

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

Meeting Date: 06/22/2015		Item Number: <u>C-10</u>	
CITY COUNCIL AGENDA ITEM: Adoption of a Resolution Approving Amendments to the Civil Service Rules 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: ☒	
Commission Action Required: Yes ☒ No ☐ Dates: 02/04/15; 03/04/15; 06/03/15			
Public Notification: (E-Mail) Agenda and Meetings – City Council (06/18/15); Culver City Employees Association (06/16/15); Culver City Management Group (06/16/15); Culver City Fire Management Group (06/16/15); Culver City Police Management Group (06/16/15); Culver City Police Officers Association (06/16/15); Culver City Firefighters Local 1927, AFL-CIO (06/16/15)			
Department Approval: Serena Wright (06/15/15)		City Attorney Approval: Carol Schwab (by H. Baker) (06/17/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/17/15)		City Manager Approval: John M. Nachbar (06/17/15)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council adopt a resolution approving amendments to the Civil Service Rules as recommended by the Civil Service Commission. <u>BACKGROUND:</u> At its regular meeting of August 6, 2014, the Civil Service Commission (Commission) appointed an Ad-Hoc Subcommittee (Ad-Hoc Subcommittee) to review the Civil Service Rules (Rules) with Staff and provide a recommendation back to the full commission regarding any potential amendments. The goal was to present recommendations that maintained the integrity of the civil service system, protected the Commission's vital role as a neutral hearing body, and allowed the City's employment processes to be efficient and meet the needs of both the City and its employees. <u>DISCUSSION:</u> The Ad-Hoc Subcommittee brought forward recommendations that the Commission review various sections of Rules 6, 7, 8, 11, 14, and 16. The proposed changes, outlined in the attachment, is an attempt to clarify existing procedures, streamline processes, and ensure that the Rules are compliant with the City Charter and Culver			

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City Municipal Code (CCMC). There are also additional procedural steps proposed to be included in Rule 11.14: Hearing Procedures. These procedures are recommended to ensure that employees are provided with an expeditious hearing. Staff also identified inconsistencies in job titles, verbiage, and other non-substantive grammatical issues.

As required by the CCMC, the Commission held a public hearings on February 4, 2015 (which public hearing was continued to March 4, 2015) to allow opportunity for public comment regarding the proposed Rule changes. At the conclusion of the public hearing, the Commission determined to approve the proposed amendments as modified and made a recommendation that the City Council adopt the proposed amendments in accordance with Civil Service Rule 17.3 (a) (6).

FISCAL ANALYSIS:

Adoption of these recommendations will streamline operations and is expected to result in an indirect cost savings in staff time.

ATTACHMENTS:

1. Proposed Resolution (with Exhibit "A" - proposed Civil Service Rules amendments)
2. Exhibit "A" with Markups

MOTION:

That the City Council:

Adopt a Resolution approving amendments to the Civil Service Rules as recommended by the Civil Service Commission.