

# Culver CITY

---

## MEMORANDUM

---

**DATE:** December 3, 2025

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

**FROM:** Civil Service Commission, Chair Michele Van Gelderen, Vice Chair Chi Ming Gong, 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 December 3, 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 2025 and provides a list of anticipated agenda items for the remainder of the 2025 / 2026 fiscal year. The Civil Service Commission regularly meets on the first Wednesday of the month and met three (regular meetings) and five (total including special meetings) times from the last report provided to City Council on September 8, 2025.

### **2025 List of Accomplishments from September 2025 to December 2025**

- Approval of two (2) eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.
- Approval of six (6) job bulletins in accordance with Civil Service Rule 6: Recruitment and Examinations.
- Tentatively calendared to hear one (1) Disciplinary Appeal in April 2026 hearing pursuant to Civil Service Rules 11.10 through 11.18: Disciplinary Actions, Hearings through Execution of Decision.
- Completed one (1) Appeal to an Employee Grievance Decision hearing pursuant to Civil Service Rules 12.5 b. (4) through 12.18: Grievances, Step

Four (Grievance to Commission) through Execution of Commission Findings.

### **Civil Service Commission (CSC) 2026 Plan**

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

- Hear a Disciplinary Appeal, tentatively calendared in April 2026, and render a decision in accordance with Civil Service Rules 11.10 through 11.18: Disciplinary Actions, Hearings through Execution of Decision.
- 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.