

Memorandum

TO: RULES AND OPEN GOVERNMENT
COMMITTEE

FROM: Toni J. Taber, CMC
City Clerk

**SUBJECT: CIVIL SERVICE COMMISSISON
UNANTICIPATED VACANCY**

DATE: May 26, 2022

RECOMMENDATION

Declare an unanticipated vacancy exists on the Civil Service Commission and direct the City Clerk to open the recruitment and employee election for the employee nominated public member to a term ending November 30, 2025.

OUTCOME

Begin the process to fill the vacancy that exists on the Civil Service Commission for the employee nominated public member.

BACKGROUND

On May 13, 2022, long time serving Civil Service Commissioner William Brill, Jr. passed away. Mr. Brill was first appointed in April 1995 as the employee nominated public member representative. This is a position that cannot be held by an employee or former employee. He was appointed to his most recent term on January 11, 2022.

ANALYSIS

The procedures adopted by Council for the appointment of the employee nominated public member requires that in the event of an unanticipated vacancy, the City Council must declare the position vacant and open up the 90 day period of the election.

The nomination period will open on July 5, 2022 and end on July 22, 2022. Ballots will be mailed to employees by August 12, 2022 for an election to be held on September 12, 2022. The final appointment will come to Council on September 20, 2022.

EVALUATION AND FOLLOW-UP

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

PUBLIC OUTREACH

The memorandum has been posted on the City Clerk's website as part of the June 14, 2022 City Council meeting.

COORDINATION

This memorandum has been coordinated with the Office of the City Attorney.

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 Toni Taber, City Clerk, at (408) 535-1260.