



Date: June 3, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: Executive Committee Report

The Executive Committee met on May 27, 2020 to discuss two items:

- Review Civil Service budget process for fiscal years 2020 and 2021
- COVID-19 RELATED: Preparing to return to City Hall and Commission Meetings

Civil Service Budget

Staff provided the committee members with an overview of the City budget short fall. This included the request received to identify 5.2% of targeted savings from the Civil Service budget to assist in bridging the shortfall for the citywide FY20 budget which has been impacted by COVID-19 related expenses.

Staff then provided an overview of the Civil Service budget and the distribution of resources across various line items. Staff identified 5.2% recommended targeted savings which came from the materials section of the budget. Staff has also returned one-time funding of \$200,000 which was set aside to create new examinations to test across multiple classifications, to contribute to the budget shortfall. The committee concurred with the recommended savings.

Staff also identified projected savings for the FY21 budget, however the targeted savings number has not yet been solidified citywide. Due to continued Safer at Home guidelines activities are difficult to predict, but staff will preserve the budget to ensure that the work of the Civil Service department will continue to be appropriately conducted in innovative ways while preserving the merit system.

COVID-19 RELATED: Preparing to return to City Hall and Commission Meetings

Staff reported that Civil Service is a member of a Subcommittee discussing returning employees to work during COVID-19. The citywide committee has focused on timeline of returning to city hall, protocols for safe return and safety workplace assessments. Currently there is not a timeline for returning employees to City Hall. Telework is encouraged where operationally feasible. Civil Service staff is doing very well with the telework arrangement and will continue to telework for as long as possible.

Staff reported that the committee has not discussed Boards and Commissions during these subcommittee meetings. The same safe standards for returning to City Hall will also be applied to hearings. Staff will get more information on any

plans to resume Board and Commission meetings to plan for resuming the administration of Civil Service Commission hearings.

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