

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 4, 2025
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 and on Webex.

Present: Vice Chair Michele Van Gelderen
Commissioner Rachelle Jackson
Commissioner Sal LaPardo
Commissioner Peter Stern

Absent: Chair Chi Ming Gong

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Pledge of Allegiance

Vice Chair Van Gelderen led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Vice 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

Dana Anderson, Human Resources Director, introduced employee recognitions; discussed honoring dedication, integrity, and heart that employees bring to the City every day; and she expressed gratitude for the important contributions of every employee.

Amy Webber, Human Resources Analyst, introduced the presentation items and discussed the process.

Item P-1

Outstanding Job Performance Recognition: Taylor Rhone, Paralegal, and Monica Kilaita, Deputy City Attorney III for the City Attorney's Office

Amy Webber, Human Resources Analyst, introduced the item.

Heather Baker, City Attorney, thanked the Human Resources Department for the annual presentation and presented Outstanding Job Performance Recognitions to Taylor Rhone, Paralegal, and Monica Kilaita, Deputy City Attorney III for the City Attorney's Office.

Vice Chair Van Gelderen congratulated those awarded and thanked the Legal Department for their work.

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Item P-2

Outstanding Job Performance Recognition: Michelle Villongco, Associate Analyst, and, T'Ana Allen, Deputy City Clerk for the City Manager's Office

Amy Webber, Human Resources Analyst, indicated that department heads would be given certificates to provide to their employees.

Jeremy Bocchino, City Clerk, presented Deputy City Clerk, T'Ana Allen with a bouquet of flowers to celebrate her achievement and recognized her Outstanding Job Performance; discussed her accomplishments and initiative; and noted that this was the first time a recognition had been suggested from another department.

Johnnie Griffing, Information Technology, recognized the Deputy City Clerk for her kind, professional, calm, steadiness, expertise in performing under pressure, and grace in dealing with new technology in Council Chambers; thanked her for help in public records requests and for her patience in teaching them better ways of using their system; and he noted that it was no accident that she had been honored two years in a row.

T'Ana Allen, Deputy City Clerk, expressed appreciation for the honor; thanked her colleagues for their support; discussed pride in her work; appreciation for the support that she has received; and she noted that while public service was not always easy, it was always meaningful and she would continue to do her very best for Culver City.

Elaine Warner, Economic Development Manager, presented the Outstanding Job Performance Recognition to Associate Analyst Michelle Villongco.

Michelle Villongco, Associate Analyst, expressed appreciation for the honor and she noted that she worked with an amazing team.

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Item P-3

Outstanding Job Performance Recognition: Audrey Sanchez, Payroll Analyst; Jonathan Villasana, Senior Account Clerk; and Webb Wu, Senior Financial Systems Business Analyst, for the Finance Department

Lisa Soghor, Chief Financial Officer, acknowledged her incredible staff and the difficult task of picking who to recommend; she presented Outstanding Job Performance Recognitions to Payroll Analyst Audrey Sanchez (who could not be present), Senior Account Clerk, Jonathan Villasana, and Senior Account Clerk Webb Wu noting their individual accomplishments.

Jonathan Villasana, Senior Account Clerk, expressed appreciation for the recognition and thanked his colleagues for their support and advocacy noting that he hoped to be able to contribute to Culver City for a long time.

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Item P-4

Outstanding Job Performance Recognition: Spencer Henry, Fire Engineer; Matthew McCormick, Firefighter; and Tim Sullivan, Fire Captain, for the Fire Department

Ken Powell, Fire Chief, indicated that due to scheduling issues, the honorees could not be present; presented the Outstanding Job Performance Recognitions for Fire Engineer Spencer Henry, Firefighter Matthew McCormick, and Fire Captain Tim Sullivan for their outstanding service to the community and for their actions on January 18, 2025; he discussed the mission and core values of the Culver City Fire Department (CCFD); the response of the crew of Engine 43 to save lives; and he recognized all the members of CCFD for their actions to protect the community every day.

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Item P-5

Outstanding Job Performance Recognition: Marna Johnson, Housing and Human Services Project Manager; Dr. Daniel Richardson, Human Services and Crisis Intervention Manager; Dr. Nicole Alexander, Mental Health Clinician; Robert Parga, Case Manager/MCT Dispatch; and Benjamin Vu, Mental Health Specialist, for the Housing and Human Services Department

Tevis Barnes, Housing and Human Services Director, presented Outstanding Job Performance Recognitions to Marna Johnson, Housing and Human Services Project Manager (who could not be present) and to Dr. Daniel Richardson, Human Services and Crisis Intervention Manager.

Dr. Daniel Richardson, Human Services and Crisis Intervention Manager, expressed appreciation to the Housing and Human Services Department for their support in setting up the Mobile Crisis Team noting that nothing could have happened without the support of Housing and Human Services Director Tevis Barnes and the City Council; he presented Outstanding Job Recognitions to Mental Health Technician, Dr. Nicole Alexander, Mental Health Specialist Benjamin Vu, to Case Manager/MCT Dispatch Robert Parga; he recognized the importance of assistance provided in many situations; and he

introduced Mental Health Wellness and Therapy Dog, Dr. Theodore (Teddy) Brown.

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Item P-6

Outstanding Job Performance Recognition: Tiffany Johnson, Management Analyst; Janee Prieto, Human Resources Technician; and Jeannine Houchen, Human Resources Analyst, for the Human Resources Department

Dana Anderson, Human Resources Director, presented Outstanding Job Performance Recognitions to Human Resources Technician Janee Prieto, Management Analyst Tiffany Johnson, and Human Resources Analyst Jeannine Houchen.

Janee Prieto, Human Resources Technician, expressed appreciation for the honor; acknowledged her colleagues for their assistance; and thanked her family for the support.

Jeannine Houchen, Human Resources Analyst, expressed appreciation for the honor and gratitude for the support given.

Vice Chair Van Gelderen congratulated the honorees.

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Item P-7

Outstanding Job Performance Recognition: Vance Hebert, Service Desk Technician, and Justin Nuñez, Service Desk Technician, for the Information Technology Department

J.R. Wright, Chief Information Officer, presented Outstanding Performance Recognitions to Service Desk Technicians Vance Hebert and Justin Nuñez.

Justin Nuñez, Service Desk Technician, expressed gratitude for the recognition and thanked the Information Technology Managers and the department for the special recognition.

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Outstanding Job Performance Recognition: Adam Ferguson, Senior Management Analyst; Rachel Herder, Recreation Specialist; Jesse Roth Associate Analyst; Jamal Johnson, Recreation Specialist; and Ryan Bezart, Recreation and Community Services Coordinator for the Parks, Recreation and Community Services Department

Ted Stevens, Parks, Recreation, and Community Services (PRCS) Director, discussed the work of PRCS; the large size of the department; and he presented the Outstanding Job Recognition to Senior Management Analyst Adam Ferguson.

Dani Cullens, Recreation and Community Services Manager, presented the Outstanding Job Recognition to Associate Analyst Jesse Roth.

Kimberly Burgueño, Recreation and Community Services Supervisor, presented Outstanding Job Performance Recognitions to Recreation Specialist Jamal Johnson, Recreation and Community Services Coordinator Ryan Bezart, and Recreation Specialist Rachel Herder.

Ted Stevens, Parks, Recreation, and Community Services (PRCS) Director, noted the breadth of functions covered by PRCS; thanked the honorees; and he invited everyone to the Summer Kickoff at Tellefson Park on June 5.

Adam Ferguson, Senior Management Analyst, expressed appreciation for the honor; noted that he excels at his position because of the support he receives from staff across all departments; and he expressed gratitude to PRCS Director Stevens for his support.

Ryan Bezart, Recreation and Community Services Coordinator, expressed appreciation for the honor; thanked his team; was happy to be able to bring youth sports back; noted that the true reward was seeing the kids make progress; and he invited everyone out to come check out the summer and fall programming.

Item P-9

Outstanding Job Performance Recognition: Troy Evangelho, Advance Planning Manager; Lauren Wrenn, Associate Planner; and Oscar Reyes-Zapien, Planning Technician II for the Planning and Development Department

Mark Muenzer, Planning Manager, acknowledged that hard work and dedication of the Advance Planning Division; discussed Culver City as a local and regional leader in the production of housing and affordable housing units; the new General Plan and Zoning Code; and he presented Outstanding Job Performance Recognitions to Advance Planning Manager Troy Evangelho, Associate Planner Lauren Wrenn, and Planning Technician II Oscar Reyes-Zapien, noting each of their accomplishments.

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Item P-10

Outstanding Job Performance Recognition: Allen Shepherd, Police Sergeant for the Police Department

Jason Sims, Culver City Police Department (CCPD) Chief, presented the Outstanding Job Performance Recognition to Allen Shepherd noting his many accomplishments.

Allen Shepherd, Police Sergeant, expressed appreciation for the recognition and for the support from staff, and he encouraged anyone was interested in becoming a police officer to contact him.

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Item P-11

Outstanding Job Performance Recognition: Mauricio Alvarenga, Senior Solid Waste & Recycling Crew Supervisor; Alicia Ide, Management Analyst; Beatriz Spies, Permit Technician II; Otis Belisle, Scout Vehicle Operator; and Jose Serna, Laborer, for the Public Works Department

Yanni Demitri, Public Works Director, presented Outstanding Job Performance Recognitions to Management Analyst Alicia Ide and Permit Technician Beatriz Spies noting their individual accomplishments and enthusiasm for their jobs.

Alicia Ide, Management Analyst, discussed her work and expressed appreciation for the ongoing cooperation and patience to achieve the work they do together as a group.

Beatriz Spies, Permit Technician II, expressed appreciation for the recognition noting that she lives in and loves Culver City.

Yanni Demitri, Public Works Director, indicated that the other honorees, Senior Solid Waste & Recycling Crew Supervisor Mauricio Alvarenga, Scout Vehicle Operator Otis Belisle, and Laborer Jose Serna could not be present noting their work hours, dedication, and the difficulty of the job.

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Item P-12

Outstanding Job Performance Recognition: Allison Cohen, Fleet Services Manager; Francisco Ramirez, Senior Fleet Services Technician; and Ivan Gutierrez, Senior Fleet Services Technician, for the Transportation Department

Diana Chang, Chief Transportation Officer, presented Outstanding Job Performance Recognitions to Senior Fleet Services Technicians Ivan Gutierrez and Francisco Ramirez and to Fleet Services Manager Allison Cohen noting their accomplishments.

Allison Cohen, Fleet Services Manager, expressed appreciation for the recognition noting the honor and the privilege for the small team to provide upstanding public Service.

Vice Chair Van Gelderen noted that the Outstanding Job Recognitions were the highlight of the Commission year; expressed appreciation for the privilege to be part of the presentation; felt fortunate to have the talented and dedicated staff running the City; noted the importance of the public recognition; and she congratulated the recipients.

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Consent Calendar

MOVED BY COMMISSIONER STERN, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT CHAIR GONG), THAT THE CIVIL

SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

Item C-1

Approval of Minutes for the Special Civil Service Commission Meeting of March 5, 2025 and the Regular Civil Service Commission Meeting of April 2, 2025

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL CIVIL SERVICE COMMISSION MEETING OF MARCH 5, 2025 AND THE REGULAR CIVIL SERVICE COMMISSION MEETING OF APRIL 2, 2025 AS WRITTEN.

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Item C-2

Extension of Eligible List(s): Police Records Technician, Code Enforcement Analyst, Associate Analyst, and Sanitation Roll-Off Driver

THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR POLICE RECORDS TECHNICIAN; AND,
2. EXTEND THE ELIGIBLE LIST FOR CODE ENFORCEMENT ANALYST; AND,
3. EXTEND THE ELIGIBLE LIST FOR ASSOCIATE ANALYST; AND,
4. EXTEND THE ELIGIBLE LIST FOR SANITATION ROLL-OFF DRIVER.

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Order of the Agenda

No changes were made.

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Public Comment - Items NOT on the Agenda (Continued)

Vice Chair Van Gelderen invited public comment.

Amy Webber, Human Resources Analyst, indicated that no additional requests to speak for Items NOT on the Agenda had been received.

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Items from Staff

Dana Anderson, Human Resources Director, provided an update on the previous appeal submitted to the Commission noting that the appellant had officially withdrawn the appeal so the request was closed, written correspondence had been provided to Commissioners, and no further action was required from the Commission on the matter.

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Items from Civil Service Commissioners

Commissioner Stern reported that Culver City would be having its first every Public Works Day on June 6.

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Adjournment

There being no further business, at 8:39 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, July 2, 2024.

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

APPROVED _____

Chi Ming Gong
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