

**City of Culver City, California
Agenda Item Report**

Meeting Date: 12/10/12		Item Number: C-2	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving an Amendment to the Civil Service Rules Related to the Elimination of the Civil Service Commission Post Office Box as Recommended by the Civil Service Commission			
Contact Person/Dept.: Serena Wright		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: (E-Mail) Agenda and Meetings – City Council (12/07/12); Culver City Management Group (12/07/2012); Culver City Employees Association (12/xx/2012); Culver City Police Management Group (12/07/2012); Culver City Fire Management Group (12/07/2012); Culver City Police Officers' Association (12/07/2012); Culver City Firefighters' Association (12/07/2012)			
Department Approval: Serena Wright (12/05/12)		City Attorney Approval: Carol Schwab (by H. Baker) (12/06/12)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (12/06/12)		City Manager Approval: John M. Nachbar (12/07/12)	

RECOMMENDATION:

Staff recommends the City Council adopt the proposed Resolution approving an amendment to the Civil Service Rules related to the elimination of the Civil Service Commission Post Office Box as recommended by the Civil Service Commission.

BACKGROUND:

Since 1967 the Civil Service Commission ("Commission") has been required to maintain a post office box. Specifically, Civil Service Rule (CSR) 2.10 provides that "[t]he Commission shall maintain a mail box at the post office for the purpose of receiving mail directly from the sender. Mail received at this box shall only be opened at a meeting of the Commission."

At its regular August 1, 2012 meeting, the Commission discussed its authority to possess a post office box. Specifically, the discussion focused on the history of the mail box, the frequency in which mail is received, and the relevance of continuing to maintain a post office box in light of the changing role of the Commission. The Commission determined that they would like to consider amending CSR 2.10 and directed staff to place this item on a future agenda in accordance with the public hearing procedures.

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DISCUSSION:

The Commission's practice in handling mail received from the post office box provides that any mail retrieved is given to the Commission Chair at the next regularly scheduled meeting for the Chair to open during the meeting. To ensure compliance with applicable laws and rules, the Chair will then turn the mail over to staff to process appropriately.

Staff will determine if the mail is a disclosable public record, or if an exemption from disclosure under the Public Records Act applies. Staff will also evaluate whether the content of the mail raises any potential legal issues, including the possibility of violating employee privacy rights if the content is disclosed in a public setting, or compromising the Commission's role as a neutral hearing body. If it is determined that the mail contents do not require any special processing, the correspondence is then copied and provided to the entire Commission.

On October 3, 2012 the Commission held a public hearing. After receiving and considering public comment, the Commission determined that the public and employees would continue to have the option of providing comment to the Commission regardless of maintaining a post office box. Furthermore, the Commission believed that maintaining the post office box was irrelevant in light of their revised role and duties. Therefore, the Commission voted unanimously to recommend that the City Council delete Section 2.10 from Civil Service Rule 2. The Commission's recommendations are being provided to City Council tonight for consideration of approval and adoption in accordance with Civil Service Rule 17.3 (a) (6).

FISCAL IMPACT:

There would be minimal savings realized of \$96 from the annual cost of the post office box.

ATTACHMENTS:

1. Proposed Resolution
2. Excerpt of minutes from the August 1, 2012 and October 3, 2012 Civil Service Commission meetings

MOTION:

That the City Council:

Adopt the proposed Resolution approving an amendment to the Civil Service Rules as recommended by the Civil Service Commission.