



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, October 6, 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:

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 the Human Resources Department, 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 hr@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. **CHAIR/VICE CHAIR ELECTIONS 2025/2026**
- V. **PUBLIC COMMENTS**
- VI. **CONSENT CALENDAR**

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE AUGUST 28, 2025, SPECIAL MEETING

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

[Draft Minutes of 08-28-2025](#)

VII. CURRENT BUSINESS

2. ORAL REPORTS

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

B. FIRE DEPARTMENT MATTERS - Philip Puhok, Fire Battalion Chief

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

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
Thursday, August 28, 2025
Special Meeting
5:00 p.m.

I. CALL MEETING TO ORDER

Chair Paul 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:

Sarah Rodriguez, Deputy Director of Human Resources
Caroline Hua, Senior Human Resources Analyst
Tawny DeAnda, Administrative Assistant to the Human Resources Director
Rubin Cruse, Renne Public Law Group
Jose Montoya, Deputy City Attorney

III. FLAG SALUTE – Vice Chair Brian Moore

IV. PUBLIC COMMENTS

None.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE AUGUST 4, 2025, REGULAR MEETING

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

Motion made by Vice Chair Moore and seconded by Board Member Herzog to approve the Minutes for the August 4, 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 – Caroline Hua, Senior Human Resources Analyst

Senior Human Resources Analyst Caroline Hua reported:

- The employee health fair is taking place on October 1
- Senior Maintenance Operator Phillip Marchand is retiring on September 27 with 30 years of service
- Employee Training Opportunities:
 - Adobe Acrobat Beginner training will take place on September 10
 - Decision Making training will take place on September 24
- Open Recruitments
 - Full Time: Department Assistant, Police Control Officer, Police Dispatcher FT/PT, Police Officer – Lateral, Police Officer – Recruit & Academy Graduate/Academy Enrolled, Public Works Crew Chief, Recreation Coordinator, Utilities Specialist FT/PT
 - Part Time: Assistant Recreation Coordinator, Fire Support Services Aide, Library Clerk I, Police Cadet, Senior Recreation Leader

B. FIRE DEPARTMENT MATTERS – Nicholas Stocks, Fire Battalion Chief

The Fire Department's report was excused due to a scheduling conflict

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

Deputy Director of Police Services Jonathan Stafford reported:

- The 54th Citizens Academy started on August 27 with 33 attendees, including a former mayor/councilmember and some City employees
- Promotional Swearing-in Ceremony
 - Three lateral police officers were sworn in
 - A custody officer and custody supervisor were promoted
- National Night Out was held on August 5 at Benita Canyon Sports Park and was a success; TK Burger was served at the event and burgers were gone after a few hours
- Technology Update
 - BRINC drone base station and guidance equipment installations went well
 - Two drone base station/antenna units are in the final testing phase
 - Three drone base/antenna units are in the process of build-out and are progressing well

- The use of drone-as-first responder flights is anticipated to begin on September 10
- Four new FLOCK Automated License Plate Reader (ALPR) units at three locations will go before the City Council on September 9; the data storage for these will be increased from 30 days to one year
- Hiring/Training Update
 - Two lateral police officers and a recruit have begun employment
 - Four laterals are in the background process of recruitment
 - Six recruits are in the Sheriff's Academy
 - Field Officer Training Program
 - 12 officers have begun training, and one lateral is expected to complete the training soon
- In August 2025, Computer Automated Dispatch (CAD) events totaled 7,366, a decrease from 7,903 CAD events in August 2024

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

None.

VIII. ADJOURN TO CLOSED SESSION

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

IX. RECONVENE IN OPEN SESSION

2. REPORT ON CLOSED SESSION

Chair Meyer reported that in the matter of public employee discipline/dismissal/release, the Civil Service Board convened to consider an employee's appeal of discipline after having conducted an appeal hearing on June 17, 2025, and deliberated on the matter.

Motion made by Board Member Herzog and seconded by Board Member Denner for the Civil Service Board to revoke the imposition of the 120-hour suspension without pay. Motion carried 4-1-0-0.

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

X. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:27 p.m.

The agenda for the Special Meeting was posted on Tuesday, August 19, 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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