



Annual Internal Review

This report covers the time period of 7/1/2024 to 6/30/2025

Municipal Civil Service Commission

The Board/Commission mission statement is:

The Municipal Civil Service (MCS) Commission is established and governed by City Charter Article IX (*Personnel*). The purpose of the Commission is to:

1. hear appeals and make final, binding decisions in the case of municipal civil service employees covered under Article IX of the City Charter who have been discharged, suspended, demoted, denied a promotion, or put on disciplinary probation;
2. recommend the adoption of civil service rules after receipt of proposed rules by the Human Resources Director and perform services under the civil service rules as provided in Article IX, Section 2 of the City Charter;
3. perform other duties regarding the municipal civil service, not inconsistent with Article IX of the City Charter, that the City Council may require;
4. issue subpoenas and subpoenas duces tecum to witnesses, whether at the request of interested parties or on its own motion, when reasonably necessary to obtain pertinent evidence at a hearing or investigation;
5. administer oaths to witnesses appearing at a hearing or investigation; and
6. conduct any investigations it may consider desirable or which it may be required by the City Council or the City Manager concerning the administration of municipal civil service and report its findings and recommendations to the City Council.

Further information regarding the Municipal Civil Service Commission is found in § 2-1-164 of the Austin City Code, which states:

- (A) The Municipal Civil Service Commission is established and governed by City Charter Article IX (*Personnel*). The Charter provisions supersede this chapter to the extent of conflict.
- (B) The Council Audit and Finance Committee shall review applications received by the city clerk from persons seeking appointment as a commissioner. Notwithstanding § 2-1-4(C), the Audit and Finance Committee, or any council member, may nominate a person for appointment to the commission.
- (C) A city employee may not serve as a member of the commission.
- (D) The council shall designate the commission chair annually at the time new commissioners are appointed.
- (E) Subsection (A) of Section 2-1-43 (Meeting Requirements) does not apply to the Municipal Civil Service Commission. The commission may meet as necessary to carry out its duties under City Charter Article IX (*Personnel*).

Source: Ord. 20130214-045; Ord. 20130321-043.

1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.

In fulfillment of Article IX of the City Charter, the Commission hears appeals and makes final, binding decisions in the case of any municipal civil service employee who is discharged, suspended, demoted, denied a promotion, or put on disciplinary probation; issues subpoenas and subpoenas duces tecum to witnesses, when reasonably necessary to obtain pertinent evidence at a hearing or investigation; and administers oaths to witnesses appearing at a hearing or investigation.

The Commission held regular meetings and adjudicated employee disciplinary and promotion matters in keeping with its charter.

Commissioner Mapi Vigil became ineligible to serve on the commission following the disannexation of her residence from the City of Austin. Commissioner Vigil no longer met the requirement to be a qualified voter of the city as outlined in Article IX of the City Charter. Commissioner Vigil notified Human Resources Department staff and the Office of the City Clerk on September 9, 2024. The Office of the City Clerk, and the Communications and Public Information Office issued a press release for an open call for Applications on October 23, 2024, to fill the unexpired term vacated by Commissioner Vigil.

The Audit and Finance Committee reviewed applications on February 19, 2025. The Committee made a recommendation to Council to appoint Ayo Akande to fill the unexpired term.

On March 27, 2025, the Austin City Council approved a resolution appointing Ayo Akande as a commissioner of the Municipal Civil Service Commission to serve an unexpired term ending on May 8, 2027.

The Office of the City Clerk presented to the Audit and Finance Committee on April 16, 2025, regarding the process for recruitment and appointment due to Commissioner Gupta's and Commissioner Umphress' terms expiring May 8, 2025. The Audit and Finance Committee made a recommendation to Council to reappoint Kavita Gupta and John Umphress for three-year terms.

On May 8, 2025, the Austin City Council approved a resolution reappointing Kavita Gupta and John Umphress as commissioners of the Municipal Civil Service Commission to serve full three-year terms expiring on May 8, 2028. Additionally, City Council designated Kevin Mullen as the Chair of the Municipal Civil Service Commission for one-year term, beginning May 9, 2025, and ending on May 8, 2026.

The Municipal Civil Service Commission held four (4) regularly scheduled meetings during this reporting period.

Below is summary of the Municipal Civil Service Commission meetings held during this reporting period:

Reporting Period July 1, 2024 – June 30, 2025 - MCSC Meetings

Meeting / Appeal	Date	Details
Regular Meeting – No Appeal Heard	08/26/2024	Discharge (Hearing rescheduled at time of meeting)
Regular Meeting – Appeal Heard	09/09/2024	Discharge (Denied)
Regular Meeting – No Appeal Heard	10/28/2024	Business Meeting
Regular Meeting – No Appeal Heard	03/24/2025	Business Meeting

2. Determine if the board's actions throughout the year comply with the mission statement.

All actions of the Municipal Civil Service Commission comply with Article IX of the City Charter, which serves as the Commission's Mission Statement.

3. List the board's goals and objectives for the new calendar year.

In calendar year 2026, the MCS Commission (in accord with Article IX of the City Charter) will:

1. Schedule and hold as many meetings as necessary to hear appeals for any municipal civil service employee who is discharged, suspended, demoted, denied a promotion, or put on disciplinary probation.
2. Fulfill any other requirements under Article IX that become apparent and necessary throughout the year.