



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

22-1481

Agenda Date: 12/6/2022

### REPORT TO COUNCIL

#### **SUBJECT**

Action on a Resolution Approving the 2023 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 November 14, 2022 Civil Service Commission meeting, the Commission recommended the proposed 2023 Schedule of Meetings, which includes twelve (12) regular meeting dates and seven (7) 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 2023.

#### **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) [<mailto: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 approving the 2023 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: Rajeev Batra, City Manager

**ATTACHMENTS**

1. Civil Service Commission 2023 Meeting Dates
2. Resolution Approving the 2023 Civil Service Commission Calendar of Meetings, and Setting the Times and Days of Regular Meetings