



# City of Culver City

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## Staff Report

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

**Meeting Date:** July 6, 2021

**Contact Person/Dept:** Armando Abrego/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 (07/01/2021); (Email) Parks, Recreation & Community Service Department Updates (07/01/2021)

**Department Approval:** Armando Abrego, PRCS Director (07/01/2021)

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### **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 Palvi Mohammed; and, (2) select the Chair and Vice Chair of the PRCS Commission.

### **REORGANIZATION 2021**

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

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

On June 14, 2021, the City Council reappointed Palvi Mohammed to PRCS Commission Seat Number 4 for a full-term expiring June 30, 2025. To begin his new term, the Commission Secretary will administer the Constitutional and Loyalty Oaths to the reappointed Commissioner, both parties will sign duplicate originals of the document after the meeting and Commissioner Mohammed retain 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.

The current officers, Chair Kay Heineman and Vice Chair William Rickards, have served in their positions since January 5, 2021. They were elected after then Chair Paula Amezola resigned in December 2020. The City Clerk has confirmed that they may be re-elected to serve in Fiscal Year 2021/2022, should the Commission so desire.

The PRCS Commission Roster is provided as Attachment 1. The roster lists each Seat number with the associated Commission Member and their terms. Here is a summary of that information:

Seat Number 1: William Rickards - Second full-term expires on June 30, 2024.  
Seat Number 2: Scott Zeidman - Second full-term expires on June 30, 2023.  
Seat Number 3: Kay Heineman - Second full-term expires on June 30, 2022.  
Seat Number 4: Palvi Mohammed - Second full-term expires on June 30, 2025.  
Seat Number 5: Khary Cuffe - First full-term expires on June 30, 2024.

## **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 2021/2022.

## **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 2021/2022.

## **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.

## **ATTACHMENT**

1. 2021-07-06 - ATT 1 PRCSC FY 2021-22 Roster

## **MOTIONS**

That the Parks, Recreation and Community Services Commission:

1. Observe the administration of the Oath of Office to reappointed PRCS Commission Member, Palvi Mohammed; and,
2. Elect the Chair and Vice Chair of the PRCS Commission.