



City of Santa Clara

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Agenda Report

19-007

Agenda Date: 1/15/2019

REPORT TO COUNCIL

SUBJECT

Action on a Resolution Amending In Part Resolution 5195, Approving the 2019 Civil Service Commission Calendar of Meetings, and Setting the Number and Start Time of Regular Meetings of the Civil Service Commission

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. Resolution 5195 (Attachment 1), which was adopted by the City Council in 1987, states that the Civil Service Commission shall hold its regular meetings on the second Monday of each month at 7:30 p.m.

DISCUSSION

At the November 19, 2018 Civil Service Commission meeting, the Commission recommended the proposed 2019 Schedule of Meetings (Attachment 2), which would include six (6) regular meeting dates and 11 potential Board of Review hearing dates. In addition to recommending the 2019 Schedule of Meetings, the Civil Service Commission's action also recommended a modified start time for meetings to begin at 7:00 p.m.

A proposed resolution, which would amend the previously adopted Resolution 5195 in regards to the Civil Service Commission scheduling of regular meetings, is attached to this report (Attachment 3). The new resolution for City Council approval establishes the 7:00 p.m. Civil Service Commission start time and new requirement for six regular meetings per 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 alternating months, beginning in January.

The meeting originally recommended by the Civil Service Commission for January 14th was cancelled due to lack of agenda items for the Commission's consideration. The proposed Resolution therefore approves the remaining five dates as regular meeting dates.

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Adopt a Resolution amending in part Resolution 5195, approving the 2019 Civil Service Commission Calendar of Meetings, and setting the number and start time of regular Civil Service Commission meetings.

Reviewed by: Teresia Zadroga-Haase, Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Resolution 5195
2. Civil Service Commission 2019 Meeting Dates
3. Resolution Amending in Part Resolution 5195, Approving the 2019 Civil Service Commission Calendar of Meetings, and Setting the Times and Days of Regular Meetings of the Civil Service Commission