



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 3300 Newport Boulevard, Building A
Monday, November 5, 2012
5:00 PM Regular Meeting**

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) ADJOURN TO CLOSED SESSION – LEGAL ADVISOR (PUBLIC EMPLOYEE APPOINTMENT GOVERNMENT CODE § 54957)**
- 4) RECONVENE - REGULAR MEETING**
- 5) FLAG SALUTE**
- 6) CLOSED SESSION REPORT**

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.

7) 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.

8) CONSENT CALENDAR

A. APPROVAL OF MINUTES

Regular Meeting of October 1, 2012 – Waive reading subject Minutes, approve as written and order filed.

B. INFORMATIONAL ITEMS

Police Officer, Entry-Level/Academy Graduate Eligibility List

9) CURRENT BUSINESS

A. Oral Reports

1. Secretary to the Board (Terri Cassidy, Deputy City Manager/HR Director)
2. Fire Department (Scott Poster, Fire Chief)
3. Police Department (Dennis Birch, Police Sergeant)

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

11) ADJOURNMENT



CIVIL SERVICE BOARD MEETING MINUTES

DATE: Monday, October 1, 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, Deputy City Manager/HR Director and
Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

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 Vice Chairperson Talbot.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No comments by the public were offered. However, Chairperson Dunlap congratulated Newport Beach City employees Steve Badum and Terri Cassidy on their promotions. In September, Mr. Badum was promoted from Public Works Director to Assistant City Manager and Ms. Cassidy was promoted to Deputy City Manager, while continuing to serve the City as the Human Resources Director.

5. CONSENT CALENDAR

A. APPROVAL OF MINUTES

Jim Mosher, a member of the Newport Beach community who was present at the September 5, 2012 regular Civil Service Board meeting, submitted suggested amendments to the September 5, 2012 meeting Minutes.

Assistant City Attorney Mulvihill asked the Board to review and consider the resident's comments.

Ms. Mulvihill recommended that only the first sentences in the two paragraphs be included in the September 5, 2012 Minutes with the suggested modifications.

A Motion was made by Board Member Allen to modify the September 5, 2012 Minutes to reflect only the suggested changes in the first two sentences of the two paragraphs. Board Member Logan seconded the Motion. The Motion was approved 4 Ayes, 1 No (Coulter).

A Motion was made by Board Member Logan to approve the September 5, 2012 meeting Minutes *with corrections*. Board Member Allen seconded the Motion. It was approved 5 Ayes, 0 No.

B. INFORMATIONAL ITEMS

- I. Community Services Officer (part-time) Eligibility List
- II. Community Service Officer (full-time) Eligibility List
- III. Community Services Officer (full-time) Promotional Eligibility List

6. CURRENT BUSINESS

A. Oral Reports

- I. New Civic Center, 1100 Avocado Avenue, Newport Beach, CA 92660, Power Point Presentation (Steve Badum, Assistant City Manager)

Mr. Badum gave a visual presentation of the New Civic Center, including artist renderings, which provided current status of the project.

The Board commented that the presentation was very informative.

II. Fire Association Presentation of Commemorative Centennial Fire Badges to Former Civil Service Board Members (Brian McDonough, President, Newport Beach Firefighters Association)

FORMER BOARD MEMBERS

- a) Bromberg, Judge Steve (Unable to Attend)
- b) Carson, Bert
- c) Godfrey, Paula
- d) Hoose, Clint
- e) Pettit, Dayna (Unable to Attend)
- f) Wood, Douglas

Mr. McDonough thanked the former Board Members and presented them with commemorative Centennial Fire Badges.

Chairperson Dunlap acknowledged all former Civil Service Board Members and shared individual background history of their tenure on the Board. He thanked them and then pictures were taken.

III. Secretary's Report (Terri Cassidy, Deputy City Manager/HR Director and Secretary to the Board)

a) Recruitments

Ms. Cassidy announced the promotions of Newport Beach staff members Dan Matusiewicz to Finance Director/City Treasurer and Dave Webb to Public Works Director.

Human Resources has opened the recruitments for their former positions of Deputy Finance Director and Deputy Public Works Director.

a) Public Employees Pension Reform Act (PEPRA)

Changes will be made to PERS pensions starting January 1, 2013. Ms. Cassidy is serving on a Pension Reform Committee for the League of California Cities and she will provide further information on the Governor's legislation and how it is working in the near future. The City of Newport Beach has been active in pension reform for a couple of years.

Ms. Cassidy distributed the *Guide to the California Public Records Act: The Brown Act* to Board Members.

IV. Fire Department's Report – (Chip Duncan, Acting Asst. Fire Chief)

Chief Duncan shared current events in the Fire Department, including:

Chief Duncan distributed a photo to Board Members and informed them of the depicted intense fire rescue September 10, 2012, in Corona del Mar, off of Marguerite Street. Firefighters went above and beyond in attempt to save a victim.

Today, the Fire Department evacuated the Newport Beach Civic Center for several hours while a suspicious package was being investigated. They worked closely with the Police Department and Emergency Service Volunteers, including Deputy City Manager Terri Cassidy, who worked in the Fire Department's Command Center until City Hall was determined to be safe. The Fire Department was pleased with how smoothly operations and staff worked together.

Two upcoming events:

- Fire Service Day - October 6, 2012, Fire Station 7, 10 am – 1 pm.
- Annual Firefighter/Lifeguard Appreciation Event, October 11, Newport Dunes.

Marine Operations Summer 2012 Stats/Update:

- Third warmest summer on record in Newport Beach
- Over 3,200 Rescues
- 112,000+ Preventative Actions
- More than 6,500 Medical Aides
- 485 lost people reunited
- Over 5.1 million beach visitors

Assistant Fire Chief (Lifeguard Operations) Rob Williams presented the Board Members with the annual Junior Lifeguards Video, which commemorates the activities of the 1,311 Guards.

Life Safety Services Update:

- The hazard reduction inspections along Buck Gully are complete.
- Weed abatement of the 25 City-owned properties have been completed.
- The 4th Annual Disaster Preparedness Expo was held Saturday, September 15.
- AlertOC, which is a county-wide emergency notification system, performed a test for Newport Beach residents Thursday, September 20, at 10:00 am. The test went well.
- The Fire Department held three neighborhood Disaster Preparedness classes over the past two weeks for Bayside Village Home Owner's Association, Sea View Lutheran Home Owner's Association and Jasmine Creek Home Owners Association. They are two – three hour classes which can be requested through Life Safety Services.

V. Police Department's Report (Jon Lewis, Police Lieutenant)

The Police Department is holding a Promotional Ceremony Monday, October 8, 2012, at 9:00 am, Police Auditorium.

Crime Analysis Stats:

Lt. Lewis explained the difference between Part I and Part II Crimes.

Part I Crimes are more serious (e.g. violence, rape, homicide, aggravated assaults).

Part II Crimes are less serious (e.g. alcohol intoxication, arrests).

- From January 2012 – June 2012, Newport Beach has seen a 4.42% decrease in Part I Crimes (only a few jurisdictions in Orange County showed a decrease).
- Part I Crimes are down 8% from September 2011.
- Newport Beach's highest volume of crimes are property crimes, which are also down.

The Newport Beach Police Department was recognized with the Partners in Progress Award by Visit Newport Beach agency.

7. 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 will not be at the November 5, 2012 Civil Service Board Regular Meeting.

8. ADJOURNMENT

The meeting adjourned at 6:08 pm.

The agenda for the Regular Meeting was posted on Thursday, September 27, 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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