



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Ward and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Marcie Scott, Human Resources Director

**DATE:** July 18, 2006

**SUBJECT:** Introduction of New Employees and Presentation of Service Awards

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**RECOMMENDATION:**

Staff recommends the following:

- 1) Introduction of new employees from the Community Development, Management Services and Police Departments;
- 2) Presentation of commemorative certificates and pins to employees who have completed 15 or more years of service to the City.

**FISCAL IMPLICATION:**

There are no fiscal implications associated with the recommended actions.

**BACKGROUND:**

The City has a tradition of welcoming new employees by introducing them at Council meetings. This gives new employees an opportunity to meet the Council members and Department Heads and experience firsthand how Council meetings are conducted in the City. This tradition includes presenting commemorative certificates and pins to employees who have been with the City for 15 years or more.

**DISCUSSION:**

1) Introduction of New Employees

Doug Atkisson is our new Building Inspector. He has been working in construction in the South Bay area for 23 years. Earlier this year Doug spent time as a contract building inspector assigned to the City of Manhattan Beach. He holds a Building Inspector Certification from the International Code Council (ICC) and next plans to take on the challenge of earning his combination (electrical, plumbing & mechanical) certification. Doug lives in Redondo Beach with his wife Ellen and their daughter Nicole.

Richard Larson is the city's new Residential Construction Officer. For the past 10 years Richard has been a Reserve Police Officer with the City and has worked for Delta Airlines as a Lead Technician for 33 years. Richard is a resident of Manhattan Beach and will take charge of the city's new residential construction program.

Verdesiah Nasralla joins the Police Department as Community Services Supervisor. Her most recent employment was with the City of Lawndale where she worked as a Code Enforcement Investigator for 4 ½ years and also worked part-time for the City of Los Angeles, administering written and physical agility tests for Police and Firefighter candidates. Prior to that she worked with the Inglewood Police Department for 15 ½ years, first as a civilian Special Enforcement Officer (SEO) and later as SEO Supervisor. During her last six years she also volunteered as an Inglewood Reserve Police Officer. Verdesiah has a Bachelor of Science degree in Criminal Justice Administration.

Julie Burris is the Police Department's new Management Analyst. She will be working in the Administration and Investigation Division. Some of her duties will include the Department's Annual Report, State and Federal Grant Management and Budgeting. Julie is new to the area, coming to us from the City of Oxnard where she worked in the Public Relations and Community Affairs Division of the City Manager's Office.

Julie has several years of experience working in both the public and private sector. Julie's previous experience includes working in the City Manager's Office in the City of Thousand Oaks; Office Assistant and Marketing Coordinator for financial consulting company in Agoura Hills; and as a self-employed website developer. Julie holds a Bachelors Degree in Business Administration from the University of Southern California.

Patricia Schilling is the new Administrative Assistant to the City Manager. Patricia became a resident of Manhattan Beach a little over a year ago, moving here from the San Fernando Valley. After taking a few months off to get acclimated to her new surroundings she chose to volunteer for the City of Manhattan Beach. She worked in the Parks & Recreation department, Finance and Human Resources. She accepted the position of part-time Deputy City Clerk in March and is now a full-time employee as Administrative Assistant to the City Manager. Prior to her move to Manhattan Beach she worked as an Administrative Assistant to the president of an aeronautical consulting firm in Encino, and before that spent over ten years in the health care field, assisting various vice presidents and directors with a lot of her energies focused on marketing and public relations. She received her undergraduate degree in Business Management in 1985 and her Masters in 2002, both from Pepperdine University in Malibu. She's the mother of two grown sons, one residing in Manhattan Beach the other in the San Fernando Valley.

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2) Presentation of Service Awards

The City wishes to recognize tonight the following employees for their dedicated service:

Theresa Gaitan, Police Records Technician/Matron	15 years	Police Department
Timothy Hageman, Police Sergeant	15 years	Police Department

The following employees are not able to attend tonight's meeting, but the City wishes to recognize them for their dedicated service:

Jeffrey Sanders, Fire Captain/Paramedic	25 years	Fire Department
Carl Summerville, Maintenance Worker II	25 years	Public Works Department
Nan Rados, Police Sergeant	20 years	Police Department
Steven Tobias, Police Sergeant	15 years	Police Department
Richard Woods, Maintenance Worker II	15 years	Public Works Department