



# City of Culver City

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## Staff Report

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**File #:** 21-1008, **Version:** 1

**Item #:** A-1

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**Discussion and Consideration of Amending Certain Civil Service Rules; and, (2) (if desired) Appoint an Ad Hoc Subcommittee to Review the Rules and Make Recommendations on Amendments.**

**Meeting Date:** June 2, 2021

**Contact Person/Dept:** Mily C. Huntley / Administrative Services

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** ☒

**Public Notification:** (Email) Meeting and Agenda (05/27/21); (Email) All City Staff (05/27/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (05/27/21)

### **RECOMMENDATION**

Staff recommends that the Civil Service Commission (Commission) (1) discuss amending certain Civil Service Rules (Rules) and, (2) if desired, appoint an Ad Hoc Subcommittee to review the Rules and make recommendations to the full Commission, as appropriate.

### **BACKGROUND/DISCUSSION**

The last comprehensive review of the Rules took place in 2006. This project lasted two years and resulted in a number of major changes to policies and processes. Since 2006 there have been three additional amendments to the Rules, with the last revision taking place in 2015.

Since 2015, staff and the Commission have identified various areas of the Rules that would benefit from review and clarification. In 2019, the Commission began the review process with an appointed ad hoc subcommittee; however, that process did not result in a finalized draft set of proposed amendments to the Rules. Attached is a preliminary list of Rules that staff proposes the Commission consider amending, including the Rules that were under review in 2019.

At the April 7, 2021 regular Commission meeting, the Commission requested that staff prepare a future agenda item to discuss possible amendments to the Rules as well as options for the

Commission to consider.

The purpose of this agenda item is to allow the Commission to have a full discussion regarding the Rules, including to determine whether a review for potential amendments is needed; and, if so, the potential appointment of an ad hoc subcommittee. If the Commission desires to form an ad hoc subcommittee, the Commission may nominate and appoint two subcommittee members during the June 2 regular meeting. The ad hoc subcommittee would meet with staff, and ultimately present its recommended revisions of the Rules to the full Commission in a public hearing. After the public hearing, the recommended Rules amendments would go to City Council for final approval.

### **FISCAL ANALYSIS**

There is no direct fiscal impact associated with this discussion item. Staff resources will need to be allocated for any review and revision to the Rules.

### **ATTACHMENTS**

1. 2021-06-02 - ATT 1 - Preliminary List of Proposed Rule Amendments
2. 2021-06-02 - ATT 2 - Staff Report from April 7, 2021 Regular meeting

### **MOTION**

That the Civil Service Commission:

- (1) Discuss Amending the Civil Service Rules;
- (2) (If Desired) Nominate and Appoint Two Commissioners to Serve as an Ad Hoc Subcommittee to Review Rules and Propose Amendments; and
- (3) Provide Direction to Staff as Appropriate.