

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

March 6, 2019  
7:00 P.M.

**Call to Order & Roll Call**

Chair Daly Redholtz called the regular meeting of the Civil Service Commission to order at 7:03 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Vicki Daly Redholtz  
Commissioner Darryl Cherness  
Commissioner Michelle Ford\*  
Commissioner John Kuechle

\*Commissioner Ford arrived at 7:04 p.m.

Absent: Vice Chair Albert Vera

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Alice Guzman Wulfekuhl.

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**Public Comment - Items Not On the Agenda**

Chair Daly Redholtz invited public comment.

No cards were received and no speakers came forward.

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**Receipt and Filing of Correspondence**

None.

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**Presentations**

Item P-1

**Commendation and Outstanding Job Performance Recognition:  
Alice Guzman Wulfekuhl**

Ken Powell, Assistant Fire Chief, thanked Alice Guzman Wulfekuhl for her dedication and presented her with a gift to commemorate her years of service.

Charles Herbertson, Public Works Director, provided a history of Alice Guzman Wulfekuhl's employment with the City over 36 years, and he presented her with a gift to commemorate her years of service.

Kim Braun, Environmental Programs and Operations Manager, congratulated Alice Guzman Wulfekuhl on her upcoming retirement and shared memories of their time working together.

Commissioners congratulated Alice Guzman Wulfekuhl on her upcoming retirement and thanked her service and dedication to the City.

Alice Guzman Wulfekuhl thanked the City for the opportunity and for the recognition.

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The Consent Calendar was considered out of sequence.

**Consent Calendar**

Commissioner Cherness moved to approve Items C-1 and C-2.

Commissioner Kuechle expressed concern with the number of candidates available and questioned why the City would not get more people to choose from for the list.

Discussion ensued between staff and Commissioners regarding

anticipated retirements and vacancies; the practice of extending the eligible list; the ability to terminate the list after the first year; department discretion; and Commissioner Cherness agreed to bifurcate the motion.

Item C-1

**Meeting Minutes**

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF JANUARY 2, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, FORD, KUECHLE  
NOES: NONE  
ABSENT: VERA

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Item C-2

**Extension of Eligible Lists: Accounting Technician, Building Engineer, Housing Specialist, Maintenance Worker I (Parks), Maintenance Worker II (Parks), and Maintenance Worker II (Public Works)**

Commissioner Kuechle moved to approve the staff recommendation with the exception of extending the eligible list for Building Engineer. The motion died for lack of a second.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LISTS FOR ACCOUNTING TECHNICIAN, BUILDING ENGINEER, HOUSING SPECIALIST, MAINTENANCE WORKER I (PARKS), MAINTENANCE WORKER II (PARKS), AND MAINTENANCE WORKER II (PUBLIC WORKS).

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, FORD  
NOES: KUECHLE  
ABSENT: VERA

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## **Order of the Agenda**

Item P-2 was heard after Item A-1.

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## **Action Items**

Item A-1

### **Revised Classification Specification: Building Official**

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Sol Blumenfeld, Community Development Director, indicated eagerness to move forward with the recruitment due to the surge of new development in the City, and also to move forward with the permit center.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR BUILDING OFFICIAL.

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Item P-2

### **Presentation Pertaining to the Administrative Services Department**

Serena Wright-Black, Assistant City Manager, provided a presentation on the evolution of the Administrative Services Department; an overview of the structure of the department; discussed some of the primary projects that the division is responsible for; and the overall mission.

Discussion ensued between staff and Commissioners regarding Memorandums of Understanding (MOUs) that cover sworn personnel; the proposed Human Relations Committee; the Student Internship Program; anthrax vaccines for first responders; the level of accountability as Commissioners; purview of the

Commission; and staff agreement to provide the Commission with a copy of the presentation.

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Item A-2

**Discussion Regarding the Civil Service Commission's Initial Recommendations to the City Council for the Fiscal Year 2019/2020 Administrative Services Department Budget**

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding Commissioner training, and ensuring that money is available for specialized research.

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**Public Comment - Items NOT on the Agenda (continued)**

Chair Daly Redholtz invited public comment.

No speakers came forward and no cards were received.

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**Items from Staff**

None.

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**Items from Commissioners**

Chair Daly Redholtz questioned whether there was something more formal than a plain piece of paper available to use for the recognition of Alice Guzman Wulfekuhl; she provided an update

on subcommittee consideration of bylaws; discussed difficulty accessing City email; and legal research necessary before the subcommittee can move forward.

Discussion ensued between staff and Commissioners regarding format and type of recognition.

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**Adjournment**

There being no further business, at 7:57 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, April 3, 2019 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black  
ASSISTANT CITY MANAGER of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED \_\_\_\_\_

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VICKI DALY REDHOLTZ  
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.

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Jeremy Green  
CITY CLERK

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Date