



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
CIVIL SERVICE COMMISSION MEETING  
June 04, 2025

The City of Signal Hill appreciates your attendance. Citizen interest provides the Commission with valuable information regarding issues of the community. Meetings are held on the first Wednesday of every month.

Meetings begin at 5:45 pm. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall. The agenda and related reports are also available for review online at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

**To participate:**

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Commission Secretary at [pahumada@cityofsignalhill.org](mailto:pahumada@cityofsignalhill.org) not later than 4:30 p.m. on Wednesday, June 4, 2025. Written comments will be provided electronically to the Civil Service Commission and attached to the meeting minutes. Written comments will not be read into the record.

Civil Service Commissioner Members are compensated \$75.00 per meeting.

**(1) CALL TO ORDER – 5:45 P.M.**

**(2) ROLL CALL**

VICE CHAIR PHILLIPS  
COMMISSIONER ARZATE  
COMMISSIONER GENGENBACHER  
COMMISSIONER GHEBREZGHI

COMMISSIONER GRIGGS

**(3) PLEDGE OF ALLEGIANCE**

The Vice Chair will lead the audience in reciting the Pledge of Allegiance.

**(4) PUBLIC BUSINESS FROM THE FLOOR**

Matters of public interest not on the agenda may be addressed; however, State law prohibits the Commission from acting upon items not posted on the agenda 72 hours before a meeting.

**(5) COMMUNITY ANNOUNCEMENTS**

**(6) DISCUSSION ITEM(S)**

a. OATH OF OFFICE FOR NEWLY APPOINTED CIVIL SERVICE COMMISSIONERS

Summary:

At the April 22, 2025 City Council meeting, the City Council reappointed Diana Phillips to the Civil Service Commission and newly appointed Commissioners Jennifer Arzate and Maria Gengenbacher. Accordingly, Commissioners Arzate and Gengenbacher will take the Oath and assume their duties.

Recommendation:

Receive and file the administration of the Oath of Office for Commissioner Arzate and Commissioner Gengenbacher conducted by the Secretary to the Civil Service Commission.

b. CIVIL SERVICE COMMISSION REORGANIZATION

Summary:

Annually at this time, the Commission selects members to serve one-year terms as Chair and Vice Chair. Commission Secretary will call for nominations for Chair, and once seated the Chair will call for nominations for Vice Chair to serve the 2025/26 term of office.

Recommendation:

Proceed with the reorganization according to the standard procedures.

c. SELECTION OF THE SUSTAINABLE CITY COMMITTEE CIVIL SERVICE COMMISSION REPRESENTATIVE AND ALTERNATE

Summary:

The Civil Service Commission is asked to appoint a representative and an

alternate in accordance with the rules of the Sustainable City Committee (SCC). Alternate attendance at SCC meetings is welcomed but only required when the representative is unable to attend.

Commissioner Diana Phillips is currently the representative for the Commission and the alternate is Commissioner Julie Doi.

Recommendation:

Select a representative and an alternate for the SCC.

**(7) CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the Commission at one time without discussion. Any item may be removed by a Commissioner or member of the audience for discussion.

a. APPROVAL OF MEETING MINUTES

**(8) COMMISSION NEW BUSINESS**

VICE CHAIR PHILLIPS  
COMMISSIONER ARZATE  
COMMISSIONER GENGEBACHER  
COMMISSIONER GRIGGS  
COMMISSIONER GHEBREZGHI

**(9) ADJOURNMENT**

Tonight's meeting will be adjourned to a regular meeting of the Civil Service Commission to be held on Wednesday, July 2, 2025, at 5:45 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

**CITIZEN PARTICIPATION**

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's Office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

**AFFIDAVIT OF POSTING**

I, Patricia Ahumada, Commission Secretary of the Civil Service Commission do hereby certify that the foregoing agenda was posted at City Hall, at the Library, at Discovery Well Park, and at Reservoir Park 72 hours in advance of this meeting.



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal  
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6/4/2025

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**AGENDA ITEM**

**TO:**  
**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**  
**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**  
**OATH OF OFFICE FOR NEWLY APPOINTED CIVIL SERVICE COMMISSIONERS**

**Summary:**

At the April 22, 2025 City Council meeting, the City Council reappointed Diana Phillips to the Civil Service Commission and newly appointed Commissioners Jennifer Arzate and Maria Gengenbacher. Accordingly, Commissioners Arzate and Gengenbacher will take the Oath and assume their duties.

**Recommendation:**

Receive and file the administration of the Oath of Office for Commissioner Arzate and Commissioner Gengenbacher conducted by the Secretary to the Civil Service Commission.



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6/4/2025

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**AGENDA ITEM**

**TO:**

**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**

**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**

**CIVIL SERVICE COMMISSION REORGANIZATION**

**Summary:**

Annually at this time, the Commission selects members to serve one-year terms as Chair and Vice Chair. Commission Secretary will call for nominations for Chair, and once seated the Chair will call for nominations for Vice Chair to serve the 2025/26 term of office.

**Recommendation:**

Proceed with the reorganization according to the standard procedures.

**Background and Analysis:**

The following procedures will be used for Commission reorganization:

1. The Chair turns the meeting over to the Commission Secretary who presides over the nomination of the new Chair.
2. The Commission Secretary indicates that "Nominations are now in order for the Chair of the Civil Service Commission."
3. Any member of the Commission may nominate any member for Chair; no second is required.
4. The Commission Secretary states, "Commissioner \_\_\_\_\_ has been nominated. Are there any further nominations for Chair?" The Commission Secretary repeats each nomination in this way until all nominations are made.
5. When it appears no one else wishes to make a nomination, the Commission Secretary again states, "Are there any further nominations for Chair? If there are no further nominations, the

nominations are closed.” No waiting for a motion to that effect.

6. After completion of the nominations, the Commission Secretary may provide each nominee with an opportunity to speak regarding their qualification for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair, asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order.
8. The Commission Secretary then declares the result of the election. The nominee receiving a majority vote of the Commission shall be declared the new Chair.
9. After selection of the new Chair, the Commission Secretary turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks which he or she may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice Chair, calling for nominations and conducting the vote as with the selection of the Chair.
11. The new Vice Chair is also given an opportunity to make any remarks which they may wish to make upon entering office.



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6/4/2025

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**AGENDA ITEM**

**TO:**  
**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**  
**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**  
**SELECTION OF THE SUSTAINABLE CITY COMMITTEE CIVIL SERVICE  
COMMISSION REPRESENTATIVE AND ALTERNATE**

**Summary:**

The Civil Service Commission is asked to appoint a representative and an alternate in accordance with the rules of the Sustainable City Committee (SCC). Alternate attendance at SCC meetings is welcomed but only required when the representative is unable to attend.

Commissioner Diana Phillips is currently the representative for the Commission and the alternate is Commissioner Julie Doi.

**Recommendation:**

Select a representative and an alternate for the SCC.



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6/4/2025

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**AGENDA ITEM**

**TO:**

**HONORABLE CHAIR  
AND MEMBERS OF THE CIVIL SERVICE COMMISSION**

**FROM:**

**PATRICIA AHUMADA  
COMMISSION SECRETARY**

**SUBJECT:**

**APPROVAL OF MEETING MINUTES**

Summary:

Regular Meeting of May 7, 2025.

Recommendation:

Approve the meeting minutes.





## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

### MINUTES OF A REGULAR MEETING SIGNAL HILL CIVIL SERVICE COMMISSION May 07, 2025

A Regular Meeting of the Signal Hill Civil Service Commission was held in-person in the Council Chamber on May 7, 2025.

(1) **CALL TO ORDER – 5:52 P.M.**

(2) **ROLL CALL**

PRESENT: VICE CHAIR DIANA PHILLIPS  
COMMISSIONER JULIE DOI  
COMMISSIONER RONALD GRIGGS  
ABSENT: COMMISSIONER AYDA GHEBREZGHI

(3) **PLEDGE OF ALLEGIANCE**

(4) **PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

(5) **COMMUNITY ANNOUNCEMENTS**

(6) **CONSENT CALENDAR**

- a. CERTIFICATION OF ELIGIBILITY LIST - CODE ENFORCEMENT OFFICER
- b. CERTIFICATION OF ELIGIBILITY LIST - POLICE OFFICER (LATERAL/ ACADEMY GRADUATE)
- c. APPROVAL OF MEETING MINUTES

It was moved by COMMISSIONER DOI and seconded by COMMISSIONER GRIGGS, to approve the Consent Calendar.

The following vote resulted:

AYES: VICE CHAIR PHILLIPS  
COMMISSIONER DOI  
COMMISSIONER GRIGGS

NOES: NONE

ABSENT: COMMISSIONER GHEBREZGHI

ABSTAIN: NONE

(7) **COMMISSION NEW BUSINESS**

VICE CHAIR PHILLIPS - None

COMMISSIONER DOI - Enjoyed serving on the Civil Service Commission over the past four years. Due to current work obligations, I chose not to reapply for another term.

COMMISSIONER GRIGGS - Extended invitation to DCC breakfast.

(8) **ADJOURNMENT**

It was moved by COMMISSIONER DOI and seconded by COMMISSIONER GRIGGS to adjourn tonight's meeting to the next regular meeting of the Signal Hill Civil Service Commission to be held on Wednesday, June 4, 2025, at 5:45 P.M., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES: VICE CHAIR PHILLIPS  
COMMISSIONER DOI  
COMMISSIONER GRIGGS

NOES: NONE

ABSENT: COMMISSIONER GHEBREZGHI

ABSTAIN: NONE

VICE CHAIR Phillips adjourned the meeting at 6:01 p.m.

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DIANA PHILLIPS  
VICE CHAIR

Attest:

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PATRICIA AHUMADA  
COMMISSION SECRETARY