

CITY OF LONG BEACH
CIVIL SERVICE COMMISSION
MINUTES

WEDNESDAY, FEBRUARY 3, 2016
333 W. OCEAN BLVD., 7TH FLOOR
CIVIL SERVICE BOARD ROOM, 8:00 AM

Robin Perry, President
Rick McGilton-McGlamery, Vice President



Phyllis Arias, Commissioner
Charles Hicks Jr., Commissioner
Carolyn M. Smith Watts, Commissioner

Kandice Taylor-Sherwood,
Executive Director

FINISHED AGENDA & DRAFT MINUTES

ROLL CALL

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

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
Donna de Araujo, Personnel Analyst
Sheree Valdoria, Personnel Analyst
Shellie Goings, Personnel Analyst
Cynthia Stafford, Deputy Director, Human Resources

FLAG SALUTE

1. 16-015CS **Recommendation to approve minutes:**
Regular Meeting of January 20, 2016

A motion was made by Vice President McGilton-McGlamery, seconded by Smith Watts, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

CONSENT CALENDAR (2-4):

Passed the Consent Calendar

A motion was made by Hicks, seconded by Smith Watts, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

2. 16-016CS

Recommendation to approve examination results:

Electrician (Established 12/29/15) (AMENDED) - 58 Applied, 26 Qualified

Police Recruit - (NTN) (Established 1/27/16) - 883 Applied, 258 Qualified

Police Recruit - (Post Waiver) (Established 1/27/16)- 214 Applied, 123 Qualified

Senior Equipment Operator - Crane (Established 1/21/16) - 1 Applied, 1 Qualified

Senior Plumbing Inspector (Established 1/21/16) - 2 Applied, 2 Qualified

Supervisor - Stores & Property (Established 1/22/16) - 48 Applied, 8 Qualified

3. 16-017CS

Recommendation to receive and file bulletins:

Building Maintenance Engineer

Criminalist

Transportation Programs Planner

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

4. 16-018CS **Recommendation to receive and file resignations:**
Matthew Cuzor/Ambulance Operator/Fire (4 mos., 13 days)
Jeremy Long/Garage Service Attendant/Public Works
(6 yrs., 10 mos.)

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

REGULAR AGENDA

5. 16-019CS **RECOMMENDATION FOR SELECTIVE CERTIFICATION -**
Customer Service Representative
Communication from Sandra Kennedy, Administrative Officer,
Financial Management

The Secretary briefed the Commission regarding this request.

Ms. Kennedy was present and answered questions from the Commission.

A motion was made by Commissioner Arias, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

6. 16-020CS **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 and answered questions from the Commission.

A motion was made by Commissioner Arias, seconded by Vice President McGilton-McGlamery, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

7. 16-021CS

**RECOMMENDATION TO APPROVE REVISED CLASSIFICATION
SPECIFICATION - *Safety Specialist***

- a. Communication from Cynthia Stafford, Manager - Personnel Operations, Human Resources
- b. Staff report prepared by Sheree Valdoria, Personnel Analyst

The Secretary briefed the Commission regarding this request.

Ms. Stafford was present and answered questions from the Commission regarding this request.

A motion was made by Vice President McGilton-McGlamery, seconded by Hicks, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick McGilton-McGlamery, Robin Perry and Phyllis Arias

8. 16-022CS

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

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Business Systems Specialist (3 months)

Communication Specialist (3 months)

Deputy Chief Harbor Engineer

Environmental Specialist (6/11/15; 6/24/15)

Marine Safety Officer

Park Maintenance Supervisor

Park Naturalist

Police Recruit (NTN)

Public Health Nutritionist

Public Safety Dispatcher (2/11/15; 2/26/15; 5/21/14)

Public Safety Dispatcher - Lateral

Senior Equipment Operator - Crane

Senior Mechanical Engineer

Senior Program Manager - Harbor

Port Planner **(6 months, Retroactive to 1/29/16)**

Port Security System Operator

(6 months, Retroactive to 1/05/16; 1/21/16)

Public Safety Dispatcher

(6 months, Retroactive to 1/6/16; 1/20/16; 1/28/16)

Public Safety Dispatcher - Lateral **(6 months, Retroactive to
1/28/16)**

Senior Civil Engineer **(6 months, Retroactive to 1/20/16)**

Senior Equipment Operator - Crane **(6 months, Retroactive to
1/13/16)**

Senior Program Manager - Harbor **(6 months, Retroactive to
1/23/16; 1/27/16)**

Senior Traffic Engineer **(6 months, Retroactive to 1/14/16)**

Special Services Officer **(6 months, Retroactive to 1/13/16)**

Traffic Painter **(6 months, Retroactive to 1/20/16)**

The Secretary briefed the Commission regarding this request.

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

**Yes: 5 - Charles Hicks, Carolyn M. Smith Watts, Rick
McGilton-McGlamery, Robin Perry and Phyllis Arias**

NEW BUSINESS

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that Shellie Goings, Personnel Analyst, conducted the first interviews on Montage for Fingerprint Classifier, utilizing the new technology to streamline the process. She stated it was very successful.

She stated that she and several of the analysts met to discuss ways to streamline the process for the Clerk Typist and Administrative Aide examinations, which be administered soon.

She informed the Commission that Deborah McCluster, Personnel Analyst, was acknowledged in an autobiography submitted by a Police Recruit applicant as being the reason he submitted his application for Police Recruit with the City of Long Beach. She congratulated Ms. McCluster for the excellent customer service she provided.

Ms. Slaten stated that she has been nominated to sit on the East LA College Review Board and Committee.

Ms. McDonald stated that using Montage will actually reduce time it takes raters to rate candidates, and benefits the applicants by allowing them to interview in their home. She is looking for ways to better utilize Montage for interviewing.

Mr. Pfingsthorn provided the Commission with an update regarding the request from Financial Management requesting mid-year budget reductions. He advised the Commission that Civil Service will be able to participate in the reduction, which would leave a small surplus at the end of the fiscal year.

The Secretary informed the Commission that regarding turnaround times for requisitions, Mr. Pfingsthorn created a tool in Excel to access that information. She stated that Civil Service tracks when the requisition is received to its completion. The turnaround time was around nine and one-half months, but now is down to three and one-half months. However, she sated that due to the increase number of requisitions, the turnaround time might be a little longer.

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

Commander Alex Avila thanked Civil Service staff and Sheree Valdoria, Personnel Analyst, for the outstanding job they did with the short recruitment for the recent Police Recruit examination. He stated that he was very impressed with the partnership with the Civil Service department. He also thanked Civil Service for assigning an analyst to Police Recruit due to the volume of work expected.

Randy Petersen addressed the Commission regarding a request he submitted to appeal his disability retirement in 2012. Commission Hicks requested that the request be agendaized on the next Commission's agenda for consideration. Gary Anderson, Principal Deputy City Attorney and Commission Advisor, informed the Commission that it had been determined that Mr. Petersen's request was not an appeal. He further stated that if the Commission wished to take action on this matter, it would have to be properly agendaized. After discussion, it was moved by Commissioner Arias, seconded by Commissioner Hicks and carried to placed this item on the next Commission's agenda for discussion and consideration. The motion carried by a unanimous roll call vote.

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.

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បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបវារៈ និងកំណត់យោគុណ្យ អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាផ្ញើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ ការិយាល័យស្មៅនៃក្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង ចាប់ផ្តើមបើកកិច្ចប្រជុំគណៈកម្មការធម្មនុញ្ញ)។

**CITY OF LONG BEACH
PLANNING COMMISSION
MINUTES**

**THURSDAY, JANUARY 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

FINISHED AGENDA AND MINUTES

CALL TO ORDER (5:05 PM)

At 5:05 p.m., Chair Christoffels called the meeting to order.

ROLL CALL (5:05 PM)

Also present: Amy Bodek, Director of Development Services; Linda Tatum, Planning Bureau Manager; Jeff Winklepleck, Current Planning Officer; Michael Mais, Assistant City Attorney; Mark Hungerford, Planner; Lynette Ferenczy, Planner; Steven Valdez, Planner; Heidi Eidson, Bureau Secretary.

Commissioners Ron Cruz, Alan Fox, Alan Fox, Andy Perez, Jane Templin, Erick
Present: Verduzco-Vega, Donita Van Horik and Mark Christoffels

FLAG SALUTE (5:05 PM)

Commissioner Van Horik led the flag salute.

MINUTES (5:06 PM)

16-001PL Recommendation to receive and file the Planning Commission minutes of December 17, 2015.

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

Yes: 7 - Ron Cruz, Alan Fox, Andy Perez, Jane Templin, Erick Verduzco-Vega, Donita Van Horik and Mark Christoffels

16-003PL Recommendation to receive and file the Planning Commission minutes of January 7, 2016.

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

Yes: 7 - Ron Cruz, Alan Fox, Andy Perez, Jane Templin, Erick Verduzco-Vega, Donita Van Horik and Mark Christoffels

DIRECTOR'S REPORT (5:08 PM)

Linda Tatum, Planning Bureau Manager, provided the Director's Report.

Amy Bodek, Director of Development Services, spoke.

Jeff Winklepleck, Current Planning Officer, spoke.

Chair Christoffels spoke.

Commissioner Templin spoke.

Commissioner Perez spoke.

SWEARING OF WITNESSES (5:12 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 (5:12 PM)

1. 16-004PL Recommendation to approve Site Plan Review, Conditional Use Permit, and Tentative Parcel Map requests for the construction of a freestanding 4,958-square-foot fast-food restaurant with a drive-thru lane and a freestanding 3,479-square-foot bank building; and a subdivision of the project site into two parcels at 4401 E. Pacific Coast Highway in the Regional Highway (CHW) zoning district and accept Categorical Exemption 15-140. (District 4) (Application No. 1509-28)

Jeff Winklepleck, Current Planning Officer, introduced Mark Hungerford, Project

Planner, who presented the staff report.

Chair Christoffels spoke.

Mark Hungerford responded to queries from Chair Christoffels.

Mark Zimmerman, representing the applicant, spoke.

Commissioner Van Horik spoke.

Mark Zimmerman responded to comments from Commissioner Van Horik.

Commissioner Van Horik spoke.

Mark Zimmerman responded to a query from Commissioner Van Horik.

Commissioner Cruz spoke.

Mark Zimmerman responded to queries from Commissioner Cruz.

Commissioner Verduzco-Vega spoke.

Mark Zimmerman responded to comments made by Commissioner Verduzco-Vega.

Commissioner Templin spoke.

Mark Zimmerman responded to queries from Commissioner Templin.

Jennifer Dahn, Development Manager, Chick-Fil-A, spoke.

Commissioner Perez spoke.

Jennifer Dahn responded to queries from Commissioner Perez.

Mark Zimmerman spoke.

Chair Christoffels spoke.

Jeff Winklepleck responded to a query from Chair Christoffels.

Commissioner Fox spoke.

Jeff Winklepleck responded to queries from Commissioner Fox.

A motion was made by Vice Chair Van Horik, seconded by Commissioner Templin, to approve the recommendation with an amendment to add Special Condition #35 stating that the Department of Public Works shall review the Pacific Coast Highway driveway six months after the issuance of the Certificate of Occupancy and that the applicant or subdivider shall implement any recommended changes. The motion carried by the following vote:

Yes: 7 - Ron Cruz, Alan Fox, Andy Perez, Jane Templin, Erick Verduzco-Vega, Donita Van Horik and Mark Christoffels

2. 16-005PL

Recommendation to approve a Conditional Use Permit to allow the continued operation of a nightclub with a Type 48 license (beer, wine and distilled spirits for on-site consumption) at 206 The Promenade North, in the Downtown Plan Development District (PD-30), and within the Downtown Dining and Entertainment District (DDED) and accept Categorical Exemption 15-157. (District 2) (Application No. 1511-02)

Jeff Winklepleck, Current Planning Officer, introduced Lynette Ferenczy, Project Planner, who presented the staff report.

Simon Clarke, applicant, spoke.

Commissioner Templin spoke.

Simon Clarke responded to queries from Commissioner Templin.

Jeff Winklepleck responded to a query from Commissioner Templin.

Commissioner Templin spoke.

Simon Clarke spoke.

Commissioner Perez spoke.

Joe Irwin provided public comment.

Joe Gannon provided public comment.

Dan Peterson provided public comment.

Jewell Faamaligi provided public comment.

Commissioner Fox spoke.

Commissioner Verduzco-Vega spoke.

Jeff Winklepleck responded to a query from Commissioner Verduzco-Vega.

Commissioner Verduzco-vega spoke.

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

Yes: 7 - Ron Cruz, Alan Fox, Andy Perez, Jane Templin, Erick Verduzco-Vega, Donita Van Horik and Mark Christoffels

3. 16-006PL

Recommendation to approve a Conditional Use Permit and Local Coastal Development Permit request to allow the establishment of a new wireless telecommunication facility at an existing building located at 5353 E. 2nd Street in the Commercial Neighborhood Pedestrian (CNP) zoning district, and accept Categorical Exemption 15-061. (District 3) (Application No. 1505-25)

Jeff Winklepleck, Current Planning Officer, introduced Steven Valdez, Project Planner, who presented the staff report.

Commissioner Templin spoke.

Jeff Winklepleck responded to a query from Commissioner Templin.

Albert Sandoval, applicant, spoke.

Commissioner Van Horik spoke.

Albert Sandoval responded to a query from Commissioner Van Horik.

Chair Christoffels spoke.

Albert Sandoval responded to queries from Chair Christoffels.

Basil Bailey provided public comment.

Albert Sandoval responded to queries from Basil Bailey.

Albert Sandoval responded to queries from Chair Christoffels.

Commissioner Fox spoke.

Jeff Winklepeck responded to a query from Commissioner Fox.

Commissioner Cruz spoke.

Jeff Winklepeck responded to queries from Commissioner Cruz.

A motion was made by Commissioner Verduzco-Vega, seconded by Vice Chair Van Horik, to approve the recommendation. The motion carried by the following vote:

Yes: 7 - Ron Cruz, Alan Fox, Andy Perez, Jane Templin, Erick Verduzco-Vega, Donita Van Horik and Mark Christoffels

STUDY SESSION (6:13 PM)

4. 16-007PL Conduct a study session regarding the Downtown and Transit Oriented Development Pedestrian Master Plan.

Linda Tatum, Planning Bureau Manager, introduced Ira Brown, Project Planner, who presented the study session item.

Chair Christoffels spoke.

Ira Brown responded to queries from Chair Christoffels.

Commissioner Van Horik spoke.

Ira Brown responded to queries from Commissioner Van Horik.

Christopher Koontz, Advance Planning Officer, spoke.

Commissioner Van Horik spoke.

Ira Brown responded to queries from Commissioner Van Horik.

Commissioner Templin spoke.

Ira Brown responded to queries from Commissioner Templin.

Christopher Koontz responded to a query from Commissioner Templin.

Commissioner Verduzco-Vega spoke.

A dialogue ensued between Commissioner Verduzco-Vega and Ira Brown.

A dialogue ensued between Commissioner Verduzco-Vega and Linda Tatum.

Ira Brown spoke.

Chair Christoffels spoke.

Commissioner Templin spoke.

Ira Brown responded to queries from Commissioner Templin.

Christopher Koontz responded to queries from Commissioner Templin.

Chair Christoffels spoke.

Commissioner Fox spoke.

Ira Brown responded to comments made by Commissioner Fox.

PUBLIC PARTICIPATION (6:51 PM)

There were no comments from the public.

COMMENTS FROM THE PLANNING COMMISSION (6:51 PM)

Commissioner Templin spoke.

Linda Tatum, Planning Bureau Manager, responded to queries from Commissioner Templin.

Chair Christoffels presented Jeff Winklepleck, Current Planning Officer, with a certificate of recognition for his years of service to the City.

ADJOURNMENT (6:55 PM)

At 6:55 p.m., Chair Christoffels adjourned the meeting.

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