



City of Culver City

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Staff Report

File #: 22-1075, **Version:** 1

Item #: A-1

Discussion and Direction Regarding the Civil Service Commission Regular Monthly Meetings

Meeting Date: June 1, 2022

Contact Person/Dept: Amy Webber / Human Resources

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 (5/27/22); (E-Mail) All City Staff (5/27/22)

Department Approval: Onyx Jones, Assistant City Manager (5/27/22)

RECOMMENDATION

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

BACKGROUND

At the April 6, 2022 regular Civil Service Commission ("Commission") meeting Chair Kuechle received consensus to discuss the Commission's regular monthly meeting and meeting cancellation process. In the past year, the Commission's regular meetings of May 4, 2022 and March 2, 2022 have been cancelled. The May 4, 2022 regular meeting was cancelled on staff recommendation and after a brief conversation with the Chair. The March 2, 2022 regular meeting along with February 28, 2022 planned Special meeting were cancelled due to the unexpected passing of a staff family member following an internal staff discussion with City Attorney's staff and concurrence by the City Manager's Office. These decisions to cancel were consistent with past practices and staff discretion after due consideration was given to matters on the Commission's agenda.

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 2021-040 provides general guidelines on matters related to Commissions, Boards, and Committees ("CBCs"). Section IX, Attachment 1 page 11, of the policy provides the CBC's "shall meet on a regular, but as needed basis." The City Manager is granted authority "to make the final determination as to whether there is sufficient business to be conducted during any given period to warrant a CBC meeting being convened."

FISCAL ANALYSIS

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

ATTACHMENTS

1. 2022-06-01 - ATT 1 Council Policy 2021-R040

MOTION

That the Civil Service Commission:

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