



## Agenda Report

20-976

Agenda Date: 10/15/2020

### REPORT TO DOWNTOWN COMMUNITY TASK FORCE

#### **SUBJECT**

Election of a Downtown Community Task Force Chair and Vice Chair

#### **BACKGROUND**

On December 4, 2018 the City Council appointed a Downtown Community Task Force (DCTF) to support the preparation of the Downtown Precise Plan. The DCTF is advisory and non-voting, and is time limited to the duration of the Precise Plan process. The DCTF meetings are formally noticed and open to the public and activities of the DCTF are subject to the requirements of the Brown Act.

The purpose and mission of the Task Force is to provide input and help guide the Downtown Precise Plan planning process through:

- High-level strategic thinking on the direction of the plan at key points in the project;
- Review, interpretation, and guidance on the results of the public workshops and other engagement activities; and
- Recommendations on the vision, land use, circulation, and key policy topics for the project area.

#### **DISCUSSION**

To guide the DCTF through their meetings and serve as representatives for the group, the DCTF will be asked to elect a Chair and Vice Chair at the October 15 DCTF meeting. The roles of the Chair and Vice Chair are as follows:

The DCTF Chair is responsible for the following duties:

- Preside at all official meetings of the DCTF
- Consult with the staff liaison on the meeting agenda
- Attend City Council meetings to represent the DCTF as necessary
- Sign correspondence on behalf of the DCTF

The DCTF Vice Chair is responsible for the following duties:

- Substitute for the Chair as needed
- Consult with the staff liaison on the meeting agenda
- Attend City Council meetings to represent the DCTF as necessary

#### **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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably

foreseeable indirect physical change in the environment.

**FISCAL IMPACT**

There is no fiscal impact associated with this item aside from administrative cost and expenses.

**COORDINATION**

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

**PUBLIC CONTACT**

Public contact was made by posting the DCTF meeting agenda on the City's official-notice bulletin board outside City Hall Council Chambers, as well as on the Downtown Precise Plan City website. 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**

There is no staff recommendation.

Reviewed by: Andrew Crabtree, Director, Community Development Department

Approved by: Manuel Pineda, Assistant City Manager