

Culver CITY

MEMORANDUM

DATE: July 2, 2025

TO: HONORABLE MAYOR O'BRIEN AND MEMBERS OF THE CITY COUNCIL OF THE CITY OF CULVER CITY

FROM: Civil Service Commission, Chair Chi Ming Gong, Vice Chair Michele Van Gelderen, Commissioner Rachelle Jackson, Commissioner Sal LaPardo, and Commissioner Peter Stern

SUBJECT: **2025 ACCOMPLISHMENTS AND 2026 PROPOSED ACTIVITY/UPCOMING AGENDA ITEMS FOR THE NEXT 6 MONTHS**

CC: John Nachbar, City Manager

At the July 2, 2025, regular meeting of the Civil Service Commission, the Civil Service Commission discussed and approved a staff report of activity and authorized staff to transmit the final report to City Council for approval. The list below summarizes the CBC's accomplishments during the period of July through December 2024 and provides a list of anticipated activities/upcoming agenda items for the first half of the 2025 calendar year. The Civil Service Commission regularly meets on the first Wednesday of the month and met three times from the last report provided to City Council on February 10, 2025.

2025 List of Accomplishments

- Recognition of forty-three (43) employees for their outstanding job in accordance with Civil Service Rule 15: Employee Recognition. The employee recognitions included recognizing the Public Works Department's Employee of the Year for an act of bravery or safety at the March 5, 2025, special Commission meeting, and an Employee Recognition ceremony for all City Departments and thirty-seven (37) employees at the June 4, 2025, regular Commission meeting.
- Approval of ten (10) eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.
- Approval of one (1) job bulletins in accordance with Civil Service Rule 6: Recruitment and Examinations.

- Calendared one (1) Disciplinary Appeal hearing pursuant to Civil Service Rules 11.10 through 11.18: Disciplinary Actions, Hearings through Execution of Decision. Appellant withdrew their appeal to the Commission, and therefore, the scheduled hearing was taken off calendar.

2025 / 2026 Plan

The Civil Service Commission is working on the following items during fiscal year 2025 / 2026:

- Continue the review of the Civil Service Rules (Rules), specifically:
 - Rule 1: Definition of Terms;
 - Rule 5: Applications and Applicants;
 - Rule 6: Recruitment and Examinations;
 - Rule 7: Eligible Lists; and
 - Rule 8: Appointments
 - Rule 15: Employee Outstanding Job Performance Recognition
 - Rule 11: Disciplinary Actions along with other Rules identified as needing review.
 - The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17: General Provisions.
 - The Civil Service Commission is striving to bring additional Civil Service Rule revisions to City Council for approval by the end of the fiscal year contingent upon the completion of the meet and confer process.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11: Disciplinary Actions.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies in accordance with Civil Service Rules, Rule 6: Recruitment and Examinations and Rule 7: Eligible Lists.
- Continue to recognize employees for outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, including annual recognition ceremony planned for the June 3, 2026, regular Commission meeting.