



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: TONI J. TABER, CMC
CITY CLERK

SUBJECT: APPOINTMENT TO THE CIVIL
SERVICE COMMISSION

DATE: December 1, 2017

RECOMMENDATION

1. Interview applicants for appointment to the Employee Nominated Public Member Seat on the Civil Service Commission; and
2. Appoint one (1) candidate to the Civil Service Commission to a term ending November 30, 2021.

OUTCOME

Appointing an Employee Nominated Public Member to the Civil Service Commission will allow for a fully constituted Commission.

BACKGROUND

The membership of the Civil Service Commission is established in the City Charter Section 1001, with additional information in the San Jose Municipal Code Sections 2.08.2000, *et seq.* The Civil Service Commission consists of five (5) members who must be registered voters in the City of San Jose and are appointed by the City Council.

The Employee Nominated Public Member must be nominated by all full-time officers and employees in the Civil Service of the City, other than members of the Council and members of Boards and Commissions. Under Section 1001(b) of the City Charter, the Office of the City Clerk conducts an employee nomination election to refer the names of the three persons receiving the highest number of votes to the City Council. Pursuant to Council Policy 0-4, the City Council holds public interviews of these applicants. The City Council, without consideration of the number of votes received by each candidate in the employee nomination election, appoints one member to the Commission.

ANALYSIS

The application period for candidates to the Civil Service Commission opened on September 18, 2017 at 8:00 a.m. and closed on October 13, 2017 at 5:00 p.m. Bill Brill and Robert ‘Bob’ Gill submitted application papers and qualified as candidates. Incumbent Bill Brill is current on his Form 700 and Family Gift Reporting filings, and his AB1234 Ethics Training.

The election was conducted in conformance with procedures prepared by the Office of the City Clerk. The employee nomination election process is outlined below:

- September 7, 2017: A notice of election was distributed electronically to all active employees through the City Manager’s Office.
- September 18 - October 13, 2017: Application Period
- October 25, 2017: Nomination Election Ballots Mailed to all Full-Time Employees and Officers in the Civil Service
- October 25 – November 27, 2017: Nomination Election Period
- November 27, 2017: Ballots counted and results certified by the City Clerk
- December 12, 2017: Candidates are interviewed by City Council and results of the nomination election are presented to the City Council

The ballots for the nomination election were due to the Office of the City Clerk by 2:00 p.m. on Monday, November 27, 2017. Ballots were opened and counted immediately after the 2:00 p.m. deadline. The results for your consideration are listed below:

CANDIDATE	VOTES
Robert ‘Bob’ Gill	78
Bill Brill	163
Write-In	1

The candidate interview order was determined using the California Secretary of State’s Randomized Alphabet Drawing for the November 7, 2017 Local Election Ballot. Candidates will be sequestered in another location so that they may not view or hear the interviews of other applicants until they are called to appear. The interview order is:

- Robert ‘Bob’ Gill
- Bill Brill

The candidates’ ballot statements, applications, conflict of interest review from the City Attorney’s Office, and code review from the Code Enforcement Division are attached to this memo.

EVALUATION AND FOLLOW-UP

A core duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions.

PUBLIC OUTREACH

The Office of the City Clerk conducted an open recruitment for the vacancy from September 18, 2017 through October 13, 2017 with the following recruitment efforts:

- Council Offices and Board and Commission secretary's newsletters and distribution tools
- Posted on the City Manager's Weekly Report
- Posted on the City's main website and Clerk's Office webpage
- Posted on the City Calendar
- Distributed to all community centers and library branches

The memorandum has been posted on the City Clerk's website as part of the December 12, 2017 City Council Meeting Agenda.

COORDINATION

This memorandum has been coordinated with the Office of the City Attorney and the Department of Planning, Building, and Code Enforcement.

COMMISSION RECOMMENDATION/INPUT

The recommended actions have no commission input or recommendation.

CEQA

Not a Project, File No. PP17-010, City Administrative Activities, resulting in no changes to the physical environment.



TONI J. TABER, CMC
City Clerk

For questions, please contact Elaine Trinh, Deputy City Clerk, at (408) 535-1260.