



## Agenda Report

21-1569

Agenda Date: 12/7/2021

### REPORT TO COUNCIL

#### SUBJECT

Action to Adopt Resolutions to Set the Regular Meeting Schedules and Dates for the Cultural Commission, Parks & Recreation Commission, Senior Advisory Commission, and Youth Commission for Calendar Year 2022

#### COUNCIL PILLAR

Enhance Community Engagement and Transparency

#### BACKGROUND

The City Code states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council and are subject to amendment from time to time by Council resolution. Resolution No. 5195 adopted by the City Council in 1987 provided the original schedule for meeting dates and times for the Cultural Commission, Parks and the Recreation Commission, and Senior Advisory Commission. Resolution No. 6047 established the Youth Commission regular meeting day, month, and time. By subsequent resolutions of the City Council, the Commissions have had their schedule of meeting dates and times updated to meet the specific needs of each commission and the public.

#### DISCUSSION

The City publishes an annual calendar of meetings for Council, Boards and Commissions. The Parks & Recreation Department supports four commissions. The purpose of this item is to set the Calendar of Regular Meetings for 2022 for each of these Commissions. To streamline the process, there is one Council report with four separate resolutions for review and approval by Council.

Commissions currently meet by approved resolution on the following schedules as indicated below:

- According to Council Resolution No. 19-8667, the Cultural Commission meets ten times per year on the first Monday of each month at 7:00 p.m., except when such day falls on a City holiday. On October 4, 2021, the Cultural Commission recommended (RTC # 21-1275) that Council to approve the proposed resolution (Attachment 1) and its calendar of meetings for 2022 (Attachment 2).
- According to Council Resolution 19-8771, the Youth Commission meets on the second Tuesday of each month from January to May and September to December at 6 p.m. On October 12, 2021 the Youth Commission recommended (RTC # 21-4997) that Council approve the proposed resolution (Attachment 3) and its calendar of meetings for 2022 (Attachment 4).
- According to Council Resolution No. 20-8918, the Parks & Recreation Commission meets

eleven times per year on the third Tuesday of the month at 7:00 p.m. On September 21, 2021, the Parks & Recreation Commission recommended (RTC # 21-1280) that Council adopt a resolution (Attachment 5) to set the calendar of meetings for 2022 (Attachment 6).

- According to Council Resolution No. 19-8690, the Senior Advisory Commission meets eleven times per year on the fourth Monday of each month at 10:00 a.m., January through November. On September 27, 2021, the Senior Advisory Commission recommended (RTC # 21-968) that Council adopt a resolution (Attachment 7) to set the calendar of meetings for 2022 (Attachment 8).

### **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 cost to the City other than staff time and expense.

### **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**

Adopt the proposed resolutions to set each of the 2022 Calendar of Regular Meetings for the Cultural Commission, Youth Commission, Parks & Recreation Commission, and Senior Advisory Commission.

Reviewed by: James Teixeira, Director of Parks & Recreation

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Proposed Resolution - Cultural Commission - 2022 Meetings
2. Cultural Commission - Calendar of Meetings 2022
3. Proposed Resolution - Youth Commission - 2022 Meetings
4. Youth Commission - Calendar of Meetings 2022
5. Proposed Resolution - Parks & Recreation Commission - 2022 Meetings
6. Parks & Recreation Commission - Calendar of Meetings 2022
7. Proposed Resolution - Senior Advisory Commission - 2022 Meetings
8. Senior Advisory Commission - Calendar of Meetings 2022