



# *CITY COUNCIL AGENDA REPORT*

---

**MEETING DATE:** January 16, 2007    **ITEM NUMBER:** Item Number

**SUBJECT:** APPOINTMENTS TO THE PLANNING AND THE PARKS AND RECREATION COMMISSIONS

**DATE:** JANUARY 3, 2007

**FROM:** CITY MANAGER'S OFFICE

**PRESENTATION BY:** ALLAN L. ROEDER, CITY MANAGER

**FOR FURTHER INFORMATION CONTACT:** CAROL C. PROCTOR, MANAGEMENT ANALYST,  
AT (714) 754-5688

---

## **RECOMMENDATION:**

Appoint three members to the Planning Commission and three members to the Parks and Recreation Commission.

## **BACKGROUND:**

At their January 3, 2005, meeting, the City Council adopted Ordinance Number 04-17, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, AMENDING TITLES 2, 12, AND 13 OF THE COSTA MESA MUNICIPAL CODE REGARDING CITY COUNCIL APPOINTMENT OF COMMISSIONS, BOARDS AND COMMITTEES. This Ordinance changed the method of appointing Commissioners from individual appointments to a majority vote of the City Council. Council Policy 000-2.5 establishes the procedures governing the appointments, qualifications, and terms of individuals to both Commissions.

Also at their January 3, 2005 meeting, Council Members reviewed a list of options related to interviewing and voting selection of Commissioners. The list is included in this report as Attachment 1. Attachment 2 contains the minute excerpt from that meeting.

Terms of two Planning Commissioners expire in February 2007: James Fisler and Bill Perkins. Planning Commissioner Bruce Garlich resigned from the Commission on January 1, 2007. Therefore, a total of three Planning Commission positions will need to be filled. Two Parks and Recreation Commissioners terms expire in February 2007 as well: Byron deArakal and David Stiller. In addition, Council Member Leece's election leaves an additional vacancy. Therefore, three appointments will also need to be made to the Parks and Recreation Commission.

## **DISCUSSION:**

At this time, City Council should determine the method for appointment of Commissioners. There are certain common elements to all of the options detailed in Attachment 1 that are discussed in the following:

1. Any process involving a majority of the City Council – whether it be interviewing or appointing Commissioners – must be conducted in public and provide for public comment. All actions taken in connection with the appointment of Commissioners must be a matter of public record. Letters of interest and resumes submitted by applicants are also public information.
2. While the opportunity for Public Comment is a fundamental component of the public process, the City Council may establish reasonable limitations in this regard. This may include a limitation on the length of time individual public members can speak as well as the cumulative time for comments. This should be determined at the time the appointment process is selected.
3. While the City Council may choose to interview applicants, it is under no obligation to interview all applicants. The City Council may limit the number of interviews without the establishment of criteria or eligibility regulating the process.

Attachment 3 is the final listing of applicants for the two Commissions. One individual appointed to the Planning Commission shall be selected to complete Commissioner Garlich's term, which will expire in February 2009; the other two appointments to this Commission will have 4-year terms, expiring in February 2011. Likewise, one of the applicants appointed to the Parks and Recreation Commission shall be selected to complete Council Member Wendy Leece's term, which will expire in February 2009. The two remaining appointments will expire in February 2011.

Staff has verified, pursuant to City Council Policy 000-2.5, that all applicants are Costa Mesa residents and are registered to vote.

**ALTERNATIVES CONSIDERED:**

See options detailed in Attachment 1.

**FISCAL REVIEW:**

None Required.

**LEGAL REVIEW:**

None Required.

**CONCLUSION:**

Staff has provided this report summarizing the Commission appointment process, and has included all relevant information on the range of options for the City Council. At this time,

City Council is requested to make appointments to both the City's Planning Commission and Parks and Recreation Commission.

---

CAROL C. PROCTOR  
Management Analyst

---

ALLAN L. ROEDER  
City Manager

DISTRIBUTION: City Attorney  
City Clerk  
Legislative & Public Affairs Manager  
Development Services Director  
Assistant Development Services Director  
Public Services Director  
Administrative Services Director  
Recreation Manager

ATTACHMENTS: 1 [Commission Appointment Process](#)  
2 [Minute Excerpt – Council Meeting of January 3, 2005](#)  
3 [List of Commission Applicants](#)

File Name Commission Appointments

Date 01-4-07

Time 12:10 p.m.