



# City of Culver City

## Staff Report

File #: 19-61, Version: 1

Item #: A-1.

**PRCSC - (1) Administration of the Oath of Office to the Reappointed Parks, Recreation and Community Services (PRCS) Commission Member; and, (2) Selection of Chair and Vice Chair of the PRCS Commission.**

**Meeting Date:** July 17, 2018

**Contact Person/Dept:** Corey Lakin/PRCS Department  
**Phone Number:** (310) 253-6682

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:** Yes  No

**Public Notification:** (Email) Meetings and Agendas - Parks, Recreation and Community Services Commission (07/12/18); (Email) Parks, Recreation & Community Service Department Updates (07/12/18)

**Department Approval:** Corey Lakin, PRCS Director (07/12/18)

### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services Commission (1) observe the administration of the Oath of Office to reappointed PRCS Commission Member Kay Heineman; and, (2) select the Chair and Vice Chair of the PRCS Commission.

### **REORGANIZATION 2018**

#### **1. Administration of the Oath of Office to the Reappointed Commission Member**

##### **1-A. ADMINISTRATION OF THE OATH OF OFFICE**

On June 25, 2018, the City Council reappointed Kay Heineman to PRCS Commission Seat Number 3. The Commission Secretary administers the Constitutional and Loyalty Oaths to the reappointed Commissioner, both parties sign a duplicate original of the document, and the newly Commissioner Heineman is then presented with one of the signed documents

#### **2. Selection of the Chair and Vice Chair**

At the first meeting at the beginning of the fiscal year, the PRCS Commission selects a Chair and Vice Chair. Commission does not have a formal policy for the selection of the Chair and Vice Chair. Traditionally the Vice Chair becomes the Chair and the Member with the most seniority becomes the Vice Chair. However, selection

of Chair and Vice Chair is at the discretion of the Commission Members.

## **2-A. NOMINATIONS FOR CHAIR**

The current Chair announces that this is the time and place to receive nominations for Chair, calls for nominations, closes the nominations, and calls for the vote.

**Recommended Motion:** That the Parks, Recreation and Community Services Commission select Commission Member \_\_\_\_\_ as Chair of the Parks, Recreation and Community Services Commission for Fiscal Year 2018/2019.

## **2-B. NEW CHAIR OPENS NOMINATIONS FOR VICE CHAIR**

The new Chair then announces that this is the time and place to receive nominations for Vice Chair, calls for nominations, closes the nominations, and calls for the vote.

**Recommended Motion:** That the Parks, Recreation and Community Services Commission select Commission Member \_\_\_\_\_ as Vice Chair of the Parks, Recreation and Community Services Commission for Fiscal Year 2018/2019.

## **2-C. COMMENTS BY PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION MEMBERS**

The Chair calls on Commissioners for any remarks they may wish to make at this time. There is no special action necessary by the Commission. In the past, Commissioners have made comments about the previous year and future plans for the Commission.

## **FISCAL IMPACT**

There is no fiscal impact associated with the discussion of this Agenda Item.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Observe the administration of the Oath of Office to reappointed PRCS Commission Member, Kay Heineman; and,
2. Select the Chair and Vice Chair of the PRCS Commission.