



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, July 7, 2025 - 5:00 PM

Civil Service Board Members:

Paul Meyer, Chair
Brian Moore, Vice Chair
Michael Denner, Board Member
Howard Herzog, Board Member
Sharon Wood, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Sarah Rodriguez, Deputy Director of Human Resources
Joseph Meeks, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the Human Resources Director

The Civil Service Board meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board 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 Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

Availability of Public Records. Any disclosable public records related to an open session item on a regular meeting agenda and distributed to a majority of the members of the Civil Service Board less than 72 hours prior to that meeting are available for public inspection at City Council Chambers – 100 Civic Center Drive, Newport Beach during normal business hours, and available on our website at newportbeachca.gov.

The City of Newport Beach's goal is 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, we will attempt to accommodate you in every reasonable manner. Please contact Barbara J. Salvini, Human Resources Director, 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) 644-3256 or bsalvini@newportbeachca.gov.

Questions and comments may be submitted in writing for the Civil Service Board's consideration by sending them to hr@newportbeachca.gov. To give the Civil Service Board adequate time to review your questions and comments, please submit your written comments no later than 5 p.m. the day prior to the Civil Service Board meeting. All correspondence will be made part of the record.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Human Resources Department 24 hours prior to the scheduled meeting.

- 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

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE JUNE 2, 2025, REGULAR MEETING

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

B. APPROVAL OF MINUTES FOR THE JUNE 17, 2025, SPECIAL MEETING

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

[Draft Minutes of 06-02-2025](#)

[Draft Minutes of 06-17-2025](#)

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS - Sarah Rodriguez, Deputy Director of Human Resources

B. FIRE DEPARTMENT MATTERS - Brian McDonough, Fire Battalion Chief

C. POLICE DEPARTMENT MATTERS - Jonathan Stafford, Deputy Director of Police Services

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

VIII. ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Monday, June 2, 2025
Regular Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Chair Meyer called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Paul Meyer, Chair
Brian Moore, Vice Chair
Michael Denner, Board Member
Howard Herzog, Board Member
Sharon Wood, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Sarah Rodriguez, Deputy Director of Human Resources
Maritza Leon-Mis, Senior Human Resources Analyst
Joseph Meeks, Deputy City Attorney
Tawny DeAnda, Administrative Assistant to the Human Resources Director

III. FLAG SALUTE – Board Member Denner

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MAY 5, 2025, REGULAR MEETING

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

Motion made by Board Member Herzog and seconded by Vice Chair Moore to approve the Minutes for the May 5, 2025, regular meeting. Motion carried 5-0-0-0.

AYES: Denner, Herzog, Meyer, Moore, Wood
NOES: None
ABSTAIN: None
ABSENT: None

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Maritza Leon-Mis, Senior Human Resources Analyst

Senior Human Resources Analyst Maritza Leon-Mis reported:

- Emily Sannella was appointed as a human resources specialist, moving from a temporary employee to part-time office assistant, and now to this new role in the Human Resources Information System (HRIS) team
- Sarah Rodriguez has been appointed to Deputy Director of Human Resources
- The annual Employee Service Awards will take place on June 26, 2025, from 11:30 a.m. to 1:30 p.m. in the Community Room, with the theme “Celebrate Newport”
- City Clerk Leilani Brown is retiring on June 13, 2025, with 27 years of service
- Employee Training Opportunities:
 - Microsoft Excel Advanced will take place on June 4, 2025
 - Microsoft Word Advanced will take place on June 5, 2025
- Open Recruitments
 - Full Time: Building Inspector II, City Clerk, Civil Engineer – Plan Check, IT Analyst (GIS), Maintenance Worker I/II, Part Patrol Officer FT/PT, Police Community Services Officer FT/PT, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Recreation Supervisor
 - Part Time: Assistant Recreation Coordinator, Intern, Maintenance Aide, Police Cadet, Public Works Technical Aide, Senior Recreation Leader

B. FIRE DEPARTMENT MATTERS – Philip Puhek, Fire Battalion Chief

Fire Battalion Chief Philip Puhek reported:

- Lifeguards
 - Statistics
 - Public Contacts: 4,586
 - Public Assists: 137
 - Animal Warning: 85
 - Code Enforcements: 37
 - Boat Assists: 22
 - Preventative Actions: 7,903
 - Rescues: 425
 - First Aid: 139
 - Medical Aid: 20
 - Stingray Wounds: 110

- Summer crowds increased through the month of May; Memorial Day weekend included 222 rescues
- The Junior Lifeguard Program registration sign-ups closed with 1,460 participants
- Recert classes are completed for experienced lifeguards
- Level A staffing is scheduled to begin on June 7, 2025
- Fire Department
 - Statistics
 - Total Incidents: 1,142
 - Fires: 25
 - Medical: 896
 - Service Calls: 77
 - Other Emergencies: 144
 - Four probationary employees recently completed Block 3 Testing
 - The Engineer test will be on June 18, 2025
 - There are 16 candidates undergoing background checks, we currently have seven vacancies
 - Fire Ops 101 was held on May 31, 2025, with two council members in attendance
 - Community Emergency Response Team (CERT) classes are concluding this week for the teen CERT program at Corona Del Mar High School, the adult programs graduated in early May; both fire personnel and lifeguards assisted with conducting the classes
 - The Balboa Island Parade took place on June 1, 2025, with more than 30 fire and lifeguard participants either marching in or riding in of the 10 vehicles in the procession

C. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of Police Services

Deputy Director of Police Services Jonathan Stafford reported:

- The Citizen's Academy graduation was held on May 14, 2025, at the Oasis Senior Center, this included a council member and three City employees
- The Special Olympics Torch Run took place on May 29, 2025, with 18 runners and 10 support crew
- Memorial Day weekend was the first time the Newport Beach Police Department (NBPD) has used the new safety enhancement zone in Corona Del Mar and on the Balboa Peninsula
- The first BRINC drone base stations have been installed at the reservoir and the police department
- Hiring/Training Update
 - A new part-time dispatcher has begun employment
 - Three recruits are in the Orange County Sheriff's Academy
 - Two recruits have begun employment and are waiting to start the academy
 - Nine officers, including recruits, are in the Field Training Officer (FTO) program

- One lateral officer has completed training and advanced to working unaccompanied
- In May 2025, Computer Automated Dispatch (CAD) events totaled 8,663, a decrease from 8,705 CAD events in May 2024.
- Year to Date Crime Statistics
 - Person Crimes are down 51 percent
 - Property Crimes are down 26 percent
 - Society Crimes are up 3.8 percent
 - Total Crimes are down 21.8 percent

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

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:12 p.m.

The agenda for the Regular Meeting was posted on Thursday, May 29, 2025, 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.

Prepared by:

Tawny DeAnda, Administrative Assistant to the Human Resources Director
City of Newport Beach

Approved by:

Paul Meyer, Chair
Civil Service Board 2024/2025

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

Council Chambers
100 Civic Center Drive
Tuesday, June 17, 2025
Special Meeting
9:00 a.m.

I. CALL MEETING TO ORDER

Chair Paul Meyer called the meeting to order at 9:00 a.m.

II. ROLL CALL

Civil Service Board Members:

Paul Meyer, Chair
Brian Moore, Vice Chair
Michael Denner, Board Member
Howard Herzog, Board Member
Sharon Wood, Board Member

Staff Members:

Barbara J. Salvini, Human Resources Director
Sarah Rodriguez, Deputy Director of Human Resources
Rubin Cruse, Renne Public Law Group
Tawny DeAnda, Administrative Assistant to the HR Director

III. FLAG SALUTE – Vice Chair Brian Moore

IV. PUBLIC COMMENTS

None.

V. ADJOURN TO CLOSED SESSION

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code section 54957 (b)(1))

VI. RECONVENE IN OPEN SESSION

2. REPORT ON CLOSED SESSION

Nothing to report.

VII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 2:48 p.m.

The agenda for the Special Meeting was posted on Tuesday, June 10, 2025, 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.

Prepared by:

Tawny DeAnda, Administrative Assistant to the Human Resources Director
City of Newport Beach

Approved by:

Paul Meyer, Chair
Civil Service Board 2024/2025

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