United States  
Bachelor's Degree 06/2007 Major: Business Administration GPA: 3.26

Christian High School El Cajon, CA 06/2004 GPA: 4.21

Training: Federal Contracting Officer with DAWIA III Certification.

See resume for further details.

**Please list your membership in service, community organizations or volunteer work that might be relevant to this position:**

I am a member of Shadow Mountain Community Church. My wife [REDACTED] Griffin and I helped launch the Young Marrieds Cafe (YMC) over 12 years ago. Together we have helped plan major events at the church and have helped young families start on the right track in their marriage. We have lead Bible Studies and participated in Small Groups. Since returning from Overseas two years ago we have returned to being members of Shadow Mountain Community Church and are involved in a neighborhood Bible Study.

**EMPLOYMENT – CURRENT TO PAST**

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

Name of Employer: NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR)

Last Job Title: Contract Specialist

Dates of Employment: 1/01/2019 - Present

Duties: See attached resume.

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

Name of Employer: Naval Facilities Engineering Comman Europe Africa Asia (NAVFAC EURAFSWA)

Last Job Title:Supervisory Contracting Specialist Branch Manager

Dates of Employment: 12/01/2018 - 9/01/2019

Duties: See attached resume.

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

Name of Employer: Naval Facilities Engineering Comman Europe Africa Asia (NAVFAC EURAFSWA)

Last Job Title:Contract Specialist

Dates of Employment: 1/01/2016 - 12/01/2018

Duties: See attached resume.

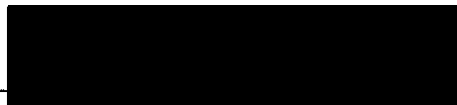
**Please describe any experience in public, civic, and charitable offices and/or any other activities that you believe will help you contribute while serving in this position:**

I believe my experience as a contracting officer along with my educational background is suited to this position on the planning commission.

ELIGIBILITY CERTIFICATION

By signing below, I Brian Griffin, certify that the information is true and correct to the best of my knowledge.

SIGNATURE



DATE

1/19/2022

**Brian David Griffin**

El Cajon, California 92019 United States

Mobile: +1 [REDACTED]

DSN: +1 [REDACTED]

Email: [REDACTED]

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**Work Experience:****Contract Specialist****NAVAL INFORMATION WARFARE SYSTEMS COMMAND (NAVWAR) (This is a federal job)**

4301 PACIFIC HIGHWAY

San Diego, CA

**1/01/2019 - Present****Salary:** [REDACTED] USD Per Year**Hours per week:** 40**Series:** 1102 Contracting**Pay Plan:** DP - Demonstration Professional**Grade:** 3**Duties, Accomplishments and Related Skills:**

- Procurement Contracting Officer (PCO) with 10 Million Dollar Warrant Authority. Business advisor for NAVWAR Corporate (Code 8.0) customers and Program Management Warfare Office, Command and Control (C2) Systems (PMW 150) customers; portfolio includes Defensive C2, Support C2, and Maritime C2. Executed timely contract actions in all phases (pre-award and post award) of the contracting process.
- Between July 2020 and June 2021, awarded over 45 individual contract actions. One hundred percent of contract actions awarded by the customers' requirement/need date.
- Experience in contract planning, developing acquisition strategies, creating solicitations, negotiating and awarding various contract vehicles using a wide variety of contract types, including cost reimbursement, fixed price, IDIQ-type contracts/orders (multiple award and single award), Blanket Purchase Agreements (BPAs), commercial and non-commercial contracts, and simplified acquisitions in both a competitive and non-competitive award environment.
- Prepare and review various contract documents including Performance Work Statements (PWS), Source Selection Plans (SSP), J&A, Determination and Findings (D&F), Contract Data Requirements Lists (CDRL), Business Clearance Memorandums (BCM), and written debriefs.
- Analyze, interpret, and implement laws and regulations (FAR, DFARS, NMCARS) to execute complex acquisitions. Strategic thinker who excels at making sensible decisions in the absence of perfect information.
- Independently plan and executed all aspects of pre-award and post award contracting actions using a wide variety of contract types, including cost reimbursement, fixed price, IDIQ-type contracts/orders (multiple award and single award), grants, cooperative agreements, commercial and non-commercial contracts, and simplified acquisitions in both a competitive and non-competitive award environment.
- Current workload includes balancing multiple contract actions in the pre-award phase, while simultaneously administering more than 30 extremely active contracts and orders in the post-award phase. Supported ten different Contracting Officer's Representatives (CORs). I maintain an excellent working relationship with all CORs and provide efficient support to all technical personnel.
- Trusted to handle remaining sweep up funds for end of year contract award. I am responsible for a support contract that provides full range of IM/IT support services for the NAVWAR CIO. This contract affects the entire command as everyone uses IT support services and depends on these programs for their day to day tasks. The entire command utilizes the services on this contract and uses this contract vehicle to add any remaining sweep up funds prior to the end of fiscal year. The purchase request for the funds does come in until September 30th which presents a unique set of challenges. This contract was awarded in the Seaport NexGen system and awarded over four million dollars in sweep up funds on the last day of the fiscal year. This was just one of the 11 contract actions I awarded in the month of September.

**Supervisor:** [REDACTED]**Okay to contact this Supervisor:** Yes

**Supervisory Contracting Specialist Branch Manager**  
**NAVFAC EURAFSWA (This is a federal job)**  
NAVFAC Europe Africa Southwest Asia PSC 817 Box 51  
Naples

**12/01/2018 - 9/01/2019**

**Salary:** \$0.00 USD Bi-weekly

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 13

**Duties, Accomplishments and Related Skills:**

I am the Supervisory Contract Specialist Branch Manager for Utility, Transportation, Seaport-e, and Specialty Contracts. I am responsible for the day-to-day procurements for NAVFAC EURAFSWA which supports all of Europe and Southwest Asia. Duties include recruit, train, develop, mentor, motivate and retain a highly skilled professional acquisition workforce. Deliver standardized processes and tools across the team. Institute operational practices and deploy and organizational structure that effectively delivers responsive and legal contracting and acquisition solutions. Proactively monitor workload to workforce balance to ensure a sustainable organization. Facilitate acquisition workload planning to ensure that adequate procurement acquisition lead time is available.

I am responsible for all contracting workload executed including all pre and post award functions involving the issuance of including those related to GSA orders, simplified acquisition procedures (SAP), delivery/task orders (under single and multiple award contracts), Seaport-e, and Seaport NEXGEN orders, commercial contracts, sole source contracts, contracts for commercial items and other and non-complex including sole source contracts of high complexity, competitive contracts (using trade-off analysis) from less complex to contracts of the highest complexity.

I perform pre-award procurement actions; conduct market research; develop strategies and plans for acquisitions; solicit; evaluate; negotiate price/cost and terms and conditions; award contracts; award delivery/task orders against established contracts; contract administration; and closeout contracts. I have been a contracting officer and the Source Selection Chairman for various Source Selection Boards. I have supervised and created Price Objective Memorandums, Price Negotiated Memorandums, Source Selection Plans, Source Selection Decisions, Acquisition Strategies, Acquisition Plans and J&As.

I participate in all acquisition planning meetings and post award kickoff meetings. I am responsible to discuss acquisition strategy including contract vehicle, period of performance length, planning purchase request submission, propose strategies for the different contract vehicles, discussion of milestones and plans for the short and long range requirements and the plans for contract administration. Provide guidance during the meetings with the different competency leads on contract types and techniques, including cost reimbursable, cost plus award fee, cost plus incentive fee, and indefinite delivery, multiple award, trade-off analysis, and Performance Based Services Acquisition contracts. Planning is critical in order to utilize the current workforce effectively and discuss potential problems and the acquisition strategy to address the solution. Responsible to create effective working relationships to communicate with the different customers to plan, organize and execute all their requirements timely.

I am responsible to plan, develop and establish the overall goals and objectives for the team and have the overall responsibility for acquisition planning, advertising, source selection/ negotiating, awarding, administering and/or terminating contracts and/or task and delivery orders.

I ensure that proper documentation is kept for all actions assigned to the specialist in order to complete the DCPDS evaluation for end of the year payoff and bonus along with on the spot awards. I am responsible to ensure all employees are performing in accordance to the benchmark and elements. If not, responsible to issue Letters of Requirements, and Letters of Reprimand.

I am responsible for mentoring, coaching, training, and assisting the employees. I am responsible for initiating continuous improvements in the Command's acquisition and contracting process in coordination with the other contracting teams. I have assisted multiple specialist on SPS PD2 training, EContracts training, WAWF training and FIS training.

I am responsible to identify, distribute, and balance workload and tasks among team members in accordance with established priorities, work-load, work schedules, mandatory training, deadlines and skill level. Responsible to provide weekly status of all the actions within the branch and to meet with the execution board to establish milestones and responsible to review all their contractual documents to ensure they meet all the policies, procedures and regulations. I am responsible to review that all contract action for contract terms, CLIN structure or any special requirements. Ensure that all contractual documents have adequate cost/ price analysis and ensure that specialist are aware of the different analysis available.

I hold a level II, 10 million dollar warrant.

As the Supervisory Contract Specialist, I managed a joint team of eight (8) contract specialists and one (1) contracting officer. I am regularly the acting division director.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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### **Contract Specialist**

**NAVFAC EURAFSWA**

NAVFAC Europe Africa Southwest Asia [REDACTED]  
Naples, NA

**1/01/2016 - 12/01/2018**

**Salary:** \$0.00 USD Bi-weekly

**Hours per week:** 40

**Duties, Accomplishments and Related Skills:**

Currently responsible for all Utility contract actions in NAVFAC EURAFSWA. I have issued and administered A&E Contract task orders and modifications, Seaport-e Contract task orders and modifications, environmental task orders and modifications, translation services contract task orders and modifications, blanket purchase task orders, and vehicle contracts. I have worked request for equitable adjustments and claims. I have utilized my warrant as a Contracting Officer to support the Contingency Engineering group. I have reviewed and approved source selection documentation including Business Clearance Memorandums, Pre and Post Negotiation Positions, Market Research Reports, Justification and Approvals, MOPAS II document and Acquisition Development Plans. I have worked sole source contracts, and competitive contracts. I have worked through the source selection process for best value and lowest priced technically acceptable contracts.

Below is a snapshot of some of the projects I have awarded with NAVFAC EURAFSWA:

Romania Electricity 2 Year \$1.2 Million Electricity Award. This was the first Utility contract that I procured overseas. The previous contract only had 1 bidder. I did Market Research and was able to advertise the opportunity with many other Electric contractors in Romania. As a result there were 400% more bidders and responses to the RFP. This resulted in lower rates. The contract saved over \$200,000 for the Navy during the 2 year period.

Spanish Electricity 18 months 11.5 Million Award. A market analysis was done by headquarters to determine how our contract compared to the open market rates during the same time period. It was determined that this contract saved over 1 million dollars over 18 months for the Navy. As a result NAVFAC headquarters approached our team so that NAVFAC could duplicate our success across the entire command.

Spanish Electricity 3 Year \$25 Million Electricity Award. This was the first 3 year competitive contract in

NAVFAC EURAFSWA. Extensive market research was done in order to identify the correct contract type and length. It was determined that a 3 year contract would lower NAVFAC EURAFSWA's costs as the future markets had lower prices for a 3 year look ahead. This produced a savings of \$167,000 for the first 2 years based on Headquarters analysis. This is on top of the savings from the previous Spanish Electricity Contract of \$1 million over an 18 month period.

Italy Electricity 2 Year \$24 Million Electricity Award. The Government went from a 1 year contract to a 2 year contract after market analysis and the savings from the previous contract were over \$1.5 Million over a 2 year period.

Poland Wastewater / Poland Hot Water Contracts \$730,000 and \$1.2 Million 10 year contracts. A new base is being built in Poland and part of the process was getting utilities up and running. There was no guide on how to pursue these water contracts with the sole source providers in the area. The companies had their own utility contracts that they wanted the Government to abide by and the Government has their own contracts. As a result through many meetings and interpreters the Government was able to merge both the Utility Company contract language and the Government contract language in a manner that was satisfactory to the Utility Company and the Government.

I was the contracting officer responsible for implementing the President's Emergency Plan for Aides Relief (PEPFAR) program. The PEPFAR program consists of 4 contracts for Tanzania and 4 contracts for Uganda. These contracts amounted in approximately \$8 million which built clinics, hospitals, and medical centers. These remote areas presented unique challenges in logistics, getting appropriate competition and educating the contractors on how to do business with the U.S. Government.

My time at NAVFAC EURAFSWA resulted in millions of dollars in savings for the Navy due to the contract type and vehicles that were selected along with market research. NAVFAC Headquarters is trying to duplicate our efforts across the entire command due to our successes.

A workload report from our contract systems shows that I have had the most awarded actions for an 1102 at the FEC. I have regularly used my warrant to assist the Humanitarian Assistance (HA) team with their contract reviews and awards. One of my reviews resulted in an award to a different contractor then what was originally recommended and avoided a protest. I make recommendations for improvement and innovation as is evidenced by the improved utility contracts that have resulted in millions of dollars in savings. These recommendations comply with acquisition policies and procedures. I actively support efforts to improve procedures and processes affecting the delivery, quality, management and cost effectiveness of NAVFAC products and services throughout the performance period and I exceed the agreed upon timeframes.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Administrative Contracting Officer  
Defense Contract Management Agency Special Programs (This is a federal job)**

[REDACTED]  
San Diego, CA

**12/01/2013 - 1/01/2016**

**Salary:** [REDACTED] USD Per Year

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 13

**Duties, Accomplishments and Related Skills:**

Administrative Contracting Officer (ACO) with unlimited warrant for DCMA Special Programs West Served with active TS/SCI clearance.



As ACO I serve as a technical authority and consultant for both internal and external customers including Command Senior Leadership Team (staffing, workload assessments), Command Management Support Staff (monthly Management Data Reports and other data calls), Buying Commands (payment support, property support, general administrative support), and other acquisition team members (Payment Offices like Defense Finance Accounting Service [DFAS] and Defense Contract Audit Agency [DCAA]).

As an ACO with work lead responsibilities I am responsible for planning, managing and leading a team of three Contract Administrators (CAs) and one procurement technicians (PT) to accomplish settling of canceling funds, contract close-out, payment support and other administrative tasks.

As a work lead, I am responsible to ensure that my team conducts contract post award administration actions such as contract receipt and review, pricing support such as supporting buying commands needs for rate checks, moving contracts from Section one to Section two, contract payment and funding with reconciliation support, and contract closeout through normal and Quick Close-out Agreements. I have negotiated quick closeout rates and have put the agreements in place. I act as supervisor for the acquisition team in the absence of the current supervisor.

#### Other Duties:

I am responsible for all contract administration functions for a contractor involved in the production of one or more major defense systems (MDSs) or major subsystems. I am responsible to develop and maintain systems to evaluate and monitor contractual performance related delivery, cost, amount of progress, advance payments, effective use of Government-furnished property, scheduling and usage of facilities, and management of overhaul or maintenance and repair efforts. My duties include making sure contractors are in compliance with Cost Accounting Standards (CASs) and other applicable laws and regulations. I ensure adequate evaluations and approvals/disapprovals of the contractor's business management and control systems. I plan and conduct post-award conferences ensuring compliance with, and full understanding of, contractual requirements to preclude unauthorized changes or alteration in contract provisions. I serve as the primary coordinator and team leader over a variety of functional specialists, such as auditors, cost accountants, engineers, cost analysts, and attorneys to prepare the Government position and conduct negotiations with the contractor. I advise and provide instruction to team members regarding contract administration matters.

I have provided training to all the ACOs on the closeout process for DCMA Special Programs West, East, and South at the 2014 ACO conference. I have served on a hiring board for a Contract Administrator position. I have demonstrated professional knowledge of acquisition policies, regulations and practices. I successfully have used the Agency Deviation for Quick Close-out to close-out contracts.

At DCMAS San Diego I am the ACO to over a billion dollars in contract actions for section one and two contracts. I review the work of three Contract Administrators. I take the lead in reaching back to customers and the PCOs. I have administered contracts for the Navy, Army, Air Force, and other DOD organizations. I brief the Contracts director of CMO West twice a month and I brief our CMO director once a month during the monthly data report meetings. I am comfortable under pressure and I am comfortable briefing senior leadership.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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#### Contract Specialist

**NAVFAC SW (This is a federal job)**

[REDACTED]  
San Diego, CA

**8/01/2012 - 12/01/2013**

**Salary:** [REDACTED]

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade: 13**

This is a time-limited appointment or temporary promotion

**Duties, Accomplishments and Related Skills:**

Procure and administer basic IDIQ contracts and task orders, as well as 8(a) stand-alone contracts, for environmental fixed price and cost plus award fee contracts. The primary function of the team is to award and manage the basic environmental IDIQ contracts for use by multiple NAVFAC offices and other Federal agencies, as applicable. Performance of PCO and ACO functions in the management of IDIQ contracts for both multiple award contracts (MAC) and single award contracts such as a cost plus award fee remedial action contract (RAC).

Coordinate procurement requirements with technical personnel and customers in order to understand the Command's needs and ensure contracts are awarded in a timely manner. Procurement includes market research to determine availability of competitors in the open market, issuance of sources sought notices, pre-solicitation notices, RFP preparation and issuance, site visits, responses to RFIs, and management of source selection boards and preparation of source selection reports for review by higher levels.

Range of action worked on includes small task orders to \$4M Environmental Remediation Services sole source small business 8 (a) set aside, to a \$100M RAC contract. Provide support in order to make awards based on best value determinations.

ACO management of awarded IDIQ contracts includes making responsibility determinations for option years, processing key personnel changes, and updating contracts based on contractor novation agreements. Procure contracts via negotiated methods, including competition of most requirements utilizing Source Selection procedures and Task Order Evaluation Boards. Troubleshoot and resolve errors encountered within the acquisition systems. Review requirements and policies regarding contractual procedures required by the FAR, DOD and NAVFACSW policies, mainly through consultation of the Business Management System (BMS) provided via the NAVFAC Private Portal for guidance in contract development. Distribute and explain new policies and guidance as received.

Perform pre and post award administration of various contract acquisitions including Firm Fixed Price, Indefinite Delivery Indefinite Quantity, Multiple Award Contracts and Contract Task Orders. I have experience in the following contract type actions; Environmental/Construction contracting under Cost Plus Award Fee and Firm Fixed Price. I issue amendments and modifications for task orders and contracts.

My tasks include: Review and Analyze Scopes of Work, recommend acquisition strategy; Perform Market Research; Analyze Contractor Proposals and Independent Government Estimates; Perform cost and price analyses; Prepare Pre-negotiation Business Clearances/Memorandums; Conduct Negotiations with Contractors; Prepare Post Award Business Clearances Memorandums; Prepare CHINFO Announcements; Prepare Award documents for signature by Contractor and Contracting Officer; Monitor/Evaluate Contractor performance from start to finish of project; Perform cost monitoring and invoice reviews. Process invoices via WAWF.

Use teamwork to identify and resolve problems that threaten contract performance. Research contract and policy interpretations. Perform acquisition functions for Environmental, and Construction type contracts using formal contracting procedures, which include Synopsis, Source Selection Procedures, Best Value, and Lowest Price Technically Acceptable. Ensure proposals address NAVFAC's socioeconomic goals for small businesses, Hub-Zone, disadvantaged businesses, HBCUs, veteran owned, woman owned, and 8 (a) firms.

Prepare solicitations, determine sources to be solicited, conduct pre-proposal conferences, process and respond to Requests for Information, and make selections based on analysis. Perform acquisition planning and coordinate with technical, legal, and contract personnel. Review solicitations, respond to pre-proposal inquiries, serve as a member of Source Selection Boards/Technical Evaluation Boards, and evaluate contractor's technical, price and cost proposals. Assist in the Source Selection process for various Environmental Remediation contracts, prepare debriefs. Monitor contractor performance in relation to the performance or completion schedule required by the contract, ensuring timely submission of technical progress reports.

I have developed a working knowledge of the FAR, DFARS, and the Navy Acquisition Procedures Supplement. I have excellent working knowledge and have entered all contractual requirements into the Standard Procurement System (SPS), eContracts, and the Facility Information System (FIS). I utilized on a daily basis: Windows software, Excel, Microsoft Word, Microsoft Outlook and the Navy Intranet.

I spear-headed the Internal Business Assessments for the Environmental Core team, produced reports to the Contracting Officer, and briefed the entire team on the findings.

I was selected for the NAVFAC Leadership Development Program.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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### **Contract Specialist**

**NAVFAC SW (This is a federal job)**

San Diego, CA

**10/01/2009 - 8/01/2012**

**Salary:** \$0.00 USD Per Year

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 12

#### **Duties, Accomplishments and Related Skills:**

Responsible for all pre-award and post award contract duties from cradle-to-grave, to include contract award, contract administration, contract negotiation and contract monitoring and research of policy and procedures. I efficiently and effectively awarded and administered large and small sole-source construction and commercial and Job Order Contract (JOC) contracts up to \$3.5 million. Issued and awarded contracts under Multiple Award Contract (MAC) and Multiple Award Service Contract (MASC) vehicles. I awarded and administered Construction contracts to include contracts with options for customers in accordance with the FAR, DFARS, NMCARS, and NFAS. Issued contracts utilizing stand alone 8(a) sole source procedures. Prior to award, coordinated with the Small Business Specialist to establish whether the solicitation will be restricted to Small Businesses. I performed in-depth evaluations of the financial and technical capabilities of the performance of potential contractors prior to contract award. I scrutinized the Statement of Work/Services and Independent Government Estimate, issued Request For Proposals/Quotes (RFP)/(RFQ) to the contractor, verified contractors are registered in the Central Contractor Register (CCR) database, checked the Excluded Parties List System (EPLS) to verify contractor was not on it, analyzed contractor's proposal for price reasonableness, allocability, and allowability and prepared business clearance documentation, pre and post negotiation memorandums, and negotiated the Government's position and finally processed the funds for award and subsequent distribution. I conducted post-award conferences and pre-construction meetings with the customer and contractor to clarify contractual terms and special requirements such as billing procedures, material submittals, and quality assurance. I monitored contractor performance. I negotiated extensions of schedule, price adjustments, material substitutions given current business conditions related to cost and time, process Request for Equitable Adjustment (REA), and monitor deliverables. Investigated issues relating to contract modifications, contractor change orders proposals, and payments. I negotiated contract modifications and prepared the associated documentation.

I monitored post-award contract administration during the life of the contract. I have worked with invoicing issues and seen contracts through final payment and closeout. I have closed out task orders as well as basic contracts.

Administered awards delegated by Contracting Officers. Reviewed contractor's proposals for new awards.

Monitored contractor compliance with deliverables, including but not limited to, financial, security, property, and technical progress reports. Closed out completed contracts, assuring final reports have been delivered and accepted and that claimed costs are allowable, allocable and reasonable.

Administered contracts include: contract pre-award, price and costs analysis, negotiations and post-awards.

Prepared and awarded Deliver Orders and modifications. Reviewed payroll reports and labor interviews, ensuring compliance with the Davis-Bacon requirements. Approved bonds and other submittals. Processed contractor's invoices, contract closeouts and maintain contract archives. Coordinated and conducted site visits for contractor's inspection prior to proposal submission.

I entered all contractual requirements into the Standard Procurement System (SPS) software, eContracts, and the Facility Information System (FIS) database. I utilized on a daily basis: Windows software, Excel Spreadsheet, Microsoft Word, Microsoft Outlook and the Internet.

I analyze and interpret data on a daily bases. I interpret clauses and research applicable policies and procedures via FAR, DFAR, NMCARS, NFAS and BMS. I apply and interpret the data and apply it as it relates to the contract. I analyze contractor proposals for fair and reasonableness. I break down the contractor's price and conduct cost benefit analysis. The contractor proposal are often full of data, I interpret the data and summarize it in a business clearance memorandum or a pre-negotiation position.

I am the office system superuser for FIS, SPS, and Econtracts. Attended superuser meetings with outside offices. Trained fellow employees and interns on how to use the processes and provided training to team about new updates in current systems and how to more efficiently use the contract systems.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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### **Intern Coordinator**

NAVFAC SW  
San Diego, CA

**2/01/2010 - 2/01/2011**

**Hours per week:** 0

#### **Duties, Accomplishments and Related Skills:**

As the NAVFAC SW Acquisition Intern Coordinator from February 2010 to February 2011, I was responsible for the well being and development of over fifty interns. I had to ensure the commands NAIP and PDC Interns, as well as those employees hired under "Hire a Vet", are absorbed into the command without delay and quickly begin training to satisfy their Individual Development Plan. Coordinated and led regularly scheduled new employee meetings intended to further training and networking. Developed and used new processes such as the Intern website and blog in order for the wave of newly hired interns to be able to effectively communicate and network with each other. This position greatly enhanced and furthered my leadership skills.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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### **Contract Specialist**

BRAC PMO NAVFAC SW (This is a federal job)  
San Diego, CA

**3/01/2008 - 10/01/2009**

**Salary:** \$0.00 USD Per Year

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 9

#### **Duties, Accomplishments and Related Skills:**

Procure and administer environmental Fixed Price (FP), Cost Plus Award Fee (CPAF), Natural Cultural Resources (NCR), Indefinite Delivery Indefinite Quantity (IDIQ), Services and Task Orders. Award and manage contracts following PCO and ACO procedures per the BMS. Coordinate with technical personnel in order to determine appropriate contract vehicles for project scopes in order to determine the best value to the Government. Procure contracts via negotiated methods, including competition of most requirements utilizing Source Selection procedures and Task Order Evaluation Boards. I developed Justification and Approvals, prepared Determination and Findings, approved bonds, issued contract task orders and modifications.

Responsible for all pre-award and post award contract duties from cradle-to-grave, to include contract award, contract administration, contract negotiation and contract monitoring.

I issued multiple task orders utilizing best value source selection procedures. Conducted cost benefit analysis using three best value methods. Issued best value task orders where the technical factors are weighted more valuable than price, equal to price, and less than price. I have also utilized lowest price technically acceptable source selection procedures as well as price only source selection procedures.

Additional duties include position as BRAC West secondary point of contact for the CPARS/ACASS/CCASS evaluation systems and response to data calls from various levels of the Command. Troubleshoot and resolve errors encountered within the acquisition systems. Review requirements and policies regarding contractual procedures required by the FAR, DOD and NAVFACSW policies, mainly through consultation of the Business Management System (BMS) provided via the NAVFAC Private Portal for guidance in contract development. Distribute and explain new policies and guidance as received, both through electronic communication and discussion through usage.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Management Trainee**  
**Enterprise Rent-A-Car**  
El Cajon, CA

**6/01/2007 - 2/01/2008**

**Hours per week:** 50

**Duties, Accomplishments and Related Skills:**

Effectively communicate, influence and interact with all types of customers, vendors and co-workers. Extensive customer service, problem solving and conflict management training. Inventory control experience, help manage and deploy a fleet of vehicles in the most efficient and cost effective manner.

**Supervisor:** [REDACTED]

**Okay to contact this Supervisor:** Yes

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**Education:**

**University of Redlands** Redlands, CA United States

Master's degree 2 / 2011

**GPA:** 4.0

**Major:** Masters in Business Administration

**California Polytechnic University** San Luis Obispo, CA United States

Bachelor's degree 6 / 2007

**GPA:** 3.26

**Major:** Business Administration

**Christian High School** El Cajon, CA United States

High school diploma or equivalent 6 / 2004

**GPA:** 4.21

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**Job Related Training:**

FY 13 NAVFAC Leadership Development Program Cadre Member

CPMA CIVILLIAN PERSONNEL MANAGEMENT ACADEMY 1/30/13

HBS 444 (DAU) WRITING SKILLS 3/07/2011

ACQ 201A (DAU) INTERMEDIATE SYSTEMS ACQUISITION, 3/07/2011

CON 243 (DAU) ARCHITECT-ENGINEER CONTRACTING, 2/11/2011

CON 244 (DAU) CONSTRUCTION CONTRACTING, 1/07/2011

CON 353 (DAU) ADVANCED BUSINESS SOLUTIONS FOR MSN SUPPORT, 12/10/2010

CLC 055 (DAU) COMPETITION REQUIREMENTS, 2/04/10

CLM 044 (DAU) RADIO FREQUENCY IDENTIFICATION (RFID), 12/11/2009  
 CON 218 (DAU) ADVANCED CONTRACTING FOR MISSION SUPPORT, 11/06/2009  
 CTC 423 ENVIRONMENTAL CONTRACTING, 8/06/2009  
 CTC 337 FACILITIES SUPPORT CONTRACTING 5/21/2009  
 CONFLICT RESOLUTION FOR EMPLOYEES, 4/20/2009  
 DEBRIEFING SEMINAR, 3/26/2009  
 CON 216 (DAU) LEGAL CONSIDERATIONS IN CONTRACTING, 4/17/2009  
 CON 215 (DAU) INTERMEDIATE CONTRACTING FOR MISSION SUPPORT, 1/15/2009  
 WAWF ACCEPTOR TRAINING 10/21/2008  
 CON 214 (DAU) BUSINESS DECISIONS FOR CONTRACTING, 10/31/2008  
 CON 120 (DAU) MISSION FOCUSED CONTRACTING, 8/15/2008  
 CON 100 (DAU) SHAPING SMART BUSINESS ARRANGEMENTS, 6/13/2008  
 CON 112 (DAU) MISSION PERFORMANCE ASSESSMENT, 6/25/2008  
 CON 111 (DAU) MISSION PLANNING EXECUTION, 6/03/2008  
 CON 110 (DAU) MISSION SUPPORT PLANNING, 4/15/2008  
 ACQ 101 (DAU) FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT, 4/30/2008  
 CLC 033 - CONTRACT FORMAT AND STRUCTURE FOR THE DOD E-BUSINESS ENVIRONMENT,  
 04/08/2008  
 CTC 415 Source Selection and Technical Evaluation Board, 3/27/2008

#### PROFESSIONAL LICENSES/CERTIFICATES

Administrative Contracting Officer Warrant (Unlimited), 4/17/2014  
 Defense Acquisition Corps Member, 12/17/2012  
 DAWIA Level III Contracting Certified, 3/17/2011  
 DAWIA Level II Contracting Certified, 11/23/2009  
 DAWIA Level I Contracting Certified, 9/3/2008

#### References:

Name	Employer	Title	Phone	Email
(*) [REDACTED]	NAVFAC	Supervisory Contract Specialist	[REDACTED]	[REDACTED]
(*) [REDACTED]	U.S. Air Force	Contracting Officer	[REDACTED]	[REDACTED]
(*) [REDACTED]	NAVFAC	Chief of Contracts NAVFAC EURAFSWA	[REDACTED]	[REDACTED]
(*) [REDACTED]	NAVFAC	Supervisory Contracting Officer	[REDACTED]	[REDACTED]

(\*) Indicates professional reference

#### Additional Information:

##### Awards:

On the Spot Award 8/12/2021  
 Performance Award 8/15/2020  
 Performance Award 6/6/2019  
 Award for Advancing Navy Commodity Cost Reduction 1/30/2019  
 On the Spot Award 8/23/2018  
 Performance Award 8/7/2018  
 Individual Cash Award 6/23/2017  
 Special Programs Team of the Quarter Winner 10/16/2015  
 On the Spot Award 6/1/2015

Individual Performance Award 5/3/2015  
Notable Achievement Award 2/1/2013  
Service Award 8/30/2012  
Service Award 9/14/2011  
Service Award 8/17/2011  
Time Off Award 5/11/2011  
Notable Achievement Award 11/2/2010  
Notable Achievement Award 7/14/2010  
Notable Achievement Award 8/6/2009  
Special Act or Service Award 12/16/2008  
Special Act or Service Award 6/11/2008  
Performance Award 4/21/2008

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2022 JAN 10 P 3: 10

**APPLICANT INFORMATION**

NAME: Anthony Sottile

ADDRESS: [REDACTED] El Cajon, Ca 92020

PHONE: [REDACTED] EMAIL: [REDACTED]

*If you choose to provide more information to any of the following questionnaires, please attach additional pages to this application form.*

**SUPPLEMENTAL QUESTIONNAIRE**

**EXPLAIN YOUR INTEREST IN THIS POSITION:**

Have served since 2006 and want to continue to serve to provide city with my insight into community matters through the perspective and experiences of a citizen, businessman, familyman, and churchman. My motto; today's city planning will determine future thriving success of community and it's wellbeing.

**Have you been or are you now a member of a governmental board, commission or committee:** Yes  No

If Yes, please list:

Planning Commission



**Are you related to any employees of the City of El Cajon?** Yes  No

If Yes, please indicate name and relationship:

**Are you a registered voter?** Yes  No

If No, please explain:

**Please list your education, training, or special qualifications, which might be relevant to this position:**

Attended Grossmont College and SDSU with focus on languages and business management. Also, have been and insurance agent for over forty years and involved in community churches as CFO, Christian school teacher and administrator.

**Please list your membership in service, community organizations or volunteer work that might be relevant to this position:**

Same as above

**EMPLOYMENT – CURRENT TO PAST**

**Name of Employer:** Self-employed insurance broker and consultant/retired

**Last job title:**

**Dates of Employment:**                      **From:**                      **To:**

**List the duties performed while you worked at this company:**

Entire office operations of insurance office and consulting.

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

**Name of Employer:**

**Last job title:**

**Dates of Employment:**

**From:**

**To:**

**List the duties performed while you worked at this company:**

**Please describe any experience in public, civic, and charitable offices and/or any other activities that you believe will help you contribute while serving in this position:**

Church elder, CFO, and teacher.

**ELIGIBILITY CERTIFICATION**

By signing below, I Anthony Sottile, certify that the information is true and correct to the best of my knowledge.

SIGNATURE



DATE 12/30/2021