




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Kanika Stamp, Director of Human Resources

DATE: March 27, 2025

RE: Temp. Reso. No. 8392 – Civil Service Advisory Board Update

The intent of the report is to provide a comprehensive overview of the board's activities, accomplishments, and future plans. Please use the following outline in preparing the report.

1. Introduction

- Civil Service Advisory Board
- Contact Information/staff liaison: Kanika Stamp, Director of Human Resources
- Purpose of the Report: Recap of board meeting activities.
- Background of the Advisory Board: The Civil Service Board is authorized by the City Code and serves in an advisory capacity to the Human Resources Department regarding the utilization and promotion of merit principles of human resource administration for city employees.
- Scope of the Report: This report will discuss the latest goals, objectives, and discussions at the monthly Civil Service Board meetings.

2. Board Composition

- Members and Appointments:
 - Alison Adams (General Employee)
 - Michael Garcia (Fire Dept. Employee)
 - Yessenia Diaz (Police Dept. Employee)
 - Bobbie Jones-Wilfork (Resident)
 - Soeurette Michel (Resident)

- Zain Remy (Resident)
- Karol Lopez (Resident)
- Member Qualifications: Highlight the expertise and qualifications of the board members.
- Attendance Records: Summarize attendance at meetings to show member engagement.

3. Meetings and Activities

- Meeting Schedule: 3rd Monday of each month
- Summary of Activities: The board's primary focus has been updating the civil service code. Discussions have been held regarding the need to update the code to current industry practices and which sections of the code are of priority for review. This is an ongoing project that will take time to complete.
- Public Engagement: FIU Miramar has been selected as a partner due to its public administration knowledge and expertise and ongoing relationship with the City. Dr. Susannah Ali from FIU presented a scope of work and a timetable to begin researching and drafting recommendations to the board for revisions to the civil service code. The board voted unanimously to authorize HR to work with FIU on this project.

4. Accomplishments and Outcomes

- Major Accomplishments: The board is in the process of reviewing the city's civil service code to make recommendations to the city commission. A scope of work proposal was submitted by FIU, and they will be moving forward with the research city code review project.
- Impact: Updating the civil service rules will modernize the city's HR policies and will memorialize HR best practices into the city code. FIU will research and benchmark other city's civil service rules and provide recommendations for improvements to the city's current rules.

5. Challenges and Lessons Learned

- Challenges Faced: Board meetings have been scheduled on a monthly basis, but due to recent scheduling challenges, a number of meetings have been cancelled due to the lack of a quorum.
- Lessons Learned: The board will change its meeting frequency from monthly to quarterly to minimize scheduling conflicts and consolidate business into fewer meetings.

6. Financial Overview

- Budget Summary: The Board does not have a budget nor directly spend any funds.
- Funding Sources: Costs for the FIU research project will come from the current Human Resources Department budget.
- Financial Management: Funds are budgeted in the Human Resources Department for professional consulting services.

7. Future Plans and Recommendations

- Upcoming Projects: Updating the civil service code is an ongoing project.
- Strategic Goals: To provide a fair and equitable civil service system that ensures due process for all of the city's civil service employees.
- Recommendations: A presentation with recommendations for amendment to the civil service code will be prepared for the City Commission to consider.

8. Conclusion

- Summary: The Civil Service Board is working to review and improve the city's civil service system. FIU Miramar academic staff has been selected to provide consulting services to assist in this endeavor. A scope of work has been accepted and the initial phase of work will be moving forward.