



City of Culver City

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Staff Report

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Item #: A-1

Administration of the Oath of Office to New Commission Member(s)

Meeting Date: March 11, 2021

Contact Person/Dept: Mily Huntley/Administrative Services

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Public Notification: (Email) Meetings and Agendas (03/08/21); (Email) All City Staff (03/08/21)

Department Approval: Serena Wright-Black, Assistant City Manager (03/01/21)

RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) hear the administration of the oath of office to the Commission and reserve selection of a new Chairperson and Vice Chairperson until the next reorganization in July 2021 or thereafter.

BACKGROUND/DISCUSSION

As of December 14, 2020, the Commission had a vacant seat due to former member Albert Vera's election to City Council in the November 2020 municipal election and subsequent appointment to Council. Then in January 2021, the Commission had an additional vacant seat due to the passing of former Commissioner Julie Zatz. The City Clerk's Office advertised and recruited applicants to fill the Commission's vacancies along with other City Council appointed vacancies.

On March 8, 2021 City Council agenda it is anticipated that Council may approved, by majority vote, the appointment of new Commissioners(s) to fill one or both vacant Civil Service Commission seats.

PROCEDURE

The Secretary to the Civil Service Commission shall administer the Oath of Office to Appointed Commissioner(s). After administration of the Oath of Office, the new Commissioner(s) shall join the

meeting as a participating and voting member.

AUTHORITY

The authority to appoint and fill a vacant Commission seat is the City Council's role. The Commission has authority to select its own chairperson and Vice Chairperson. As a refresher and information, the authority for this selection process is in the Civil Service Rules and included below for reference.

In accordance with Civil Service Rule 2.3, "The Commission shall select a Chairperson for an annual term beginning each July 1 or thereafter. Such shall be by majority vote of the Commission based on nominations from the Commissioners. The Commission shall not conduct official business unless a quorum (3 members) is present.

The Commission shall decide its own meeting procedure. The Chairperson shall be the presiding officer and ceremonial representative, and may make and vote on each motion. The Commission shall, by resolution, set the time, place, and frequency of regular meetings, and shall make such decision known to the Human Resources Director."

FISCAL ANALYSIS

There is no fiscal impact associated with the discussion of this Agenda item.

ATTACHMENTS

None

MOTION

That the Civil Service Commission:

Reserve the selection of a new Chairperson and Vice Chairperson, by majority vote, until the next reorganization in July 2021 or thereafter.