



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: MARCH 23, 2011

ITEM NUMBER: 4

SUBJECT: APPOINTMENT OF A CHAIRPERSON AND VICE CHAIRPERSON

DATE: MARCH 8, 2011

FROM: PUBLIC SERVICES DEPARTMENT

PRESENTATION BY: PETER NAGHAVI, ACTING PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: PETER NAGHAVI AT (714) 754-5182

RECOMMENDATION

Appoint a Chairperson and a Vice Chairperson for a term of approximately one-year, beginning with the March 24, 2011 Commission meeting.

BACKGROUND

The Chairperson and Vice Chairperson were appointed at the March 24, 2010 Parks and Recreation Commission meeting. In accordance with Section 12-72 of Title 12 of the City's Municipal Code (Attachment 1) the Chairperson and Vice Chairperson are to be appointed from amongst the Commissioners on an annual basis.

ANALYSIS

The Commission relies heavily on the Chairperson position, and the Vice Chairperson position (in the absence of the Chairperson), to lead and direct the monthly Parks and Recreation Commission meetings. It is appropriate at this time for the Commission to consider these positions vacant, and to accept nominations for the upcoming year. This will allow for the continued orderly conduct of the monthly meetings, and will meet the intent of the City Municipal Code for annual elections.

The attached outline (Attachment 2) is suggested for selecting a Chairperson and Vice Chairperson.

ALTERNATIVES CONSIDERED

The Commission could elect not to appoint a Chairperson and a Vice Chairperson at this time. However, the Chairperson position is currently vacant and this may affect the ability of the Commission to conduct its meetings in the future. Not appointing into these positions would also be in violation of Section 12-72 of Title 12 of the City's Municipal Code.

FISCAL REVIEW

No fiscal review is required for this item.

LEGAL REVIEW

No legal review is required for this item.

CONCLUSION

The City's Municipal Code requires that the Parks and Recreation Commission annually appoint a Chairperson and Vice Chairperson to direct the Commission meetings. These positions were last appointed on March 2010. In order to continue to effectively carry out the duties of conducting the monthly Commission meeting, staff recommends the appointment of a Chairperson and Vice Chairperson for a one-year period.

PETER NAGHAVI

Director of Public Services

ATTACHMENTS: 1 [Section 12-72 of Title 12 of the City of Costa Mesa Municipal Code](#)
2 [Selection Procedure for Chairperson and Vice Chairperson](#)