



City of Santa Clara

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Agenda Report

21-1271

Agenda Date: 9/28/2021

REPORT TO COUNCIL

SUBJECT

Action on a Resolution Approving the 2022 Civil Service Commission Calendar of Meetings, and Setting the Number and Start Time of Regular Meetings of the Civil Service Commission

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

City Charter Section 1003 states that each of the boards and commissions of the City shall hold regular meetings as required by City Code. City Code Section 2.120.030 states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council, which resolutions may be amended from time to time by further resolution of the Council.

DISCUSSION

At the August 9, 2021 Civil Service Commission meeting, the Commission recommended the proposed 2022 Schedule of Meetings, which includes twelve (12) regular meeting dates and six (6) potential Board of Review hearing dates, that would commence after conclusion of the regular Civil Service Commission meeting, if necessary to hear an appeal. The start time for each Civil Service Commission meeting is recommended to remain at 7:00 p.m.

The new resolution for City Council approval establishes the 7:00 p.m. Civil Service Commission start time and twelve (12) regular meetings for the year (which may be cancelled at the discretion of the City Manager based upon best practices for agenda management) to be held on the second Monday of each month, beginning in January 2021.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a government organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact other than administrative time and expense to set the meetings.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov>.

RECOMMENDATION

Adopt a Resolution approving the 2022 Civil Service Commission Calendar of Meetings, and setting the number and start time of regular Civil Service Commission meetings.

Reviewed by: Aracely Azevedo, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Civil Service Commission 2022 Meeting Dates
2. Resolution Approving the 2022 Civil Service Commission Calendar of Meetings, and Setting the Times and Days of Regular Meetings