

AGENDA

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION

REGULAR MEETING

5:30 P.M., Wednesday, MARCH 11, 2020
Civic Center, Large Conference Room, 2nd Floor
1243 National City Blvd.
National City, California 91950

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT hr@nationalcityca.gov TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**
 - Chairperson Coyote
 - Vice-Chairperson Wapnowski
 - Commissioner Courtney
 - Commissioner Puhn
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
 - A. Regular Meeting of May 9, 2019
 - B. Regular Meeting of November 13, 2019
 - C. Special Meeting of December 11, 2019
5. **REPORTS FOR FILE**
 - A. Personnel Report
 - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Commission to approve absence of Chairperson Coyote from Civil Service Regular Meeting of November 13, 2019 (per CS Bylaws Article III, Section 6)
 - B. Commission to approve absences of Commissioner Puhn from Civil Service Regular Meeting of November 13, 2019 and Special Meeting of December 11, 2019 (per CS Bylaws Article III, Section 6)
 - C. Revision of Civil Service Commission Bylaws – Regular Meetings Section
 - D. Election of Officers
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**

Section 5. Additional Duties

The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, the bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 6. Election

The Chairperson and Vice Chairperson shall annually be elected by a majority of the members of the Commission from among the members of the Commission. The terms of the Chairperson and Vice Chairperson shall be one year. The election of officers shall be scheduled for the first regular meeting of each new calendar year.

Section 7. Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Commission shall elect a successor from among the Commission members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1. Regular Meetings

The Commission shall hold at least one regular meeting bimonthly, beginning with January of each calendar year, and shall annually adopt a schedule for such meetings, shall adopt rules for the transaction of business, and shall keep a record of its transactions, findings, and determinations, which record shall be a public record. Any regular meeting may be dispensed with by a majority vote of the Commission.

The Commission shall conduct meetings on the second ~~Wednesday~~ ~~Thursday~~ of the month for which a meeting has been called by the Chairperson at 5:30 p.m. in the large conference room of the National City Civic Center, 1243 National City Boulevard, 2nd Floor, National City, unless otherwise designated. The agenda for each regular meeting shall be posted by City staff at City Hall and on the City's website at least 72 hours in advance consistent with the requirements of the Ralph M. Brown Act.

If there are no items scheduled for the Commission's consideration, the staff may advise the Chairperson there are no items for consideration and suggest cancellation of the meeting. Said cancellation of a meeting shall be posted by City staff at City Hall and on the City's website. Staff shall announce that the regularly scheduled meeting of the Commission has been adjourned to the next regularly scheduled meeting.

All meetings shall be held and conducted in accordance with the provisions of the "Ralph M. Brown Act" (Section 54590 et seq., of the Government Code of the State of California). All meetings of the Commission are open to the general public.