



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
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Agenda Report

20-369

Agenda Date: 9/15/2020

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Election of Chair and Vice Chair

BACKGROUND

At the beginning of each fiscal year, the Parks & Recreation Commission appoints a Chair to facilitate the monthly meetings and a Vice Chair to serve in the role of meeting facilitator in the event the Chair is unavailable. Due to the COVID-19 global pandemic and related County Health Orders suspending non-essential business, the City suspended Commission meetings from April 2020 through August 2020. The City will resume Commission business and meetings in September 2020 with a Regular meeting agenda and remote meeting access and format. A new Commission Chair and Vice Chair will be selected at the September meeting and assume their position and role once the September meeting adjourns.

DISCUSSION

The role of the Chair is to facilitate monthly meetings, speak at City Council meetings when necessary, and work with the Staff Liaison on preparing the agenda. The role of the Vice Chair is to fulfill the role of responsibilities of the Chair when the Chair is not available. The Parks & Recreation Commission may nominate any individual Commissioner to serve in each position (chairperson, vice chairperson) for the year. Individuals nominated can either accept or decline. Commissioners will then vote for one candidate to serve in each role. The commissioner receiving the most votes will assume the responsibilities of the role for which they were elected for the remainder of the fiscal year 2020-2021, or until a vacancy occurs if sooner than the end of the fiscal year, or until the next elections are held, if the term is extended.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to this action.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the

public information desk at any City of Santa Clara public library.

RECOMMENDATION

Nominate and elect a Chair and Vice Chair for the Parks & Recreation Commission for 2020/21.

Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation