




---

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
JULY 14, 2016**

---

**CALL TO ORDER**

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, July 14, 2016.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:      *Fred Puhn*, Chairperson  
    *David Garcia*, Vice-Chairperson  
    *Leslie Coyote*, Commissioner  
    *Rafael Courtney*, Commissioner  
    *William Sendt*, Commissioner

COMMISSION MEMBERS ABSENT:      None

STAFF PRESENT:     *Stacey Stevenson*, Director of Administrative Services  
    *Lilia Muñoz*, Human Resources Analyst

REPRESENTATIVES PRESENT:     *Leslie Deese*, City Manager

**SALUTE TO THE FLAG**

Commissioner Sendt led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

**Regular Meeting of May 12, 2016**

**Action:** Motion made by Courtney, seconded by Sendt, and unanimously carried to approve the regular meeting minutes of May 12, 2016.

## **REPORTS FOR FILE**

### **Personnel Report Report of Vacancies**

**Action:** Motion made by Courtney, seconded by Coyote, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

## **UNFINISHED BUSINESS**

### **A. Report from the Civil Service Commission to the City Council of the City of National City**

Chairperson Puhn reviewed report and did not find anything to comment on. Director Stacey Stevenson informed the Commission that per their direction, this is a draft staff report of their activities for the City Council. Ms. Stevenson informed them that they may accept the report or make any changes, and the next step would be how and when they would like to deliver the report to the City Council.

**Action:** Motion made by Puhn, seconded by Garcia, and unanimously carried to approve the report as written.

**Action:** Motion made by Puhn, seconded by Courtney, and unanimously carried to transmit the report as written to the City Council.

## **NEW BUSINESS**

### **A. Action Item:**

- **Part a: Request to create a new classification titled Deputy City Manager**
- **Part b: Request to exempt Deputy City Manager from classified service**

HR Director Stacey Stevenson discussed the creation of a new classification and the request to exempt from classified service the accompanying class specification of Deputy City Manager. Discussion ensued and Director Stacey Stevenson answered questions from the Commission.

City Manager Leslie Deese was in attendance and answered questions from the Commission. Further discussion ensued on the request and structure of the City Manager's Office.

**Action:** Motion made by Garcia, seconded by Courtney, and unanimously carried to create a new classification titled Deputy City Manager and exempt it from classified service.

**STAFF COMMENTS**

None

**COMMISSIONER COMMENTS**

None

**ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:10 p.m., Thursday, July 14, 2016, to the next regular meeting of the Civil Service Commission on Thursday, September 8, 2016, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*