



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL WELCOMES YOU TO A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION AUGUST 1, 2012 5:30 P.M.

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council, Agency and Commissions with valuable information regarding issues of the community. Meetings are held on the first Wednesday of every month or as required, as determined by the Commission Chair. Meetings commence at 5:30 p.m. There is a public comment period at the beginning of the regular meeting as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and at City Hall, the Library, Reservoir Park and Discovery Well Park and is available at each meeting.

During the meeting, agenda items are presented for Commission consideration. The public is allowed to address the Commission on all agenda items. The Chair will announce when the period for public comment is open on each agenda item. The public may speak to the Commission on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. You are encouraged (but not required) to complete a speaker card prior to the item being considered, and give the card to a City staff member. The purpose of the card is to ensure speakers are correctly identified in the minutes. However, completion of a speaker card is voluntary, and is not a requirement to address the Commission. The cards are provided at the rear of the Council Chambers. Please direct your comments or questions to the Chair.

CALL TO ORDER AND ROLL CALL OF MEMBERS

Commissioner Griggs
Commissioner Strichart
Commissioner Virga
Vice Chair Parker
Chair Yochum

PLEDGE OF ALLEGIANCE

The Chair will lead the audience in reciting the Pledge of Allegiance.

PUBLIC BUSINESS FROM THE FLOOR

Matters of public interest not on the agenda may be addressed; however, State law prohibits the Commission from acting upon items not posted on the agenda 72 hours before a meeting.

DISCUSSION ITEM

(1) Civil Service Commission Reorganization

Summary: Each year the Civil Service Commission is reorganized and a new Chair and Vice Chair are selected for the next year.

Recommendation: Proceed with the reorganization according to the specified guidelines.

(2) Selection of Commission Representative and Alternate to the Sustainable City Committee

Summary: The Sustainable City Committee has established two-year terms for members and the Commission needs to select its representative and alternate for the upcoming term.

Recommendation: Proceed with the selection of a representative and alternate to the Sustainable City Committee.

CONSENT CALENDAR

Items of a routine nature may be approved by the Commission in a single motion by adoption of the Consent Calendar. An item may be removed from the Consent Calendar for separate discussion and/or action.

(1) Certification of Eligibility List – Account Specialist

Summary: The recruitment has concluded and it is appropriate to certify the Eligibility List.

(2) Minutes of the Regular Meeting of June 6, 2012

Recommendation: Approve.

COMMISSION AGENDA – NEW BUSINESS

COMMISSIONER GRIGGS
COMMISSIONER STRICHART
COMMISSIONER VIRGA
VICE CHAIR PARKER
CHAIR YOCHUM

ADJOURNMENT

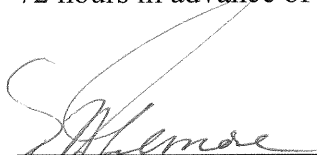
Adjourn to a Regular Meeting of the Civil Service Commission to be held on Wednesday, September 5, 2012 at 5:30 p.m. in the Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

CITIZEN PARTICIPATION

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's Office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

CERTIFICATION

I, Mary Gilmore, Commission Secretary of the Civil Service Commission do hereby certify that the foregoing agenda was posted on the City's website and at City Hall, at the Library and at Reservoir Park 72 hours in advance of this meeting.



MARY GILMORE
COMMISSION SECRETARY

7/25/12

DATE



CITY OF SIGNAL HILL

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August 1, 2012

AGENDA ITEM

**TO: HONORABLE CHAIR
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM: MARY GILMORE
COMMISSION SECRETARY**

SUBJECT: CIVIL SERVICE COMMISSION REORGANIZATION

Summary:

Each year the Civil Service Commission reorganizes and a new Chair and Vice Chair are selected for the next year.

Recommendation:

Proceed with the reorganization according to the specified guidelines.

Guidelines:

The following procedure shall be used for selection of a new Chair and Vice Chair.

1. The Chair turns the meeting over to the Commission Secretary, who presides over the election of the new Chair.
2. The Commission Secretary indicates that "Nominations are now in order for the office of Chair of the Signal Hill Civil Service Commission."
3. Any member of the Commission may nominate any member for the position of Chair. No second is required for the nomination.
4. The Commission Secretary states, "Commissioner _____ is nominated. Are there any further nominations for the office of Chair?" The Commission Secretary repeats each nomination in this way until all nominations for the office are made.

5. When it appears that no one else wishes to make a nomination, the Commission Secretary again states, "Are there any further nominations for Chair....if not, nominations are closed."
6. After completion of the nominations, the Commission Secretary should provide each nominee with the opportunity speak regarding his or her qualifications for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair by asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order as follows:

Commissioner Griggs
Commissioner Parker
Commissioner Strichart
Commissioner Virga
Commissioner Yochum
8. The Commission Secretary then declares the results of the election. The nominee receiving a majority vote of the Commission will be declared the new Chair.
9. The Commission Secretary then turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks, which he or she may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice Chair calling for the nominations and conducts the vote, as with the selection of the Chair.
11. The newly elected Vice Chair is also given an opportunity to make any remarks upon entering office.



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August 1, 2012

AGENDA ITEM

**TO: HONORABLE CHAIR
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM: MARY GILMORE
COMMISSION SECRETARY**

**SUBJECT: SELECTION OF COMMISSION REPRESENTATIVE AND ALTERNATE
TO THE SUSTAINABLE CITY COMMITTEE**

Summary:

For the past several years, Commissioner Frank Virga has served as Civil Service Commission representative on the Sustainable City Committee (SCC), and Vice Chair Victor Parker has served as an alternate. Both have devoted many hours attending SCC monthly meetings, community events and SCC field trips. The SCC met on May 25, 2010, and established two year terms for members beginning in August 2010. Accordingly, the Commission is asked to reaffirm the existing representative and alternate or to select a new representative and alternate.

Recommendation:

Select a representative and an alternate to attend SCC meetings.