



Honorable Mayor and Members of the Hermosa Beach City Council

CONTINUE ADVERTISING VACANCIES – CIVIL SERVICE BOARD EXPIRATION OF TERMS

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council:

1. Direct staff to continue advertising two upcoming Civil Service Board vacancies with terms ending July 15, 2028 and one additional vacancy with a term ending July 15, 2027 until July 31, 2024; and
2. Schedule the presentation of applicants and applicant interviews on or before the regular meeting of August 13, 2024 with the option to make an appointment on the same date.

Executive Summary:

At its June 11, 2024 meeting City Council directed staff to begin the application process to fill two Civil Service Board positions set to expire on July 15, 2024. After routine advertising of the vacancies, two applications were received. As of June 30, 2024, the City has one additional vacancy with a term ending July 15, 2027. Staff requests Council direction to continue advertising the vacancies until July 31, 2024.

Background:

The Personnel Rules and Chapter 2.76 of the Hermosa Beach Municipal Code direct the Civil Service Board to review and approve the various job classifications for the City. Additional responsibilities could be allocated to the Civil Service Board if approved by the City Council and the various City labor groups as applicable.

In accordance with Hermosa Beach Municipal Code Chapter 2.76, the Civil Service Board shall consist of five members appointed by the City Council for terms of four years. Members of the Civil Service Board shall be qualified electors of the City and shall not hold any salaried public office or employment with the City of Hermosa Beach.

At its June 11, 2024 meeting City Council directed staff to begin the application process to fill two Civil Service Board positions set to expire on July 15, 2024. After routine advertising of the vacancies, two applications were received (**Attachments 1 and 2**). As of June 30, 2024, the City has one additional vacancy with a term ending July 15, 2027.

Past Council Actions

Meeting Date	Description
June 11, 2024	City Council directed the City Clerk to advertise the vacancies.

Discussion:

Following established procedures, staff requests City Council direction to continue advertising three Civil Service Board positions through July 31, 2024. Two Board Members with terms expiring July 15, 2024 would continue to serve until appointments are made by the City Council. There would be one vacancy on the Civil Service Board during the extended advertising period. If so directed, the City Clerk's office would continue the outreach efforts for the three positions.

Applications from interested parties would be presented on August 13, 2024 to the City Council at a special meeting. Appointments can be made by the City Council at the same meeting. Two appointments to the Civil Service Board would be for the terms ending July 15, 2028, and one appointment to the Civil Service Board would be for the term ending July 15, 2027.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.1 Open meetings.** Maintain the community's trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.
- **1.4 Consensus oriented.** Strive to utilize a consensus-oriented decision-making process.
- **1.7 Diversity of representation.** Strive to reflect a comprehensive cross-section of the community in appointments to Commission and Advisory Committees.

Goal 2. The community is active and engaged in decision-making process.

Policies:

- **2.3 Public participation guidelines.** Establish parameters and guidelines to ensure public participation is promoted through diverse methods.

- **2.6 Responsive to community needs.** Continue to be responsive to community inquiries, providing public information and recording feedback from community interactions.

Fiscal Impact:

There is no fiscal impact associated with the recommendation.

Attachments:

1. Application from Anne Williams
2. Application from Douglas Collins

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Angela Crespi, Deputy City Manager

Approved: Suja Lowenthal, City Manager