



CIVIL SERVICE BOARD AGENDA
Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, March 3, 2014 - 5:00 PM Regular Meeting

Civil Service Board Members:

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

Staff Members:

Terri L. Cassidy, Secretary to the Board &
Deputy City Manager/HR Director
Jason Guyser, Assistant City Attorney
Jyll Ramirez, Admin Asst to the HR Director

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. FLAG SALUTE**
- IV. 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.

- V. CONSENT CALENDAR**
 - A. APPROVAL OF MEETING MINUTES**

APPROVE MINUTES FOR THE FEBRUARY 3, 2014, REGULAR MEETING.
Waive reading of subject Minutes, approve as written and order filed.

- VI. PRESENTATIONS**
 - A. CALIFORNIA DROUGHT UPDATE – GEORGE MURDOCH, ACTING MUNICIPAL OPERATIONS CO-DIRECTOR**

VII. CURRENT BUSINESS

A. SCHEDULE DATE OF CLOSED TERMINATION APPEAL HEARING (CIVIL SERVICE EMPLOYEE) – Terri L. Cassidy, Secretary to the Board

B. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director
2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator

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

IX. ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, February 3, 2014
REGULAR MEETING
5:00 PM

I. CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson Maiqual Talbot called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:

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

Staff Members:

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

Administrative Assistant to the HR Director Jyll Ramirez reported that all Board Members were present.

III. FLAG SALUTE – Led by Board Member Allen

IV. PUBLIC COMMENTS

The notice was read by Ms. Ramirez.

Interested parties were invited to address the Board at this time. There was no response and the Public Comments portion of the meeting was closed.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

APPROVE MINUTES FOR THE JANUARY 6, 2014, REGULAR MEETING.

Waive reading of subject Minutes, approve as written and order filed.

Vice Chairperson Coulter made a Motion to waive reading the January 6, 2014, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Dunlap. It was approved 4 Ayes, 0 No and 1 Abstain (Board Member Logan was not in attendance at the January 6, 2014, Regular Meeting).

VI. PRESENTATIONS

A. OVERVIEW OF THE CITY CLERK'S OFFICE – LEILANI BROWN, CITY CLERK

City Clerk Leilani Brown presented a brief description of the duties and functions performed by the City Clerk's office. Highlights of current responsibilities include maintaining custody of records, attesting documents, posting ordinances and resolutions, acting as the official custodian of the City Seal, administering oaths of offices to City Council, Board Members and Commissioners, appointing deputies and maintaining a list of Boards, Commissions and Committee Appointees. She reported that she is responsible for compliance with the Ralph M. Brown Act, which ensures that all actions and deliberations are taken/conducted openly and transparently. In addition, she expanded on some of the requirements of the Brown Act relative to agenda postings and notices.

City Clerk Brown reported that she is the lead for all public-records requests and assists with AB 1234, (Ethics Training). She performs her job in accordance with State and local laws. Whenever a new ordinance or Council policy is approved by City Council, it is her responsibility to update and maintain them. She is the Fair Political Practices Filing Officer and Political Reform Act Filing Officer and listed related forms as well as the Official Elections Officer for the City. She added that her powers and duties are provided within the City Charter. In addition, she presented a list of important dates to note in 2014.

Her presentation was well-received by the Board.

VII. CURRENT BUSINESS

A. ORAL REPORTS

1. CITY-WIDE AND HUMAN RESOURCES MATTERS – TERRI L CASSIDY, DEPUTY CITY MANAGER/HR DIRECTOR

Deputy City Manager/HR Director/Secretary to the Board Terri Cassidy asked Board Members to submit requests to her regarding topics of interest to be placed on future agendas.

At the request of the Chair and Board Members, staff has ordered privacy panels for the meeting room, with the cooperation of City Engineer Fong Tse. She stated that upon creation of the transparent, open environment, it was not foreseen that the Board would be holding hearings in the Chambers, so, in approximately eight (8) weeks, the Board will have privacy panels for use during closed appeal hearings.

Ms. Cassidy reported that City Council recently held its annual goal-setting session and that they have about seventy-five (75) goals for staff including projects that affect the Board's areas. Those materials will be presented to Council during one of its February meetings and noted that Council is determined to accomplish all of their goals and ensure that staff moves in that direction. Additionally, she announced that Mike Pisani and George Murdoch have been temporarily appointed to co-direct the Municipal Operations Department, while an outside agency and staff analyzes the Department's structure, following Mark Harmon's retirement. Additional information will be provided to the Board at the conclusion of the analysis.

In response to Board Member Allen's inquiry regarding availability of a staff report including the results of City Council's goal-setting session, Ms. Cassidy reported that a staff report will be provided at the time of the presentation to City Council. She added that they will be available in advance, online.

2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF

Fire Chief Scott Poster provided a Fire Department update and expressed concerns regarding the present drought and the consequential potential for large fires. He addressed the recent State of the CERT event; which was held January 31, 2014, expected completion of the department's evaluation survey by consultants Emergency Services Consulting International (ESCI), presentation of the Black Ball working group recommendations, and addition of CERT classes.

In response to Board Member Logan's inquiry regarding planning steps in anticipation of major fires, Fire Chief Poster reported that the Department plans year-round, has a reserve apparatus, trains and organizes with the State and County, who are also prepared for large-fire development this year. He added that the Department has resources available and that Fire Operations is geared up and ready for this year's events.

Board Member Allen asked regarding the criteria on which ESCI is evaluating the Department and whether it is putting a heavy weight on response time.

Fire Chief Poster stated that it is a very large part of their criteria.

Board Member Allen commented positively on the Department's response time especially in relation to EMT services.

In response to Board Member Dunlap's inquiry regarding the total visitor count for 2013, Chief Poster reported there were 9,703,500 visitors to the City's beaches.

Lifeguard Operations Chief Rob Williams explained the methodology for obtaining the statistics. He referenced a previous off-shore oil spill case where a methodology was used by taking aerial photos of the beaches and counting people on the beach. He reported that the City uses that methodology still and though it is not an exact science; it does depict which areas are most populated and how that population fills the beaches.

3. POLICE DEPARTMENT MATTERS – JONATHAN STAFFORD, POLICE SUPPORT SERVICES ADMINISTRATOR

Police Support Services Administrator Jonathan Stafford presented an update on Police Department statistics and operations, including processing seven (7) Custody Officers, training for Recruits that will begin next week, End-User training for Computer Aided Dispatch/Records Management System (CAD/RMS), a recent Police pursuit, and an upcoming Personnel Sergeant recruitment.

Vice Chairperson Coulter asked for the date for the Police Appreciation Breakfast. Mr. Stafford reported that it will be held March 27, 2014, and that he will follow-up for confirmation and will send related information to staff and Board Members.

In response to Board Member Logan's inquiry regarding significant year-over-year changes in Holiday shopping crime statistics in Newport Center, Mr. Stafford reported he will have the information available by the next meeting of the Board. He added there was a significant decrease in property crimes during the month of December.

Related to AB109, which is the U.S. Supreme Court Order to reduce the prison population, Board Member Logan asked if there has been a crime increase in the City as a result. Mr. Stafford stated that anecdotally, there has been an increase, but statistics are not yet available. He noted most of those released were in jail for property crimes. He added that most crimes in Newport Beach are committed by petty criminals.

Mr. Stafford referenced a recent article regarding the matter where it was stated that it is cheaper to have a car stolen than to incarcerate a car thief. He referenced a recent study regarding the matter.

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

Board Member Allen reported there will be no regular meeting for Speak Up Newport this month; however, she announced the upcoming Mayor's Dinner on February 9, 2014, 6:00 p.m., at the Marriott on Newport Center Drive. She noted that the event is completely sold out, but there is a waiting list.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:45 PM.

The agenda for the Regular Meeting was posted on January 30, 2014, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Jyll C. Ramirez
Administrative Assistant to the HR Director

Approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2013/2014

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