

## **DOCUMENT 4**

### **Types of Administrative Hearings of the Decision-Making Bodies**

- 1. Appeals Hearing Board**
  - a. Nuisance Abatement Appeals
  - b. Relocation Appeals
  - c. Code Enforcement Appeals
    - i. blighted conditions
    - ii. illegal building activity
    - iii. unsafe and unsanitary living conditions
    - iv. abandoned, dismantled and inoperative vehicles
    - v. neglected vacant houses
    - vi. weed abatement liens; garbage liens
    - vii. sign removal fees: graffiti abatement fees
    - viii. utility billing
  
- 2. Civil Service Commission - Disciplinary Hearings; Hear Appeals to Performance Evaluations or Appraisals; Hear Protests To Exam Questions (Fire/Police)**
  
- 3. Deferred Compensation Advisory Committee**  
Applications for Withdrawal for Unforeseeable Emergencies
  
- 4. Elections Commission - Hearings on Violations of Title 12 of SJ Municipal Code**
  
- 5. Federated Employees Retirement Board**  
Applications for Disability Retirement and Applications for Change in Status
  
- 6. Police and Fire Retirement Board**  
Applications for Disability Retirement and Applications for Change in Status
  
- 7. Independent Hearing Panel (Local Enforcement Agency)**  
Enforces State solid waste laws and regulations; Acts on behalf of the State
  
- 8. Planning Commission**  
Appeals of the Director of Planning, Building and Code Enforcement's decision on:
  - a. Site Development Approvals
  - b. Planned Development Permits
  - c. Special Use Permits
  - d. Variance Determinations
  - e. Development Exceptions
  - f. Tree Removal Permits on Private Property
  - g. Single Family House Permits
  
- 9. Traffic Appeals Commission**
  - a. Appeals from orders of the City Traffic Engineer pertaining to citizen requests for traffic control devices
  - b. Issues decisions to City Traffic Engineer RE installation of stop signs at street intersections

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### NON Quasi-Judicial Functions of the Decision-Making Bodies

1. **Appeals Hearing Board** - Rarely anything
2. **Civil Service Commission**
  - a. Makes recommendations to City Council and City Manager; conducts investigations RE the administration of personnel in the Classified Service
  - b. Reviews and recommends changes to the Civil Service Rules
  - c. Appoints members to the City Council Salary Setting Commission
3. **Deferred Compensation Advisory Committee**
  - a. Reports on standing issues like staffing
  - b. Reports on loan program and legislative updates
  - c. Quarterly reports from the Finance Department
  - d. Budget reports on investment returns
4. **Elections Commission**
  - a. Monitors compliance with all campaign/ethics ordinances in SJ Muni Code
  - b. Makes recommendations to Council RE campaign/ethics regs. and policies
- 5 & 6 **Federated Employees Retirement Board / Police and Fire Retirement Board**
  - a. Summaries of other meetings attended by Board Members
  - b. Routine applications for retirement benefits
  - c. Approval of investment classes, investment policy and policy amendments
  - d. Approval of asset allocation
  - e. Approval of retirement plan annual budget
  - f. Declaration of excess earnings for transfer to Supplemental Retiree Benefits Reserve (SRBR); Approval of distributions from the SRBR
  - g. Adoption of actuarial assumptions and reports
  - h. Adoption of contribution rates for City & members
  - i. Award of contracts for investment managers, custodian banks, securities lending services, actuaries, investment consultants, medical services, auditors, and other consultant services
  - j. Approval of Comprehensive Annual Financial Report (CAFR)
  - k. Make recommendations regarding benefit changes, plan amendments
7. **Independent Hearing Panel (Local Enforcement Agency)** - Rarely anything
8. **Planning Commission**
  - a. Makes recommendations to the Council on issues of land use and development, including zoning and subdivision regulations
  - b. Advises Council on General Plan issues, on specific plans for future physical development and on the Capital Improvement Program
9. **Traffic Appeals Commission**

Makes recommendations to Council or Administration about traffic in residential neighborhoods