



## Agenda Report

Parks and Community Services Commission

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Item #: 25-191

Meeting Date: 2/13/2025

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**TITLE:** ELECTION OF CHAIR, VICE CHAIR, AND LIAISON ASSIGNMENTS

**DEPARTMENT:** PARKS AND COMMUNITY SERVICES

**PRESENTED BY:** BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR

**CONTACT INFORMATION:** BRIAN GRUNER, PARKS AND COMMUNITY SERVICES DIRECTOR, (714) 754-5009

### **RECOMMENDATION:**

Staff recommend the Parks and Community Services Commission (PACS):

1. Elect a Chair and Vice Chair for the term of approximately one year; and
2. Appoint a Commissioner to serve as the Liaison to the Fairview Park Steering Committee; and
3. Appoint a Commissioner to serve as the Senior Liaison.

### **BACKGROUND:**

The Parks and Community Services Commission annually appoints a Chair and Vice Chair to direct the Parks and Community Services Commission meetings. The Parks and Community Services Commission also annually appoints a member to serve as the Fairview Park Steering Committee liaison and a Senior Liaison. The role of a Commission liaison is to attend the meetings and report back to the Commission any information that may be pertinent to PACS. Commission liaisons are not required, however they can provide a link between various bodies that are all working towards common goals in the community.

### **ANALYSIS:**

The Chair role is critical to the Commission as the Chair is responsible for running the meetings on a monthly basis. The Chair typically has more interaction with staff liaisons, and is often consulted on the agenda prior to posting. The Chair is often a senior member of the Commission, and typically has experience leading meetings. The Chair not only leads the meeting, but is responsible for providing direction and instructions to both the Commissioners and members of the public in attendance to ensure all meetings are orderly.

The Vice Chair role has the primary responsibility of serving as the backup to the Chair. The Vice Chair will run the meetings in the absence of the Chair, whether it be through an excused absence

or if the Chair needs to recuse themselves for any reason. The Vice Chair is also typically a senior member of the Commission, with experience leading meetings. As with the Chair, the Vice Chair will be filled on an annual basis.

The liaison positions can serve an important role for the Commission, as the Liaison is required to attend meetings for the body to which they are appointed as the liaison. The Liaison reports back to the Commission on a monthly basis regarding topics that are related to the PACS. The Liaison may be asked by the Commission and/or staff to share information regarding the Commission with the associated body, including program information, survey and community feedback opportunities, and other information that may be relevant to the body and the community.

**ALTERNATIVES:**

The Commission may choose to reappoint the incumbent for the Chair position, if the Chair is willing to serve as the Chair for an additional one-year term. This applies to the Vice Chair position as well.

The Commission may decide not to appoint liaisons at this time. This would leave the Commission unrepresented at the various meetings. If the Commission would like to add liaison positions, those can be brought back to the Commission at a future meeting.

**LEGAL REVIEW:**

No legal review is required for this item.

**FISCAL REVIEW:**

No fiscal review is required for this item.

**CONCLUSION:**

Staff recommends the Parks and Community Services Commission (PACS):

1. Elect a Chair and Vice Chair for the term of approximately one year; and
2. Appoint a Commissioner to serve as the Liaison to the Fairview Park Steering Committee;  
and
3. Appoint a Commissioner to serve as the Senior Liaison.