



Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851



Chair Chi Ming Gong  
Vice Chair Stewart Bubar  
Commissioner Michele Van Gelderen  
Commissioner Rachelle Jackson  
Commissioner Sal LaPardo

## CIVIL SERVICE COMMISSION

### Regular Meeting - MEMBERS OF THE PUBLIC MAY ATTEND IN-PERSON OR UTILIZE THE COURTESY VIRTUAL OPTION

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

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**7:00 PM**

**Wednesday, June 7, 2023**

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### MEETING INFORMATION

Indoor masking is highly recommended, but not required, at City Council, Commission, Board, and Committee meetings.

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

In addition to attending meetings in person, all meetings may be viewed via Webex. Find the link to join a meeting via Webex, once in progress, at [www.culvercity.org/agendas](http://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.

City Council and Commission meetings may also be viewed live online at [www.culvercity.org/meetings](http://www.culvercity.org/meetings) by clicking "In Progress"; on the Culver City YouTube channel or on Culver City cable: Channel 35 (Spectrum subscribers), Channel 37 (Frontier subscribers), and Channel 99 (AT&T U-Verse subscribers). Please check channel guide listings for your provider.

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](mailto: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 meeting 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.

Go to [www.culvercity.org/agendas](http://www.culvercity.org/agendas) for complete information on how to provide written and oral comments.

**WRITTEN COMMENTS:** Please provide comments via eComment at [www.culvercity.org/meetings](http://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. 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](http://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 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](http://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](mailto:city.clerk@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 Chi Ming Gong  
Vice Chair Stewart Bubar  
Commissioner Michele Van Gelderen  
Commissioner Rachelle Jackson  
Commissioner Sal LaPardo

**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.

**PRESENTATIONS**

P - 1      [23-814](#)      **OUTSTANDING JOB PERFORMANCE RECOGNITIONS:  
PAMELA GRAVES, LEGAL OPERATIONS MANAGER,  
AND ELIZABETH GUZMAN, ADMINISTRATIVE CLERK,  
FOR THE CITY ATTORNEY OFFICE.**

**Attachments:** [ATT City Attorney Merit Awards Pamela Graves and Elizabeth Guzman](#)

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P - 2    [23-1005](#)    OUTSTANDING    JOB    PERFORMANCE    RECOGNITION:  
PUNIT    CHOKSHI,    SENIOR    MANAGEMENT    ANALYST  
FOR THE CITY MANAGER OFFICE.

**Attachments:**    [Merit Award Punit Chokshi](#)

P - 3    [23-1006](#)    OUTSTANDING    JOB    PERFORMANCE    RECOGNITION:  
MEI LAM,    ACCOUNTANT II,    DONALD    WASHINGTON,  
ACCOUNTANT II,    CYNTIA    ESPINOZA,    PAYROLL  
TECHNICIAN,    AND    JESSICA    WILLIAMS-TELL,    SENIOR  
ACCOUNT CLERK FOR THE FINANCE DEPARTMENT.

**Attachments:**    [ATT Merit Awards for Mei Lam, Donald Washington, Cyntia Espinoza, and Jessica Williams-Tell](#)

P - 4    [23-1013](#)    OUTSTANDING    JOB    PERFORMANCE    RECOGNITION:  
CARA FLORES,    SENIOR    MANAGEMENT    ANALYST,    AND  
ROGER BRAUM,    ASSISTANT FIRE CHIEF FOR THE FIRE  
DEPARTMENT.

**Attachments:**    [ATT Merit Awards Cara Flores and Roger Braum](#)

P - 5    [23-1016](#)    OUTSTANDING    JOB    PERFORMANCE    RECOGNITION:  
JUAN CRUZ,    RECREATION    SPECIALIST,    ADAM  
FERGUSON,    SENIOR    MANAGEMENT    ANALYST,    AND  
MEGHAN STEBBINGS,    RECREATION    &    COMMUNITY  
SERVICES COORDINATOR FOR THE PARKS,  
RECREATION    AND    COMMUNITY    SERVICES  
DEPARTMENT.

**Attachments:**    [ATT 1 Merit Award Juan Cruz](#)  
[ATT 2 Merit Award Adam Ferguson](#)  
[ATT 3 Merit Award Meghan Stebbings](#)

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P - 6 [23-1019](#) OUTSTANDING JOB PERFORMANCE RECOGNITION:  
ANA GIRON, OCCUPANCY SPECIALIST, GERARDO  
RAMIREZ, CODE ENFORCEMENT OFFICER, CANDICE  
TUTT, MANAGEMENT ANALYST, AND SHANNON LOUIS,  
RENT STABILIZATION COORDINATOR IN THE HOUSING  
AND HUMAN SERVICES DEPARTMENT.

**Attachments:** [ATT 1 Merit Award Ana Giron](#)  
[ATT 2 Merit Award Gerardo Ramirez](#)  
[ATT 3 Merit Awards Candice Tutt and Shannon Louis](#)

P - 7 [23-1014](#) OUTSTANDING JOB PERFORMANCE RECOGNITION:  
STEPHANIE CONDRAN, HUMAN RESOURCES ANALYST,  
AND VICTORIA JACKSON, HUMAN RESOURCES  
ASSOCIATE FOR THE HUMAN RESOURCES  
DEPARTMENT.

**Attachments:** [ATT Merit Awards Stephanie Condran and Victoria Jackson](#)

P - 8 [23-1020](#) OUTSTANDING JOB PERFORMANCE RECOGNITION:  
ANISSA DIVINCENTE, WEBMASTER, TIMOTHY PELAYO,  
SENIOR COMPUTER PROGRAMMER ANALYST, AND  
VALERIE PEREZ, INFORMATION TECHNOLOGY  
ANALYST FOR THE INFORMATION TECHNOLOGY  
DEPARTMENT.

**Attachments:** [ATT 1 Merit Award Anissa DiVincente](#)  
[ATT 2 Merit Award Timothy Pelayo](#)  
[ATT 3 Merit Award Valerie Perez](#)

P - 9 [23-1015](#) OUTSTANDING JOB PERFORMANCE RECOGNITION:  
GARY WANSLEY, MAINTENANCE OPERATIONS  
MANAGER; MATE GASPAS, ENGINEERING SERVICES  
MANAGER; MORDECAI NICKERSON, PUBLIC WORKS  
INSPECTOR; AND DAVID TALAVERA, URBAN  
FORESTER FOR THE PUBLIC WORKS DEPARTMENT.

**Attachments:** [ATT Merit Awards Gary Wansley, Mate Gaspar, Mordecai  
Nickerson, and David Talavera](#)

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P - 10    [23-1018](#)    OUTSTANDING JOB PERFORMANCE RECOGNITION:  
NESTOR DUCREUX, MANAGEMENT ANALYST; CARLOS  
MEDINA, ELECTRONIC FLEET SERVICE TECHNICIAN;  
JOSE OLMOS, BUS OPERATOR; LARISSA HOGAN,  
ASSOCIATE ANALYST; AND RYAN HUND, TRANSIT  
OPERATION ANALYST FOR THE TRANSPORTATION  
DEPARTMENT.

**Attachments:** [ATT - Merit Awards Nestor Ducreux, Carlos Medina, Jose  
Olmos, Larissa Hogan, and Ryan Hund](#)

P - 11    [23-1021](#)    OUTSTANDING JOB PERFORMANCE RECOGNITION:  
ERIKA RAMIREZ, CURRENT PLANNING MANAGER FOR  
THE PLANNING AND DEVELOPMENT DEPARTMENT.

**Attachments:** [ATT - Merit Award Erika Ramirez](#)

#### 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    [23-698](#)    APPROVAL OF MINUTES FOR THE REGULAR MEETING  
OF APRIL 5, 2023

**Attachments:** [ATT - 2023 06 07 Minutes of the Regular Meeting of April 5,  
2023](#)

#### ORDER OF THE AGENDA

Note: At any time, the presiding officer may consider reordering the sequence in which items appearing on the agenda.

#### ACTION ITEMS

A - 1    [23-960](#)    DISCUSSION AND DIRECTION REGARDING THE CIVIL  
SERVICE COMMISSION REGULAR MONTHLY  
MEETINGS

**Attachments:** [2023 06 07 - ATT 1 Council Policy 2021-040](#)

**PUBLIC COMMENT - Items NOT On The Agenda (Continued)**

**ITEMS FROM STAFF**

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

**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:  
July 5, 2023, 7:00PM