



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, November 3, 2025 - 5:00 PM

Civil Service Board Members:

Brian Moore, Chair
Michael Denner, Vice Chair
Howard Herzog, Board Member
Paul Meyer, 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. **PUBLIC COMMENTS**

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE OCTOBER 6, 2025, REGULAR MEETING

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

[Draft Minutes of 10-06-2025](#)

VI. CURRENT BUSINESS

2. DISCUSS AND POSSIBLY TAKE ACTION ON THE 2026 REGULAR CIVIL SERVICE BOARD MEETING CALENDAR DATES

Pursuant to Section 401 of the *Civil Service System Rules and Regulations*, the Board "shall hold regular meetings at least once a month and special meetings as necessary".

Pursuant to Section 401.1A of the *Civil Service System Rules and Regulations*, "Regular meetings of the Board shall be held on the first Monday of each month at 5:00 p.m., in the City Hall Council Chambers. If any such Monday falls on a City holiday, the meeting shall be held on the next succeeding Wednesday at the same time and place or on a date and at a time agreed to by the Board in an open meeting. Any other meeting of the Board shall be a special meeting."

Summary

The City has a scheduled holiday closure from December 24, 2025 through January 4, 2026, due to the timing of the first Monday of the month on January 5, 2026, it may be more practical for City staff and the Board to cancel the January 2026 meeting.

During the 2026 calendar year, one regular meeting date falls on a City holiday: Monday, September 7, 2026. Absent a formal vote by the Board to the contrary, the new date for this meeting would be Wednesday, September 9, 2026. In the past, the Board has moved the date of these meetings to be the Monday one week after the holiday, instead of the Wednesday two days after the holiday.

Recommendation Action

Approve the 2026 Civil Service Board regular meeting calendar as presented, including the cancellation of the January 2026 meeting and the September 2026 meeting scheduled for the second Monday of the month on September 14, 2026, occurring at 5:00 p.m. in the City Hall Council Chambers.

[2026 CSB Meeting Dates - Draft](#)

3. ORAL REPORTS

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

B. FIRE DEPARTMENT MATTERS - Justin Carr, Assistant Fire Chief

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

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

VIII. ADJOURNMENT