



City of Culver City

Staff Report

File #: 16-577, **Version:** 1

Item #: A-1

Discussion and Direction Regarding the Civil Service Commission Regular Monthly Meetings

Meeting Date: February 1, 2017

Contact Person/Dept: Serena Wright-Black/Administrative Services

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (E-Mail) Meetings and Agendas - Civil Service Commission (1/27/17); (E-Mail) All City Staff (1/27/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (1/26/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission discuss the issue and provide direction to staff regarding the scheduling of regular monthly meetings.

BACKGROUND

At the December 7, 2016 joint meeting with the City Council there was some discussion regarding the Civil Service Commission's ("Commission") regular monthly meeting. The discussion focused on whether the Commission should hold a meeting if there were no time-sensitive items that required Commission action and what process should be followed if the meeting were to be cancelled.

DISCUSSION

The Civil Service Rules, specifically Rule 2, provide a summary of the Commission's overall duties and responsibilities. Civil Service Rule 2.3 addresses the organization of the Commission and offers a general meeting procedure. It states, in part, "...The Commission shall set the time, place, and frequency of regular meetings..."

In addition to the Civil Service Rules, City Council policy 2011-R063 provides a general guideline on

matters related to Commissions. The policy provides discretion to the Commission regarding the frequency of meetings stating, "Commissions shall meet on an as needed basis." The City Manager is provided with the final authority in determining if there is "sufficient business to be conducted." It should be noted that this policy is currently under review.

FISCAL ANALYSIS

There is no fiscal impact associated with the discussion of this item.

ATTACHMENTS

1. 2017-02-01 - ATT 1 Council Policy 2011-R063

MOTION

That the Civil Service Commission:

1. Discuss the issue and provide direction to staff regarding the scheduling of regular monthly meetings.