



Agenda Item No. 14

Date: December 7, 2016
To: Civil Service Commission
From: Kandice Taylor-Sherwood, Executive Director *RFP for*
Subject: **STAFF REPORT – RECOMMENDATION FOR A TEMPORARY CHANGE IN CIVIL SERVICE COMMISSION MEETING LOCATION**

At the Commission's November 2, 2016 meeting, the Commission requested from staff a survey of City user departments in regards to a possible change of the Commission's meeting time and location. The Commission's rationale for the possible change was to help alleviate parking concerns raised by off-site departments at the November 2nd meeting. The construction of the new civic center has had an impact on the availability of parking in the city employee parking structure, and the Commission is considering some solutions to help the situation until the new civic center complex is completed in the summer of 2019.

The survey was completed by 9 of the sixteen departments that conduct business with the Civil Service Commission. Six of the departments are considered non-City Hall, off-site departments. Of the respondents, slightly more than half (55.56%) would like the meetings to continue at City Hall, at its regular meeting time of 8:00 a.m. Of the respondents, 4 of the 9 (44.44%) departments had a positive reaction to moving the meeting to the Harbor Department building and scheduling the meeting at 3:00 p.m. Three were neutral to the idea and 2 departments had a negative reaction. In regards to the current parking situation, 3 (50%) of the off-site departments are "somewhat dissatisfied" with parking at City Hall.

In light of these results showing neither a strong preference for either staying at City Hall nor moving the meeting to the Harbor Department, staff recommends that the Commission direct staff to institute a rotation of meeting locations among City Hall, the Harbor Department, and the Water Department. Staff recommends that the meetings continue to be held at 8:00 a.m. as the survey indicated that this is still the most desired time to meet. Both the Harbor and Water department have indicated to staff a willingness to host the Commission meetings at their locations.

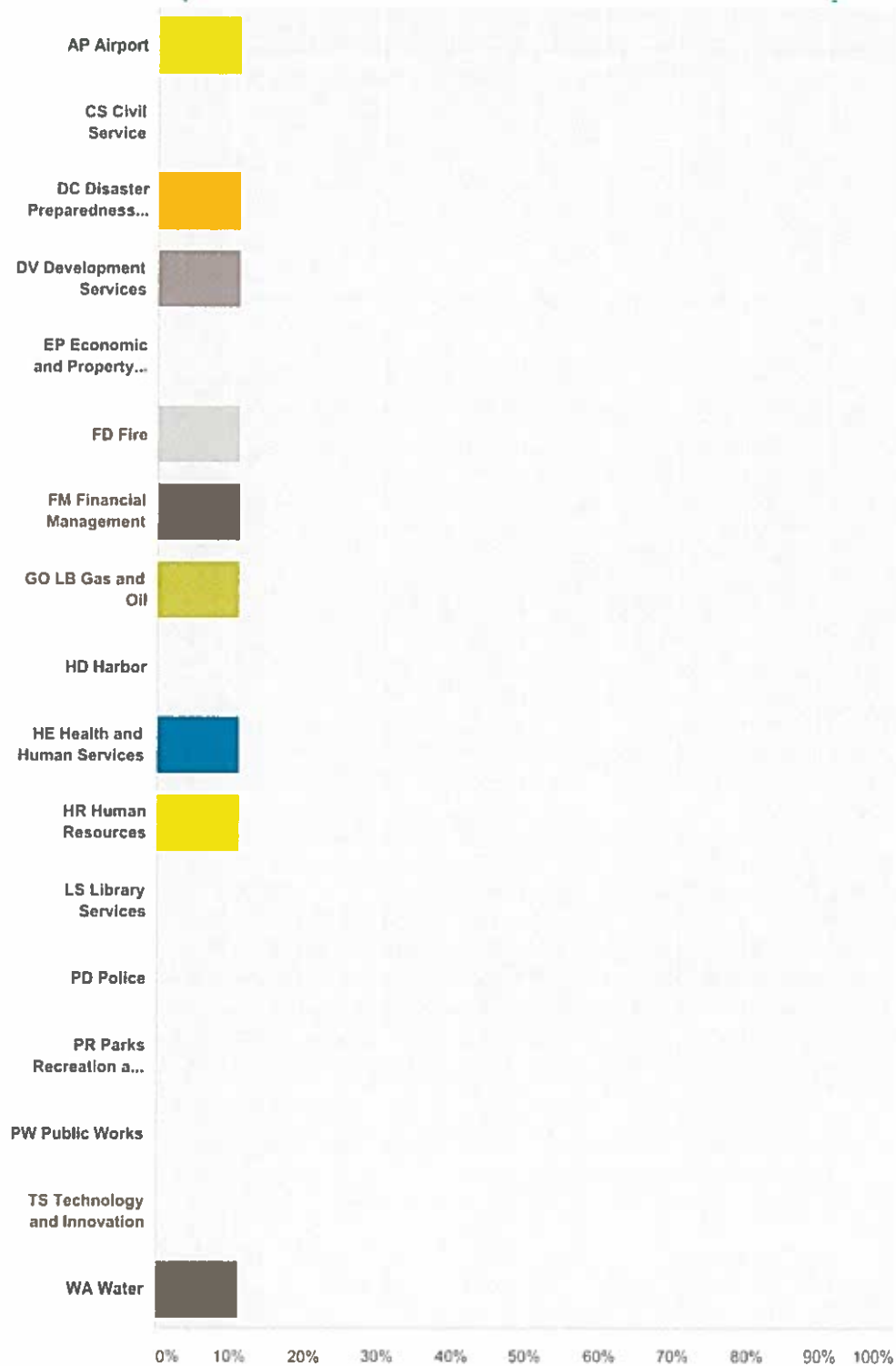
KTS:rfp

Attachment (1)

Civil Service Commission Meeting Location Survey

Q2 What department do you work in?

Answered: 9 Skipped: 0



Answer Choices

Responses

Civil Service Commission Meeting Location Survey

AP Airport	11.11%	1
CS Civil Service	0.00%	0
DC Disaster Preparedness and Emergency Communications	11.11%	1
DV Development Services	11.11%	1
EP Economic and Property Development	0.00%	0
FD Fire	11.11%	1
FM Financial Management	11.11%	1
GO LB Gas and Oil	11.11%	1
HD Harbor	0.00%	0
HE Health and Human Services	11.11%	1
HR Human Resources	11.11%	1
LS Library Services	0.00%	0
PD Police	0.00%	0
PR Parks Recreation and Marine	0.00%	0
PW Public Works	0.00%	0
TS Technology and Innovation	0.00%	0
WA Water	11.11%	1
Total		9

#	My Department is Not Listed (please specify)	Date
	There are no responses.	

Civil Service Commission Meeting Location Survey

Q3 How Many Staff Members From Your Department Typically Attend CSC Meetings?

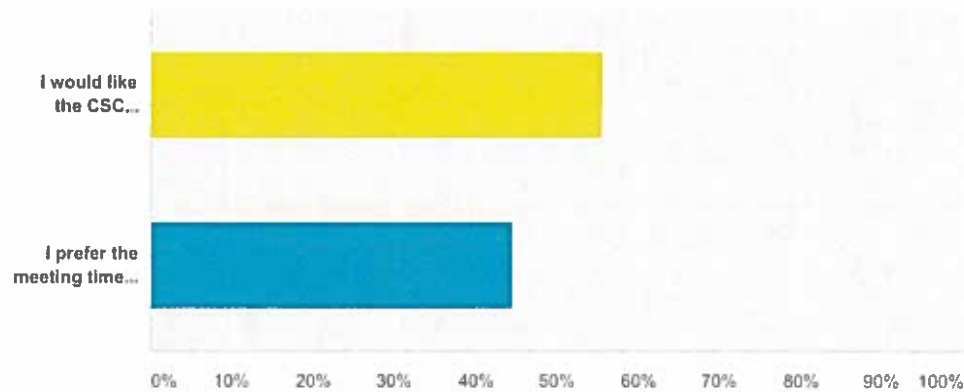
Answered: 9 Skipped: 0

#	Responses	Date
1	0-1	12/1/2016 9:24 AM
2	2	11/30/2016 8:59 AM
3	2	11/30/2016 8:52 AM
4	2	11/30/2016 8:49 AM
5	0	11/30/2016 8:39 AM
6	1	11/30/2016 8:29 AM
7	1	11/30/2016 8:04 AM
8	1-3	11/30/2016 7:50 AM
9	varies 1-5	11/30/2016 7:08 AM

Civil Service Commission Meeting Location Survey

Q4 Please take a moment to communicate your preference regarding the location of CSC meetings by indicating your preference below:

Answered: 9 Skipped: 0

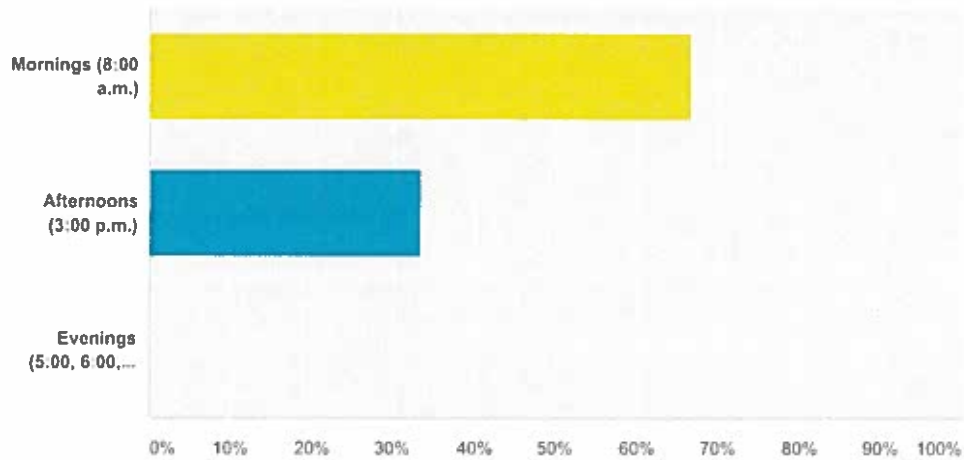


Answer Choices	Responses	
I would like the CSC meetings to be held at the same time and location (8 00 am on the 7th Floor of City Hall - Civil Service Department).	55.56%	5
I prefer the meeting time and location of CSC meetings be changed and moved to a location other than City Hall, off-site.	44.44%	4
Total		9

Civil Service Commission Meeting Location Survey

Q5 What is your ideal meeting time for the CSC meeting?

Answered: 9 Skipped: 0

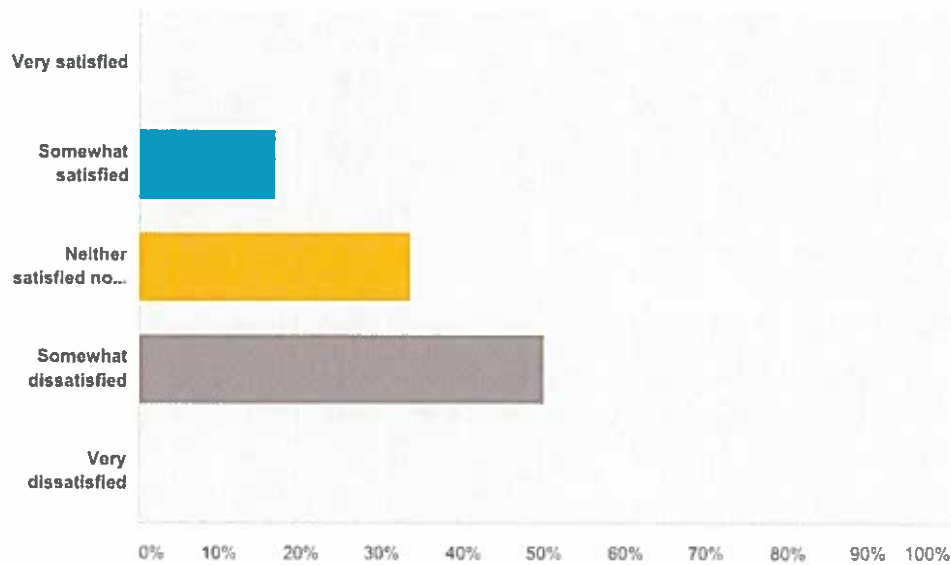


Answer Choices	Responses	
Mornings (8:00 a.m.)	66.67%	6
Afternoons (3:00 p.m.)	33.33%	3
Evenings (5:00, 6:00, 7:00 p.m.)	0.00%	0
Total		9

Civil Service Commission Meeting Location Survey

Q6 If you are an off-site, non-CH department, how satisfied or dissatisfied are you with parking at City Hall.

Answered: 6 Skipped: 3

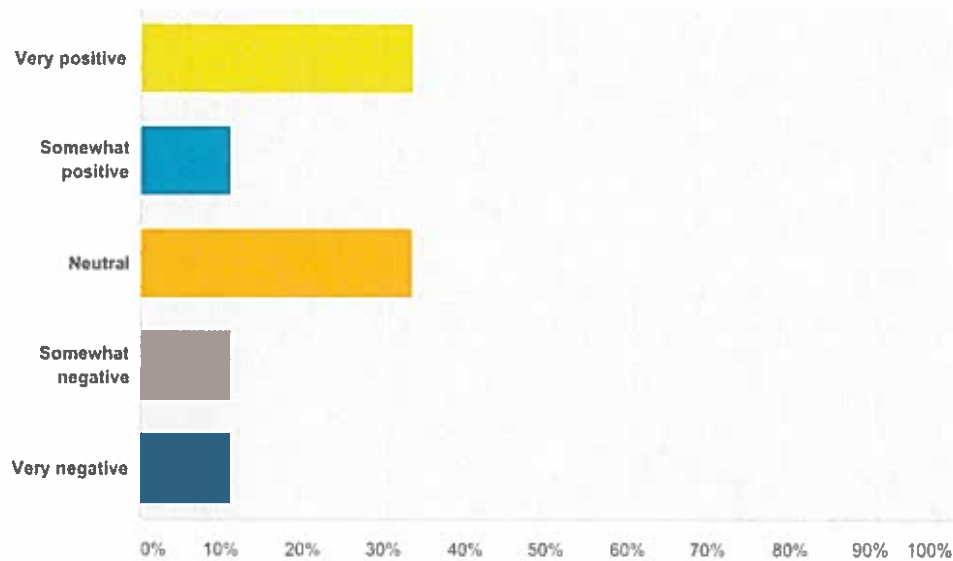


Answer Choices	Responses	
Very satisfied	0.00%	0
Somewhat satisfied	16.67%	1
Neither satisfied nor dissatisfied	33.33%	2
Somewhat dissatisfied	50.00%	3
Very dissatisfied	0.00%	0
Total		6

Civil Service Commission Meeting Location Survey

Q7 What is your first reaction to a proposal to change the CSC meeting time to 3:00 p.m. and move the meeting to the Harbor Department (4801 Airport Plaza)?

Answered 9 Skipped 0



Answer Choices	Responses	
Very positive	33.33%	3
Somewhat positive	11.11%	1
Neutral	33.33%	3
Somewhat negative	11.11%	1
Very negative	11.11%	1
Total		9

#	Comment	Date
1	I think it is better for city hall employees to keep it onsite. Off site employees need to arrive early to get the parking.	12/1/2016 9:25 AM
2	3:00 pm is the middle of the work day. This means we would have to leave at 2:00 p.m., be at the meeting for 1/2 hour, drive back to work and then get a little work done before going home. Conversely, we would lose an entire afternoon of work if staff went home from there. If you want to move the meetings to Harbor, they should be at 5:00 p.m. The parking issues have settled some and I think this is an overreaction.	11/30/2016 8:55 AM
3	Like the location, but too late in the day.	11/30/2016 8:49 AM
4	Regarding the change to location, while I understand that the initial transition was challenging, the parking situation has improved and continues to get better, including allowing City vehicles to park along Ocean. Regarding the change to the time, this change will mean that more people will be required to leave City Hall mid-day and then attempt to return to City Hall during rush hour traffic. Finally, the vast majority of individuals attending the meetings work at City Hall. It doesn't make sense to hold the meeting off-site.	11/30/2016 8:33 AM

Civil Service Commission Meeting Location Survey

Q8 Please enter your comments here:

Answered 3 Skipped 6

#	Responses	Date
1	Maybe rotate at different sites. Water is always open to have the CSC meeting here as well.	11/30/2016 8:50 AM
2	Is there a way that off-site departments could participate remotely using video technology?	11/30/2016 8:34 AM
3	I would prefer CS meetings at the Harbor building rather than City Hall. Any time of day works for me. Thank you for looking into this potential change	11/30/2016 7:09 AM