



STAFF REPORT

5/23/2023

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMANO
CITY MANAGER**

**BY: KIM BOLES
SENIOR DEPUTY CITY CLERK**

SUBJECT: INTERVIEWS AND APPOINTMENT TO THE CIVIL SERVICE COMMISSION

Summary:

The City ran an open recruitment seeking residents interested in serving on the Civil Service Commission for an unexpired term through May 31, 2025. The City Council will conduct interviews of all qualifying candidates who applied for the Commission appointment. At the conclusion of the interviews, City Council will make the appointment to fill the vacant seat on the Civil Service Commission.

Recommendation:

Conduct interviews and make the appointment to the Civil Service Commission to fill one unexpired vacancy through May 31, 2025.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Strategic Plan Objective:

Goal No. 6: Promote a transparent and open government.

Background:

A biennial recruitment for City Commissions as defined in Article VI of the Signal Hill City Charter is conducted in the spring of odd-numbered years. Article VI of the City Charter specifies the criteria for appointment and terms, meetings, compensation, vacancies, and gives a general description of each Commission's powers and duties. At its meeting of April 29, 2021, the City Council appointed Daritza

Gonzalez as a Civil Service Commissioner with a term expiring on May 31, 2025. On April 11, 2023, the City Council appointed Ms. Gonzalez to the position of City Clerk and she subsequently resigned as Civil Service Commissioner.

At its April 25, 2023, City Council Meeting, the City Council authorized staff to run an open recruitment from April 28, 2023, through May 12, 2023, seeking residents interested in serving as a Civil Service Commissioner for the remainder of the vacant term through May 31, 2025. A Notice of Vacancy was published on the City website, City posting locations, and *Signal Tribune* Newspaper. City Council also directed staff to notify candidates from the recent biennial recruitment for City Commissions in case they were interested in being considered for the Civil Service Commission vacancy. These prior candidates would be considered in order of when the City originally received their applications.

In regards to vacancies, the City Charter states the following:

Section 605. Removal; Vacancies.

... The issue of whether to declare the office of a board or commission member vacant shall be brought before the city council as follows:

(a) Upon the resignation of the board or commission member;

...

(e) If the member of the board or commission ceases to be an elector of the City;

...

The city council may declare the office of any board or commission member vacant, and the vacancy shall be effective from the date of the declarant unless otherwise specified in the declaration.

Staff notified three remaining candidates of the open position from the recent biennial recruitment and two candidates notified staff of their interest in being considered for the Civil Service Commission vacancy. No new applications were received at the closing of the open recruitment.

Analysis:

The following procedures will be followed for the interview and appointment process:

- Candidate Statements
 - Candidates will be offered three (3) minutes to address the City Council regarding their qualifications for appointment.
- Council Questions
 - City Council may ask questions of the candidates if desired.
- Nominations
 - The Mayor will open nominations, at which point any member of the City Council may nominate a member or members to the commission or board in question.
 - Once all nominations have been made, the Mayor will close nominations.

- Voting
 - The Mayor will then present each nominee for a straw vote of the Council. The nominees will be voted on individually and in the order in which each nominee's application was received.
 - The straw voting will continue until the vacancy has been filled by majority straw vote of the City Council.
 - The Mayor will then present the name for appointment of Civil Service Commissioner and request a vote of the City Council to approve the Mayor's proposed appointment.

Candidate Roster (Application Received Date)

Diana Philips (3/21/23)

Mary Gonzales (4/13/23)