



# City of Culver City

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## Staff Report

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**File #:** 20-134, **Version:** 1

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### ADMINISTRATION OF THE OATH OF OFFICE TO APPOINTED COMMISSION MEMBER

**Meeting Date:** September 4, 2019

**Contact Person/Dept:** Serena Wright-Black/Administrative Services

**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☐

**Public Notification:** (E-mail) Meetings and Agendas - Civil Service Commission (8/29/19); (E-mail) All City Staff (8/29/19)

**Department Approval:** Serena Wright-Black, Assistant City Manager (8/19/19)

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### RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) observe the administration of the oath of office to the newly appointed Commissioner.

### BACKGROUND

On June 10, 2019 the City Council (Council) approved, by a majority vote, the appointment of two new Commissioners to fill the two Commission Seats, Nos. 4 and 5, becoming vacant on July 1, 2019.

At the July 3, 2019 regular Commission meeting re-appointed Commissioner Michelle Ford was administered the oath of office for Seat No. 5; and the Commission made, by majority vote, the selection of a new Chairperson and Vice Chairperson for the July 2019 through June 2020 annual term.

### PROCEDURE

The Secretary to the Civil Service Commission shall administer the oath of office to the newly appointed Commissioner Danielle Sheppard for Seat No. 4, after the appointed Commissioner shall take a seat on the dais.

**FISCAL ANALYSIS**

There is no fiscal impact associated with this Agenda Item.

**ATTACHMENTS**

None.

**MOTION**

None.