

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

February 4, 2026
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:00 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Michele Van Gelderen
Vice Chair Chi Ming Gong
Commissioner Sal LaPardo
Commissioner Peter Stern

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Pledge of Allegiance

Chair Van Gelderen led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Chair Van Gelderen invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Receipt of Correspondence

Amy Webber, Human Resources Analyst, indicated that no correspondence had been received.

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Presentations

Item P-1

Outstanding Job Performance Recognitions: Public Works Department

Amy Webber, Human Resources Analyst, introduced the item.

Andrew Maximous, Mobility and Traffic Engineering Manager, discussed the dedication and accomplishments of Associate Engineer Matt Huffman, Employee of the Year for their division.

Matt Huffman, Associate Engineer, expressed appreciation for the recognition.

Permit Technician II Lisa Bravo could not be present but was recognized for her outstanding performance and was awarded two working days off.

Sean Singletary, Environmental Programs and Operations Manager, discussed the dedication of Sanitation Driver Daniel Duar who received the Employee of the Half Year Merit Day award noting that he could not be present but had expressed appreciation for the recognition.

Chair Van Gelderen expressed appreciation for the dedication shown by Mr. Duar.

Sean Singletary, Environmental Programs and Operations Manager, discussed the exceptional service, dedication, positive attitude, and inspiring exemplary work ethic of Administrative Clerk Armando Taylor in serving as the primary billing liaison for sanitation services.

Armando Taylor expressed appreciation for the recognition; discussed his experiences over the years; and indicated that it was a pleasure to serve Culver City.

Gary Wansley, Maintenance Operations Manager, recognized Maintenance Worker II Sebastian Vega for Outstanding Work Performance; provided background on Mr. Vega's work experience with Culver City; noted that Mr. Vega is a very career-minded person; discussed his initiative in seeking additional education and certifications; hard work and

dedication; and appreciation for Mr. Vega's efforts to be an asset and improve services provided by Culver City.

Sebastian Vega thanked everyone in the Public Works Department for their acknowledgement of his efforts and he was looking forward to many more years with Culver City.

Gary Wansley, Maintenance Operations Manager, provided background on the work experience of Traffic Signal Technician Charles Carr in Culver City; discussed dedication and work ethic; education in electrical maintenance and circuitry; infrastructure for streetlights; hard work, knowledge, determination, and attention to detail; he noted that Mr. Carr served as the one streetlight technician for Culver City; and he indicated that Charles Carr had been chosen for Employee of the Year.

Charles Carr expressed appreciation for the recognition; gratitude for working in the Public Works Department with dedicated and talented colleagues who support each other; he thanked his boss and supervisors for their guidance, trust, encouragement, and for setting the tone for everyone to do their best work; he expressed appreciation for the behind the scenes work of support staff; and he expressed pride at being part of the team and the organization.

Commissioners expressed gratitude to all the employees for their dedication and to the supervisors who took the time to recognize good people; discussed outreach to the Environmental Programs office to ask questions; and gratitude for services provided.

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Recess/Reconvene

The Civil Service Commission took a brief recess from 7:18 P.M. to 7:21 P.M. to take photographs with the recognized employees.

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Consent Calendar

Approval of Minutes for the Regular Meeting of January 7, 2026

MOVED BY VICE CHAIR GONG, SECONDED BY COMMISSIONER STERN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JANUARY 7, 2026.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Approval of the New Promotional Recruitment Bulletin: Sanitation Roll-Off Driver

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Commissioner Stern exited the dais.

MOVED BY VICE CHAIR GONG AND SECONDED BY CHAIR VAN GELDEREN THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW PROMOTIONAL RECRUITMENT BULLETIN FOR SANITATION ROLL-OFF DRIVER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, LAPARDO, VAN GELDEREN
NOES: NONE
ABSENT: STERN

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Item A-2

Approval of the Revised Recruitment Bulletin: Laborer

Commissioner Stern returned to the dais.

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that the entry level position would not need to have more than a Class C driver's license.

MOVED BY COMMISSISONER LAPARDO, SECONDED BY VICE CHAIR GONG AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED RECRUITMENT BULLETIN FOR LABORER.

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Item A-3

Approval of New Promotional Recruitment Bulletin for Associate Planner

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the current number of Associate Planners city-wide.

MOVED BY CHAIR VAN GELDEREN, SECONDED BY COMMISSIONER STERN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE PROMOTIONAL RECRUITMENT BULLETIN FOR ASSOCIATE PLANNER.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Van Gelderen invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, discussed distribution of a vacancy list to Commissioners; receipt of the new report at the next meeting; confirmation of the pre-hearing

conference date for March 19; hearing dates calendared for July; invites sent to Commissioners; confirmation with all involved parties; a reminder for all Commissioners to check their email regularly; and the annual Form 700 filing to cover calendar year 2025.

Discussion ensued between staff and Commissioners regarding email regarding Form 400 not received; receipt of the Form 700 email at a personal email address; and the annual filing deadline.

Amy Webber, Human Resources Analyst, announced that the City Clerk's office was accepting applications for the vacant seat on the Commission for appointment during the regular cycle in June 2026.

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Items from Civil Service Commission Members

Vice Chair Gong received clarification that either the Chair and/or the Chair's designee needed to be available for the pre-hearing conference, and it was agreed that things would be worked out through email.

Commissioner Stern noted a need for bus operators and ambulance operators reflected in the Vacancy Report.

Discussion ensued between staff and Commissioners regarding exit interviews for departing employees; newly budgeted positions; background checks; and hired employees that are currently in the pre-employment process.

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Adjournment

There being no further business, at 7:44 P.M., the Civil Service Commission adjourned to a meeting to be held on Wednesday, March 4, 2026.

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Dana Anderson
Chief Human Resources Officer, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Michele Van Gelderen
CHAIR of the Civil Service Commission
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Jeremy Bocchino
CITY CLERK

Date