

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
FEBRUARY 4, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 4, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

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

MEMBERS EXCUSED: Mary Islas, Ahmed Saafir

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Assistant Administrative Analyst
Donna de Araujo, Assistant Administrative Analyst

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the minutes of the regular meeting of January 28, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that suspension hearing minutes 11-S-78 of January 21, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

BULLETINS: It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Animal Health Technician
Battalion Chief

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Public Safety Dispatcher – 370 Applied, 48 Qualified
Systems Technician – 15 Applied, 14 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. The motion carried by a unanimous roll call vote.

Plumber
Senior Program Manager - Water

RESIGNATIONS:

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

Dana deVera/Structural Engineer/Harbor
Douglas Flint/Public Safety Dispatcher II/Police
Aaron Gonzalez/Electrician/Public Works
Faye Mallari/Accountant II/Financial Management
Julian Mendoza/Water Utility Mechanic III/Water

MANAGERS' REPORT:

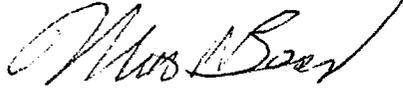
Diane Dzodin, Administrative Officer, thanked Rob Pfingsthorn, Personnel Analyst, for the excellent job he did in taking over and completing the Public Safety Dispatcher examination process.

Melinda George, Personnel Analyst, presented Diane Dzodin, Administrative Officer with her 10-year pin, and congratulated her on the excellent services she provides to the department.

The Secretary informed the Commission that he attended a Personnel and Civil Service Committee meeting on Monday, February 2, 2009. He stated that a Planning Commissioner was reappointed to that commission. He also stated that Financial Management made a presentation on PERS and the City's financial obligation to PERS.

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". The signature is written in a cursive style with a large, sweeping flourish at the end.

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
FEBRUARY 11, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 11, 2009, 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
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pflingsthorn, Personnel Analyst
Lourdes Ferrer, Assistant Administrative Analyst
Donna de Araujo, Assistant Administrative Analyst
Mary Eme, Personnel Analyst, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of February 4, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
NON-CAREERS:**

**ALAA N. SHALABY AND JACQUES T. V. PHAM
ADMINISTRATIVE INTERNS**

The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor Department, requesting Commission approval to extend the non-career appointments of Alaa N. Shalaby and Jacques T. V. Pham, Administrative Interns, beyond the 1,600-hour limit. In addition, the Secretary presented a staff report prepared by Donna de Araujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Islas seconded by Commissioner Infelise and carried that the request to extend the non-career appointments be approved in accordance with Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Commission Policies and Procedures. The motion carried by a unanimous roll call vote.

BULLETINS:

It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Parking Control Checker
Senior Animal Control Officer

EXAMINATION RESULTS:

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

Business Systems Specialist – 77 Applied, 54 Qualified
Microbiologist – 4 Applied, 1 Qualified
Systems Support Specialist – 163 Applied, 55 Qualified
Systems Technician – 12 Applied, 9 Qualified
Water Treatment Operator – 55 Applied, 6 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Airport Public Affairs Assistant
Capital Projects Coordinator
General Librarian (2/13/08, 2/27/08 & 8/20/08)
Traffic Engineering Associate (2/20/08 & 2/27/08)
Transportation Planner

RESIGNATIONS:

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

Michelle Maybee-Garcia/Special Services Officer/Police
Matthew Merez/Police Recruit/Police

COMMUNICATION REGARDING SUSPENSION HEARING 11-S-78:

The Secretary presented a communication from James E. Trott, Attorney at Law, that the appellant did not wish to proceed with suspension appeal 11-S-78. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to receive and file the request. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, stated that she had training on the City's Accounting and Purchasing system this week that went very well.

Melinda George, Employment Services Officer, stated that she, Debbie McCluster and Rob Pfingsthorn, Personnel Analysts and Donna deAraujo, Assistant Administrative Analyst, met with Fire Department personnel to discuss recruiting efforts for Fire Recruit.

The Secretary informed the Commission that he met with Financial Management regarding the Civil Service budget and will continue to work with them on the Civil Service budget.

COMMENTS FROM PUBLIC:

Stacy Lewis, Assistant Director of Human Resources, Harbor Department, thanked the Commission for extending the non-career appointments for the Administrative Interns in the Harbor Department, and also for the excellent customer service Civil Service staff provides. She also thanked Melinda George, Deputy Director, for providing training on the process for provisional appointments and conducting a question and answer period for Harbor Department staff.

ADJOURNMENT:

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



MARIO R. BEAS
Secretary

MRB:meh

**CITY OF LONG BEACH
DEPARTMENT OF PARKS, RECREATION AND MARINE
PARKS AND RECREATION COMMISSION MINUTES
JANUARY 15, 2009**

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 El Dorado Park West Community Center, in the Senior Center Library. 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
Harry Saltzgaver
Sarah Sangmeister

Absent: None

Staff: Phil Hester, Director of Parks, Recreation and Marine
Sandra Gonzalez, Manager of Planning and Development
Ramon Arevalo, Acting Manager of Maintenance Operations
JC Squires, Manager of Business Operations
Sherri Nixon-Joiner, General Superintendent, Community Recreation Services
Bill Greco, Supervisor, Park Rangers
Robin Black, Executive Assistant to the Director

Guests: Diane Wiley, Partners of Parks

II. APPROVAL OF MINUTES – DECEMBER 18, 2008

It was moved by Commissioner Saltzgaver and seconded by Commissioner Sangmeister to approve the December 18, 2008 Parks and Recreation Commission minutes. The motion carried unanimously.

III. RECOGNITION OF YEARS OF SERVICE

Ms. Sherri Nixon-Joiner introduced Robbie Stuart, a Department employee with 40 years of service. Ms. Michelle Gingras presented Ms. Stuart with flowers. Ms. Nixon-Joiner presented a clock containing photos to Ms. Stuart, a bouquet of flowers, along with her 40-year service pin.

IV. COMMISSION ACTION ITEMS

President Satariano stated that there were no Personal Services and Instruction Agreements this month.

Mr. Hester introduced Sandra Gonzalez, the new Manager of Planning and Development.

V. COMMITTEE STATUS REPORTS

A. EXECUTIVE COMMITTEE
President Satariano, Chair

President Satariano stated that they met and discussed the agenda.

1) 2009 Meeting Locations

President Satariano said that included in the packet is a listing of the meeting locations for 2009, based on input from the Commissioners.

2) Commission Retreat Results and Discussion

President Satariano said that the Commission Retreat last Friday was a good and informative event with a very health discussion about the challenges in 2009.

Mr. Squires said that the conversation was extremely healthy and assisted the management team as we moved into our all management meeting held Monday.

Mr. Hester said that the feedback was very valuable for the management meeting held on Monday. He was very proud of all the staff and they all stepped up in the discussions looking for reductions, revenue, etc. We had over 300 different ideas and suggestions from staff. Our plan is to take some of the Commission's comments and comments from the management staff together, continue meeting every other week with the management staff, and research how viable some of these suggestions are.

B. FINANCE AND APPEALS COMMITTEE
President Satariano, Chair

President Satariano said that the Committee did not meet but the financial statement was distributed.

C. PARK SAFETY COMMITTEE
Commissioner Saltzgaver, Chair

Commissioner Saltzgaver stated that the Committee did not meet, but the report was included in the packet. He asked Mr. Greco to give an update.

Mr. Greco said that two park rangers have been transferred to the Office of Special Events and Filming. The remaining park rangers patrol El Dorado and Heartwell Parks full-time and they have redirected their focus to be more community-oriented. They get out of the car more and are getting to know the people that are using the parks. Communication with the public and with employees, in general, has improved.

Commissioner Saltzgaver said that a meeting would be held next month and felt that it is important to put together a safety report from park supervisors and try to maintain our awareness of safety in all our parks.

President Satariano said that he would like to take the Special Events and Recreation Committee next.

F. SPECIAL EVENTS AND RECREATION COMMITTEE
Commissioner Guerra, Chair

Commissioner Guerra said that they met and discussed the positive effect of park rangers with special events. The Committee agreed to work on a regular basis to keep up on this subject.

President Satariano went back to the general order of the agenda.

D. MARKETING AND CUSTOMER SERVICE COMMITTEE
Commissioner Guerra, Chair

Commissioner Guerra said that the Committee did not meet.

E. CAPITAL IMPROVEMENT AND INFRASTRUCTURE COMMITTEE
Vice President Waterfield, Chair

Vice President Waterfield stated that the Committee would meet soon. He said that only the Marine Projects report was included in the packet.

Mr. Hester stated that the Park Projects report would be sent out to the Commissioners.

VI. DIRECTOR'S REPORT TO COMMISSION

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

President Satariano asked for any comments or questions on the monthly report. There were none.

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

VII. CORRESPONDENCE

President Satariano said that included in the packet was a copy of a letter sent to Harry Saltzgaver notifying him that he was selected as the state's Outstanding Commissioner for 2008-2009 by the California Association of Parks and Recreation Commissioners and Board Members (CAPRCBM).

VIII. UNFINISHED BUSINESS

- A. Partners of Parks Report – Diane Wiley

Ms. Wiley distributed a revised Partners of Parks Board roster and year-end activity report. She said that they have five new individuals on the Board. She also mentioned that Councilmember O'Donnell is asking for snow day sponsorships, through Partners of Parks, to hold a snow day at Whaley Park in February. She distributed the sponsorship form for the Commissioners and staff to hand out to anyone who might be interested.

IX. NEW BUSINESS

President Satariano stated that there was no new business.

X. COMMENTS

A. AUDIENCE

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

B. STAFF

President Satariano asked for comments from the staff.

Ms. Nixon-Joiner let the Commissioners know that Ms. Chrissy Marshall would be taking a medical leave.

President Satariano said that he wished her the best.

Mr. Ramon Arevalo said that the landscape contractor is in full swing and there should be big improvements in the landscaping around the city.

Commissioner Saltzgaver asked about the irrigation inventory and asked if the Water Department would be able to help out.

Mr. Arevalo responded that the grant they looked into was denied and this is work that the Department is unable to fund.

Mr. Hester said that he talked to the Water Department, who where were potentially interested in helping out, but nothing ever came of that.

C. COMMISSIONERS

President Satariano asked for comments from the Commissioners.

Commissioner Saltzgaver stated that the CAPRCBM Training is scheduled for January 24. He also mentioned that the Livingston Drive Tot Lot would have a grand opening on Sunday, January 25, at 1:00 p.m.

Commissioner George said he would need to leave the Commissioner Training a bit early.

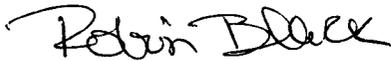
X. NEXT MEETING

President Satariano stated that the next meeting would be held at 9:00 a.m., on Thursday, February 19, 2009, 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 10:25 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Robin Black". The signature is written in a cursive, flowing style.

Robin Black
Executive Assistant to the Director

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