

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: March 8, 2021  
Item No.: 9.f

Department Approval



City Manager Approval



Item Description: Declare Vacancy on the Police Civil Service Commission

**BACKGROUND**

Commissioner Adepeju Solarin has resigned from the Police Civil Service Commission effective February 25, 2021. Commissioners are appointed to three-year terms and Ms. Solarin's term expires March 31, 2023. As this information was not official when Council declared the vacancies in January for other commissions, Council did not formally declare a vacancy for her position.

The newly adopted Appointment Policy states: "*Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.*" However, Council has the discretion to fill a vacancy outside of this schedule should the need arise. The Police Civil Service is comprised of three members and their function is to review and certify results of hiring processes in the Police Department. Given that there are upcoming needs for this commission to meet, staff recommends filling this vacancy at this time.

**STAFF RECOMMENDATION**

Declare a vacancy on the Police Civil Service and authorize staff to advertise for applicants with an application deadline of April 5, 2021. Applicants would be interviewed at the April 12, 2021 City Council meeting with appointments occurring at the April 19, 2021 meeting.

**REQUESTED COUNCIL ACTION**

Declare the vacancy on the Police Civil Service Commission with a term ending March 31, 2023. Direct staff to advertise for applications based upon the schedule listed above.

**Prepared by:** Rebecca Olson, Assistant City Manager