

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES

**Council Chambers
100 Civic Center Drive
Monday, May 6, 2019
Regular Meeting
5:00 p.m.**

I. CALL MEETING TO ORDER

Chair Grant called the meeting to order at 5:01 p.m.

II. ROLL CALL

Civil Service Board Members:

Robyn Grant, Chair
Jane Della Grotta, Vice Chair
Howard Herzog, Board Member
Sharon Wood, Board Member
Vacant, Board Member

Staff Members:

Barbara J. Salvini, Secretary to the Board/HR Director
Anita Lakhani, Deputy City Attorney
Traci Mackinen, Administrative Assistant to the HR Director

III. FLAG SALUTE – Board Member Herzog

IV. PUBLIC COMMENTS

Jim Mosher questioned if staff was attempting to synchronize the ending dates of agreements with employee groups. He stated he was not sure if City employees are required to join employee groups, and that the Key and Management group does not have an agreement with the City.

V. CONSENT CALENDAR

1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

A. APPROVAL OF MINUTES FOR THE MARCH 4, 2019, REGULAR MEETING

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

Motion made by Board Member Wood, seconded by Vice Chair Della Grotta, to approve the minutes for the March 4, 2019 regular meeting as presented. Motion carried 4-0-0-0.

AYES: Grant, Della Grotta, Herzog, Wood
NOES: None
ABSTAIN: None
ABSENT: None

VI. CURRENT BUSINESS

2. ORAL REPORTS

A. CITY-WIDE AND HUMAN RESOURCES MATTERS – Barbara J. Salvini, Human Resources (HR) Director

HR Director Salvini reported:

- The HR Department has hired Taylor Samuelson as an HR Specialist I.
- The City has reached agreements with the City Employees Association and the Professional and Technical Association. Negotiations with the Part Time Employees Association of Newport Beach and the Lifeguard Management Association will begin soon.
- In March, 67 employees participated in a free Mobile Health-Biometric Screening day sponsored by the City's HEAL Committee and Kaiser Permanente.
- The City received 13 applications for the 2019 City of Newport Beach Scholarship Program. Seven scholarships in the amount of \$700 will be awarded on May 30.
- The Employee Service Awards Committee is preparing for the Annual Employee Service Awards and Luncheon scheduled for June 6 from 11:30 a.m. to 1:00 p.m.
- Over the weekend, the City won third place for the fittest firm in the OC Marathon Corporate Challenge. Forty employees and 12 friends and family participated as Team Newport.
- A *Drug and Alcohol Policy Training for Supervisors* is scheduled for May 9.
- On May 16, some of the Department Heads, Managers, and Upper-Level Supervisors will attend a *Maximizing Performance Through Evaluation, Documentation, and Corrective Action* training. In addition, several supervisors and managers will attend *Managing the Marginal Employees* training.
- Two sessions of an Intermediate Excel Workshop are planned for May 21.
- Currently, recruitment is underway for full-time positions of Deputy Public Works Director/City Engineer, Utilities SCADA Coordinator, Police Officer Recruit, Police Officer-Academy Enrolled, Academy Graduate, and Lateral; full-time and part-time positions of Police Custody Officer and Senior Services Shuttle Driver; and part-time positions of Building Inspector II, Harbor Services Worker, Life Safety Specialist III, Police Cadet, Public Works Technical Aide, Recreation Leader/Senior Recreation Leader, and Student Aide. Recruitments will open during the coming week for Fire Department Chief and Public Works Assistant City Engineer.

In response to Board Members' questions, HR Director Salvini advised that children of City of Newport Beach residents and City of Newport Beach employees may apply for

the City of Newport Scholarship Program. The scholarship program began as a Council Policy. For the 2019 scholarships, a total of \$5,000 is available.

HR Presentation of New Labor Contracts

HR Director Salvini advised that over the past years, the City has entered in to contracts with the Firefighters Association (FA), the Police Management Association (PMA), the Employees League (LEAGUE), the City Employees Association (CEA), and the Professional & Technical Employees Association (ProfTech).

FA covers 118 positions, 112 positions in safety and six positions in non-safety. The agreement provides Cost Of Living Adjustments (COLA) of 2% for both safety and non-safety employees each year and increases the cafeteria allowance amount to \$200 per month effective January 1, 2019. Safety employees will contribute an additional 0.5% of pensionable compensation towards their retirement. By the end of 2021, safety employees' total contribution will reach 13.5%. Other changes include a decrease in the probationary period, clarification of certificate and assignment pays, modifications to the grievance procedure, and a requirement for new hires to live within 150 miles of the city limits. The term of this agreement is January 1, 2019 through December 31, 2021.

PMA has 33 budgeted positions, all in safety. The agreement provides 2% COLAs each year of the agreement. On March 30, employees received 1% of base salary as employer-paid deferred compensation with 0.5% increases occurring on April 1, 2020 and April 1, 2021. PMA negotiated a non-accruing leave bank, modifications to contract overtime calculations, revisions to Flex leave cash-outs, creation of a statute of limitations for grievances, and incorporation of a side letter into the agreement. The term of this agreement is March 30, 2019 through June 30, 2022.

LEAGUE covers 105 non-safety positions. COLAs of 1.9%, 1.9%, and 1.92% are scheduled for 2019, 2020, and 2021 respectively. Additional terms of the agreement are a matching City contribution of \$25 per month to deferred compensation, modifications to contract overtime calculations, revisions to Flex leave cash-outs, and modifications to certificate pay and the grievance procedure. The term of this agreement is January 1, 2019 through December 31, 2021.

CEA covers 93 non-safety positions while ProfTech covers 79 non-safety positions. The agreements provide 2% COLAs each year of the agreement, a one-time lump sum payment of \$2,700, revisions to the Cafeteria Plan for new hires, restructuring of contract overtime, revisions to Flex leave cash-outs, modifications to the grievance procedure, and a LIUNA Supplemental Pension Plan. The term of these agreements is January 1, 2019 through December 31, 2021.

In answer to Board Members' inquiries, HR Director Salvini indicated motor officers receive a combination of on-duty and off-duty pay as the officers are responsible for maintenance of their motorcycles. Canine officers have a similar pay structure. PMA and the Police Association can present their grievances to the Civil Service Board. New hires will be subject to the reduced cafeteria opt-out and the no cash back provisions of the CEA and ProfTech agreements. Existing employees will receive the lump sum payment. Key and Management is not a represented group, and the City Council determines the compensation package for the group. There are no plans to standardize the end dates for MOUs with groups. Having one end date for all MOUs would be challenging financially and administratively.

B. FIRE DEPARTMENT MATTERS – Jeff Boyles, Assistant Fire Chief

Assistant Fire Chief Boyles reported:

- Fire Chief Chip Duncan announced his retirement effective July 22.
- Fire Chief Duncan will be speaking to the Historical Society regarding the history of the Newport Beach Fire Department this evening at the Central Library.
- From January 1 through March 31, 2019, estimated beach attendance was 675,000.
- Junior Lifeguard tryouts are complete, and 1,450 participants could enroll as Junior Lifeguards. One hundred Ocean Lifeguards have completed the nine-hour recurrent class. Thirty-five Lifeguard Trainees are attending the Basic Lifeguard Academy.
- In February, 71% of total dispatches were related to Emergency Medical Services (EMS). In March and April, EMS dispatches increased to 76% and 77% respectively.
- Chief Duncan, EMS Division Chief Kristin Thompson, and Assistant Fire Chief Boyles attended a Senate Health Committee hearing of SB 438.
- EMS Division Chief Thompson addressed the International Association of Fire Chiefs 2019 Wildland Urban Interface Conference.
- The new Incident Support Unit trailer has arrived.

Chair Grant expressed regret for Chief Duncan's retirement but wished him well.

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

Deputy Director Stafford reported:

- The Police Appreciation Breakfast was held March 29.
- A double murder occurred on 15th Street, and a suspect is in custody.
- On May 1, pursuit of a suspect wanted for a felony warrant began in Laguna Beach and ended in the Newport Center. The suspect surrendered after an hour-long telephone call with a 911 Dispatcher and a Crisis Negotiator.
- Six Recruits graduated from the Academy on May 3. Another Recruit is attending the Academy, and a third Recruit is scheduled to begin the Academy in June.
- Eight new Police Officers and three lateral Police Officers are attending the Field Training Officer Program.

- Custody Officer Tim Stewart, a 29-year employee of the Police Department, has been promoted to Custody Supervisor.
- In April 2019, 8,422 Computer Automated Dispatch (CAD) events occurred, an increase over 7,983 CAD events in April 2018.
- Through May 3, 2019, Part I crime has increased by 56 crimes. The highest volume crime year-to-date is auto burglary with 79 crimes. In April 2019, Part I crime decreased by nine crimes.

Chair Grant congratulated the Police Department for winning first place in the Baker to Vegas Race. She appreciated the City's first responders' many positive interactions with the community. The Fire Department participated in the TIPS banquet.

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. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:47 p.m.

The agenda for the Regular Meeting was posted on May 2, 2019, 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:

Traci Mackinen, Administrative Assistant to the HR Director
City of Newport Beach

Approved by:

Robyn Grant, Chair
Civil Service Board 2018/2019