



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

Council Chambers – 3300 Newport Boulevard, Building A
Monday, October 1, 2012 – 5:00 PM

Civil Service Board Members:

Mickey Dunlap, Chairperson
Maiqual Talbot, Vice Chairperson
Debra Allen, Board Member
Douglas Coulter, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director & Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1) CALL MEETING TO ORDER (5:00 PM)

2) ROLL CALL

3) FLAG SALUTE

4) PUBLIC COMMENTS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board's agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

5) CONSENT CALENDAR

A. APPROVAL OF MINUTES

Regular Meeting of September 5, 2012 – Waive reading subject Minutes, approve as written and order filed.

B. INFORMATIONAL ITEMS

- i. Community Services Officer (part-time) Eligibility List
- ii. Community Services Officer (full-time) Eligibility List
- iii. Community Services Officer (full-time) Promotional Eligibility List

6) CURRENT BUSINESS

A. Oral Reports

1. New Civic Center, 1100 Avocado Avenue, Newport Beach, CA 92660, PowerPoint Presentation (Steve Badum, Assistant City Manager)
2. Fire Association Presentation of Commemorative Centennial Fire Badge to Former Civil Service Board Members (Brian McDonough, Fire Association President)
 - a. Judge Steve Bromberg (Unable to Attend)
 - b. Bert Carson
 - c. Paula Godfrey
 - d. Clint Hoose
 - e. Dayna Pettit (Unable to Attend)
 - f. Douglas Wood
3. Secretary to the Board (Terri Cassidy, Deputy City Manager/HR Director)
 - a. Recruitments – Deputy Directors of Finance & Public Works
 - b. Pension Reform (PEPRA)
4. Fire Department (Scott Poster, Fire Chief)
5. Police Department (Jon Lewis, Police Lieutenant)

7) CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

8) ADJOURNMENT



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Wednesday, September 5, 2012
5:00 PM, Regular Meeting

BOARD: James "Mickey" Dunlap, Chairperson
M.D. Talbot, Board Member, Vice Chairperson
Debra Allen, Board Member
Doug Coulter, Board Member
Hugh Logan, Board Member

STAFF: Terri L. Cassidy, HR Director and Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director
Crystal Marie Luna, Department Assistant

1. REGULAR MEETING CALLED TO ORDER – 5:00 PM

2. ROLL CALL

All Board Members were present

3. THE PLEDGE OF ALLEGIANCE

The flag salute was led by Board Member Coulter

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Jim Mosher commented on Agenda Item 5.a. in reference to a recent proposal to change the Civil Service provisions in the City Charter. In November, voters will be presented a Yes/No vote on Charter updates, including one to improve efficiency by giving the City Council the authority to empower the City Manager to hire new Fire and Police personnel completely outside the Civil Service System. Among these updates are at least four, that for better or worse, will affect how this Board operates.

Mr. Mosher applauded the City Attorney for seeking the Board's guidance and input; although, critical of the idea that the City Attorney's Office has any contracting authority per Section 602 of the City Charter. The City Attorney can advise the Board of who to hire as outside attorney for Civil Service

matters; however, the selection should be made by the City Manager or by the City Council.

5. CONSENT CALENDAR

A. APPROVAL OF MINUTES

A Motion was made by Board Member Coulter to approve the July 2, 2012 Meeting Minutes with no corrections. Board Member Logan seconded the Motion. It was approved 5 Ayes, 0 No.

B. INFORMATIONAL ITEMS

- I. Lateral Police Officer Eligibility List
- II. Police Sergeant Eligibility List
- III. Crime Scene Investigator Eligibility List
- IV. Community Services Officer Promotional Eligibility List

6. CURRENT BUSINESS

A. Oral Reports

- I. Secretary's Report – Terri Cassidy, HR Director and Secretary to the Board, reported:
 - a) City Manager Dave Kiff intends to promote and restructure significant positions in the Management Team pending City Council's approval on the September 11, 2012 agenda.
 - b) Judge Rosenberg's Rules of Order for Boards, Commissions & Committees pamphlet has been provided to keep the Board fully informed on how to conduct meetings and themselves in an appropriate maner. It is a more current simplified version of the traditional Robert's Rules of Order.
 - c) Employee Performance Evaluation Status Update provided per Board Member Coulter's request.

Board Member Coulter had inquired about the status of the City's attempt to improve the evaluation process.

Terri Cassidy informed the Board of the new Employee Performance Evaluation System from Performance Pro. Implementation of the new system will proceed at the conclusion of the Classification & Compensation Study.

Board Member Allen complimented the Fire, Police and Human Resources departments for their improved employee performance evaluation status. Terri Cassidy was complimented on her appointment to Deputy City Manager.

2. City Attorney's Office – Leonie Mulvihill, Assistant City Attorney:
 - a) Brown Act update provided as an informational session to the Board via PowerPoint Presentation.
 - b) The Board appointed Board Member Allen and Vice Chair Talbot to the Subcommittee for Attorney Selection. The subcommittee will participate in the selection of outside counsel that may be retained to advise the Board in those circumstances where such counsel is required.
3. Fire Department's Report – Kevin Kitch, Acting Fire Chief, reported:
 - a) **Fire Operations Update:**
 - i. Newport Beach Fire Department has significantly decreased the amount of late Employee Performance Evaluations.
 - b) **Life Safety Services Update:**
 - i. Newport Beach Fire Department has worked diligently with the California Emergency Management Agency (Cal EMA) and the Federal Emergency Management Agency (FEMA) to close all existing local assistance reimbursement claims for past storm damage. Repair projects included: Back Bay Bike Trail, Lifeguard

Headquarters, New City Hall, Police Headquarters, Fire Stations and numerous debris cleanup sites. The City was reimbursed over \$500,000 for the 2005, 2009 and 2010 winter storms, which were placed back in the City's General Fund.

ii. City-wide Vegetation Management Program Status:

1. All Spring Fuel Modification areas are now in compliance. Courtesy Fall inspection letters were sent out August 15.
2. The hazard reduction inspections along Buck Gully are now completed. The second inspection on August 10, showed 46 of the original 77 non-compliant properties still out of compliance. The City-owned portion of Buck Gully is now fully compliant.
3. Weed Abatement of the 25 City-owned properties has been completed, inspected and approved. After the second inspection on August 1, only one out of 188 private property inspections was non-compliant.

c) **Marine Operations Update:**

- i. Newport Beach Fire Department is extremely proud to have as a Seasonal Lifeguard, USA Olympic Women's Water Polo Goal Keeper and Gold Medal winner Tumuaialii Anae. Ms. Anae attended the meeting and shared her Gold Medal with the Board as well as her view of the Olympic experience.
- ii. The great August weather brought 1.8 million beach visitors all of which involved: 1,750 Rescues; 45,000 Preventative Actions; 2,400 Medial Aids and; 5,500 Warnings, including surfers, boats and animals this summer.
- iii. Junior Lifeguards concluded on Tuesday, August 14. Chief Kitch thanked Board Member Coulter and his wife for attending the graduation. Over 1,300 Junior Lifeguards successfully participated in our summer program.

4. Police Department's Report – Jon Lewis, Police Lieutenant, reported:
 - a. The Police Department is hosting a Blood Drive with Hoag Hospital September 17-28. All donations go directly to Hoag patients.
 - b. Recruitments:
 - i. Sergeant Damon Psaros was promoted to Police Lieutenant and Officer Randy Querry was promoted to Police Sergeant. Lt. Lewis indicates that the Department is confident they will provide us with excellent leadership.
 - ii. Newport Beach Police Department took the opportunity during the Sergeant Promotional to update the recruitment process. This new approach was successful in identifying the best leaders. Compliments to Ms. Cassidy, her staff and especially Rebecca Redyk for meeting aggressive deadlines.
 - iii. Four Police Recruits are currently in the Orange County Sheriff's Academy. They had their first inspection Tuesday morning and all are doing a fantastic job.
 - iv. The 32nd session of the 12 week Citizen's Police Academy starts this month on September 20.

Board Member Allen announced Speak Up Newport's Discussion Forum at the Newport Beach Yacht Club on September 12, 6:00 pm. The discussion will provide public information which will broadcast on NBTv's regularly scheduled program.

7. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

None

8. ADJOURNMENT

The meeting adjourned at 5:55 pm.

The agenda for the Regular Meeting was posted on Thursday, August 30, 2012, at 3:45 PM, on the City Hall Bulletin Board located outside of the City of Newport Beach Administration Building.

James "Mickey" Dunlap, Chairperson
Civil Service Board

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