



City of Culver City

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Staff Report

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Item #: A-1

Selection of the Chair and Vice Chair

Meeting Date: August 3, 2022

Contact Person/Dept: Dana Anderson / Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

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

Public Notification: (Email) Meetings and Agendas (07/29/22); (Email) All City Staff (07/29/22)

Department Approval: Dana Anderson, Director of Human Resources (07/29/22)

RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission), including the new commissioners who took their oath of office prior to the Commission's August 3, 2022 meeting, select, by majority vote, a Chairperson and Vice Chairperson to serve in that capacity until the next reorganization in July 2023 or thereafter.

BACKGROUND/DISCUSSION

As of April 1, 2022, the Commission had a vacant seat due to the resignation of former Commissioner Robert Greenspan. Additionally, former Chair John Kuechle's appointment ends June 30, 2022. The City Clerk's Office advertised and recruited applicants to fill the Commission's two vacancies along with other City Council appointed vacancies.

On June 13, 2022 City Council appointed two new Commissioners to fill the Civil Service Commission seats.

PROCEDURE

The Secretary to the Civil Service Commission confirmed with the City Clerk's Office that the newly appointed Commissioners have taken their Oath of Office. It is, therefore, appropriate for the new

Commissioners to join the meeting as participating and voting members. The current Vice Chair shall preside over the meeting and take nominations for the selection of the new Chair and Vice Chair.

AUTHORITY

The Commission has authority to select its own Chairperson and Vice Chairperson pursuant to Civil Service Rule 2.3 which states:

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.

Following the selection of the Chairperson and Vice Chairperson, the new Chairperson shall preside over the remainder of the meeting.

FISCAL ANALYSIS

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

ATTACHMENTS

None

MOTION

That the Civil Service Commission:

Select a new Chairperson and Vice Chairperson, by majority vote, to serve until the next reorganization in July 2023 or thereafter.