



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 & WebEx**

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**7:00 PM**

**Wednesday, February 1, 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).

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**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.

**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.

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- C-1      [23-579](#)      APPROVAL OF MINUTES FOR THE REGULAR MEETING  
OF JANUARY 4, 2023

**Attachments:** [ATT - 2023 02 01 Minutes of the Regular Meeting of January  
4, 2023](#)

- C-2      [23-580](#)      EXTENSION OF ELIGIBLE LIST: RECREATION &  
COMMUNITY SERVICES COORDINATOR  
(PROMOTIONAL).

### ORDER OF THE AGENDA

Note: The Civil Service Commission may consider reordering the sequence in which items appearing on this evening's agenda will be considered by the Civil Service Commission.

### ACTION ITEMS

- A-1      [23-576](#)      CONSIDERATION OF A REQUEST FOR A CLOSED  
HEARING TO APPEAL A DISCIPLINARY ACTION
- A-2      [23-577](#)      (1) DISCUSSION OF THE DRAFT WRITTEN REPORT TO  
CITY COUNCIL REGARDING ACCOMPLISHMENTS BY  
THE CIVIL SERVICE COMMISSION; AND (2) AUTHORIZE  
TRANSMITTAL OF THE REPORT TO CITY COUNCIL
- A-3      [23-575](#)      TRAINING: CONDUCTING ADMINISTRATIVE HEARINGS  
AND THE ROLE OF THE CIVIL SERVICE COMMISSION.

**Attachments:** [2023-03-01 - ATT - 21-05-10 RESO-R040 - Amending CC  
Policy 3002 CBC appointed representatives](#)

### 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

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**ITEMS FROM CIVIL SERVICE COMMISSION MEMBER**

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:  
March 1, 2023, 7:00PM