



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor and City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Kanika Stamp, Chief HR Officer/Director of Human Resources

DATE: October 30, 2025

RE: Temp. Reso. 8558 – Civil Service Advisory Board Update

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 for Q3 – Q4
- 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:
 - Vito Dioguardi (General Employee)
 - Michael Garcia (Fire Dept. Employee)
 - Yessenia Diaz (Police Dept. Employee)
 - Bobbie Jones-Wilfork (Resident)
 - Zain Remy (Resident)
 - Karol Lopez (Resident)
 - Kimone Edwards (Resident)

- 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 on updating the Civil Service Code. Discussions have centered on aligning the code with current industry practices and identifying which sections should be prioritized for review. This initiative is ongoing and will be carried out in phases to ensure a thorough and comprehensive update of the Code.
- 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

- The Board is in the process of reviewing the City's Civil Service Code to develop recommendations for consideration by the City Commission. A scope of work proposal was submitted by Florida International University (FIU), and the first phase of the project is underway.
- Updating the Civil Service Rules will modernize the City's human resources policies and formally incorporate HR best practices into the City Code. As part of this effort, FIU will research and benchmark other municipalities' civil service rules and provide recommendations to enhance the City's current framework.

5. Challenges and Lessons Learned

- Challenges Faced: Board meetings are scheduled on a monthly basis; however, a few have been cancelled in recent months due to the lack of a quorum.
- Lessons Learned: The Board will ensure members are aware of the attendance protocols outlined in the bylaws, which must be adhered to.

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 containing recommendations for amendments to the Civil Service Code will be presented to the City Commission for consideration.

8. Conclusion

- Summary: The Civil Service Board is actively reviewing and working to improve the City's civil service system. Florida International University (FIU) Miramar academic staff was selected to provide consulting services to assist in this effort. A scope of work has been approved, and Phase One is currently underway.