

**CITY OF LONG BEACH  
CIVIL SERVICE COMMISSION  
MINUTES**

**WEDNESDAY, AUGUST 3, 2016  
333 WEST OCEAN BLVD., 7TH FLOOR  
CIVIL SERVICE BOARD ROOM, 8:00 AM**

Rick McGilton-McGlamery, President  
Phyllis Arias, Vice President



Charles Hicks Jr., Commissioner  
Robin Perry, Commissioner  
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,  
Executive Director

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**FINISHED AGENDA & DRAFT MINUTES**

**ROLL CALL**

**Commissioners** Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick  
**Present:** McGilton-McGlamery

**Commissioners** Robin Perry  
**Absent:**

**Kandice Taylor-Sherwood, Executive Director & Secretary**  
**Crystal Slaten, Recruitment & Selection Officer**  
**Robert Pfingsthorn, Administrative Officer**  
**Caprice McDonald, Special Projects Officer**  
**Marilyn Hall, Executive Assistant**  
**Gary Anderson, Principal Deputy City Attorney**  
**Lourdes Ferrer, Administrative Analyst**  
**Debbie McCluster, Personnel Analyst**  
**Sheree Valdoria, Personnel Analyst**  
**Shellie Goings, Personnel Analyst**  
**David Espinoza, Assistant Administrative Analyst**

**FLAG SALUTE**

1. 16-133CS      **Recommendation to approve minutes:**  
*Regular Meeting of July 20, 2016*

**A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

**CONSENT CALENDAR (2-5):**

On behalf of the Commission, the Secretary presented Certificates of Appreciation to Valentino LeBeauf (30 years) and Glenn Lassiter (29 years), in recognition of their dedicated service to the citizens and City of Long Beach. Representatives from their department were present and spoke on their behalf.

Passed the Consent Calendar

**A motion was made by Commissioner Smith Watts, seconded by Vice President Arias, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

2. 16-134CS

**Recommendation to approve examination results:**

*Business Systems Specialist (Established 7/21/16)- 27 Applied,  
27 Qualified*  
*Capital Projects Coordinator (Established 7/19/16) - 11 Applied,  
11 Qualified*  
*Capital Projects Coordinator (Established 7/21/16)- 20 Applied,  
20 Qualified*  
*Fleet Services Supervisor (Established 7/28/16) - 55 Applied,  
25 Qualified*  
*Plumber (Established 7/28/16) - 26 Applied, 1 Qualified*  
*Public Health Nutritionist (Established 7/26/16) - 2 Applied,  
2 Qualified*  
*Public Safety Dispatcher - Lateral (Established 7/28/16) - 1 Applied,  
1 Qualified*  
*Senior Surveyor (Established 7/27/16) - 6 Applied, 3 Qualified*  
*Special Services Officer (Established 7/26/16)- 59 Applied,  
59 Qualified*

**A motion was made to approve recommendation on the Consent Calendar.**

3. 16-135CS

**Recommendation to receive and file bulletins:**

*Combination Building Inspector*  
*Survey Technician*  
*Water Utility Mechanic*

**A motion was made to approve recommendation on the Consent Calendar.**

4. 16-136CS

**Recommendation to receive and file retirements:**

*Glenn Lassiter/Refuse Supervisor/Public Works (29 yrs., 10 days)*  
*Valentino Lebeau/Street Maintenance Supervisor/Public Works  
(30 yrs., 1 mo.)*

**A motion was made to approve recommendation on the Consent Calendar.**

5. 16-137CS      **Recommendation to receive and file resignations:**  
*Craig Liebzeit/Water Treatment Operator/Water (4 yrs., 2 mos.)*  
*Kurt Cornejo/Ambulance Operator/Fire (10 mos., 7 days)*

**A motion was made to approve recommendation on the Consent Calendar.**

**REGULAR AGENDA**

6. 16-138CS      **RECOMMENDATION TO APPROVE REAPPOINTMENT OF RESIGNED EMPLOYEE - Brian J. Flores, Public Safety Dispatcher**  
*Communication from Reginald Harrison, Director, Disaster Preparedness & Emergency Communications*

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

7. 16-139CS      **REQUEST TO FILE LATE APPLICATION - Fire Recruit**  
a. Communication from Tyler Tronti  
b. Staff report prepared by Shellie Goings, Personnel Analyst

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Smith Watts, seconded by Commissioner Hicks, to approve recommendation to deny. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

8. 16-140CS      **RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**

*Staff report prepared by Kandice Taylor-Sherwood, Executive Director*

- Environmental Specialist Test 1 (6/11/2015)
- Environmental Specialist Test 2 (6/24/2015)
- Marine Safety Officer (2/4/2015) (1 month)
- Park Maintenance Supervisor (8/11/2015)
- Police Recruit (Ntn) Test 3 (8/12/2015)
- Public Health Nutritionist Test 2 (8/12/2015)
- Public Safety Dispatcher Test 8 (2/11/2015)
- Public Safety Dispatcher Test 9 (2/26/2015)
- Senior Equipment Operator - Crane Test 2 (8/13/2015)
- Senior Program Manager - Harbor Test 3 (8/28/2015)
- Transportation Programs Planner Test 1 (2/26/2016)

The Secretary briefed the Commission regarding this request.

**A motion was made by Commissioner Hicks, seconded by Commissioner Smith Watts, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Charles Hicks, Carolyn M. Smith Watts, Phyllis Arias and Rick McGilton-McGlamery

**Absent:** 1 - Robin Perry

## **NEW BUSINESS**

Commissioner Hicks inquired about the progress of the Special Services Officer classification study, and requested the Executive Director follow-up with Human Resources regarding the status. He stated that the process needs to move forward.

The Secretary informed the Commission that she has not received a meeting request from Human Resources; however, there were some follow-up items that needed to take place before meeting again, and she does not know the status of the follow-up items.

Gary Anderson, Principal Deputy City Attorney and Commission Advisor, informed the commission that the last time they met on the issue, they were reviewing the POST policy and Human Resources was going to meet with the various employee associations. Their last meeting was approximately six weeks ago.

## **MANAGERS' REPORT**

**Recruitment & Selection**

**Special Projects**

**Administration Support Services**

**Executive Director**

Ms. Slaten informed the Commission that she and several analyst will be conducting a Civil Service 101 Training for Meg Rau, Administrative Analyst, Development Services and staff members. She stated that this training is something staff will be providing for City Departments when requested. She also stated that she will be interviewing for Clerk Typist positions at the Public Counter, using Montage for the initial interviews.

Ms. McDonald stated that she is focusing on the changes to NeoGov, and that she is part of a group of about eight agencies, finding ways to streamline processes for NeoGov.

Mr. Pfingsthorn thanked staff for the support provided to him during his absence.

The Secretary acknowledged Ms. McDonald for the work she is doing with NeoGov, in learning the different functions that NeoGov has to offer. She stated that as a result of a recent NeoGov User meeting, Ms. McDonald learned a better way to post jobs and immediately made the changes to the web page.

She acknowledged Maria Alamo, Payroll Assistant, for the work she is doing in streamling processes.

The Secretary informed the Commission that last week, she participated in Youth Leadership Long Beach interviews. She stated that she will be working with the Recruitment and Selection Manager on identifying better ways to connect with the youth, informing them of the job opportunities with the City of Long Beach as an employer when starting their careers.

**COMMENTS FROM PUBLIC – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.**

## **ADJOURNMENT**

NOTE:

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

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**CITY OF LONG BEACH  
PLANNING COMMISSION  
MINUTES**

**THURSDAY, JULY 21, 2016  
333 W. OCEAN BOULEVARD  
COUNCIL CHAMBER, 5:00 PM**

Mark Christoffels, Chair  
Donita Van Horik, Vice Chair  
Ron Cruz, Commissioner



Alan Fox, Commissioner  
Andy Perez, Commissioner  
Jane Templin, Commissioner  
Erick Verduzco-Vega, Commissioner

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**FINISHED AGENDA AND MINUTES**

**CALL TO ORDER (5:03 PM)**

At 5:03 p.m., Vice Chair Van Horik called the meeting to order.

**ROLL CALL (5:04 PM)**

Also present: Christopher Koontz, Advance Planning Officer; Carrie Tai, Current Planning Officer; Amy Webber, Deputy City Attorney; Mark Hungerford, Planner; Alison Riordan, Clerk Typist.

**Commissioners** Ron Cruz, Andy Perez, Jane Templin, Erick Verduzco-Vega and  
**Present:** Donita Van Horik

**Commissioners** Mark Christoffels and Alan Fox  
**Absent:**

**FLAG SALUTE (5:04 PM)**

Commissioner Templin led the flag salute.

**MINUTES (5:05 PM)**

16-041PL Recommendation to receive and file the Planning Commission minutes of July 7, 2016.

**A motion was made by Commissioner Templin, seconded by Commissioner Perez, to approve the recommendation. The motion carried by the following vote:**

**Yes: 5 - Ron Cruz, Andy Perez, Jane Templin, Erick Verduzco-Vega and Donita Van Horik**

**Absent:** 2 - Mark Christoffels and Alan Fox

**DIRECTOR'S REPORT (5:05 PM)**

Christopher Koontz, Advance Planning Officer, presented the Director's Report.

**SWEARING OF WITNESSES (5:08 PM)**

Do you solemnly swear or affirm that the evidence you shall give in this Planning Commission Meeting shall be the truth, the whole truth, and nothing but the truth.

**REGULAR AGENDA (5:08 PM)**

1. 16-042PL Recommendation to accept Categorical Exemption CE 16-022 and find the proposed vacation of a portion of a City alley west of 4100 E. Ocean Boulevard in conformance with the adopted goals and policies of the City's General Plan. (District 3) (Application No. 1602-01)

Christopher Koontz, Advance Planning Officer, introduced Mark Hungerford, Project Planner, who presented the staff report.

Vice Chair Van Horik spoke.

Mark Hungerford responded to a query from Vice Chair Van Horik.

Commissioner Templin spoke.

Mark Hungerford responded to a query from Commissioner Templin.

Commissioner Verduzco-Vega spoke.

Mark Hungerford responded to a query from Commissioner Verduzco-Vega.

Kurt Schneiter, applicant, spoke.

Commissioner Perez spoke.

Kurt Schneiter spoke.

Commissioner Templin spoke.

Kurt Schneiter responded to a query from Commissioner Templin.

Vice Chair Van Horik spoke.

Kurt Schneiter responded to queries from Vice Chair Van Horik.

Commissioner Perez spoke.

Kurt Schneiter responded to a query from Commissioner Perez.

Commissioner Cruz spoke.

Kurt Schneiter responded to a query from Commissioner Cruz.

Christopher Koontz spoke.

Vice Chair Van Horik swore in a member of the audience wishing to provide public comment.

Janet Lee provided public comment.

Commissioner Verduzco-Vega spoke.

**A motion was made by Commissioner Perez, seconded by Commissioner Templin, to approve the recommendation. The motion carried by the following vote:**

**Yes:** 5 - Ron Cruz, Andy Perez, Jane Templin, Erick Verduzco-Vega and Donita Van Horik

**Absent:** 2 - Mark Christoffels and Alan Fox

**PUBLIC PARTICIPATION (5:29 PM)**

There were no comments from the public.

**COMMENTS FROM THE PLANNING COMMISSION (5:30 PM)**

There were no comments from the Planning Commission.

**ADJOURNMENT (5:30 PM)**

At 5:30 p.m., Vice Chair Van Horik adjourned the meeting.

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