



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT: BOARDS AND COMMISSIONS  
APPOINTMENTS**

**DATE:** November 18, 2022

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## **RECOMMENDATION**

Interview and approve the following Boards and Commissions appointments:

(a) Civil Service Commission:

(1) Member-at-Large Seat: Tom Cochran to a term ending November 30, 2026.

(2) Attorney-at-Law Seat: Sharon Hightower to a term ending November 30, 2026.

CEQA: Not a Project, File No. PP17-010, City Organization and Administrative Activities resulting in no changes to the physical environment. (City Clerk)

## **OUTCOME**

Appointment to the vacant seats on each of the Commissions will allow the commission to continue conducting business. Council must appoint at least one seat for the Civil Service Commission to have a quorum.

## **BACKGROUND**

The Civil Service Commission is established in the City Charter, Section 1001. The Commission consists of five members appointed by Council, no more than four members shall be of the same sex, and at least one member shall be an attorney-at-law. The attorney must be licensed to practice law in the State of California and shall have practiced law in the State for at least five years prior to appointment. All members must be registered voters in the City of San Jose during their term of office.

This appointment is for one Member-at-Large seat and one Attorney-at-Law Seat with terms ending November 30, 2026 on the Civil Service Commission. Commissioner Sharon Hightower, who is currently the Attorney-at-Law, and Commissioner Tom Cochran, currently Member-at-Large, whose terms expire November 30, 2022 are both seeking reappointment to the Commission.

## **ANALYSIS**

Two (2) applicants have been invited to be interviewed by the City Council on November 29, 2022. As required by the Municipal Code, a successful applicant must receive six (6) or more votes to be appointed to the Civil Service Commission. If any seat remains unfilled, it is

recommended that the recruitment be referred back to the City Clerk to secure additional applicants for consideration by the Council in 90 days. After the interviews, the Council may make up to two (2) appointments to the Civil Service Commission—one Member-at-Large and one Attorney-at-law—for a term ending November 30, 2026. Council must appoint at least one seat for the Civil Service Commission to have a quorum.

The interview order is:

- Tom Cochran (incumbent Member-at-Large)
- Sharon Hightower (incumbent Attorney-at-Law)

The applications of all candidates are attached. The Memorandum from the Office of the City Attorney regarding their conflicts of interest is attached. Code Enforcement review found no reportable issues.

### **EVALUATION AND FOLLOW-UP**

A duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions. The Office of the City Clerk is still recruiting for additional the additional vacancy of the employee-elected seat.

### **PUBLIC OUTREACH**

The memorandum has been posted on the City Clerk's website as part of the November 29, 2022 City Council Meeting Agenda.

### **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.