



# City of Culver City

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## Staff Report

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**File #:** 18-039, **Version:** 1

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**(1) Administration of the Oath of Office to the Newly Appointed Parks, Recreation and Community Services Commission (PRCSC) Members; (2) Selection of Chair and Vice Chair of the PRCSC; and, (3) Review of the Fiscal Year 2017/2018 PRCSC Meeting Schedule**

**Meeting Date:** August 1, 2017

**Contact Person/Dept:** Daniel Hernandez/PRCS Department  
**Phone Number:** (310) 253-6655

**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 (07/26/17); (Email) Parks, Recreation & Community Service Department Updates (07/26/17)

**Department Approval:** Daniel Hernandez, PRCS Director (07/11/17)

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### **RECOMMENDATION**

Staff recommends that the Parks, Recreation and Community Services Commission [PRCSC] (1) observe the administration of the Oath of Office to newly appointed Commission Members Palvi Mohammed and Paula Amezola De Herrera; (2) select the Chair and Vice Chair of the PRCSC; and, (3) Review the Fiscal Year 2017/2018 meeting schedule.

### **REORGANIZATION 2017**

#### **1. Administration of the Oath of Office to the Newly Appointed Commission Members**

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

On June 12, 2017, the City Council appointed Palvi Mohammed and Paula Amezola De Herrera to PRCSC seats number 4 and number 5, respectively. The Commission Meeting Attending Secretary administers the Constitutional and Loyalty Oaths to the each of the newly appointed Commissioners individually, both parties sign a duplicate original of the document, and the newly appointed Members are each presented with one of the signed documents. Commissioners Mohammed and Amezola take their seats at the dais after the Oaths have been administered.

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

At the first regular meeting in July of each 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 Commissioner \_\_\_\_\_ as Chair of the Parks, Recreation and Community Services Commission for Fiscal Year 2017/2018.

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

The new Chair then assumes the Chair, and after any remarks he/she may wish to make, opens the nominations for Vice Chair. The Chair 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 Commissioner \_\_\_\_\_ as Vice Chair of the Parks, Recreation and Community Services Commission for Fiscal Year 2017/2018. The new Vice Chair then assumes the appropriate chair.

## **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 the future of the new officer(s).

## **3-A. REVIEW OF THE FISCAL YEAR 2017/2018 MEETING SCHEDULE**

PRCSC meetings are regularly scheduled on the first Tuesday of the month, at 7:00 p.m. in the Mike Balkman Council Chambers at City Hall. The meeting schedule for Fiscal Year 2017/2018 is as follows:

August 1, 2017	January 2, 2018
September 5, 2017	February 6, 2018
October 3, 2017	March 6, 2018
November 7, 2017 (Election Day)	April 3, 2018
December 5, 2017	May 1, 2018
	June 5, 2018

If any member of the PRCSC recognizes that they may have a scheduling conflict on one or more of the above dates, the meeting schedule may be adjusted at this time or at some point in the future. Current indications are that the Council Chambers will be available for a PRCSC meeting on November 7, 2017, so no adjustments to the arrangements for that meeting date are needed at this time.

## **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 newly appointed PRCSC Member, Palvi Mohammed; and,
2. Observe the administration of the Oath of Office to newly appointed PRCSC Member, Paula Amezola De Herrera; and,
3. Select the Chair and Vice Chair of the PRCS Commission; and,
4. Review the Fiscal Year 2017/2017 PRCSC meeting schedule.