



STAFF REPORT

3/11/2025

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: DARITZA GONZALEZ
CITY CLERK**

SUBJECT: SCHEDULE FOR APPOINTMENTS TO THE PLANNING COMMISSION, PARKS AND RECREATION COMMISSION, AND CIVIL SERVICE COMMISSION

Summary:

The City is currently seeking residents who are interested in serving on the Planning, Parks and Recreation, and Civil Service Commissions. The City Council will consider dates to conduct commissioner candidate interviews and appointments.

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:

Approve the proposed recruitment schedule and select a date to conduct commissioner candidate interviews and appointments. Staff proposes conducting the interviews and appointments at the regular City Council Meeting of April 22, 2025. If the number of commission applicants is greater than ten (10), the City Council may decide to call a special meeting for one of the following dates: Thursday, April 24, Tuesday, April 29, or Monday, May 5, 2025; or propose an alternative date to conduct interviews and appointments.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Background and Analysis:

The City conducts the 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. The City Charter, Article VI, specifies the criteria for appointments and terms, meetings, compensation, vacancies and provides a general description of each Commission's powers and duties (Attachment A). The Manual of Procedural Guidelines, Section 7.4, outlines the appointment and approval process (Attachment B).

On May 31, 2025, the terms of three Commissioners for each of the Planning, Parks and Recreation, and Civil Service Commissions will expire; the list below provides the Commissioners that have expiring terms:

Planning Commission (Meets 3rd Tuesday of Every Month)

Gege Lopez
Victor Parker
Sonia Savoulian

Parks and Recreation Commission (Meets 3rd Wednesday of Every Month)

Tim Anhorn
Pam Dutch Hughes
Linda Edwards

Civil Service Commission (Meets 1st Wednesday of Every Month)

Julie Doi
Paul Patterson (Vacant)
Diana Phillips

Staff proposes the following recruitment schedule:

- Open Recruitment March 14, 2025
- Close Recruitment April 14, 2025, at 5:30 p.m.
- Applicants will be notified for City Council interviews no later than April 17, 2025

Attachments:

- A. City Charter Article VI
- B. Manual of Procedural Guidelines