



Staff Report

File #: REPORT 22-0405, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of July 12, 2022

VACANCIES-CIVIL SERVICE BOARD TERM EXPIRATION-SCHEDULE APPLICANT INTERVIEWS (City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council schedule interviews with Civil Service Board applicants on Tuesday, August 9, 2022 at 4:15 p.m. to fill one vacancy for a four-year term ending July 15, 2026.

Executive Summary:

One Civil Service Board position is due to expire on July 15, 2022. Council directed staff to advertise and request applications from interested parties, which resulted in three applicants. Staff recommends City Council schedule interviews to take place on Tuesday, August 9, 2022 at 4:15 p.m.

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.

At its meeting of April 26, 2022, the City Council directed the City Clerk to advertise for applicants to fill the Civil Service Board term due to expire July 15, 2022. Along with e-notifications, notice was posted on May 9, 2022 on the City's website and was published in the Easy Reader, with an application filing deadline of 6:00 p.m. on Wednesday, June 29, 2022.

Past Council Actions

Meeting Date	Description
April 26, 2022	City Council directed the City Clerk to advertise for applicants to fill the Civil Service Board term due to expire July 15, 2022.

Discussion:

Three applications (attached) were received; applicants are alphabetically listed below:

1. Kathryn Jones
2. Thor L. Legvold
3. James C. Pettis

Staff recommends interviews take place at 4:15 p.m., prior to the regular meeting of Tuesday, August 9, 2022, with an appointment to a four-year terms that will expire July 15, 2026 made later that evening at the regular City Council meeting. The Civil Service Board's next meeting is scheduled on Wednesday, July 20, 2022.

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 are no fiscal impacts associated with this recommendation.

Attachments:

1. Civil Service Board Application-Kathryn Jones
2. Civil Service Board Application-Thor L. Legvold
3. Civil Service Board Application-James C. Pettis

Respectfully Submitted by: Myra Maravilla, City Clerk

Approved: Suja Lowenthal, City Manager