



**CIVIL SERVICE COMMISSION
REGULAR MEETING 5:15 PM**



AUGUST 11, 2025

COMMISSION MEMBERS

Patricia Wright (Chair)
Brenda Plechaty (Vice-Chair)
Leslie Janik
David Sostarich
Sheila Tennyson

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p>PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p>
<p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p>Hybrid Options are available for members of the public to participate. To participate remotely</p>	
<p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, April Adams via email at April.Adams@cityofvallejo.net or by phone at (707) 648-4378 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof</p>

AGENDA

1 **CALL TO ORDER**

2 **PLEDGE OF ALLEGIANCE**

3 **ROLL CALL**

4 **WRITTEN COMMUNICATIONS**

5 **REPORT OF THE COMMITTEE/BOARD SECRETARY**

6 **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD**

7 **REPORT OF THE CITY COUNCIL LIAISON**

8 **COMMUNITY FORUM**

Anyone wishing to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Civil Service Commission Executive Secretary. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

9 **SELECTION OF CHAIR AND VICE CHAIR**

10 **CONSENT CALENDAR AND APPROVAL OF AGENDA**

A **APPROVAL OF THE MINUTES - Regular meeting minutes of the May 12, 2025, meeting.**

Recommendation: By motion, approve the regular meeting minutes of the May 12, 2025, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

B **APPROVAL OF THE AGENDA**

Recommendation: Recommendation: By motion, approve the agenda for the August 11, 2025, regular meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

11 **ACTION CALENDAR**

NOTICE: Members of the public wishing to address the Commission on Action Calendar Items are requested to submit a completed speaker card to the Civil Service Executive Secretary. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A **APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF WATER MAINTENANCE WORKER I**

Recommendation: Approve request from Saul Sanchez-Virelas for restoration to the Register of Eligibles for the position of Water Maintenance Worker I - a

classification within the classified service of the City's classification plan, for a period of two (2) years from the date of restoration.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

12 ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolan.com

I, April Adams, Civil Service Commission Executive Secretary do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Patricia Wright (Chair)
Brenda Plechaty (Vice-Chair)
Leslie Janik
David Sostarich
Sheila Tennyson,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 12:00 p.m., August 8, 2025 .

Dated: August 8, 2025

April Adams

Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING 5:15 PM
MAY 12, 2025**

**Council Chambers
555 Santa Clara Street, Vallejo, CA**

1 CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

Present: Vice Chair Plechaty and Commissioners Tennyson and Sostarich

Absent: Chair Wright and Commissioner Janik

Staff present: Executive Secretary Adams, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

4 WRITTEN COMMUNICATIONS – None

5 REPORT OF THE COMMITTEE/BOARD SECRETARY – Executive Secretary Adams announced Councilmember Lediju as the newly appointed liaison to the Commission.

6 REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMITTEE/BOARD - None

7 REPORT OF THE CITY COUNCIL LIAISON – None

8 COMMUNITY FORUM – None

9 CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Commissioner Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to approve the Consent Calendar and Agenda. (Absent – Chair Wright and Commissioner Janik)*

A APPROVAL OF THE MINUTES - Regular meeting minutes of the October 16, 2024, meeting.

Recommendation: By motion, approve the regular meeting minutes of the October 16, 2024, meeting.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

10 ACTION CALENDAR

A **APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF ENGINEERING TECHNICIAN II**

Recommendation: Approve request from Glen Kinion for restoration to the Register of Eligibles for the position of Engineering Technician II – a classification within the classified service of the City’s classification plan, for a period of two (2) years from the date of restoration.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

Executive Secretary Adams provided an overview of the staff report and outlined the recommendations

Staff responded to questions from Commissioners. Commissioners provided comments.

Speaker: None

Action: *Moved by Commissioner Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to approve request for restoration to register of eligibles for position of Engineering Technician II. (Absent – Chair Wright and Commissioner Janik)*

B **APPROVE TITLE AND SPECIFICATION REVISION OF EXISTING CLASSIFIED POSITION OF FIRE FIGHTER**

Recommendation: Approve the title and specification revision of the existing classified position of Fire Fighter. This position will remain in the Classified service of the City’s Classification Plan.

Contact: April Adams, Executive Secretary (707) 648-4378

April.Adams@Cityofvallejo.net

Executive Secretary Adams provided an overview of the staff report and outlined the recommendations.

Interim Fire Chief Gonzales responded to questions from Commissioners. Commissioners provided comments.

Speaker: None

Action: *Moved by Commissioner Tennyson, seconded by Commissioner Sostarich, and carried unanimously by all Commissioners present to*

approve the title and specification revision of existing classified position of Fire Fighter. (Absent – Chair Wright and Commissioner Janik)

11 ADJOURNMENT

The meeting adjourned at 5:30 p.m.

PATRICIA WRIGHT, CHAIR

ATTEST:

APRIL ADAMS, EXECUTIVE SECRETARY



DATE: August 11, 2025
TO: Civil Service Commission Chair & Commissioners
FROM: April Adams, Executive Secretary
SUBJECT: APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF WATER MAINTENANCE WORKER I

RECOMMENDATION

Approve request from Saul Sanchez-Virelas for restoration to the Register of Eligibles for the position of Water Maintenance Worker I - a classification within the classified service of the City's classification plan, for a period of two (2) years from the date of restoration.

BACKGROUND AND DISCUSSION

Saul Sanchez-Virelas's name appeared on a Register of Eligibles for the position of Water Maintenance Worker I on November 29, 2023. Mr. Sanchez-Virelas was subsequently hired by the City of Vallejo as a Water Maintenance Worker I on January 29, 2024, and passed his original probationary period of twelve months. Mr. Sanchez-Virelas was promoted to Water Maintenance Worker II March 22, 2025, and continued to serve the City in this position until June 20, 2025, when he resigned from city service. Mr. Sanchez-Virelas did not complete his promotional probationary period at the II level. Mr. Sanchez-Virelas resigned from City service in good standing and requested that his name be placed on a reinstatement list for the position of Water Maintenance Worker I within the time period allowed under Civil Service Rule 14.2 - which is three years from the date of separation.

The City Charter, section 800, requires that all hiring in the competitive civil service be based on ability and experience. Pursuant to Charter section 801, the competitive civil service includes all positions within the City with specified exceptions. Civil Service Rule 14.1 states the name of a person who has held a position by appointment under Civil Service Rules and Regulation, who has served his/her probationary period, and who has resigned from the service without any delinquency on his/her part may, at the discretion of the Commission, be restored to the Register of Eligibles upon the reinstatement list for the class and grade of employment in which he/she has served and upon requisition shall be certified in accordance with Rule 16.

Civil Service Rule 14.2 states that the name of an eligible restored to the reinstatement list in the Register of Eligibles under provisions of these Rules and Regulations shall remain thereon for a period of two (2) years from date of restoration. Furthermore, Civil Service Rule 14.2 states that the name of any person who has been separated from City service for more than three (3) years shall not be restored to the Register of Eligibles, provided this separation does not include time spent serving in the Armed Forces of the United States of America in time of war (see Attachment A for Rule 14 – Restoration to Eligible Rules). The Civil Service Commission is tasked with considering Mr. Sanchez-Virelas's request and approving or denying his request for restoration to a Register of Eligibles for the position of Water Maintenance Worker I.

Staff recommends the Civil Service Commission restore the name of Saul Sanchez-Virelas to the Register of Eligibles for the position of Water Maintenance Worker I for a period of two (2) years from the date of restoration.

ATTACHMENTS

Date: August 11, 2025

Subject: APPROVE REQUEST FOR RESTORATION TO REGISTER OF ELIGIBLES FOR POSITION OF
WATER MAINTENANCE WORKER I

Page 2

None

CONTACT

April Adams, Executive Secretary (707) 648-4378

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