

**LONG BEACH CIVIL SERVICE COMMISSION  
JEANNE KARATSU, PRESIDENT  
SEPTEMBER 17, 2008**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 17, 2008, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Jeanne Karatsu,  
Douglas Haubert

**MEMBER EXCUSED:** Ahmed Saafir,

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Herman M. Long, Deputy Director  
Melinda George, Employment Services Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Diane Dzodin, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Beverly Nieves, Personnel Analyst, Human Resources

**President Jeanne Karatsu presided.**

**MINUTES:** It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of September 10, 2008, be approved as prepared. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:** It was moved by Commissioner Infelise seconded by Commissioner Islas and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Business Systems Specialist – 21 Applied, 17 Qualified  
Capital Projects Coordinator – 4 Applied, 3 Qualified  
Public Health Nutritionist – 5 Applied, 4 Qualified

**EXTENSION OF EXPIRING ELIGIBLE LISTS:** It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months, except where otherwise noted. The motion carried by a unanimous roll call vote.

Deputy Chief Harbor Engineer  
Garage Service Attendant (3 months)  
Mechanical Engineer (3/21/07 & 3/28/07)  
Public Health Physician  
Senior Equipment Operator – Motor Grader  
Senior Equipment Operator – Bulldozer  
Senior Traffic Engineer (3/26/08)  
Supervisor – Facility Maintenance

**RETIREMENTS:**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Richard Dennison/Police Officer/Police  
Kim Marshall/Police Sergeant/Police  
David Lanier/Police Services Specialist III/Police  
Ann Link/Assistant Administrative Analyst II/Parks

The Secretary recognized Kim Marshall for his outstanding work as a Police Officer Recruiter.

**DISABILITY RETIREMENT:**

**CRAIG PATTERSON/POLICE OFFICER/POLICE**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**RESIGNATION:**

**EDWARD ESPINOSA/GENERAL LIBRARIAN/LIBRARY**

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

**SCHEDULE FOR HEARING:**

It was moved by Commissioner Islas, seconded by Commissioner Haubert and carried to withdraw this item. The motion carried by a unanimous roll call vote.

**RESCHEDULE FOR HEARING:**

It was moved by Commissioner Islas, seconded by Commissioner Haubert and carried to withdraw this item. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

The Secretary thanked staff for the excellent work they did on the order of lay-off and preparing of the department budget.

**ADJOURNMENT:**

There being no further business before the Commission, President Karatsu adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS  
Secretary

MRB:meh

**CITY OF LONG BEACH  
DEPARTMENT OF PARKS, RECREATION AND MARINE  
PARKS AND RECREATION COMMISSION MINUTES  
AUGUST 21, 2008**

**I. CALL TO ORDER**

The Parks and Recreation Commission meeting was called to order by Drew Satariano, President, at 9:00 a.m., at the Houghton Park Community Center, in the Craft Room. Phil Hester, Director of Parks, Recreation and Marine, took roll call and confirmed a quorum.

**Present:** Drew Satariano, President  
Brett Waterfield, Vice President  
Simon George  
Albert Guerra  
Bob Livingstone  
Sarah Sangmeister

**Absent:** Harry Saltzgaver

**Staff:** Phil Hester, Director of Parks, Recreation and Marine  
Dennis Eschen, Manager of Planning and Development  
Chrissy Marshall, Manager of Community Recreation Services  
Thomas Shippey, Manager of Maintenance Operations  
J.C. Squires, Manager of Business Operations  
Lt. Dan Pratt, Park Rangers  
Belem Solis, Superintendent of Community Recreation Services  
Gladys Kaiser, Superintendent of Community Recreation Services  
Del Ransom, Secretary, Community Recreation Services  
Robin Black, Executive Assistant to the Director

**Guests:** None

**It was moved by Commissioner Livingstone and seconded by Commissioner Sangmeister to excuse the absence of Commissioner Harry Saltzgaver. The motion carried unanimously.**

**II. APPROVAL OF MINUTES – JULY 17, 2008**

**It was moved by Vice President Waterfield and seconded by Commissioner George to approve the July 17, 2008 Parks and Recreation Commission minutes as amended. The motion carried unanimously.**

### III. COMMISSION ACTION ITEMS

#### **#08-0801**

Recommendation to authorize the Community Recreation Services Bureau Manager or his or her management designee to execute the Personal Services and Instruction Agreements and amend Attachment "A" of the agreements as needed.

Ms. Marshall stated that there are both renewals and a new agreement included.

**It was moved by Commissioner Livingstone and seconded by Commissioner George to approve the recommendation. The motion carried unanimously.**

### IV. COMMITTEE STATUS REPORTS

#### A. EXECUTIVE COMMITTEE President Satariano, Chair

President Satariano stated that he was unable to attend the meeting and asked Vice President Waterfield to give a report.

Vice President Waterfield stated that the Committee met and discussed the agenda and made committee recommendations. He said that the changes were included on the listing in the packet.

#### 1) Committee Assignments

President Satariano stated that he tried to get input from everyone. He was of the opinion that if the committee was making progress and was going well, the committee assignments would not be changed. He said that he and Commissioner Sangmeister discussed the City Schools/Joint Committee and even though they are not changing the assignments, they may change the frequency of the meetings.

Commissioner Sangmeister stated that important Long Beach Unified School District (LBUSD) staff members are not showing up to the meetings. The three Commissioners on this committee put their time and effort in and perhaps their time could be put to better use. A discussion needs to take place as to what is the best use of everyone's time.

Mr. Hester responded that perhaps the President or Vice President could discuss this issue with the Mayor, to have him appeal to LBUSD to have the Superintendent involved.

Commissioner Sangmeister said that she would be open to another way to open up conversation, like quarterly meetings with the School Board members.

**It was moved by Commissioner Guerra and seconded by Commissioner Livingstone to approve the committees as listed. The motion carried unanimously.**

B. FINANCE AND APPEALS COMMITTEE  
President Satariano, Chair

1) Fee Approval

Mr. Squires stated that at the August 13<sup>th</sup> fee hearing, the Commissioners requested an update of two additional fees, the entry fee to El Dorado Regional Park and the day camp fee. The entry fee to El Dorado Regional Park is proposed with the following: LBUSD buses would remain at \$27; other resident buses such as community groups or church groups would be increased by \$5 to \$32; all non-resident buses from outside of the city would be increased to \$37.

Mr. Squires said that the other proposed fee change is for the regular day camps. The proposed fee has been raised by \$5 to \$90. We are currently working on a sliding scale, which would be brought back to the Parks and Recreation Commission at a later date.

Commissioner Guerra asked for an explanation of what the City Manager mentioned about funding the day camp.

Mr. Squires said that the City Manager has preliminarily identified a potential source to fund approximately \$85,000 for day camps. If he can get that accomplished, we would add that to the program. The Department would come up with an increased fee schedule for the difference between that and the \$124,000 subsidy. The potential funds being discussed would allow the Department to collect full fees on the lowest level of the subsidies in certain areas of the city, which would help with the revenue. The lowest level of subsidy, right now, is \$30 a week. That would

be raised to \$40 or \$50 and the Department would recover full cost.

**It was moved by Commissioner Livingstone and seconded by Commissioner Sangmeister to approve the revised Fiscal Year 2009 fees for El Dorado East bus entry and regular day camp. The motion carried unanimously.**

Mr. Squires distributed a copy of the presentation that was given to the City Council.

C. PARK SAFETY COMMITTEE  
Commissioner Saltzgaver, Chair

Commissioner George said that the Committee met this morning.

Lt. Pratt stated that there are four Park Ranger I's and Bill Greco on staff. There was a point where operating hours were only on Friday, Saturday, and Sunday at El Dorado Park. and now they are back to seven days a week.

D. MARKETING AND CUSTOMER SERVICE COMMITTEE  
Commissioner Guerra, Chair

Commissioner Guerra stated that the Committee did not meet. He said that at the City Council presentation it was mentioned how many parks and how many visits there were. Could this information be put on a laminated card for their use when they talk to the public?

Mr. Squires responded that he would get that information on a laminated card and sent to the Commissioners.

E. CAPITAL IMPROVEMENT AND INFRASTRUCTURE COMMITTEE  
Commissioner Livingstone, Chair

Vice President Satariano stated that the Committee did not meet this month.

F. CITY SCHOOLS/JOINT COMMITTEE  
Commissioner Sangmeister, Chair

Commissioner Sangmeister stated that the Committee did not meet.

G. **SPECIAL EVENTS AND RECREATION COMMITTEE**  
Commissioner Livingstone, Chair

Commissioner Livingstone said that he forgot to attend the meeting and asked President Satariano to give the report.

President Satariano stated that they met with Mr. Ashman and discussed barbecues and picnic policies and discussed the pending screen actor's strike, which would affect the bureau. He said that several policies would be coming to the Commission for approval before the end of the year. He thanked Ms. Nixon-Joiner for her work on the policies.

V. **DIRECTOR'S REPORT TO COMMISSION**

A. Recommendation to receive and file the Director's Monthly Highlights Report for July 2008.

President Satariano asked for any comments or questions on the monthly report.

Commissioner Guerra asked if this document is available to the public and is it posted on the Department website? He said that it has good information for the public.

Mr. Hester responded that the document can be given to the public and he would see that it is posted on the website.

**It was moved by Commissioner Livingstone and seconded by Commissioner Sangmeister to receive and file the Director's Monthly Report for July 2008. The motion carried unanimously.**

VI. **CORRESPONDENCE**

President Satariano asked if there was any correspondence. There was none.



**VII. UNFINISHED BUSINESS**

**A. PARTNERS OF PARKS REPORT – DIANE WILEY**

President Satariano stated that he had a long conversation with Ms. Wiley yesterday afternoon. She asked to be excused because she had nothing to report in the last 30-day period. She was meeting with staff from two City Council offices this morning.

Commissioner Livingstone mentioned that the Partners of Parks Board would hold a Strategic Plan meeting sometime in September.

**VIII. NEW BUSINESS**

**A. Presentation of Core Programs for the FY09 Budget – Chrissy Marshall**

Ms. Marshall distributed handouts on the PowerPoint presentation and described what the Community Recreation Services Bureau does, listing the number of sites. She went over the mission statement, Department goals, and described the targeted audience and the core services. She said that it was the City's Financial Strategic Plan that got the Department started with describing core services or the minimum services needed. She said what came out of that was the Equitable Resource Allocation Plan, which was a way to provide consistency in all the parks around the city. Ms. Marshall said that the next thing that came out of that process, which was the Equitable Recreation Model, is what you see at the parks today. She said that the parks were standardized into three park categories, which are: regional centers, community centers, and neighborhood centers, describing each category. She mentioned that during next year's budget process, the Department would probably have to look into cutting into the core services.

President Satariano stated that his idea of providing the Commissioners with only five core values were not realistic. He said that this should be required reading for a first-time Commissioner.

Commissioner Sangmeister said that, as Commissioners, they need to figure how to help the Department to convey to the City Manager and City Council that the core services should not be cut. She asked if it was possible to get the numbers of people being served.

Ms. Marshall stated that they do have the numbers of those engaged. They do not have the gap between those that should be served, but are not. The current numbers are based on participant days and they are trying to get the number based on a visit per day, which would give a better snapshot.

Commissioner Sangmeister asked how many kids are in the Long Beach Unified School District? She said that there are a number of people we are not reaching for one reason or another.

Ms. Marshall responded that there are 95,000 kids in LBUSD.

Commissioner Sangmeister said that she would like to see something like this only simpler for most people to understand. She said that it was a good presentation and was a good length.

President Satariano stated that he would like to hold a Commission retreat again in January and this would be a key basis to talk about at that retreat.

## **IX. COMMENTS**

### **A. AUDIENCE**

President Satariano asked for comments from the audience. There were none.

### **B. STAFF**

President Satariano asked for comments from the staff.

Mr. Hester mentioned that the Department is beginning the process of redesigning the community center at Houghton Park. There were a number of issues with the plan that was done several years ago, but everyone seems to be on board now and the process has begun again.

Mr. Hester said that he wanted to remind the Commissioners of the required Ethics Training they need to complete by the end of December.

### **C. COMMISSIONERS**

President Satariano asked for comments from the Commissioners.

Commissioner Guerra asked if the Department would be sending out more of a request for volunteers with the budget situation? He mentioned that kids would get a discount to attend the Boy Scout Camp if their parents would participate and help out.

Ms. Marshall responded that the Department does use volunteers mostly in the senior programs, but not as heavy in the day-to-day youth programs and after school programs. There is a huge volunteer base at the El Dorado Nature Center, which augments the Department's ability to provide additional services. She said that there currently is a huge teen volunteer base, who are used at the day camps and the summer programs. Ms. Marshall said that the Department would be building up the volunteer program. She mentioned that the biggest pool of the Department's hires come from the volunteers.

Commissioner Waterfield thanked President Satariano for chairing the meeting.

President Satariano thanked Gladys Kaiser for the tremendous Hall of Fame event. He also wanted to give a brief report on Sea Festival, which would conclude with the Lobster Festival on September 7<sup>th</sup>. The Sea Festival has never gone into September before. This has been a tremendous season for Sea Festival.

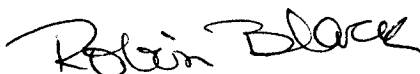
**X. NEXT MEETING**

President Satariano stated that the next meeting would be held at 9:00 a.m., on Thursday, August 21, 2008, at the El Dorado Park West Community Center, in the Senior Center Library, 2800 Studebaker Road, Long Beach.

**XI. ADJOURNMENT**

President Satariano adjourned the meeting at 10:55 a.m.

Respectfully submitted,



Robin Black  
Executive Assistant to the Director

c: Phil T. Hester, Director of Parks, Recreation and Marine