

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

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, December 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
Melinda George, Deputy Director
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
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

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

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Dennis J. Thys, Director of Community Development, requesting Commission authorization to appoint Rayisha Martinez, to the classification of Housing Aide on a provisional basis. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:**

STEVEN JOHNSON, HOUSING AIDE

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Steven Johnson, Housing Aide, Community Development for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request to extend the provisional appointment for Steven Johnson be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO REINSTATE
ELIGIBLE LISTS:**

**REFUSE OPERATOR AND MOTOR SWEEPER
OPERATOR**

The Secretary presented a communication prepared by him, requesting Commission approval to reinstate the eligible lists for Refuse Operator and Motor Sweeper Operator, retroactive to November 6, 2008 and November 8, 2008 respectively. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Islas and carried that the request to reinstate the eligible lists for Refuse Operator and Motor Sweeper Operator be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried unanimously.

**PROTEST OF WRITTEN
EXAMINATION ITEM(S):**

BUILDING MAINTENANCE ENGINEER

The Secretary informed the Commission that no protests were received for this item. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to withdraw this item. The motion carried unanimously.

BULLETIN:

HOUSING AIDE

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

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.

Building Maintenance Engineer – 21 Applied, 5 Qualified
Business Systems Specialist – 24 Applied, 15 Qualified
Civil Engineering Assistant – 9 Applied, 9 Qualified
Gas Pipeline Welder – Layout Fitter – 24 Applied,
1 Qualified
Port Financial Analyst (**Amended results of 12/3/08**) –
104 Applied, 62 Qualified
Public Health Nutritionist – 2 Applied, 2 Qualified
Public Safety Dispatcher – 128 Applied, 23 Qualified
Special Services Officer – 988 Applied, 143 Qualified
Systems Support Specialist – 24 Applied, 18 Qualified
Systems Technician – 36 Applied, 23 Qualified

RETIREMENTS:

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

Brian Buchanan/Police Corporal/Police
Arnold Mendoza/Fire Engineer/Fire

RESIGNATIONS:

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

Essex Thompson/Special Services Officer II/Public Works
Richard Provencio/Clerk Typist III/Public Works
Ronnie Corona/Police Recruit/Police

**SETTLEMENT AGREEMENT AND
WITHDRAWAL OF APPEAL**

DISMISSAL APPEAL 22-D-78

The Secretary presented a settlement agreement regarding dismissal appeal 22-D-78 and withdrawal of appeal to the Commission from Michael Peters, Attorney at Law. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise to receive and file the settlement agreement and withdrawal of appeal. The motion carried by a unanimous roll call vote.

SCHEDULE FOR HEARING:

SUSPENSION HEARING 21-S-78

It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the subject hearing be scheduled for February 11, 2009. The motion carried by a unanimous roll call vote.

**PRESENTATION TO CITY
EMPLOYEES FOR POLICE
RECRUIT INCENTIVE PROGRAM:**

The Secretary informed the Commission that several City employees would be acknowledged for participating in the City's Incentive Award Program for Police Recruit and would be receiving a check in the amount of \$500. Deputy Chief Blair was present and presented a Certificate of Appreciation for his efforts in the 2007 Police Recruit Recruitment to Robert Carambelas on behalf of the Commission. Ken Walker, Manager, Personnel Operations, Human Resources, presented Mr. Carambelas his incentive check from the City. The secretary stated that all other participants were invited but were not able to make it.

MANAGERS' REPORT:

Melinda George, Personnel Analyst, informed the Commission that after being open for three and one-half years, another candidate qualified on the examination for Gas Pipeline Welder – Layout Fitter, making it a total of two. She thanked Lourdes Ferrer for conducting the examination on Saturdays. She also thanked Sal for the excellent job he did in the administration of the Special Services Officer examination.

The Secretary informed the Commission that he received a memo from the Director of Financial Management regarding the City's revenue shortfall for the current fiscal year and cuts to departments' budgets. He also suggested that a budget workshop for the Commission be scheduled for January 7, 2009, since there is no Commission hearing.

The Secretary thanked staff for another excellent year of hard work.

COMMENTS FROM PUBLIC:

Danny Wilson questioned the Commission regarding receipt of a letter he sent to them. The Secretary informed Mr. Wilson that the Commissioners received the letter today and that in order to have a discussion, it must be agendaized. The Commission requested that the Secretary schedule a meeting with Mr. Wilson to possibly resolve the matter without it having to be placed on the Commission's

12/17/08

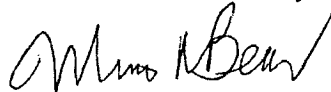
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agenda. However, if not, then it would be placed on the January 7, 2009, Commission agenda.

Mr. Wilson inquired as to where he could obtain a copy of the Commissioners' biographies, and questioned the department for which the Housing Aide provisional and bulletin was for. He also questioned the protest of written examination items and employee appeal.

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 fluid and cursive, with a large initial "M" and "B".

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
JANUARY 7, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 7, 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 Pflingsthor, Personnel Analyst
Lourdes Ferrer, Assistant Administrative Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the minutes of the regular meeting of December 17, 2008, be approved as prepared. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT: The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to appoint Tony Maciel, to the classification of Traffic Painter on a provisional basis. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

PROVISIONAL APPOINTMENT:

The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to appoint Roger Alvarez, to the classification of Parking Meter Technician on a provisional basis. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Administrative Analyst. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
NON-CAREER APPOINTMENT:**

EMILY SCOTT/ADMINISTRATIVE INTERN

The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation and Marine, requesting Commission approval to extend the non-career appointment for Emily Scott, Administrative Intern for 400 hours. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Infelise and carried that the request to extend non-career hours be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR SELECTIVE
CERTIFICATION:**

The Secretary presented a communication from Ronald R. Arias, Director of Health and Human Services, requesting Commission authorization for the selective certification for individuals who meet the minimum requirements for the program specialty of Animal Care Program Coordinator from the Public Health Professional eligible list. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
CLASSIFIED SERVICE:**

**GILDA LIM/ADMINISTRATIVE OFFICER TO SENIOR
ACCOUNTANT/PUBLIC WORKS**

The Secretary presented communications from Cynthia Stafford, Personnel Services Officer, Public Works and Gilda Lim, Administrative Officer, Public Works, requesting Commission authorization to return Gilda Lim to her former classified position of Senior Accountant. In addition, the Secretary presented a staff report prepared by Melinda George, Deputy Director. After discussion, it was moved by Commissioner Islas seconded by Commissioner Infelise and carried that the request to revert Gilda Lim to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
CLASSIFIED SERVICE:**

**EDWARD FARRELL/ACTING SUP-OPERATIONS TO
GAS DISTRIBUTION SUPERVISOR II/ GAS AND OIL**

The Secretary presented communications from Christopher Garner, Director of Long Beach Gas and Oil Department and Edward Farrell, Acting Gas Distribution Supervisor II, requesting Commission authorization to return Edward Farrell to his former classified position of Gas Distribution Supervisor. In addition, the Secretary presented a staff report prepared by Melinda George, Deputy Director. Joan Collier, Manager – Gas Services Bureau, and Danny Wilson addressed the Commission. After discussion, it was moved by Commissioner Islas seconded by Commissioner Haubert and carried that the request to revert Edward Farrell to classified service, be approved, pursuant to Section 69 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**RESPONSE TO COMMUNICATION
FROM DANNY WILSON
REGARDING INSPECTION OF
ANSWER SHEET:**

The Secretary requested that this item be held over for one week to properly agendaize Danny Wilson's communication of December 17, 2008 to the Commission. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Islas and carried to continue this item for one week in order to provide Mr. Wilson the opportunity to address the Commission regarding his communication. The motion carried by a unanimous roll call vote.

CREATE NEW CLASS AND ADOPT CLASSIFICATION SPECIFICATION:

CONTROL CENTER OPERATOR

The Secretary presented a communication from Lisa Marin, Director of Human Resources – Harbor Department, requesting Commission approval for the creation of the classification of Control Center Operator and adoption of the new classification specification. In addition, the Secretary presented a staff report prepared by Robert Pfingsthorn, Personnel Analyst. Mr. Pfingsthorn briefed the Commission regarding this request. Stacy Lewis, Assistant Director of Human Resources – Harbor Department briefed the Commission regarding a title change of this classification to Port Security System Operator, which is a more descriptive title, would be coming to the Commission after approval by the City Council. Danny Wilson also addressed the Commission regarding this item. After discussion, it was moved by Commissioner Islas, seconded by Commissioner Haubert and carried to approve the creation and new classification specification for Control Center Operator, pursuant to Section 1101(d) of the City Charter. The motion carried by a unanimous roll call vote.

BULLETIN:

PUBLIC HEALTH PROFESSIONAL

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

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.

Animal Control Officer – 99 Applied, 22 Qualified
Clerk Typist (Amended Results of 11/12/08) – 991 Applied
326 Qualified
Systems Support Specialist – 30 applied, 8 Qualified
Water Treatment Operator – 50 Applied, 5 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 Operations Specialist
Civil Engineer (1/9/08 & 1/23/08)
Civil Engineering Assistant (7/9/08, 7/16/08 & 7/30/08)
Combination Building Inspector (1/9/08 & 1/23/08)
Department Librarian
General Librarian
Housing Assistant Coordinator
Microbiologist
Police Recruit
Public Health Nurse Supervisor
Registered Nurse
Senior Program Manager – Harbor (1/9/08 & 1/16/08)
Stock & Receiving Clerk
Traffic Signal Technician

RETIREMENTS:

On behalf of the Commission, the Secretary presented Certificates of Appreciation to Kevin King (31 years), Police, Ronald McIntosh (39 years) Parks, Recreation and Marine, and Lazaro Lahera (36 years) Fire, in recognition of their dedicated service to the City and citizens of Long Beach. Representatives from their respective departments were present to speak on their behalf.

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.

Kevin King/Police Lieutenant/Police
Suzanne Rowe/Clerk Typist III/Police
Michael Dugan/Police Corporal/Police
Lawrence Arnwine/Police Officer/Police
Ronald McIntosh/Building Services Supervisor/Parks
Lazaro Lahera/Fire Captain/Fire
Nelda Crouch/School Guard/Police

RESIGNATION:

LINNEAR LAWLESS/POLICE OFFICER

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

SCHEDULE FOR HEARINGS:

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

Dismissal Hearing 19-D-78, February 4, 2009
Dismissal Hearing 23-D-78, March 11 & 18, 2009

REQUEST TO WITHDRAW APPEAL: DISMISSAL APPEAL 28-D-78

The Secretary presented a request to withdraw dismissal appeal 28-D-78. The Secretary stated that he had received additional information from the appellant and requested that this item be held over for one week. Commissioner Haubert stated that the only action the Commission needed to take on this item is to receive and file. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Islas and carried to receive and file the request to withdraw dismissal appeal 28-D-78. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary acknowledged Diana Dzodin's appointment as the Administrative Officer in the Civil Service Department.

COMMENTS FROM PUBLIC:

Danny Wilson stated that he comes to the Commission and comments because he has many concerns and cares for the community and loves Long Beach.

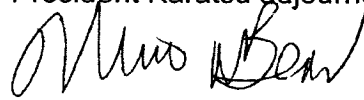
**PRESENTATION ON
CLASSIFICATION AND
COMPENSATION STUDY BY
REWARD STRATEGY GROUP:**

Suzanne Mason, Director of Human Resources, provided the Commission with an overview of a comprehensive classification and compensation study, its key study elements, general timeline and coordination with the Civil Service Department and Civil Service Commission. She introduced the Reward Strategy Group (RSG). She also introduced Allan Crecelius, President, Sandra Comrie, Executive Director and Gina Calderon, Senior Consultant to the Commission.

Mr. Crecelius provided the Commission a brief overview of what services Reward Strategy Group (RSG) would be providing to the classification and compensation study.

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, flowing style.

MARIO R. BEAS
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
JANUARY 14, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 14, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

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

MEMBER EXCUSED:

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
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the minutes of the regular meeting of January 7, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Haubert, seconded by Commissioner Islas and carried that suspension hearing minutes 14-S-78 of December 10 & 17, 2008, be approved as prepared. The motion carried by a unanimous roll call vote.

**COMMUNICATION FROM
DANNY WILSON REGARDING
INSPECTION OF SCANTRON
ANSWER SHEET:**

The Secretary presented a communication from Danny Wilson, regarding the inspection of his scantron answer sheet for the Administrative Analyst examination, which was conducted on November 17, 2008. In addition, the Secretary presented a response to Mr. Wilson's communication, prepared by him. Mr. Wilson addressed the Commission regarding his concerns, and questioned the Commission as to other possible options to look into,

possibly allowing him to retake the Administrative Analyst examination, or having a neutral person look into his request. The Secretary stated that when Mr. Wilson met with Diane Dzodin, Administrative Officer and Donna deAraujo, Assistant Administrative Analyst, he indicated that because he had not completed all of the answers on the scantron answer sheet, he understood why he has not passed the Administrative Analyst examination. Mr. Wilson stated that although he did acknowledge not completing the examination at that time, he felt that his scantron was tampered with to show that it was not completed. He stated that after having time to think about this matter, he felt then that he was lead to believe that he had not answered all of the questions. He also stated that he submitted another communication to the Commission regarding this matter. The Secretary stated that this communication was not agendized, and could not be discussed at today's meeting. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Islas and carried to receive and file Mr. Wilson's communication. The motion carried by a unanimous roll call vote.

BULLETIN:

ENGINEERING AIDE

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

EXAMINATION RESULTS:

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

Administrative Analyst – 525 Applied, 106 Qualified

Civil Engineer – 5 Applied, 3 Qualified

Customer Service Representative – 885 Applied,
367 Qualified

Microbiologist – 12 Applied, 1 Qualified

Systems Support Specialist – 22 Applied, 13 Qualified

Systems Technician – 64 Applied, 40 Qualified

RETIREMENTS:

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Gerry McKay, Principal Building Inspector in recognition of his 27 years of dedicated service to the City and citizens of Long Beach. Representatives from his department were present and spoke on his behalf.

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

Anne Dumas/Library Clerk/Library
Anis Shams-Al-Din/Senior Combination Building
Inspector/Dev Svc
Gerry McKay/Principal Building Inspector/Dev Svc
Jesse Seifert/Fire Engineer/Fire
Steven Rossi/Fire Engineer/Fire
David Holden/Fire Captain/Fire
Raymond Gonzales/Fire Engineer/Fire
Craig Vestermark/Firefighter/Fire
Robert Kistner/Police Sergeant/Police

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked staff for their assistance on the Administrative Analyst examination, and informed the Commission that she has begun to work on the department's budget.

The Secretary acknowledged the following employees for Perfect Quarterly Attendance:

Donna de Araujo	Caprice McDonald
Marilyn Hall	Sharon Hamilton
Suanne Swan	Beatriz Lacerda
Melinda George	Diane Dzodin
Lourdes Ferrer	

The Secretary acknowledged the following employees for Near Perfect Attendance for 2008.

Donna de Araujo	Lourdes Ferrer
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The Secretary acknowledged the following employees for Perfect Attendance for 2008.

Caprice McDonald	Marilyn Hall
Melinda George	Sharon Hamilton
Beatriz Lacerda	Suanne Swan

Melinda George, Deputy Director presented Quarterly Recognition Awards to the following employees.

Judith Dias, Donnell Russell, and Sharon Hamilton, Clerk Typists, Donna deAraujo, Assistant Administrative Analyst, Deborah McCluster and Rob Pfingsthorn, Personnel Analysts, for their assistance in the administration of the Police Recruit examination, and Lourdes Ferrer, Assistant Administrative Analyst, for the outstanding job she did in the administration of the Police Recruit examination. She recognized Caprice McDonald, Personnel Analyst for the outstanding job she did in the administration of the Fire Engineer examination.

COMMENTS FROM PUBLIC:

Danny Wilson thanked the Commission for the opportunity to observe and to see how the Commission operates. He also stated it was a good opportunity to see how following the Civil Service Rules and Regulations worked for his concerns.

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
DECEMBER 18, 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 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
Albert Guerra
Harry Saltzgaver
Sarah Sangmeister

Absent: Simon George

Staff: Phil Hester, Director of Parks, Recreation and Marine
Dennis Eschen, Manager of Planning and Development
Ramon Arevalo, Acting Manager of Maintenance Operations
Mark Sandoval, Manager of Marine Bureau
Beverly Glavas, Special Projects Officer
Ted Stevens, Superintendent, Community Recreation Services
Anna Mendiola, Park Development Officer
Lt. Dan Pratt, Park Rangers
Paola Maldonado, Administrative Analyst
Robin Black, Executive Assistant to the Director

Guests: John Parks, JCR
Diane Wiley, Partners of Parks
Christopher Pook, Executive Director, Sea Festival Association
John Parks, VP of Marketing and Sponsorship, International City Racing

It was moved by Commissioner Saltzgaver and seconded by Commissioner Sangmeister to excuse the absence of Commissioner Simon George. The motion carried unanimously.

II. APPROVAL OF MINUTES – NOVEMBER 20, 2008

It was moved by Commissioner Saltzgaver and seconded by Commissioner Sangmeister to approve the November 20, 2008 Parks and Recreation Commission minutes. The motion carried unanimously.

Mr. Hester announced that Mr. Dennis Eschen would be retiring at the end of the year and that he has been an integral part of not only this department, but also the City in general. He thanked Mr. Eschen for his hard work and dedication and stated that a party would be given for him in January.

Commissioner Saltzgaver said that Dennis is near irreplaceable and I will miss him.

Commissioner Guerra said that he associates Dennis with institutional knowledge.

Ms. Anna Mendiola said that the Planning and Development Bureau staff wanted to take the opportunity to thank Dennis.

Ms. Leslie Hunsaker said that she worked for Dennis for many years and is sad to see him go. They call him Mr. Long Beach because you can name any street or intersection and Dennis can tell you the history and the development and why there is a park needed in that area. We are thrilled that he is coming back to work as a consultant.

President Satariano stated that the Marine Bureau presentation would be taken first.

IV. MARINE BUREAU PRESENTATION – MARK SANDOVAL

Mr. Sandoval introduced Beverly Glavas, his Special Project Officer. He gave a PowerPoint presentation and described his three divisions: administration, the marina operations and the beaches and waterways operations. He mentioned that the Long Beach Marine Bureau is the largest municipally operated marina system in the country.

III. SEA FESTIVAL PRESENTATION – CHRIS POOK

Mr. Chris Pook introduced Mr. John Parks, with International City Racing. Mr. Pook stated that 2008 was the third year of the Charter Communications Sea Festival and was the most successful year. Thanks to the many sponsors: Charter Communications; the Port of Long Beach; St. Mary Medical Center, TransSystems; the Long Beach Airport; Coca Cola; the Department of Parks, Recreation and Marine; the Department of Environmental Services; Fred Hall Fishing Shows; Long Beach Junior Chamber of Commerce; Southern California Tuna Club; the Conservation Corps; the Aquarium of the Pacific; and Supervisor Don Knabe; and the not to be forgotten media sponsors: the *Grunion* and the *Press Telegram*. He discussed that they were able to increase media coverage and increased the direct economic impact to Long Beach. Mr. Pook said that over 12,000 people of all ages participated in Sea Festival

events and it is estimated that another 260,000 were spectators. He described the Sea Festival's various events. Mr. Pook said that International City Racing now handles the day-to-day work of the Sea Festival. He provided copies of the Sea Festival report to the Commissioners and showed a brief video.

Mr. John Parks said that 2008 was also an exciting year for International City Racing with the Marathon and the Belmont Shore Christmas Parade. He said it was an honor to be invited to help with the Sea Festival, which was a great opportunity to work with the Department of Parks, Recreation and Marine.

Mr. Pook said that they would continue to build on this strategic relationship with the Department of Parks, Recreation and Marine. This is a huge program and as long as these programs can continue and move into the center, north and west parts of the city, there is a basic moral responsibility to get these kids out.

Commissioner Saltzgaver asked the status of the negotiations with AVP?

Mr. Pook responded that they are waiting to hear when they would like to come back. They have suggested sometime in late September and we would like them to come back in July so Long Beach can get good media coverage.

Commissioner Saltzgaver asked how much money Sea Festival gave to the City this year.

Mr. Pook responded that just under \$42,000 was given.

Commissioner Saltzgaver asked that they publicize this number.

President Satariano said that we were contacted this week by the California Park and Recreation Society that the Department has been given an award for Sea Festival's Economic Impact.

Mr. Hester stated that he would like to also recognize Diane Wiley because Partners of Parks is very much a part of the Sea Festival.

V. COMMISSION ACTION ITEMS

#08-1201

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

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

#08-1202

Recommendation to authorize the Director to execute a Permit with Long Beach Little League, Inc., for the use of City-owned property located at 4519 E. Stearns Street, currently leased to the Association for Retarded Citizens – Long Beach, Inc., a California non-profit corporation.

Mr. Hester said the Department has been working with ARC to free up some of their parking spaces after house for the little league.

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

VI. PUBLIC HEARING

Recommendation to adopt a resolution and approve the proposed changes for Day Camp, Gymnasium, and Facility Rental for El Dorado Regional Park Shady Grove Picnic Area and make such changes effective January 1, 2009.

It was moved by Commissioner Saltzgaver and seconded by Commissioner Sangmeister to officially open the public hearing. The motion carried unanimously.

President Satariano asked if there was anyone in the audience who wanted to speak regarding the proposed fees. There was no response.

Mr. JC Squires described the proposed fee changes and the Commissioners discussed.

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

It was moved by Commissioner Saltzgaver and seconded by Commissioner Sangmeister to close the public hearing. The motion carried unanimously.

VIII. 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 was a listing of all the meeting dates for 2009 and asked that the Commissioners recommend meeting locations for a final schedule at the January meeting.

2) Commission Retreat – January 9, from 12:00 noon to 4:00 p.m., located at the offices of Keesal, Young & Logan, 400 Oceangate, Long Beach.

President Satariano said that last year's retreat was very productive and looks forward to this year's retreat. He said they would look for staff to recommend discussion items that day.

Mr. Squires said that he would send out a draft agenda a few days beforehand.

B. FINANCE AND APPEALS COMMITTEE
President Satariano, Chair

President Satariano said that the Committee did not meet but the financial statement was included in the packet.

C. PARK SAFETY COMMITTEE
Commissioner Saltzgaver, Chair

Commissioner Saltzgaver stated that the City Council decided that they wanted to keep the Junior Concert Band and pull back the park rangers.

Lt. Dan Pratt stated that two park rangers have been transferred to Special Events and Filming, which has worked out well. No one lost their job. He said that the fishing derby went well, but it was very crowded.

D. MARKETING AND CUSTOMER SERVICE COMMITTEE
Commissioner Guerra, Chair

Commissioner Guerra said that it was not on the agenda, but Commissioner Sangmeister met with staff.

Commissioner Sangmeister said that they met this morning and went over a number of publications that are being done. She is happy to report that this Department is doing a lot with what they have, in terms of marketing funds.

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

Vice President Waterfield stated that the Committee did not meet.

Mr. Eschen said that the bids for Homeland are open and the Seaside Park bids are open, but he has not received the results from either.

F. SPECIAL EVENTS AND RECREATION COMMITTEE
Commissioner Guerra, Chair

Commissioner Guerra said that the Committee met this week and discussed the policy of public access computers at community centers.

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

A. Recommendation to receive and file the Director's Monthly Highlights Report for November 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 Sangmeister to approve the recommendation. The motion carried unanimously.

IX. **CORRESPONDENCE**

President Satariano said that they received no correspondence.

X. **NEW BUSINESS**

A. Partners of Parks Report – Diane Wiley

Ms. Wiley distributed Partners of Parks' inaugural e-newsletter. She also distributed a copy of the profile of Partners of Parks printed in the *Long Beach Business Journal*. She described what they have been doing this past month.

Commissioner Saltzgaver suggested that a link to Partners of Parks be placed on the Department's website.

XI. NEW BUSINESS

President Satariano stated that there was no new business.

XII. 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. Ramon Arevalo stated that the trees by the marinas would be trimmed by January 1st, due to an issue with the herons and the boat owners.

Mr. Eschen stated that the El Dorado Nature Center stream restoration would be completed before February, before the nesting season.

C. COMMISSIONERS

President Satariano asked for comments from the Commissioners.

Commissioner Saltzgaver stated that the flyer for the CAPRCBM Training on January 24th was included in the packet and he hoped that all the Commissioners could attend. He mentioned the CPRS Conference in Santa Clara in March. He stated that the Livingston Park Tot Lot should be completed in January.

President Satariano thanked Commissioner Saltzgaver for his commitment to this organization.

Commissioner Guerra said that there is no history on the Department's website regarding the Leeway Sailing Center. The way it is worded on the site is misleading. He also had a question come up last week, from a citizen, that we don't have adaptive recreation information in the class guides that are being mailed out. He was wondering how this could be highlighted in the guide or on the website.

Mr. Squires responded that the class guide was shrunk down significantly to handle just fee based programming. The Department intends to have a direct mailing to just the adaptive community to reach them, without spending a lot of money by mailing to the entire city. He said he would have Public Information put a link to that site.

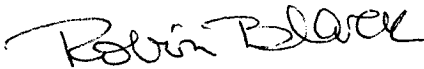
X. NEXT MEETING

President Satariano stated that the next meeting would be held at 9:00 a.m., on Thursday, December 18, 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 11:12 a.m.

Respectfully submitted,



Robin Black
Executive Assistant to the Director

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