



STAFF REPORT

4/22/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

SUBJECT: INTERVIEWS AND APPOINTMENTS TO THE CIVIL SERVICE, PARKS AND RECREATION, AND PLANNING COMMISSIONS

Summary:

The City opened a recruitment seeking residents interested in serving on the Civil Service, Parks and Recreation, and Planning Commissions. The City Council will conduct interviews of all qualifying candidates who applied for a Commission appointment. At the conclusion of the interviews, the City Council will make appointments to fill the vacant seats on each of the Commissions.

Strategic Plan Goal(s):

Goal No. 5: High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Conduct interviews and make the following appointments:

1. Civil Service Commission: Appoint three individuals to fill three seats expiring on May 31, 2025; one of the three open seats is currently vacant. The terms for the appointed Commissioners will run from June 1, 2025 through May 31, 2029.
2. Parks and Recreation Commission: Appoint three individuals to fill three seats expiring on May 31, 2025. The terms for the appointed Commissioners will run from June 1, 2025 through May 31, 2029.
3. Planning Commission: Appoint three individuals to fill three seats expiring on May 31, 2025. The terms for the appointed Commissioners will run from June 1, 2025 through May 31, 2029.

Fiscal Impact:

There is no fiscal impact associated with the recommended actions.

Background:

The City conduct a biennial recruitment for City commissions as defined in Article VI of the Signal Hill City Charter in the Spring of odd-numbered years following the City's General Municipal Election. Article VI of the City Charter specifies the criteria for appointment and terms, meetings, compensation, vacancies, and provides a general description of each commission's powers and duties.

On May 31, 2025, the terms of three Commissioners who serve on each of the Civil Service, Parks and Recreation, and Planning Commissions will expire. The City Council will consider candidates to serve four-year terms beginning June 1, 2025, and expiring on May 31, 2029.

Candidates were required to submit a separate application for each Commission to which they applied. As such, when an applicant applied for more than one Commission, ranking preference is not available.

The City received four qualified applications for the Civil Service Commission seats, six qualified applications for the Parks and Recreation Commission seats, and five qualified applications for the Planning Commission seats.

Analysis:

Consistent with the provisions documented in the 2021 Manual of Procedural Guidelines Article 7.4:

- Candidate Statements
 - Candidates will be offered three (3) minutes to address the City Council regarding their qualifications for appointment.
- Council Questions
 - City Council may ask questions of the candidates, if desired.
- Nominations
 - The Mayor will open nominations, at which point any member of the City Council may nominate a member or members to the Commission or board in question.
 - Once all nominations have been made, the Mayor will close nominations.
- Voting
 - The Mayor will then present each nominee for a straw vote of the Council. The nominees will be voted on individually and in the order in which each nominee's application was received.
 - The straw voting will continue until the vacancy or vacancies have been filled by majority straw vote of the City Council.
 - The Mayor will then present the names of those proposed for appointment and request a vote of the City Council to approve the Mayor's proposed appointments.

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Candidate Roster:

Attachment C lists all qualifying candidates in alphabetical order.

Attachment D lists all qualifying candidates in order of when applications were received.

Reviewed for Fiscal Impact:

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Attachments:

- A. Article VI of the Signal Hill City Charter
- B. Manual of Procedural Guidelines Article 7.4
- C. Candidate Roster - Alphabetical Order
- D. Candidate Roster - Application Received Date