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31, 2022, due to her specialized high-level skills which are necessary for the critical role the Transmit Operations Manager fulfills in the City, to keep the public safe; and

WHEREAS, the appointment document between Samantha Blackshire and the City of Culver City has been reviewed by this body and is attached hereto; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum monthly base salary for this position is \$12,311.30, and the hourly equivalent is \$71.0268, and the minimum monthly base salary for this position is \$10,086.29, and the hourly equivalent is \$58.1901; and

WHEREAS, the hourly rate paid to Samantha Blackshire will be \$71.0268; and

WHEREAS, Samantha Blackshire has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, the City Council of the City of Culver City DOES HEREBY RESOLVE as follows:

SECTION 1. That the appointment of Samantha Blackshire to the position of Transit Operations Manager is hereby approved, and the nature of the appointment of Ms. Blackshire is hereby certified, as described herein and in the attached employment letter, and that this appointment is necessary to fill the critically needed position of Transit Operations Manager for the City of Culver City on or about January 31, 2022, because of reasons including but not limited to the following:

- The position is critical and requires an experienced person to plan, organize, and manage the service delivery of the Transit Operations Division, considering the low-manpower and high absentee rates resulting from Covid-19;
- Ms. Blackshire is the sole person qualified to oversee the City's federally mandated Drug and Alcohol program, including pre-employment, reasonable suspicion/cause, post-accident, return-to-duty, follow-up, random tests and other programs, in close coordination with third-party administrators, human resources and City management; and
- As a subject matter expert, Ms. Blackshire will be overseeing the business plan implementation of a project automating Workforce Management, and the City needs the time to transfer this responsibility and others to a new Manager.

SECTION 2. This Resolution shall be effective immediately upon its adoption.

APPROVED and ADOPTED this _____ day of _____ 2022.

DR. DANIEL LEE, Mayor
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:

JEREMY GREEN, City Clerk



HEATHER S. BAKER, City Attorney



January 19, 2022

Samantha Blackshire
5902 Coldbrook Avenue
Lakewood, CA 90713

RE: Interim Transit Operations Manager- Job Offer Letter

Dear Samantha,

On behalf of the City of Culver City and Chief Transportation Officer, Rolando Cruz, I am pleased to extend to you a job offer for the position of Interim Transit Operations Manager as a temporary, part-time Retired Annuitant.

Your hourly wage will be \$71.0268. This is a part-time, temporary, unclassified position. For information concerning employment after retirement, please refer to following CalPERS link; [Retirees - CalPERS](#).

On your first day of work, Monday, January 31, 2022, you will report to the Culver City Human Resources Department at 8:30 AM for new hire processing. You will be asked to provide I-9 supporting documentation (see attached list of acceptable documents). For payroll and insurance purposes, you'll need to bring your social security and driver license number to your appointment.

After processing you will report to your supervisor Rolando Cruz in Transportation. The Transportation Department is located at 4040 Duquesne Avenue, Culver City, CA 90232.

Thank you for choosing the City of Culver City as your employer. We look forward to you working with the City and we are confident that your skills and background will be a great asset to the Transportation Department, Transit Operations.

Best regards,

Ofelia Garcia
Administrative Services Department
Human Resources Division

Some of the terms and conditions of employment for the Interim Transit Operations Manager, part-time, temporary Retired Annuitant position includes but is not limited to the following:

- ❖ Start date of Monday, January 31, 2022.
- ❖ Hourly rate of \$71.0268 (Step 5).
- ❖ This is a limited term, part-time position.
- ❖ Non-benefited.
- ❖ Exempt under FLSA; therefore, you are not eligible for overtime.
- ❖ This position is not part of the classified service and is an at-will position.

A more detailed description of the terms and conditions of employment will be provided to you during new hire processing.

I, _____, accept the job offer for Interim Transit Operations Manager
State your name

in the Transit Operations Division of the Transportation Department under the terms and conditions of employment specified in this letter. Furthermore, I understand that as an at-will employee, The City or I, can terminate my employment in this classification at any time, with or without cause or notice. In addition, my signature acknowledges that I have received a copy of this letter and am aware the original signed letter will be placed in my personnel file.

Candidate Signature

Date Signed

Enclosure: Classification Specification for Transit Operations Manager, List of Acceptable I-9 Documents, CalPERS Reciprocity Form