

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

**WEDNESDAY, JULY 6, 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

FINISHED AGENDA & 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
Tara Haughton, Personnel Analyst, Human Resources

FLAG SALUTE

1. 16-115CS **Recommendation to approve minutes:**
Regular Meeting of June 15, 2016

A motion was made by Vice President Arias, 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):

Passed the Consent Calendar

The Secretary introduced Rosana Carranza, Elizabeth Calixtro and Marley Williams, newly hired Management Assistants to the Commission, and welcomed them to the City.

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Alvin Hawkins (27 years) in recognition of his dedicated service to the citizens and City of Long Beach. A representative from his department was present and spoke on his behalf.

Ms. McDonald introduced Danielle Gallandt, Summer Intern from the Harbor Department to the Commission, and informed the Commission that Ahmed Osman, Summer Intern was not able to be at today's Commission meeting, but would be at the next meeting.

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. 16-116CS

Recommendation to approve examination results:

*Ambulance Operator (Established 6/17/16) - 119 Applied,
58 Qualified*
*Business Systems Specialist (Established 6/17/16) - 29 Applied,
29 Qualified*
Clerk Typist (Established 6/24/16) - 403 Applied, 160 Qualified
*Construction Inspector (Established 6/21/16) - 83 Applied,
22 Qualified*
*Equipment Mechanic (Established 6/23/16) - 49 Applied,
13 Qualified*
Plumber (Established 6/23/16) - 9 Applied, 9 Qualified
*Police Recruit (NTN) (Established 6/27/16) - 339 Applied,
339 Qualified*
*Police Recruit (POST) (Established 6/28/16) - 384 Applied,
162 Qualified*
*Public Health Nutritionist (Established 6/16/16) - 2 Applied,
2 Qualified*
Registered Nurse (Established 6/20/16) - 5 Applied, 5 Qualified
Senior Civil Engineer (Established 6/21/16) - 8 Applied, 8 Qualified

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

3. 16-117CS

Recommendation to receive and file bulletins:

Capital Projects Coordinator
Communications Specialist
Police Officer - Lateral
Police Property & Supply Clerk
Senior Traffic Engineer

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

4. 16-118CS

Recommendation to receive and file retirements:

*Peter M. Ronca/Principal Building Inspector/Development Services
(32 yrs., 6 mos.)*

*David Vasquez/Civil Engineering Associate/Gas & Oil
(23 yrs., 7 mos.)*

Gregory Fileger/Maintenance Assistant/Parks (6 yrs., 2 mos.)

Alvin Hawkins/Plumber/Parks (27 yrs., 1 mo.)

Milton Thomas/Police Sergeant/Police (25 yrs., 4 mos.)

*Tina M. Parmelee/Business Systems Specialist/Technology and
Innovation Services (32 yrs.)*

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

5. 16-119CS

Recommendation to receive and file resignations:

Norma Garcia/Accounting Clerk III/Airport (9 yrs., 8 mos.)

*Abelardo M. Manabat Jr./Combination Building Inspector
Aide II/Development Services (5 mos., 7 days)*

Nicholas F. Cervola/Ambulance Operator/Fire (1 yr., 11 mos.)

David J. Ludloff/Ambulance Operator/Fire (1 yr., 4 mos.)

Catherine R. Aldoriso/Criminalist I-MISC/Police (4 yrs., 3 mos.)

Julia C. Johnson/Criminalist-MISC/Police (4 yrs., 3 mos.)

Shamara T. Passley/Police Recruit/Police (2 mos., 27 days)

*Andrew J. Schmidt/Special Services Officer III-Armed/Police
(8 yrs., 1 mo.)*

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

REGULAR AGENDA

6. 16-120CS

RECOMMENDATION FOR SELECTIVE CERTIFICATION -

Customer Service Representative

Communication from Sandra Aguilar, Personnel Officer, Long Beach Gas & Oil

The Secretary briefed the Commission regarding this request.

Ms. Aguilar was present to answer Commission questions.

A motion was made by Commissioner Smith Watts, seconded by Vice President Arias, 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. 16-121CS

APPEAL OF EXAMINATION RESULTS - Administrative Analyst

a. Communication from Mony Chhey

b. Staff report prepared by Lourdes Ferrer, Administrative Analyst

The Secretary briefed the Commission regarding this request.

Mr. Mony Chhey was present and addressed the Commission, regarding his appeal of the Administrative Analyst examination. Mr. Chhey is requesting an unbiased reevaluation of his written exercise of the Administrative Analyst examination.

Commissioner Arias questioned ETS criterion for the written exercise versus the process used for the previous written exercise for the Administrative Analyst examinations. She also questioned the grading scale and if ETS provides for the opportunity to rescore.

Staff answered Commission Arias questions regarding the examination scoring process, and stated that the written exercise could be re-scored.

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Rick McGilton-McGlamery

No: 1 - Phyllis Arias

Absent: 1 - Robin Perry

8. 16-122CS

RECOMMENDATION TO APPROVE EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Animal Control Officer (1/21/2015)

Civil Engineer Test 1 & 3 (0/17/2014); (1/21/2015) **(30 days)**

Community Services Supervisor (1/9/2015)

Customer Service Representative (3/12/2014) **(3 months)**

Office Automation Analyst (4/15/2015)

Painter (4/7/2015)

Police Property & Supply Clerk (6/11/2014) **(30 days retroactive 6/10/16)**

Police Recruit (NTN) Test 1 (1/27/2016)

Police Recruit (Post Waiver) Test 1 (1/27/2016)

Port Planner (1/30/2015)

Port Security System Operator Test 1 & 2 (7/6/2015); (7/22/2015)

Public Safety Dispatcher 5, 6 & 7 (1/7/2015); (1/21/2015); (1/29/2015)

(7/22/2015) **(3 months)**

Public Safety Dispatcher - Lateral Test 2 (1/29/2015) ((7/22/2015) **(3 months)**)

Recreation Assistant (7/29/2015)

Senior Electrical Inspector Test 1 (1/4/2016)

Senior Equipment Operator - Crane Test 1 (1/21/2016)

Senior Plumbing Inspector Test 1 (1/21/2016)

Senior Program Manager - Harbor Test 1 (7/24/2015)

Senior Traffic Engineer Test 2 (7/15/2015)

Welder (1/14/16)

A motion was made by Vice President Arias, seconded by Commissioner Smith Watts, to approve amended 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

9. 16-123CS

**RECOMMENDATION FOR CONSIDERATION OF
ADMINISTRATIVE LAW JUDGE'S REPORT (Revised) -**

(File #01-D-1415, Mailed to CSC on June 3, 2016)

Report prepared by Angela Villegas, Administrative Law Judge

**A motion was made by Commissioner Hicks, seconded by
Commissioner Smith Watts, to approve recommendation of
Administrative Law Judge. 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 addressed the Civil Service Commissioner responsibility to identify and approve classifications, stating that if it is necessary to meet with a department regarding a classification, it is within the Commission's jurisdiction to do so.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that Shellie Goings, Personnel Analyst, is finalizing the Fire Recruit examination, with over 2700 applicants to apply, and Sheree Valdorie is finalizing the Police Recruit examination. She stated that she met with Deputy Chief Rowe and Commander for a debriefing regarding the processes used for both the Police and Fire Recruit examinations.

Commission Hicks questioned if staff has taken a look to determine whether or not the issue of about 50% of the Fire Recruits falling out of the academy is with NTN recruiting process versus the traditional recruiting or is with the academy.

Commissioner Smith Watts informed Commissioner Hicks that she has requested the Fire Department do a presentation addressing these concerns.

The Secretary informed the Commission that she coordinated a meeting with Alex Basquez, Director of Human Resources, and she is scheduling a meeting with the Fire Chief and Commissioner Smith Watts.

The Secretary also informed the Commission that staff is looking to partner with the Police Department to determine what is the best method to use for Police Recruit. Staff would like to continue to use both the POST and NTN to gather more data on each of those types of applicants to determine if one type of test is resulting in a more predictive performance than another. Staff does need more data to make the comparison.

Ms. Slaten informed the Commission that Donna de Araujo, Personnel Analyst, retired this week and David Espinoza has been hired as an Assistant Administrative Analyst to replace her.

She also thanked Recruitment & Selection Division staff for the excellent work they are doing conducting examinations and examination results.

Ms. McDonald thanked the Commission and the Secretary for the opportunity to attend a Train the Trainer Conference in San Diego on last week. She stated that it was very informative and she will be using what she learned to benefit others.

Mr. Pfingsthorn stated that he attended an Administrative Officer's training at the Water

Treatment Plant hosted by Human Resources, which was very resourceful. He stated that at the next Commission meeting Tom Behrens, recently appointed Jail Administrator for the Police Department, will be briefing the Commission on floor safety and safety as it relates to the Commission meetings and hearings.

The Secretary presented Keion Bryant, Test Proctor, with a Certificate of Appreciation, acknowledging his outstanding service at the Public Counter.

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

ADJOURNMENT

NOTE:

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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 pagpupulong ng Commission.

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**CITY OF LONG BEACH
PLANNING COMMISSION
MINUTES**

**THURSDAY, JULY 7, 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

FINISHED AGENDA AND MINUTES

CALL TO ORDER (5:07 PM)

At 5:07 p.m., Chair Christoffels called the meeting to order.

ROLL CALL (5:07 PM)

Also present: Amy Bodek, Director of Development Services; Carrie Tai, Current Planning Officer; Christopher Koontz, Advance Planning Officer; Michael Mais, Assistant City Attorney; Nick Vasuthasawat, Planner; Heidi Eidson, Bureau Secretary.

Commissioners Andy Perez, Jane Templin, Donita Van Horik, Mark Christoffels
Present: and Alan Fox

Commissioners Ron Cruz and Erick Verduzco-Vega
Absent:

FLAG SALUTE (5:08 PM)

Commissioner Perez led the flag salute.

MINUTES (5:09 PM)

16-039PL Recommendation to receive and file the Planning Commission minutes of June 2, 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 - Andy Perez, Jane Templin, Donita Van Horik, Mark Christoffels and Alan Fox

Absent: 2 - Ron Cruz and Erick Verduzco-Vega

DIRECTOR'S REPORT (5:09 PM)

Amy Bodek, Director of Development Services, presented the Director's Report.

Chair Christoffels spoke.

Amy Bodek spoke.

SWEARING OF WITNESSES (5:11 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 (5:11 PM)

1. 16-040PL Recommendation to accept Categorical Exemption 15-184 and deny the appeal of the Zoning Administrator's decision to approve an Administrative Use Permit for a 739-square-foot expansion of an existing laundromat located at 4484 California Place. (District 8) (Application No. 1512-23)

Carrie Tai, Current Planning Officer, introduced Nick Vasuthasawat, Project Planner, who presented the staff report.

Commissioner Templin spoke.

Christopher Koontz, Advance Planning Officer, responded to a query from Commissioner Templin.

Commissioner Perez spoke.

Commissioner Fox spoke.

Carrie Tai responded to queries from Commissioner Fox.

Amy Bodek, Director of Development Services, spoke.

Todd Wood, applicant, spoke.

Commissioner Templin spoke.

Todd Wood responded to queries from Commissioner Templin.

Commissioner Van Horik spoke.

A dialogue ensued between Commissioner Van Horik and Todd Wood.

Gina Lee, appellant, spoke.

Commissioner Fox spoke.

A dialogue ensued between Commissioner Fox and Gina Lee.

Commissioner Perez spoke.

Gina Lee responded to a query from Commissioner Perez.

Edwina Sandelle, representing the landlord of the shopping center, provided public comment.

Commissioner Van Horik spoke.

Edwina Sandelle responded to a query from Commissioner Van Horik.

Commissioner Van Horik spoke.

Scott Overholzer, General Contractor for the project, responded to queries from Commissioner Van Horik.

A dialogue ensued between Commissioner Van Horik and Todd Wood.

Chair Christoffels spoke.

A dialogue ensued between Chair Christoffels and Carrie Tai.

Commissioner Perez spoke.

Commissioner Van Horik spoke.

Commissioner Perez responded to a query from Chair Christoffels.

Todd Wood responded to a query from Commissioner Perez.

Commissioner Perez spoke.

Chair Christoffels spoke.

Commissioner Templin responded to a query from Chair Christoffels.

Commissioner Van Horik spoke.

Commissioner Fox spoke.

Chair Christoffels spoke.

A motion was made by Commissioner Perez, seconded by Commissioner Templin, to approve the recommendation with an amendment to the conditions of approval to allow the removal of the lint socks only after it is proven that the new dryer filtration system is effective in reducing the amount of airborne lint. The motion carried by the following vote:

Yes: 5 - Andy Perez, Jane Templin, Donita Van Horik, Mark Christoffels and Alan Fox

Absent: 2 - Ron Cruz and Erick Verduzco-Vega

PUBLIC PARTICIPATION (5:58 PM)

There was no additional public comment.

COMMENTS FROM THE PLANNING COMMISSION (5:58 PM)

Commissioner Templin spoke.

Commissioner Fox spoke.

A dialogue ensued between Commissioner Fox and Amy Bodek, Director of Development Services.

ADJOURNMENT (6:05 PM)

At 6:05 PM, Chair Christoffels adjourned the meeting.

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