



## Staff Report

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### Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of April 26, 2022

#### **VACANCIES-CIVIL SERVICE BOARD UPCOMING EXPIRATION OF TERM** (Interim City Clerk Susan Morrow)

##### **Recommended Action:**

Staff recommends City Council direct staff to immediately advertise and request applications from interested parties for one Civil Service Board Member for a four-year term ending July 15, 2026.

##### **Executive Summary:**

The Civil Service Board has one position set to expire on July 15, 2022. The incumbent Board Member, Sharon Thompson, informed staff that she will not be seeking reappointment. Staff requests Council direction to begin the application process to fill the position for the new term beginning on July 15, 2022.

##### **Background:**

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.

##### **Discussion:**

Following established procedures, staff requests City Council direction to advertise for one Civil Service Board position set to expire and be vacated on July 15, 2022. If so directed, the City Clerk would prepare a notice for physical posting and publication in the Easy Reader on May 26th and June 9th.

Based on the advertising dates, staff would set an application filing deadline of 6:00 p.m. on Wednesday, June 29<sup>th</sup>. A staff report presenting applications from interested parties would be presented at the July 12, 2022 City Council meeting. A new appointment to the Civil Service Board would be for a four-year term expiring on July 15, 2026.

##### **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:**

The estimated cost of two publications in the Easy Reader would be \$400. Funds are available in the City Clerk's Fiscal Year 2021-22 Budget.

**Attachments:**

None

**Respectfully Submitted by:** Susan Morrow, Interim City Clerk

**Approved:** Suja Lowenthal, City Manager