

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 5, 2024
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:03 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Webex.

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

Absent: Commissioner Rachelle Jackson

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Pledge of Allegiance

Chair Gong led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Chair Gong 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 the presentations from Culver City departments and discussed procedures.

Item P-1

Outstanding Job Performance Recognition: Nicole Muller, Forensic Specialist, and Herbert Turner, Property Technician, for the Police Department

Troy Dunlap, Assistant Police Chief, introduced the item.

Matt Smith, Property and Forensic Supervisor, presented an Outstanding Job Performance Recognition to Property Technician Herbert Turner; discussed his 34 years of valuable service to the Culver City community; his accomplishments; dedication; work ethic; consistent positive attitude; and his impact in the overall success of the Culver City Police Department (CCPD).

Matt Smith, Property and Forensic Supervisor, presented an Outstanding Job Performance Recognition to Forensic Specialist Nichole Muller; discussed her 35 years of service with CCPD; her accomplishments; work ethic; dedication; and positive impact on CCPD.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-2

Outstanding Job Performance Recognition: Earl Miles, Facilities Maintenance Worker, Jesse Oronoz, Traffic Painting Crew Leader, Sean Singletary, Environmental Programs and Operations Manager, and Joe Susca, Senior Management Analyst, Public Works Department

Yanni Demitri, Public Works Director, presented an Outstanding Job Performance Recognition to Facilities Maintenance Worker Earl Miles and discussed his excellent work ethic and positive demeanor.

Earl Miles, Facilities Maintenance Worker, expressed appreciation for the recognition; thanked Public Works Director Yanni Demitri for the award; expressed appreciation to City Manager John Nachbar; thanked his team; and acknowledged others deserving of the award.

Yanni Demitri, Public Works Director, discussed the accomplishments and excellent work ethic of Traffic Painting Crew Leader Jesse Oronoz who could not be present at the meeting; he presented an Outstanding Job Performance Recognition to Environmental Programs and Operations Manager, Sean Singletary; discussed the many changes to the industry with new regulations; and he cited an instance where Mr. Singletary and his team were able to locate lost wedding rings in 50 tons of trash.

Sean Singletary, Environmental and Programs and Operations Manager, expressed appreciation for working in Culver City and acknowledged the work of his team.

Yanni Demitri, Public Works Director, presented an Outstanding Job Performance Recognition to Senior Management Analyst Joe Susca and discussed his work ethic and accomplishments.

Joe Susca, Senior Management Analyst, expressed appreciation for the recognition noting that he had worked for Culver City for almost 27 years.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-3

Outstanding Job Performance Recognition: Jill Thomsen, Recreation and Community Services Supervisor, Daniella Gutierrez, Recreation and Community Services Coordinator, Melanie Morales, Recreation and Community Services Coordinator, Ruben Ventura, Senior Irrigation Maintenance Technician, and Matthew Withers, Park Maintenance Supervisor, for the Parks, Recreation and Community Services Department

Staff presented Outstanding Job Performance Recognitions to Jill Thomsen, Melanie Morales, Daniella Gutierrez, Ruben

Ventura and Matthew Withers noting their accomplishments and work ethic.

Jill Thomsen, Recreation and Community Services Supervisor, expressed appreciation for the recognition on behalf of all of the Parks, Recreation and Community Services team noting that they were happy to do their jobs and to do them well.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-4

Outstanding Job Performance Recognition: Christine Byers, Retired Cultural Affairs Manager

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to Christine Byers and discussed her many accomplishments during her tenure working for Culver City from 2001 to 2023.

Christine Byers expressed appreciation for the recognition acknowledging the work and support of her colleagues.

Staff and Commissioners gathered to take pictures with the honoree.

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Item P-5

Outstanding Job Performance Recognition: Arames White, Assistant to the City Manager, Jeremy Bocchino, City Clerk, Mimi Ferrel, City Clerk Specialist, T'Ana Allen, Deputy City Clerk, Elaine Warner, Economic Development Director, Nancy Lee Lawlor, Management Analyst, and Edgar Varela, Special Event Manager, for the City Manager Department

John Nachbar, City Manager, thanked Commissioners for their service; presented an Outstanding Job Performance Recognition to Arames White; expressed appreciation to her; and he discussed her commitment and kindness.

Arames White, Assistant to the City Manager, provided background on herself; discussed her 30 years working for

Culver City; being part of a community that appreciates its citizens and staff; and she thanked everyone.

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to Mimi Ferrel and discussed her patience, diligence, positive attitude, and work ethic.

Mimi Ferrel, City Clerk Specialist, expressed gratitude for the recognition.

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to Elaine Warner, discussed her efforts managing Project Homekey; her positive energy that inspires others; resolution of problems and challenges; development of new processes and solutions; and he indicated that the important project would not have happened without her.

Elaine Warner, Economic Development Director, indicated that it was her honor to work for Culver City and she expressed gratitude to her colleagues and to John Nachbar and Jesse Mays for their leadership.

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to T'Ana Allen; discussed her outstanding efforts and initiative; accomplishments during her tenure with Culver City; and he thanked her for her professionalism and courtesy.

T'Ana Allen, Deputy City Clerk, expressed gratitude to City Manager John Nachbar and Assistant City Manager Jesse Mays; indicated that she was able to do the work that she did because of the faith in her shown by City Clerk Jeremy Bocchino; she thanked City Clerk Specialist Mimi Ferrel; and she acknowledged the importance of a good team.

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to Lee Lawlor, discussed her extraordinary efforts during the transition with the retirement of Cultural Affairs Manager Christine Byers; notable accomplishments; and he indicated that he enjoyed working with Ms. Lawlor.

Lee Lawlor, Cultural Affairs Analyst, expressed appreciation for the recognition; hoped everyone would take the Culver City Public Art Tour noting that red books were available in

the back; and she encouraged everyone to go to a performance in Culver City.

Jesse Mays, Assistant City Manager, presented an Outstanding Job Performance Recognition to City Clerk Jeremy Bocchino, discussed her important role; consistent diligent efforts; work done during COVID; quick implementation of new systems and procedures; regular training and education to introduce state of the art methods to Culver City; and he indicated that she was the epitome of a true public servant.

Jeremy Bocchino, City Clerk, expressed gratitude for the honor noting that she was truly a civil servant; discussed necessary effort to make Culver City active and vibrant; and she expressed appreciation for the honor of serving as the City Clerk.

Elaine Warner, Economic Development Director, presented an Outstanding Job Performance Recognition to Special Event Manager Edgar Varela; indicated that he had quickly become a critical member of the department; discussed his outstanding job performance; accomplishments; strong work ethic; creativity; and kindness.

Edgar Varela, Special Event Manager, expressed appreciation for the recognition and indicated feeling privileged to be part of the group noting that the work was challenging but fun.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-6

Outstanding Job Performance Recognition: Andrea Fleck, Permit Technician, and Gordon Gardner, Building Safety Inspector, for the Planning and Development Department

Dana Anderson, Human Resources Director, introduced the item and noted that Andrea Fleck's job title should read Planning Technician, not Permit Technician as noted in the agenda.

Mark Muenzer, Planning Director, presented an Outstanding Job Performance Recognition to Planning Technician Andrea Fleck and discussed her work ethic and accomplishments.

Andrea Fleck, Planning Technician, expressed appreciation for the support and guidance from Planning Director Mark Muenzer and Current Planning Manager Emily Stadnicki; expressed gratitude for the recognition; she indicated that her fellow staff members were equally deserving of the honor as they taught her and provided the tools she needed to succeed; and she expressed how much she cared for Culver City noting that she would continue her dedication to its success.

Mark Muenzer, Planning Director, presented an Outstanding Job Performance Recognition to Building Safety Inspector Gordon Gardner; discussed his work ethic and accomplishments; extensive knowledge of the electrical code; the work of the Building and Safety Division; and expressed appreciation for his dedication.

Gordon Gardner, Building Safety Inspector, expressed appreciation for being part of the Culver City team; discussed sharing knowledge gained over his lifetime; the hard working team; his life in Culver City; keeping people safe; and he expressed appreciation for being able to be of service.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-7

**Outstanding Job Performance Recognition: Allen Monroe,
Retired Transit Operations Supervisor**

Diana Chang, Chief Transit Officer, presented an Outstanding Job Performance Recognition to Retired Transit Operations Supervisor Allen Monroe for his service to Culver City; discussed his accomplishments; efforts to help others; resolution of difficult complaints; mentorship of part-time operators; and his receipt of the Paul C. Holmes Award.

Allen Monroe, Retired Transit Operations Supervisor, expressed appreciation for the recognition; thanked the Transportation Department noting that it was a joy to work with everyone on a daily basis; and he congratulated all of the others recognized for their service to Culver City.

Staff and Commissioners gathered to take pictures with the honoree.

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Item P-8

Outstanding Job Performance Recognition: Dalynna Moser, Associate Analyst, Maria Mora, Secretary, Jorge Urias, Bus Operator, Andy Casarez, Fleet Services Assistant, Robin Martin, Accountant II, and Shawn Samuels, Van Driver, for the Transportation Department

Diana Chang, Chief Transportation Officer, thanked the other departments for their work noting that the Transportation Department would not be successful without them; discussed the strong work force filled with exemplary employees; prioritization of front line employees who make an important impact to provide high level of service; support for department core values; consistent dedication demonstrated by the six exceptional employees from the Transportation Department being recognized; and she presented Outstanding Job Performance Recognitions to Fleet Services Assistant Andy Casarez and Associate Analyst Dalynna Moser, noting their strong work ethic and accomplishments.

Dalynna Moser, Associate Analyst, expressed appreciation to the leadership that had recognized her and she expressed gratitude to fellow staff members as well as friends who support her every step of the way.

Diana Chang, Chief Transportation Officer, presented an Outstanding Job Performance Recognition to Secretary Maria Mora; discussed her accomplishments and contributions; positive attitude; work ethic; and her dedication.

Maria Mora, Secretary, expressed appreciation for the recognition, and thanked her colleagues for her mentorship.

Diana Chang, Chief Transportation Officer, presented an Outstanding Job Performance Recognition to Accountant II Robin Martin; discussed accomplishments; work ethic; diligence; and her positive attitude.

Robin Martin, Accountant II, expressed appreciation for the recognition; congratulated her fellow honorees; thanked

Culver City for the opportunity to serve; and she thanked her colleagues for their work.

Diana Chang, Chief Transportation Officer, presented an Outstanding Job Performance Recognition to Van Driver Sean Samuels; discussed her long-term commitment and loyalty; dedication and reliability; accomplishments; and her high level of excellence.

Sean Samuels, Van Driver, expressed appreciation for the nomination and for the recognition; she noted that the award was for her mother who raised her to be kind, respectful, and to have a good work ethic; she thanked Culver City; and indicated that she would continue to give 150% every day.

Diana Chang, Chief Transportation Officer, presented an Outstanding Job Performance Recognition to Bus Operator Jorge Urias; discussed his impeccable record; dedication; professionalism; and his positive energy.

Jorge Urias, Bus Operator, thanked everyone for the honor; hoped to work for Culver City for many years to come; and he expressed appreciation for his welcoming Transportation Team.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-9

Outstanding Job Performance Recognition: Derek Still, Fire Captain, for the Fire Department

Ken Powell, Fire Chief, presented an Outstanding Job Performance Recognition to Fire Captain Derek Still; discussed Capt. Still's embodiment of the mission and core values of the Culver City Fire Department (CCFD); his accomplishments; his commitment to the safety and well-being of the community; and he recounted an incident earlier in the year illustrating the ways Capt. Still goes above and beyond.

Derek Still, Fire Captain, thanked the City for the honor; expressed appreciation for the award; discussed wanting to be a part of something bigger than yourself; exercising humility; creating a better living situation for people; and the importance of being part of a team.

Staff and Commissioners gathered to take pictures with the honoree.

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Item P-10

Outstanding Job Performance Recognition: Roland Miranda, Deputy City Attorney III, and Christina Burrows, Assistant City Attorney, for the City Attorney Department

Heather Baker, City Attorney, read the Outstanding Job Performance Recognition for Deputy City Attorney III Roland Miranda noting that he could not be present at the meeting; she presented an Outstanding Job Performance Recognition to Assistant City Attorney Christina Burrows; discussed her high level of skill and judgement in navigating and taking the lead in many complex legal matters; and she expressed appreciation for her kindness, mentorship, and work to keep up morale in the department.

Christina Burrows, Assistant City Attorney, thanked the Commission for their service and for the recognition; expressed appreciation to Heather Baker for her leadership and mentorship; and she discussed the small team dedicated to providing excellent legal service to Culver City.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-11

Outstanding Job Performance Recognition: Maggie Bridges, GIS Technician, Brandon Gardner, Information Systems Analyst, and Tom Mizou, Information Systems Analyst, Information Technology Department

Michele Williams, Chief Information Officer, introduced the item.

Johnnie Griffing, Information Technology, presented an Outstanding Job Performance Recognition to GIS Technician Maggie Bridges; discussed the complex nature of Geographic Information Systems (GIS); and he expressed appreciation for

the initiative shown by Ms. Bridges and for her excellent communication skills.

Maggie Bridges, GIS Technician, indicated that she loved her job; appreciated the opportunity to work with all the departments in Culver City; and she thanked her co-workers noting that she would not be able to do her job without them.

Ha Dip, Systems Support Manager, presented Outstanding Job Performance Recognitions to Information Systems Analysts Brandon Gardner and Tom Mizou; discussed their responsiveness; work ethic; dedication; and he noted that they were instrumental to the success of coordinating the recent visit by the President to Culver City.

Brandon Gardner, Information Systems Analyst, expressed appreciation for the award; thanked IT Leadership as well as CCPD Command Staff; and noted that the award was a testament to the dedication of his team.

Tom Mizou, Information Systems Analyst, expressed appreciation to the City for the recognition; discussed CCPD as exemplifying what it means to be a public servant; he felt it was a privilege to serve them; and he expressed appreciation to staff for setting the bar high and encouraging them to do their best.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-12

Outstanding Job Performance Recognition: Xochilt Alexander, Code Enforcement Officer, Marian Aspnes, Enforcement Services Manager, Rebecca Bennett, Secretary Brenda Diaz, Marna Johnson, and Christina Stoffers, Housing and Human Services Department

Tevis Barnes, Housing and Human Services Director, introduced all the honorees; discussed the mission of the department; work by the honorees to house over 100 people once living on their streets; people who call to express appreciation to Code Enforcement for treating them so well in their efforts to keep Culver City beautiful and healthy for everyone; and

she expressed gratitude for being able to work with her amazing employees.

Marian Aspnes, Enforcement Services Manager, thanked Tevis Barnes for her leadership and support as well as for doing a wonderful job establishing a new department for Culver City; she thanked City Manager John Nachbar for his support; and expressed gratitude to staff for their daily dedication to Culver City.

Marna Johnson, Housing and Human Services, expressed appreciation for the recognition; noted that it was an honor to work for the City; discussed the many positions she has held during her 35 years with Culver City; the focus on homelessness; helping other people in need; and keeping people housed.

Christina Stoffers, Homeless Outreach Coordinator, expressed appreciation for the recognition; discussed growing up in Culver City; the evolution of the City; development of the Housing and Human Services Department; innovative housing and social service programs; the passionate and committed team; she expressed appreciation for the department; and deep gratitude to Tevis Barnes.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-13

Outstanding Job Performance Recognition: Brittany Clarke, Senior Account Clerk, Dora Cruz, Senior Account Clerk, John Figueroa, Senior Account Clerk, and Cristina Tulensa, Accountant II for the Finance Department

Lisa Soghor, Chief Financial Officer, discussed her experience working in Culver City; the hard working staff in the Finance Department; succession planning; creating a team that can continue on when she retires; providing opportunities to grow; appreciation for the opportunity to recognize staff who consistently work to do their best; she presented an Outstanding Job Performance Recognition to Senior Account Clerk Brittany Clarke; noted that she consistently takes initiative; discussed her accomplishments; and she was excited to have Brittany on her team.

Brittany Clarke, Senior Account Clerk, expressed appreciation for the recognition; provided background on herself; and she thanked the City for the opportunity.

Lisa Soghor, Chief Financial Officer, presented an Outstanding Job Performance Recognition to Senior Account Clerk Dora Cruz; discussed her duties and accomplishments; her willingness to volunteer to help others; and her morale boosting efforts.

Lisa Soghor, Chief Financial Officer, read Outstanding Job Performance Recognitions for Senior Account Clerk John Figueroa and Accountant II Cristina Tulensa who could not be present at the meeting.

Staff and Commissioners gathered to take pictures with the honorees.

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Item P-14

Outstanding Job Performance Recognition: Amy Webber, Human Resources Analyst, Julius Rhaburn, Human Resources Associate, and Justyn Martin, Administrative Clerk, for the Human Resources Department

Dana Anderson, Human Resources Director, expressed appreciation for all those who came out to show appreciation for the honorees; she congratulated all the Outstanding Job Performance recipients; thanked them for their dedication and hard work for Culver City; expressed appreciation to the Human Resources team for their flexibility and diligent efforts; she acknowledged Council Member Vera who was present to support the City employees; presented an Outstanding Job Performance Recognition to Administrative Clerk Justin Martin; discussed his positive attitude; consistent compliments received on the work of Justin Martin; and she expressed appreciation for his dedication.

Justin Martin, Administrative Clerk, expressed appreciation for the recognition and to the Human Resources team for their support; he thanked his mother; and he thanked everyone who came to celebrate the honorees.

Dana Anderson, Human Resources Director, presented an Outstanding Job Performance Recognition to Human Resources Associate Julius Rhaburn; discussed the work of the Human Resources Department; working to be the best employer of choice; accomplishments of Mr. Rhaburn; his efforts to go above and beyond; noted that he was always positive and open and looking at ways to innovate and improve; and she indicated that the department was overjoyed to have him part of the Human Resources team.

Julius Rhaburn, Human Resources Associate, expressed appreciation to his amazing team noting that everyone enabled him to do his job; he congratulated everyone; and he indicated that the Human Resources Department was always willing to help and answer any questions anyone might have.

Dana Anderson, Human Resources Director, presented an Outstanding Job Performance Recognition to Human Resources Analyst, Amy Webber; discussed her knowledge, duties, and accomplishments; and her gracious assistance.

Amy Webber, Human Resources Analyst, expressed gratitude for the recognition; thanked the Human Resources team; congratulated all those who were honored; expressed pride in the amazing work being done in Culver City; and she acknowledged Human Resources Director Dana Anderson for putting together the event to showcase the work of Culver City employees.

Staff and Commissioners gathered to take pictures with the honorees.

Chair Gong congratulated the honorees; expressed appreciation for the event noting that stories he heard were inspiring; and he wished everyone continued success.

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Consent Calendar

Item C-1

Approval of Minutes for the Regular Civil Service Commission Meeting of May 1, 2024

MOVED BY CHAIR GONG AND SECONDED BY COMMISSIONER STERN THAT

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF MAY 1, 2024 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Order of the Agenda

No changes were made.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

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

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Items from Staff

Amy Webber, Human Resources Analyst, reported distributing an update to Commissioners on City Council policy as it relates to the use of personal electronic devices during public meetings by City Council, Commissions, Boards, and Committee Members noting that staff was available to answer any questions.

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Items from Civil Service Commissioners

Chair Gong discussed a potential conflict for the July meeting.

MOVED BY CHAIR GONG AND SECONDED BY VICE CHAIR VAN GELDEREN
THAT THE CIVIL SERVICE COMMISSION ADJOURN TO AUGUST 7, 2024
AT 7:00 P.M.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, LAPARDO, STERN, VAN GELDEREN

NOES: NONE

ABSENT: JACKSON

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Adjournment

There being no further business, at 9:18 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Thursday, August 7, 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