

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/24/05		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of Approval of the Extension of the Contract for John F. Hoffman dba John F. "Jack" Hoffman & Associates as an Independent Personnel, Human Resource and Labor Relations Consultant			
Contact Person/Dept.: Jerry Fulwood		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List on 10/19/05			
Department Approval: Jerry Fulwood 10/18/05		CAO Approval: Jerry Fulwood 10/18/05	
City Controller Approval: Marlee Chang 10/18/05			
<u>RECOMMENDATION</u> That the City Council approve the extension of the contract for John F. Hoffman dba John F. "Jack" Hoffman & Associates as an independent Personnel, Labor Relations and Civil Service Rules Amendment consultant. <u>BACKGROUND</u> Jack Hoffman, a retired Director of Personnel and Employee Relations from the City of Glendale was appointed as the Interim Personnel and Employee Relations Director in Culver City in a limited term capacity on March 15, 2004. On April 4, 2005, the City Council approved a contract to secure Mr. Hoffman to negotiate for new contracts with the six (6) recognized bargaining groups and the city-wide salary survey, in addition to being the lead on the Civil Service Rules Amendment project. <u>DISCUSSION</u> The City opened negotiations with the Firefighters' Association and the Fire Management Group in October 2004. After one (1) year, the City has recently completed negotiations with both bargaining groups. Negotiations are currently underway with the Police Officers' Association, the Police Management Group and the Culver City Management Group. It is anticipated that negotiations with the Culver City Employees' Association will begin within the next month.			

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The data collection of the city-wide salary survey began in July 2005. This project is now complete and is currently under review with the City Council.

The Civil Service Rules Amendment project is progressing as planned. The Civil Service Commission has conducted eleven (11) public hearings and has completed the review of Rules 1-14 out of a total of 20 rules. This project will also include meet and confer sessions with the six (6) recognized employee bargaining units on the proposed civil service rule changes.

Approval of this contract will enable the City to retain the professional consulting services and expertise of Mr. Hoffman and allow these crucial projects to continue as planned.

FISCAL ANALYSIS

It is anticipated that the cost for negotiations with the remaining four (4) bargaining groups and the Civil Service Rule revisions through the end of this fiscal year will be approximately \$45,000. If this is insufficient to cover the project through the duration of this fiscal year, this item will be brought back to Council for reconsideration.

The salary savings from the Personnel Department vacancy will be used to fund the contract for Mr. Hoffman through the end of this fiscal year.

ATTACHMENT

N/A

MOTION

That the City Council:

1. Approve the extension of the contract to retain John F. Hoffman dba John F. "Jack" Hoffman & Associates as a Personnel, Labor Relations, and Civil Service Rules Amendment consultant; and
2. Direct the City Attorney to prepare the proper documents and authorize the Chief Administrative Officer to execute the Agreement on behalf of the City.