



Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232



CIVIL SERVICE COMMISSION

Chair Michele Van Gelderen
Vice Chair Chi Ming Gong
Commissioner Rachelle Jackson
Commissioner Sal LaPardo
Commissioner Peter Stern

Regular Meeting

Mike Balkman Council Chambers
9770 Culver Blvd
Culver City, CA 90232

7:00 PM

Wednesday, December 3, 2025

MEETING INFORMATION

Complete information on how to attend and participate in a City meeting and provide public comment can be found at www.culvercity.org/agendas.

In addition to attending meetings in person, meetings may be viewed via Zoom in the Council Chambers (or WebEx for meetings outside the Chambers.) Find the link to join a meeting, once in progress, at www.culvercity.org/agendas. Please note that virtual attendance is a courtesy offering and that technical difficulties shall not require that a meeting be postponed.

Any person needing reasonable accommodation related to disabilities, including assisted listening devices, is welcome to contact the City Clerk's Office at (310) 253-5851 or via email at city.clerk@culvercity.org.

PUBLIC COMMENT

The meeting body will receive comments from the public on any item of interest to the public (not listed on the agenda) that is within the subject matter jurisdiction of the specific body. The body cannot legally take action on any item not appearing on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

WRITTEN COMMENTS: Please provide comments via eComment at www.culvercity.org/meetings. Locate the appropriate meeting and click on the highlighted eComment link. You may need to register once. Those comments received 4 hours in advance of the start time will be provided to the body members and become part of the official record through a motion to receive and file correspondence. If you do not want your personal information included in the official record, please do not include your address, phone number or other private information in your comments. Please be advised, written comments WILL NOT be read aloud during the meeting.

ORAL COMMENTS: Speakers must register to speak online at www.culvercity.org/agendas. Please indicate how you will attend (in-person or virtually) and the agenda item(s) for which you wish to make a comment. Speakers will be called in chronological order, based on when they registered. At the start of each agenda item, staff will read aloud the names of those who have requested to speak on an agenda item. Requests to speak must be received before the start of the public comment period for that agenda item or will not be considered. A QR code will be available for those wishing to sign up once they arrive to the meeting. Requests to speak will no longer be accepted through Zoom or WebEx chat, only by completing the online form. Those without internet should contact 310.253.5851 during business hours for help signing up to speak in advance or by speaking to staff upon arrival to the meeting room.

AUTHORITY OF PRESIDING OFFICER:

Section 611 of the City Charter provides that during any public meeting, all persons shall have the right to address the City Council, and any City commission, board, or committee, subject to reasonable rules of decorum and time limits established by ordinance or the presiding officer. Therefore, the presiding officer may, from time to time, establish different time limits than those listed in this Agenda in order to effectively conduct City business. The presiding officer may also, from time to time, re-order the items on the agenda in order to effectively conduct the meeting.

AVAILABILITY OF AGENDA PACKETS AND CONSERVATION OF RESOURCES:

The Agenda, staff reports and attachments are available online at www.culvercity.org/meetings. Members of the public may inspect (at no cost) and/or obtain copies (upon payment of the City's current copying fee) of any regular session item by contacting the City Clerk's Office at City Hall via phone at (310) 253-5851 or email at city.clerk@culvercity.org.

Compliance with Government Code Section 54957.5: Any writing determined to be a public record under subdivision 54957.5(a), which relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency that was distributed less than 72 hours prior to that meeting, shall be made available for public inspection at the time the writing is distributed to all, or a majority of all, of the members of the legislative body. Such documents are available at the Office of the City Clerk, City of Culver City, City Hall, 9770 Culver Boulevard, Culver City, CA 90232 and may be inspected by members of the Public during normal business hours. Such documents may also be made available on the City's Website: www.culvercity.org.

NOTE: AT OR ABOUT 11:00 P.M., MEMBERS MAY DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE

CALL TO ORDER AND ROLL CALL

Chair Michele Van Gelderen
Vice Chair Chi Ming Gong
Commissioner Rachelle Jackson
Commissioner Sal LaPardo
Commissioner Peter Stern

REGULAR SESSION**PLEDGE OF ALLEGIANCE****PUBLIC COMMENT - Items NOT On The Agenda**

Note: All requests to address the meeting body on items of interest to the public that are within the subject matter jurisdiction of the meeting body and NOT on the agenda must be submitted to staff prior to the calling of this item by the presiding officer. This public comment period shall have an aggregate duration of up to 20 minutes for all bodies in session. Each comment may be up to three minutes in length.

RECEIPT OF CORRESPONDENCE

Note: The Civil Service Commission shall consider a motion to receive and file all written correspondence related to agenda items appearing on this evening's agenda and for all other written documents (including e-mails) on subjects not appearing on the agenda that were received by the City Clerk's Office no later than 4:00 PM on the day of the meeting. Comments received in writing will be distributed to the Civil Service Commission Members before consideration of an item on the agenda and become part of the official record of the meeting.

CONSENT CALENDAR ITEMS

Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Clerk before the Consent Calendar is called.

-
- C - 1 [26-146](#) **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF NOVEMBER 5, 2025 AND THE SPECIAL MEETINGS OF OCTOBER 20, 2025 AND OCTOBER 21, 2025.**

Attachments: [25-11-05 CSC Regular Meeting Minutes](#)
[25-10-20 CSC Special Meeting Minutes](#)
[25-10-21 CSC Special Meeting Minutes](#)

- C - 2 [26-256](#) **EXTENSION OF ELIGIBLE LIST: FACILITIES MAINTENANCE CREW LEADER**

ORDER OF THE AGENDA

Note: The Civil Service Commission may consider reordering the sequence in which items appearing on this evening's agenda will be considered by the Civil Service Commission.

ACTION ITEMS

- A - 1 [26-267](#) **APPROVAL OF REVISED RECRUITMENT BULLETINS: 1) CASE MANAGER, AND 2) MENTAL HEALTH SPECIALIST**

Attachments: [2025 -12 – 03 - ATT 1 – Proposed Revised Recruitment Bulletin for Case Manager](#)
[2025 -12 – 03 - ATT 2 – Final Recruitment Bulletin for Case Manager](#)
[2025 -12 – 03 - ATT 3 – Proposed Revised Recruitment Bulletin for Mental Health Specialist](#)
[2025 -12 – 03 - ATT 4 – Final Recruitment Bulletin for Mental Health Specialist](#)

- A - 2 [26-244](#) **APPROVAL OF A NEW RECRUITMENT BULLETIN: ACCOUNTING SUPERVISOR**

Attachments: [2025 12 03 ATT 1 Proposed Recruitment Bulletin for Accounting Supervisor](#)

- A - 3 [26-235](#) **(1) DISCUSSION AND APPROVAL OF THE DRAFT WRITTEN REPORT TO CITY COUNCIL REGARDING ACCOMPLISHMENTS BY THE CIVIL SERVICE COMMISSION; AND (2) AUTHORIZE TRANSMITTAL OF THE REPORT TO CITY COUNCIL**

PUBLIC COMMENT - Items NOT On The Agenda (Continued)**ITEMS FROM MEMBERS/STAFF**

- a. Vacancy List
- b. Current Active Eligible List
- c. Acting Pay Log
- d. Probationary Report
- e. Hearing Update

ITEMS FROM CIVIL SERVICE COMMISSION MEMBERS

Note: At this time, Civil Service Commission Members may: (1) make individual comments on matters not on the agenda, (2) request the Human Resources Director to report back to the Civil Service Commission concerning a particular matter, (3) provide brief reports on official travel taken since the last Civil Service Commission meeting or other activities, or (4) provide direction to the Human Resources Director to place items on a future agenda for consideration by the Civil Service Commission.

ADJOURN

Note: At this time, the Civil Service Commission shall consider adjourning the meeting. In the case a date and time is not included as part of the motion of adjournment, then the next meeting of the Civil Service Commission shall be held at the date and time and in the place specified in the agenda posted for that meeting.

Next Regular Civil Service Commission Meeting:
Wednesday, January 7, 2026, at 7:00PM