



## Agenda Report

19-285

Agenda Date: 3/11/2019

### REPORT TO CIVIL SERVICE COMMISSION

#### **SUBJECT**

Election of Civil Service Commission Chair and Vice-Chair

#### **BACKGROUND**

City Charter, Article X, Section 1003 provides, "As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission."

#### **DISCUSSION**

The City Charter requires that commissions elect one of its members to serve as presiding officer. Traditionally, the Commission has elected a Chair and a Vice Chair who may serve as the Chair interchangeably as needed in the absence of the Chair. Mario Bouza, who serves as the current Civil Service Commission Chair, and Carolyn McAllister, who serves as the current Vice Chair, assumed their positions in May 2017. The Civil Service Commission may vote to elect a Chair and Vice Chair to serve a term ending in June 2019, or as soon thereafter as is practicable for holding the next Commission election. There is no restriction against Commissioners serving multiple or sequential terms as Chair or Vice Chair is so elected.

The Board and Commission Handbook procedures describe the role of the Chair and Vice Chair (Attachment 1).

#### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this item aside from administrative cost and expenses.

#### **PUBLIC CONTACT**

Public contact was made by posting the Civil Service Commission 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**

Staff recommends that the Commission conduct an election for the period of March 11, 2019 through June 30, 2019, or as soon thereafter as is practicable for holding the next Commission election.

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

Approved by: Nadine Nader, Assistant City Manager

**ATTACHMENT**

1. City Commission Handbook, Section 2 (portion)