

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

**WEDNESDAY, OCTOBER 26, 2022
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

Joel Garnica, President
Erik Fallis, Vice President



Phyllis O. Arias, Commissioner
Susana Gonzalez Edmond, Commissioner
Yvonne Wheeler, Commissioner

Christina Pizarro Winting, Executive Director

FINISHED AGENDA AND DRAFT MINUTES

REGULAR MEETING

President Garnica called the meeting to order at 9:12 a.m.

FLAG SALUTE

Sarah Green, representing the Fire Department, led the flag salute.

ROLL CALL

Commissioners Susana Gonzalez Edmond, Erik Fallis and Joel Garnica

Present:

Commissioners Phyllis O. Arias and Yvonne Wheeler

Absent:

1. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

Ms. Ivy Walker addressed the Commission to request assistance for reinstatement to the Administrative Aide eligible list. President Garnica explained that the Commission could not take any action, but staff would work with Ms. Walker on her request.

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2. 22-302CS

Recommendation to approve minutes:

Special Meeting of October 12, 2022

Dismissal Hearing 06-D-1920 Minutes of August 10, 2022

President Garnica amended the minutes. On page 7, item 13, under the Executive Committee report, it reads, “the Committee met and will be providing an update at the following meeting.” President Garnica would like the minutes to read, “the Committee met and will be providing an update following the next Executive Committee meeting.” Staff acknowledged the amendment.

A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to approve the minutes of special meeting of October 12, 2022, as amended. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to to approve the minutes of dismissal hearing 06-D-1920 minutes of August 10, 2022. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

CONSENT CALENDAR (3 - 9):

President Garnica pulled items 3 and 5.

Passed the Consent Calendar

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve Consent Calendar Items 4, 6, 7, 8, and 9, except for items 3 and 5. The motion carried by the following vote:

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Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

3. 22-305CS

Recommendation to approve examination results:

Aquatics Supervisor I-II Test #02

Business Systems Specialist I-VII (Software Developer) Test #05

Business Systems Specialist I-VII (Web Solution Engineer) Test #05

Buyer I-II

Civil Engineering Associate Test #01

Criminalist Supervisor Test #03

Environmental Health Specialist I-IV Test #03

Microbiologist I-III Test #04

Office Systems Analyst I-IV (Disaster Recovery Analyst) Test #01

Office Systems Analyst I-IV (Enterprise Architect) Test #01

Office Systems Analyst I-IV (Senior Cybersecurity Engineer) Test #01

Police Recruit Test #15

Public Health Nurse I-III Test #05

Public Safety Dispatcher I-IV - NTN EXAM Test #35

*Refuse Field Investigator (Promotional) **AMENDED***

President Garnica mentioned that adding the vacancies to the exam results is very helpful, and it's great to have all the information in one sheet. She thanked the staff for making the additions.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

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4. 22-306CS **Recommendation to approve bulletin(s):**
Building Maintenance Engineer
Capital Projects Coordinator I-IV
Housing Assistance Coordinator-REVISED
Personnel Analyst I-IV
Street Maintenance Supervisor I-II

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

5. 22-307CS **Recommendation to receive and file retirement(s):**
Adela Rodriguez, Senior Accountant, Health and Human Services, (29 yrs., 9 mos.)
Robert Titus, Police Lieutenant, Police Department, (29 yrs., 24 days)

President Garnica acknowledged the retirees and wanted to thank them for their almost 30 years with the City of Long Beach.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

6. 22-308CS **Recommendation to receive and file resignation(s):**
Elizabeth Munoz, General Librarian, Library Services, (1 yr.)
Brady Vriens, Police Officer, Police Department, (8 yrs., 4 mos.)
Gregory Lockert, Water Utility Mechanic I, Water Department, (2 yrs., 11 mos.)
Lincoln Lo, Deputy Chief Harbor Engineer II, Harbor Department, (13 yrs., 8 mos.)

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

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7. 22-309CS

Recommendation to approve transfer(s):

*Gilberto Contreras - Administrative Analyst II, Health and Human Services to Administrative Analyst II, Airport
Rosa Escamilla - Payroll/Personnel Assistant II, Police Department to Payroll/Personnel Assistant III, Financial Management*

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

8. 22-303CS

Recommendation to Transfer from Unclassified to Classified

Service - *Adrienne Henderson, Administrative Analyst III
Communication from Sandy Witz, Director of Human Resources, Harbor Department
Staff report prepared by Maria Cano, Personnel Analyst*

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

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9. 22-304CS **Recommendation to Approve Extension of Expiring Eligible Lists (6 months)**

Staff report prepared by Christina Pizarro Winting, Executive Director

ACCOUNTANT I-III (C01AN-21) TEST #01 (5/26/2021)

ADMINISTRATIVE ANALYST I-IV (EA8AN-21) (7/9/2021)

Extend 1 month*

AQUATICS SUPERVISOR I-II (H31AN-22) TEST #01
(5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES
SPECIALIST) (H67AN-22A) TEST #03 (5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (DIGITAL SERVICES
SPECIALIST) (H67AN-22A) TEST #04 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (ERP FINANCIAL
SYSTEMS SUPERVISOR) (H67AN-22B) TEST #02
(5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (GIS ANALYST)
(H67AN-22G) TEST #03 (5/11/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (PERMITTING
SYSTEMS ADMINISTRATOR) (H67AN-22F) TEST #02
(5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (SOFTWARE
DEVELOPER) (H67AN-22D) TEST #04 (5/25/2022)

BUSINESS SYSTEMS SPECIALIST I-VII (WEB SOLUTIONS
ENGINEER) (H67AN-22C) TEST #04 (5/25/2022)

CIVIL ENGINEER (K11NN-21) TEST #22 (5/12/2021)

ELECTRICAL ENGINEER (K89NN-21) TEST #02 (5/12/2021)

ENVIRONMENTAL SPECIALIST ASSOCIATE (N26NN-20)
TEST #03 (5/27/2020) **Extend 3 months***

HOUSING AIDE I-II (HS1AN-21) (7/7/2021) **Extend 1 month***

MARINE SAFETY OFFICER (H14NN-20) (2/25/2020)

MECHANICAL ENGINEERING ASSOCIATE (K33NN-22)
TEST #02 (5/11/2022)

MOTOR SWEEPER OPERATOR (J37NN-21) (5/26/2021)

NURSE PRACTITIONER (G12NN-20) TEST #06 (5/15/2020)

PETROLEUM ENGINEERING ASSOCIATE I-II (K37AN-22)
TEST #02 (5/11/2022)

PLANNER I-V(F53AN-21) (8/18/2021) **Extend 1 month***

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POLICE OFFICER - LATERAL (F23NN-20) TEST #13
(5/28/2020)
POLICE OFFICER - LATERAL (F23NN-21) TEST #20
(5/12/2021)
POLICE RECRUIT (F63NN-22) TEST #07 (5/11/2022)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-21C) TEST #07 (11/2/2020)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-21C) TEST #08 (5/12/2021)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-21C) TEST #09 (5/26/2021)
PUBLIC SAFETY DISPATCHER I - IV - LATERAL
(J45AN-22C) TEST #13 (5/11/2022)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM (J45AN-
21A) TEST #22 (5/26/2021)
PUBLIC SAFETY DISPATCHER I-IV - NTN EXAM
(J45AN-22A) TEST #28 (5/11/2022)
PUBLIC SAFETY DISPATCHER I-IV - POST WAIVER
(J45AN-20B) TEST #12 (5/22/2020)
REFUSE OPERATOR I-III (JA2AN-20) TEST #26 (7/15/2020)
REFUSE OPERATOR I-III (JA2AN-21) TEST #27 (11/20/2020)
REFUSE OPERATOR I-III (JA2AN-21) TEST #28 (4/14/2021)
REFUSE OPERATOR I-III (JA2AN-21) TEST #29 (5/12/2021)
SCHOOL GUARD (F31N1-21) TEST #01 (5/12/2021)
SCHOOL GUARD (F31N1-21) TEST #02 (5/26/2021)
SPECIAL SERVICES OFFICER I-IV (F33AN-20) TEST #43
(5/28/2020) **Extend 3 months***
SPECIAL SERVICES OFFICER I-IV (F33AN-21) TEST #53
(5/12/2021)
SURVEY TECHNICIAN (K74NN-21) (5/12/2021)
WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
#04 (5/11/2022)
WATER TREATMENT OPERATOR I-IV (MA1AN-22) TEST
#05 (5/25/2022)
X-RAY TECHNICIAN (G30NN-22) TEST #01 (11/10/2021)
X-RAY TECHNICIAN (G30NN-22) TEST #02 (11/17/2021)

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

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REGULAR AGENDA

10. 22-300CS

**RECOMMENDATION FOR TEMPORARY REASSIGNMENT
FOR REHABILITATION AND/OR RETRAINING**

- James Brown,
Refuse Operator IV, to Parking Control Checker I

*Communication from Dawn Henderson, Personnel Officer,
Public Works*

Staff report prepared by Tarsha Moses, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Moses, who briefed the Commission on this item.

President Garnica asked that if Mr. Brown passes the 6-month training period and gets reassigned, is it the intention of Mr. Brown to return to his refuse operator position. Ms. Moses explained he could not return to the position because of the restrictions placed on him and that he could no longer perform the duties of the position, so Mr. Brown will be permanently assigned to Parking Control Checker I.

President Garnica asked for an update on the recruitment for the Refuse Operator position and what the Commission can do to assist with the recruitment of this position. Mr. Pfingsthorn explained that the Refuse Operator position continues to be a challenge for the department. It is a revolving door of candidates due to work injuries, resignations, and retirements. Hence, the department continues to work with Civil Service to receive the eligible lists. The department has a full-time analyst dedicated to hiring in the Environmental Services Bureau.

President Garnica also inquired about the requirements for the Refuse Operator position, and Mr. Pfingsthorn explained that a commercial driver's license is required for this position. President Garnica mentioned that this is one of the positions that could benefit from a program from Long Beach City College, as previously discussed. Ms. Slaten shared that the Recruitment and Outreach team is hosting a career fair with Long Beach City College, and Refuse Operator is one of the positions the team will be speaking about with the students attending. The staff is working with the college on incorporating courses related to hard-to-recruit positions into the curriculum.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

11. 22-301CS

RECOMMENDATION FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND/OR RETRAINING - Eugene Harris, Refuse Operator I, to Parking Control Checker I
Communication from Dawn Henderson, Personnel Officer, Public Works
Staff report prepared by Tarsha Moses, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Moses, who briefed the Commission on this item.

President Garnica reiterated her question from the previous item about whether Mr. Harris will need to move to a different position permanently. Staff acknowledged that Mr. Harris would need to be permanently reassigned.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

12. 22-294CS

COVID-19 RELATED: RECOMMENDATION TO EXTEND

NON-CAREER HOURS - Devin Buttelwerth, Clerk Typist III - NC

*Communication from Sandra Kennedy, Administrative Officer,
Health and Human Services*

Staff report prepared by Levi Sinkler, Personnel Analyst

Ms. Pizarro Winting introduced Mr. Sinkler, who briefed the Commission on this item.

Commissioner Gonzalez Edmond wanted clarification on the position and whether it is a role within the Health Department being offered as a loan to the Housing Department. Mr. Sinkler explained that this is a non-budgeted position. The department has budgeted housing aides, but the department has been unable to fill those vacancies, so non-career- clerk typist have been used to perform the functions for this role. Ms. Pizarro Winting explained that this role has been difficult to recruit for, and Ms. Slaten and her team are working diligently with the department on recruitment for this role.

Vice President Fallis made a comment about adjusting the requirements for difficult-to-recruit positions. Ms. Pizarro Winting mentioned that the staff continues to have those conversations with the departments about the matter. However, there are certain roles that require certifications that are mandated by the state or federal government that are necessary. Still, the staff continues to work with the departments to work on requirements that can be adjusted. Further discussion between the staff and the Commission continued about the difficulties in recruiting for these roles.

Commissioner Gonzalez Edmond suggested that it would be helpful to have an overall presentation from Human Resources on how they are working with all departments on recruitment strategies. Ms. Pizarro Winting explained that every classification is a joint effort between Human Resources and Civil Service and both departments have been working well together, and when Civil Service is talking about difficult to recruit positions, Civil Service is the one having those conversations with the department and working with them to create a plan on how to move forward.

President Garnica suggested that there should be a presentation on

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the pre-pandemic, difficult-to-fill positions and the post-pandemic, difficult-to-fill positions. And framing the presentation on what is being done differently to hire after the great resignation and great reconsideration and how that has affected hiring and recruiting. Staff acknowledged the suggestions from Commissioner Gonzalez Edmond and President Garnica.

A motion was made by Vice President Fallis, seconded by Commissioner Gonzalez Edmond, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

13. 22-295CS

RECOMMENDATION TO EXTEND NON-CAREER HOURS -

Cory Hefler, Ambulance Operator - NC

Communication from Sarah Green, Administrative Officer, Fire Department

Staff report prepared by Beverly Bartlow, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Bartlow, who briefed the Commission on this item.

President Garnica shared that her mother needed an ambulance a month and a half ago. The ambulance operators were very courteous and professional and wanted to thank the Fire Department for providing excellent service to the city and compassionate care to people in need.

A motion was made by Commissioner Gonzalez Edmond, seconded by Vice President Fallis, to approve recommendation. The motion carried by the following vote:

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

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14. 22-296CS RECOMMENDATION TO REAPPOINT RESIGNED EMPLOYEE

- Nicholas Andrade, Special Services Officer III - Armed
*Communication from Wally Hebeish, Chief of Police, Police
Department
Staff report prepared by Maria Cano, Personnel Analyst*

President Garnica announced that agenda item 14 was pulled from the agenda.

This CS-Agenda Item was withdrawn.

15. 22-298CS RECOMMENDATION TO APPROVE EXTENSION OF

PROVISIONAL APPOINTMENT - Megan Ignacio, Community
Information Specialist I
Staff report prepared by Stephanie Herrera, Personnel Analyst

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

**A motion was made by Vice President Fallis, seconded by
Commissioner Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

16. 22-299CS RECOMMENDATION FOR SELECTIVE CERTIFICATION - Clerk

Typist IV
*Communication from Sheryl Bender, Superintendent of
Personnel & Training, Parks, Recreation and Marine
Staff report prepared by Stephanie Herrera, Personnel Analyst*

Ms. Pizarro Winting introduced Ms. Herrera, who briefed the Commission on this item.

**A motion was made by Vice President Fallis, seconded by
Commissioner Gonzalez Edmond, to approve
recommendation. The motion carried by the following vote:**

Yes: 3 - Susana Gonzalez Edmond, Erik Fallis and Joen Garnica

Absent: 2 - Phyllis O. Arias and Yvonne Wheeler

17. STANDING COMMITTEES

A. Executive Committee

B. Recruitment and Selection Committee

C. Special Projects Committee

A. Executive Committee

President Garnica informed the Commission that the Committee is meeting on Friday, October 28, and the Committee will be providing an update at the next Commission meeting.

B. Recruitment and Selection Committee

Commissioner Gonzalez Edmond provided an update on the last Committee meeting regarding the scoring of promotional exams and thanked the staff for an excellent presentation. She also updated the Commission on the upcoming labor/management meeting on November 4, which will cover the promotional scoring, testing, and ensuring transparency and will be attended by Union leaders.

C. Special Projects Committee

No report at this time.

18. REPORTS FROM MANAGERS

A. Recruitment and Outreach Services Division – Crystal Slaten

B. Employment Services Division – Caprice McDonald

A. Recruitment and Outreach Services Division - Crystal Slaten

Ms. Slaten updated the Commission on the information sessions for Public Safety Dispatcher and upcoming events such as the Festival of Flights and the Long Beach City College Career Fair. President Garnica expressed her excitement to hear the outcome of the Public Safety Dispatcher and all upcoming events. Ms. Slaten also shared the new Recruitment and Outreach business cards that include the newly designed QR code created by Sylvana Tamura, which allows you to go directly to all the current job openings, upcoming jobs, job interest cards, current eligible lists, and other features of the Civil Service website. The Commission expressed their excitement for the new cards and the features found through the QR code.

Commissioner Gonzalez Edmond suggested that the information on how to apply for jobs be moved to the top of the Frequently Asked Questions section. Ms. Slaten acknowledged the suggestion and will make the placement change.

President Garnica asked about participation in the Dia De Los Muertos event, and Ms. Slaten shared that representative from the Police Department will be present at the event, and the staff has reached out to other partners to see if they can attend.

B. Employment Services Division - Caprice McDonald

Maria Cano provided the updates on behalf of Ms. McDonald. Ms. Cano provided updates on pending exams, the Pellet B exam at the Police Academy, and Mr. Sinkler's participation at the Taste of Soul event in Los Angeles, which she thanked Mr. Sinkler for attending and representing the division.

19. UNFINISHED BUSINESS

President Garnica explained that COVID was why meetings were being held at Water Department since it was more conducive to the hearings, but she expressed gratitude to be back at City Hall.

20. NEW BUSINESS

President Garnica acknowledged Filipino Heritage Month, which was coming to a close in October. She also acknowledged the upcoming Mentorship Day, and in the spirit of what Civil Service does for stakeholders of the community, she wanted to remind everyone to mentor someone and help our fellow community members.

21. COMMENTS FROM THE PUBLIC – THE CIVIL SERVICE COMMISSION WILL HEAR FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE COMMISSION’S JURISDICTION.

No comments from the public at this time.

ADJOURNMENT

President Garnica adjourned the meeting at 10:09 a.m

I, Julia Smay, Executive Assistant, certify that the agenda was posted not less than 72 hours prior to the meeting.

HEARING 10:00 A.M.

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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.

Kung nais ang pagsasalin ng nakasulat na wika ng agenda ng Komisyon at ang minutes para sa mga taong hindi nagsasalita ng Ingles, mangyaring isagawa ang iyong hiling sa pamamagitan ng telepono sa Opisina ng Clerk ng Lungsod sa (562) 570-6101, 72 oras ng negosyo bago ang pagpupulong ng Commission.

Si desea obtener la traducción escrita en otro idioma de la agenda y actas de la comisión para personas que no hablan inglés, haga su solicitud por teléfono a la Oficina de la Secretaría Municipal al (562) 570-6101, 72 horas hábiles antes de la reunión de la comisión.

**បើមានការចង់បានឲ្យមានការបកប្រែឯកសារស្តីពីរបៀបរាវ: និងកំណត់ហេតុឲ្យ
អ្នកដែលមិនចេះនិយាយអង់គ្លេស សូមមេត្តាធ្វើសំណើអ្នកតាមទូរស័ព្ទដោយហៅ
ការិយាល័យស្មើនគ្រុងតាមរយៈលេខ (562) 570-6101 (72 ម៉ោងធ្វើការមុននឹង
ចាប់ផ្តើមបើកកិច្ចប្រជុំគណកម្មការធម្មនុញ្ញ)។**