



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: KIMBERLY BOLES
SENIOR DEPUTY CITY CLERK**

**SUBJECT: INTERVIEWS AND APPOINTMENT TO THE PARKS AND RECREATION
COMMISSION**

Summary:

On November 14, 2023, the City Council authorized staff to open a recruitment process seeking residents interested in serving as a Parks and Recreation Commissioner for the remaining term vacancy through May 31, 2025. This evening, the City Council will interview candidates and appoint a Parks and Recreation Commissioner.

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:

Interview and appoint one Commissioner to the Parks and Recreation Commission to serve the vacant term through May 31, 2025.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Background:

A biennial recruitment for City commissions, as defined in Article VI of the Signal Hill City Charter, is conducted 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 the powers and duties of each commission.

Commissioner Vacancy

At its meeting of April 26, 2022, the City Council appointed Andrew Zacharias as a Parks and Recreation Commissioner serving a term expiring May 31, 2025. On October 18, 2023, Andrew Zacharias submitted a letter of resignation from the Parks and Recreation Commission, effective November 4, 2023, citing his relocation outside of the City.

Charter Section 602 of Article VI states the following regarding appointive boards and commissions:

The members of each of such boards or commissions shall be appointed by the Mayor, with the approval of the City Council.

At its meeting of November 14, 2023, the City Council directed staff to open a recruitment process for the Parks and Recreation Commission, which took place from November 17, through December 15, 2023.

Three qualified candidates submitted applications for the position of Parks and Recreation Commissioner as follows:

- Linda Edwards
- Mario Fedelin
- Mary Gonzales

On December 19, 2023, staff sent an email notification inviting candidates to tonight's interview.

Analysis:

The 2021 Manual of Procedural Guidelines documents the procedure as follows:

- Candidate Statements
 - Candidates will be offered three minutes to address the City Council regarding their qualifications for appointment.
- City Council Questions
 - City Council Members may ask questions of the applicants if desired.
- Nomination Process
 - 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 Process

- The Mayor will then present each nominee for a straw vote of the City 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.

Candidate Roster

Candidate	Application Received	Confirmed
Mario Fedelin	12/01/23 10:11 a.m.	Yes
Linda Edwards	12/11/23 10:50 a.m.	Yes
Mary Gonzalez	12/15/23 2:06 p.m.	Yes