



# City of Culver City

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## Staff Report

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**File #:** 22-164, **Version:** 1

**Item #:** PH-1

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**Continuation of August 4, 2021 Public Hearing to September 1, 2021: (1) Consider Amendments to the Civil Service Rules, Rule 3; and (2) Make Recommendations to the City Council for Approval and Adoption of Amendments.**

**Meeting Date:** September 1, 2021

**Contact Person/Dept:** Walter Castillo, Human Resources & Equity Manager

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

**Fiscal Impact:** Yes ☐ No ☐ **General Fund:** Yes ☐ No ☐

**Public Hearing:** [X] **Action Item:** ☐ **Attachments:** [X]

**Public Notification:** (Email) Meetings and Agendas (08/26/21); (Email) Meetings and Agendas (07/29/2021); (Email) All City Staff (07/29/2021 and 08/26/2021); Publication Culver City News (07/29/2021 and 08/26/2021)

**Department Approval:** Serena Wright-Black, Assistant City Manager (08/26/21)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission: (1) Conduct a Public Hearing to consider proposed amendments to the Civil Service Rules (Rules), Rule 3, and (2) make recommendations, if deemed necessary, to the City Council for approval and adoption of such amendments.

### **PUBLIC HEARING PROCEDURES**

1. Chair seeks motion to receive and file the affidavits of publication and posting of notices and correspondence received in response to the public hearing notices; and,
2. Chair calls for a staff report and the Commission may pose questions to staff as desired; and,
3. Chair seeks a motion to open the public hearing; and,
4. Chair seeks a motion to close the public hearing after all public testimony has been presented; and,
5. Commission discusses the item and arrives at a decision.

### **BACKGROUND/DISCUSSION**

This is a continued public hearing from the Commission's August 4, 2021, regular meeting to

consider amendments to Rule 3 of the Civil Service Rules. At the August 4<sup>th</sup> meeting, the Commission continued the matter to allow the Commission's Ad Hoc Subcommittee (Subcommittee) an opportunity to meet and make further revisions in light of comments received at that meeting.

At the April 7, 2021 regular Commission meeting, Vice Chair Kuechle requested and received consensus to agendize a discussion regarding possible amendments to the Rules. At the June 2, 2021 regular Commission meeting, the Commission's discussion resulted in the appointment of two commissioners to serve as a Subcommittee to complete further review of the proposed list of Rules for review, and for the Subcommittee to return to the full Commission with proposed Rules amendments.

The Subcommittee met with staff on June 24, 2021 and July 7, 2021. At those meetings, the Subcommittee reviewed and discussed proposed revisions to the Rules that were identified by the Commission, specifically focusing on Rule 3: Classification. The Subcommittee's recommendations to Rule 3 are before the Commission tonight for full discussion.

The Subcommittee also recommended focusing on the Rules with the most pressing areas of concern first and coming back to the full Commission periodically for the Commission to make recommendations to the City Council.

Attachment 1 includes proposed amendments to various sections of Rule 3: Classification. The proposed changes attempt to clarify existing procedures, streamline processes, and ensure that the Rules are compliant with the City Charter and Municipal Code within the scope of classification.

Procedurally, to amend the Civil Service Rules, Rule 17.3 specifies that a hearing must be held to give the public an opportunity to discuss the proposed amendments. The notice of public hearing was sent to the City Council, bargaining units, City employees, and published in the local newspaper, Culver City News, on July 29, 2021. The notice has also been posted on the City's public bulletin board in City Hall and sent via GovDelivery email notification. Staff is recommending that the Commission consider the following options.

**Option 1:** The Commission, by majority vote, may recommend to the City Council approval of one or more of the amendments to Rule 3 as reflected in Attachment 1, or may recommend other amendments to Rule 3.

**Option 2:** The Commission, by majority vote, may recommend to the City Council that the current language in Rule 3 remain unchanged.

## **FISCAL ANALYSIS**

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

## **ATTACHMENTS**

1. 2021-09-01 - ATT 1 - Proposed Amendments to Civil Service Rules, Rule 3: Classification
2. 2021-09-01 - ATT 2 - Final Proposed Draft Amendments to Civil Service Rules, Rule 3:

Classification

3. 2021-09-01 - ATT 3 - Affidavit

**MOTION**

That the Civil Service Commission:

Make Recommendations, if deemed necessary, to the City Council for Approval and Adoption of Proposed Amendments to Civil Service Rules, Rule 3: Classification.