

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

**WEDNESDAY, OCTOBER 7, 2015
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
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
Stacey Lewis, Assistant Director of Human Resources, Harbor

FLAG SALUTE

1. 15-183CS **Recommendation to approve minutes:**
Regular Meeting of September 16, 2015

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

Yes: 3 - Charles Hicks, Carolyn M. Smith Watts and Robin Perry

Abstain: 2 - Rick McGilton-McGlamery and Phyllis Arias

CONSENT CALENDAR (2-8):

Passed the Consent Calendar

A motion was made by Vice President McGilton-McGlamery, 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. 15-184CS

Recommendation to approve examination results:

Housing Aide (Established 9/25/15) - 441 Applied, 114 Qualified
Microbiologist (Established 9/16/15) - 1 Applied, 1 Qualified
Registered Nurse (Established 10/01/15) - 13 Applied, 13 Qualified
Senior Program Manager - Harbor (Established 9/14/15) - 6 Applied, 1 Qualified
Storekeeper (Established 9/25/15) - 199 Applied, 38 Qualified

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

3. 15-185CS

Recommendation to receive and file bulletins:

Motor Sweeper Operator
Police Officer - Lateral (Amended)
Senior Scheduler
Street Maintenance Supervisor
Surveyor

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

4. 15-186CS

Recommendation to receive and file retirements:

Denise L. Root/Fire Engineer/Fire (14 yrs., 2 mos.)
Jerry M. Gibbs/Police Sergeant/Police (22 yrs., 8 mos.)
Mario A. Razo/Police Officer/Police (30 yrs., 15 days)
Ralph J. Regalado/Special Sers Officer III-Armed/Police
(29 yrs., 10 mos.)
Clarke Latimer Jr./Carpenter/Harbor (7 yrs., 3 mos.)
John E. Wills/Administrative Analyst II/Harbor (20 yrs., 3 mos.)

On behalf of the Commission, the Secretary presented a Certificate of Appreciation to Mario A. Razo, Police Officer, for 30 years of dedicated service to the City and citizens of Long Beach. The Commission congratulated Mr. Razo on his retirement and wished him well.

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

5. 15-187CS

Recommendation to receive and file resignations:

Cody E. Eitner/Ambulance Operator/Fire (1 yr., 2 mos.)
Gregory M. Gabel/Firefighter/Fire (9 yrs., 5 mos.)
Diana E. Hernandez/Public Safety Dispatcher I/Fire (4 months)
Joshua J. Rosenstein/Firefighter/Fire (5 yrs., 11 mos.)
Brian P. Saheb/Ambulance Operator/Fire (1 yr., 1 mo.)
Juan Gonzales Garcia/Accounting Clerk II/Harbor (5 yrs., 3 mos.)
John A. Shea/Port Security Systems Operator III/Harbor
(5 yrs. 1 mos.)
Merrilyn L. Kelly/School Guard/Police (28 days)
Steven Silva/Special Services Officer III-Armed/Police
(9 yrs., 2 mos.)
Christopher R. Garcia/Storekeeper II/Water (7 yrs., 6 mos.)

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

6. 15-188CS **Recommendation to approve schedule for hearings:**

Suspension Appeal 12-S-1415, Suggested Date

November 18, 2015

Dismissal Appeal 14-D-1415, Suggested Dates

December 9 & 16, 2015

Suspension Appeal 13-S-1415, Suggested Date

January 6, 2016

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

7. 15-189CS **Recommendation to approve reschedule for hearing:**

Suspension Appeal 28-S-1314, Suggested Date

November 11, 2015

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

8. 15-190CS **Recommendation to withdraw appeal:**

Dismissal Appeal (07-D-1415)

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

REGULAR AGENDA

9. 15-191CS **RECOMMENDATION FOR PROVISIONAL APPOINTMENT -**
Laura Sansenbach, Communications Center Coordinator
*Communication from Reginald Harrison, Director, Disaster
Preparedness & Emergency Communications*

The Secretary briefed the Commission regarding this request.

Mr. Harrison was present and thanked the Commission for their approval of this request. He informed the Commission that the vacancy factor 25% Fire and Police has been reduced to 5 % & 10%, since Ms. Sansenbach has been acting in the position of Communications Center Coordinator. He stated that he will provide the Commission with updates on the cross-training and consolidation process, which will ultimately provide greater benefits to the citizens and City of Long Beach.

A motion was made by Hicks, 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

10. 15-192CS

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

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

Ambulance Operator (3 months)
Assistant Administrative Analyst (1 month)
Business Systems Specialist
Capital Projects Coordinator (3 months)
Civil Engineer (3 months)
Civil Engineering Associate (3 months)
Customer Service Representative (3 months)
Equipment Operator (3 months)
Gardener
Neighborhood Services Specialist
Office Automation Analyst (3 months)
Port Planner (3 months)
Public Safety Dispatcher
Senior Civil Engineer (3 months)
Systems Technician

The Secretary briefed the Commission regarding this item.

A motion was made by Smith Watts, 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

11. 15-193CS

RECOMMENDATION TO APPROVE BULLETIN - Fire Captain

Staff report prepared by Kandice Taylor-Sherwood, Executive Director

The Secretary briefed the Commission regarding this request.

A motion was made by Hicks, 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

NEW BUSINESS

President Perry informed the Commission that he attended the event Breaking Through - Lighting the Way, at the Long Beach Public Library, spearheaded by Commissioner Smith Watts, highlighting the history and contributions of 12 African American women to the City of Long Beach. He acknowledged Commissioner Smith Watts for the outstanding job she did in spearheading this event.

President Perry introduced newly appointed Civil Service Commissioner Phyllis Arias, and welcomed her to the Commission.

Commissioner Arias thanked President Perry and stated that she has an extensive background in the merit system and disciplinary matters and is excited and looking forward to serving on the Civil Service Commission.

MANAGERS' REPORT

Recruitment & Selection

Special Projects

Administration Support Services

Executive Director

Ms. Slaten informed the Commission that she and members of her staff attended a Job Analysis Training in Santa Rosa, which will aid staff when developing job tasks and duties. She also stated that she and staff members attended a local training regarding Test Security, which was an eye opener on how examinations are conducted. Staff will also be attending the 2015 Copswest Training & Expo at the Long Beach Convention Center next week.

The Secretary informed the Commission that she wants to acknowledge Caprice McDonald, Special Projects Officer, who is currently out of the office due to a family emergency, for her accomplishment in completing two important tasks before the year-end closing: finalizing the contracts for Montage, which is a video and voice interviewing service that allows for real time interviewing. It also allows an applicant to record a short video that highlights their skill sets that can be stored; and Lynda.com, which is an online training service that allows you to purchase seats that can be shared among staff for all types of training. It allows flexibility to meet immediate training needs.

She thanked Ms. Hall for the Commission's receptions, and also echoed on President Perry's acknowledgement of Commissioner Smith Watts for the serving leadership she provides to the Community. The Secretary thanked Mr. Pfingsthorn for the outstanding job he did in establishing a matrix to determine how long it takes to do examinations, something that was never in place before. Great tool.

The Secretary informed the Commission that while at the SCPMA-HR Conference, she attended a very interesting session on Civil Service Reform.

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

William Gwinn, Parking Control Checker, Public Works Department, addressed the Commission regarding the Motor Sweeper Operator examination that is currently opened, with a filing closing date of Friday, October 9, 2015. He expressed the concerns of him and his co-workers in the same position, cross-trained as Motor Sweeper Operators, filling in for over two years when the department is shorthanded on Motor Sweeper Operators, due to vacation and sick time for employees. The problem they are having is that the position of Motor Sweeper Operator closes Friday and even though they have been filling in, doing the job, the requirement to file is that they must have a commercial license A or B at the time of closing, even though the vehicles currently being used do not require a commercial license. He stated that most of them do have a Class B permit, and are asking for an exception be made to allow them to apply for the position.

Commissioner Hicks questioned why are these employees currently being able to drive the Motor Sweeper Operator trucks if a commercial license is needed.

Russ Ficker, Administrative Officer, Public Works, stated that employees are also assigned to operate the rollout trucks that the Street Sweeper empty when those employees are not available. Current Street Sweeper do not require a commercial license, but the new vehicles which are on order and will be arriving shortly will require a commercial license. Mr. Ficker stated that employees hired under the previous job bulletins where commercial license were not required will be required to obtain a commercial license once these vehicles arrive. Public Works have conferred with the IAM to allow the time for current Motor Sweeper Operators who do not have the commercial license to obtain one.

Gary Anderson, Principal Deputy City Attorney and Commission Advisor suggested the Commission calendar this matter to be discussed on a regular Commission agenda, and to communicate to staff to investigate the matter.

Commissioner Hicks requested that the item be agendized for the next regular Commission meeting.

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 City Clerk Department at (562) 570-6101, 72 hours prior to the Commission meeting.

Kung ang nakasulat na pagsasalin-wika ng adyenda at mga katitikan ng Komisyon ay hinahangad para sa mga taong hindi nagsasalita ng Ingles mangyaring gawin ang iyong kahilingan sa pamamagitan ng telepono sa Kagawaran ng Klerk ng Lunsod sa (562) 570-6101, 72 pitong oras bago ang pulong ng Komisyon.

Si desea obtener la traducción lingüística escrita de la agenda y las actas de la Comisión para las personas que no hablan inglés, realice su pedido por teléfono al Departamento de la Secretaría Municipal al (562) 570-6101, 72 horas antes de la reunión de la Comisión.

បើលោកអ្នកមិនចេះនិយាយភាសាអង់គ្លេស ហើយត្រូវការរបៀបវារៈនៃកិច្ចប្រជុំគណៈកម្មាធិការ និងរបាយការណ៍នៃកិច្ចប្រជុំគណៈកម្មាធិការ ជាសំណៅប្រែសម្រួលលាយលក្ខណ៍អក្សរទៅជាភាសារបស់លោកអ្នក នោះសូមស្នើសុំមកនាយកដ្ឋានសៀវភៅសាលាក្រុង តាមទូរស័ព្ទលេខ (562) 570-6101 អោយបាន 72 ម៉ោងមុនកិច្ចប្រជុំគណៈកម្មាធិការត្រូវប្រារព្ធធ្វើឡើង។

**CITY OF LONG BEACH
PLANNING COMMISSION
MINUTES**

**THURSDAY, OCTOBER 1, 2015
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 (5:03 PM)

At 5:03 p.m., Chair Christoffels called the meeting to order.

ROLL CALL (5:03 PM)

Also present: Amy Bodek, Director of Development Services; Linda Tatum, Planning Bureau Manager; Jeff Winklepleck, Current Planning Officer; Christopher Koontz, Advance Planning Officer; Michael Mais, Assistant City Attorney; Angela Reynolds, Deputy Director of Development; Heidi Eidson, Bureau Secretary.

Commissioners Ron Cruz, Alan Fox, Alan Fox, Jane Templin, Donita Van Horik
Present: and Mark Christoffels

Commissioners Andy Perez and Erick Verduzco-Vega
Absent:

FLAG SALUTE (5:04 PM)

Commissioner Templin led the flag salute.

Chair Christoffels introduced new Planning Commissioner Ron Cruz.

Amy Bodek, Director of Development Services, spoke.

Commissioner Cruz spoke.

Chair Christoffels spoke.

MINUTES (5:04 PM)

15-055PL

Recommendation to receive and file the Planning Commission minutes of September 17, 2015.

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

Yes: 3 - Alan Fox, Jane Templin and Donita Van Horik

Abstain: 2 - Ron Cruz and Mark Christoffels

Absent: 2 - Andy Perez and Erick Verduzco-Vega

DIRECTOR'S REPORT (5:08 PM)

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

SWEARING OF WITNESSES (5:10 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.

CONSENT CALENDAR (5:10 PM)

1. 15-056PL

Recommendation to receive and file the annual report from The Douglas Park-Long Beach Property Owner's Association and concur with staff's finding that the project is in compliance with the terms and conditions required under the Douglas Park Development Agreement, and has duly fulfilled the requirements for the reporting period of January 2014 through December 2014. (District 5) (Application No. 1509-16)

Chair Christoffels spoke.

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

Yes: 5 - Ron Cruz, Alan Fox, Jane Templin, Donita Van Horik and Mark Christoffels

Absent: 2 - Andy Perez and Erick Verduzco-Vega

STUDY SESSION (5:13 PM)

2. 15-058PL Recommendation to conduct a study session regarding the Land Use Element and Urban Design Element. (Citywide)

Linda Tatum, Planning Bureau Manager, introduced the study session item regarding the Land Use Element and Urban Design Element.

Angela Reynolds, Deputy Director of Development, provided a brief overview of the study session item.

Christopher Koontz, Advance Planning Officer, discussed the Land Use Element.

Jami Williams, consultant with RRM Design Group, discussed the Urban Design Element.

Christopher Koontz spoke.

Angela Reynolds spoke.

Commissioner Cruz spoke.

Christopher Koontz responded to a query from Commissioner Cruz.

Angela Reynolds spoke.

Commissioner Templin spoke.

A dialogue ensued between Commissioner Templin and Linda Tatum.

Commissioner Van Horik spoke.

Angela Reynolds responded to queries from Commissioner Van Horik.

Anne Cantrell provided public comment.

Ryan Wiggins provided public comment.

Paul Buchanan provided public comment.

Joe Sopo provided public comment.

Elizabeth Lambe, Los Cerritos Wetlands Land Trust, provided public comment.

Tom Morrell provided public comment.

Maureen Neeley, President of the Belmont Heights Community Association, provided public comment.

John Case provided public comment.

Stella Ursua, Green Education Incorporated, and Chair of the Neighborhood Work Group at Building Healthy Communities, provided public comment.

Melinda Cotten provided public comment.

Larry Goodhue provided public comment.

Margarite Morrell provided public comment.

Chair Christoffels spoke.

Christopher Koontz responded to queries from Chair Christoffels.

Angela Reynolds spoke.

Christopher Koontz responded to a query from Chair Christoffels.

Chair Christoffels spoke.

Linda Tatum responded to a query from Chair Christoffels.

Christopher Koontz spoke.

Commissioner Fox spoke.

Commissioner Van Horik spoke.

Christopher Koontz responded to queries from Commissioner Van Horik.

Commissioner Van Horik spoke.

Chair Christoffels spoke.

Christopher Koontz responded to comments made by Chair Christoffels.

Chair Christoffels spoke.

Christopher Koontz responded to comments made by Chair Christoffels.

Commissioner Cruz spoke.

3. 15-059PL Recommendation to conduct a study session to review the Planning Commission Rules and Procedures.

Linda Tatum, Planning Bureau Manager, introduced the study session item regarding Planning Commission Rules and Procedures.

Michael Mais, Assistant City Attorney, presented the study session item.

Michael Mais responded to a query from Chair Christoffels.

Michael Mais spoke.

Chair Christoffels spoke.

Michael Mais spoke.

Chair Christoffels spoke.

Michael Mais responded to a query from Chair Christoffels.

Commissioner Fox spoke.

Michael Mais responded to a query from Commissioner Fox.

Commissioner Cruz spoke.

Michael Mais responded to a query from Commissioner Cruz.

Michael Mais spoke.

Anne Cantrell provided public comment.

Michael Mais responded to queries from Anne Cantrell.

Mike Murchison provided public comment.

Michael Mais responded to a query from Mike Murchison.

Mike Murchison spoke.

PUBLIC PARTICIPATION (7:15 PM)

There were no additional comments from the public.

COMMENTS FROM THE PLANNING COMMISSION (7:20 PM)

Commissioner Van Horik spoke.

Jeff Winklepleck, Current Planning Officer, responded to a query from Commissioner Van Horik.

Commissioner Templin spoke.

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

Amy Bodek, Director of Development Services, spoke.

Chair Christoffels spoke.

ADJOURNMENT (7:24 PM)

At 7:24 p.m., Chair Christoffels adjourned the meeting.

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