



City of Culver City

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Staff Report

File #: 24-85, **Version:** 1

Item #: A-2

Discussion and Direction Regarding the Civil Service Commission Regular Monthly Meetings

Meeting Date: August 2, 2023

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 (7/26/23);
(E-Mail); All City Staff (7/26/23)

Department Approval: Dana Anderson, Director of Human Resources (7/14/23)

RECOMMENDATION

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

BACKGROUND

At the June 7, 2023 regular Civil Service Commission (“Commission”) meeting, the Commission moved and unanimously passed a motion to table the Commission’s discussion of scheduling regular monthly meetings to the August 2nd Commission meeting.

At the April 5, 2023, regular Civil Service Commission (“Commission”) meeting, discussion ensued amongst the Commissioners regarding concern about scheduling of the Commission’s regular monthly meetings that coincide with holidays whether City Officially Observed and/or Religious holidays. In the past, the Commission’s regular meetings which conflicted with City Officially Observed holidays were either cancelled or rescheduled for a special meeting. Specifically, the January 1, 2020, regular Commission meeting was cancelled due to the New Year’s Day holiday. Other regular Commission meetings have been cancelled on staff recommendation and after a conversation with the Chair and/or Vice Chair, as was requested at their June 1, 2022, meeting in addition to the Commission’s regular meetings of May 3, 2023, December 7, 2022, and November 2, 2022. Prior decisions to cancel meetings were consistent with past practices and 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."

The regular Commission meetings for fiscal year 2023 -2024 are scheduled for the first Wednesday of the month on the following dates:

- September 6, 2023
- October 4, 2023
- November 1, 2023
- December 6, 2023
- January 3, 2024
- February 7, 2024
- March 6, 2024
- April 3, 2024
- May 1, 2024
- June 5, 2024

After review of City officially observed holiday and religious holidays there are no known conflicts with the scheduled regular meeting dates listed above. Staff requests that Commissioners bring their personal calendars to discuss this item.

FISCAL ANALYSIS

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

ATTACHMENTS

1. 2023-08-02 - 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.