

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

February 5, 2020  
7:00 P.M.

**Call to Order & Roll Call**

Chair Vera called the regular meeting of the Civil Service Commission to order at 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Albert Vera  
Vice Chair Darryl Cherness  
Commissioner John Kuechle  
Commissioner Danielle Sheppard

Absent: Commissioner Michelle Ford

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**Pledge of Allegiance**

Darryl Cherness led the Pledge of Allegiance.

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

Chair Vera invited public comment.

No cards were received and no speakers came forward.

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**Receipt and Filing of Correspondence**

Staff indicated that correspondence had been received and distributed from George Frakes.

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## **Presentations**

Item P-1

### **Commendation and Outstanding Job Performance Recognition: Susan Obrow**

Corey Lakin, Parks, Recreation and Community Services Director, discussed the hard work and dedication of Susan Obrow, and he highlighted some of her many accomplishments over the years.

Serena Wright-Black, Assistant City Manager, discussed working with Susan Obrow on the Performing Arts Grants program and creation of the Black Box Theater.

Commissioners thanked Ms. Obrow for her service to the City.

Vice Chair Cherness presented the Commendation to Susan Obrow.

Susan Obrow thanked the City and staff for the recognition and her family for their support.

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Item P-2

### **Outstanding Job Performance Recognition: Alfredo Cervantes, Irrigation Maintenance Technician, and Ruben Ventura, Irrigation Maintenance Technician, Parks, Recreation, and Community Services Parks Division**

Amy Webber, Human Resources Analyst, introduced the item.

Corey Lakin, Parks, Recreation and Community Services Director, discussed the important work done by Mr. Ventura and Mr. Cervantes.

Patrick Reynolds, Parks Manager, discussed the positive attitude of Mr. Cervantes and Mr. Ventura and he recounted some of their many accomplishments.

Ruben Ventura thanked the City for the honor.

Alfredo Cervantes thanked the City for the recognition.

Commissioners congratulated and expressed their gratitude to Mr. Cervantes and Mr. Ventura for their service to Culver City.

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Item P-3

**Outstanding Job Performance Recognition: Michael Machado,  
Street Maintenance Crew Leader, Public Works Maintenance  
Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Eric Mirzaian, Maintenance Operations Manager, provided background on Michael Machado; discussed his service to Culver City; consistency; mentoring; and he indicated that Mr. Machado would be retiring later in the year.

Chair Vera expressed appreciation for the service of Michael Machado to Culver City.

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Item P-4

**Outstanding Job Performance Recognition: Christopher Evans,  
Senior Management Analyst, Public Works Engineering Division**

Amy Webber, Human Resources Analyst, introduced the item.

Mate Gaspar, Engineering Services Manager, indicated that he had awarded Employee of the Year to Christopher Evans, and he provided background on Mr. Evans and noted some of his many accomplishments.

Christopher Evans, Senior Management Analyst, thanked the City for the honor.

Commissioners thanked Christopher Evans for his hard work and dedication to Culver City.

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Item P-5

**Outstanding Job Performance Recognition: Alex Georgiev, Traffic Signal Technician, Public Works Maintenance Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Charles Herbertson, Public Works Director/City Engineer, discussed the award; outstanding efforts of Alex Georgiev; the high degree of technical knowledge necessary to do the job; and his dedication and service.

Alex Georgiev, Traffic Signal Technician, acknowledged the hard work of his co-workers and he thanked the City for the honor.

Commissioners thanked Mr. Georgiev and acknowledged his dedication and service.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY VICE CHAIR CHERNESS AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF DECEMBER 4, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, SHEPPARD, VERA  
NOES: NONE  
ABSENT: FORD

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Item C-2

**Extension of Eligible Lists: Assistant Environmental Programs & Operations Manager and Fleet Services**

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER

SHEPPARD THAT THE CIVIL SERVICE COMMISSION APPROVE EXTENSION OF ELIGIBLE LISTS: ASSISTANT ENVIRONMENTAL PROGRAMS & OPERATIONS MANAGER AND FLEET SERVICES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, SHEPPARD, VERA  
NOES: NONE  
ABSENT: FORD

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### **Order of the Agenda**

No changes were made.

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### **Action Items**

Item A-1

#### **Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver**

Tiffany Johnson, Human Resources Technician, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding appreciation to staff for their hard work; a suggestion to defer the item to the next meeting; concerns expressed by Commissioner Ford; attorney/client privilege; insufficient time to consider staff response to Commissioner concerns; concern that the item has ben deferred since December; and responsibility for delays.

Vice Chair Cherness moved to approve the item and Commissioner Sheppard seconded the motion.

Further discussion ensued between staff and Commissioners regarding staff response to Commissioner concerns; follow up comments from Commissioner Ford; the duty of the City Attorney

to provide legal advice to Commissioners; the ability of Commissioners to disagree; older language in the classification specification; language related requirements; and assessment of communication skills.

MOVED BY VICE CHAIR CHERNESS AND SECONDED BY COMMISSIONER SHEPPARD THAT THE CIVIL SERVICE COMMISSION

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SCOUT VEHICLE OPERATOR; AND

2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR SCOUT VEHICLE OPERATOR; AND

3. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SANITATION DRIVER; AND

4. APPROVE THE REVISED RECRUITMENT BULLETIN FOR SANITATION DRIVER; AND

5. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SANITATION ROLL-OFF DRIVER; AND

6. APPROVE THE REVISED RECRUITMENT BULLETIN FOR SANITATION ROLL-OFF DRIVER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS SHEPPARD, VERA

NOES: KUECHLE

ABSENT: FORD

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

Chair Vera invited public comment.

No speakers came forward and no cards were received.

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**Items from Staff**

Amy Webber, Human Resources Analyst, reminded Commissioners that the deadline for the annual submission of Form 700 was April 2, 2020 and she encouraged those needing assistance to reach out to staff.

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**Items from Commissioners**

Chair Vera asked that the meeting be adjourned in memory of Kirk Douglas.

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**Adjournment**

There being no further business, at 7:58 P.M., the Civil Service Commission adjourned in memory of Kirk Douglas to a regular meeting to be held at 7:00 P.M. on Wednesday, March 4, 2020 in the Mike Balkman Council Chambers at City Hall.

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Mily C. Huntley, Esq.  
HUMAN RESOURCES & EQUITY MANAGER of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED \_\_\_\_\_

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ALBERT VERA  
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