



# *PARKS AND RECREATION COMMISSION AGENDA REPORT*

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MEETING DATE: MARCH 28, 2012

ITEM NUMBER: 4

**SUBJECT: APPOINTMENT OF A CHAIRPERSON AND VICE CHAIRPERSON**

**DATE: MARCH 14, 2012**

**FROM: PUBLIC SERVICES DEPARTMENT**

**PRESENTATION BY: RAJA SETHURAMAN, ACTING PUBLIC SERVICES DIRECTOR**

**FOR FURTHER INFORMATION CONTACT: RAJA SETHURAMAN AT (714) 754-5343**

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## **RECOMMENDATION**

Appoint a Chairperson and a Vice Chairperson for a term of approximately one year, beginning with the March 28, 2012 Commission meeting.

## **BACKGROUND**

The Chairperson and Vice Chairperson were appointed at the March 23, 2011, 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 bi-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 bi-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 considered as 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 23, 2011. In order to continue to effectively carry out the duties of conducting the bi-monthly Commission meetings, staff recommends the appointment of a Chairperson and Vice Chairperson for a one year period.

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**RAJA SETHURAMAN**

Acting Public Services Director

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