



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

21-1095

Agenda Date: 8/24/2021

### REPORT TO COUNCIL

#### SUBJECT

Action on Council and Authorities Concurrent and Stadium Authority Meetings for 2022

#### COUNCIL PILLAR

Ensure Community Engagement and Transparency

#### BACKGROUND

Setting the Council and Authorities Concurrent and Stadium Authority meetings in advance allows for the proper planning and agenda management.

Pursuant to Charter Section 707, the City Council shall hold regular meetings at least twice each month.

#### DISCUSSION

The City recently held two unsuccessful recruitments for two vacant full-time positions in the Clerk's Office. While the City had good candidates, ultimately the successful candidates determined not to join the City Clerk's office for various reasons (including workload and time demands on work schedule). The City now needs to administer two new recruitments in an effort to fill these vacancies and, during that time, the Clerk's Office has been informed that an as-needed staff person will resign in late August. This presents significant challenges for sustaining regular Clerk office work and, already, work has been reassigned to existing staff in the City Manager's Office to keep mandated work moving forward.

Based on these vacancies City Clerk's Office, we are proposing some changes in the 2022 meeting schedule (Q1 & 2) to accommodate our diminished staff resources and to create capacity for the new staff (when hired) for their required onboarding/training. Staff has reviewed the proposed 2022 calendar of meetings which includes the Charter required two Council meetings per month. It also includes Stadium Authority meetings which have been combined with Council meetings, with the exception of additional meetings in March due to the Stadium Authority budget cycle and fiscal year. The calendar takes into consideration regularly scheduled significant workload (i.e., Stadium Authority and City budget development), City business conferences (i.e., League of California Cities, American Public Power Association, etc.), avoids major observed holidays and includes a four-week summer recess from July 14 - August 16.

The proposed Resolution and the Revised Council and Authorities/Stadium Authority 2022 Meetings calendar is attached.

#### 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 additional cost to the City other than administrative time.

**COORDINATION**

This report has been coordinated with the City Manager's Office.

**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) <<mailto:clerk@santaclaraca.gov>>.

**RECOMMENDATION**

Set the 2022 calendar year Council and Authorities Concurrent and Stadium Authority as reflected on the attached calendar.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Proposed 2022 Meetings Calendar