



CITY COUNCIL AGENDA REPORT

MEETING DATE: JUNE 16, 2015 ITEM NUMBER: CC-16

SUBJECT: REQUEST TO CANCEL THE REGULAR CITY COUNCIL
MEETING OF AUGUST 18, 2015

DATE: MAY 27, 2015

FROM: CHIEF EXECUTIVE OFFICE

PRESENTATION BY: KELLY R. SHELTON, EXECUTIVE ASSISTANT TO CEO

FOR FURTHER INFORMATION CONTACT: KELLY R. SHELTON/714-754-5328

RECOMMENDATION:

It is recommended that the Council consider altering the meeting schedule for the month of August 2015. Specifically, staff is requesting that the meeting of Tuesday, August 18, 2015, be cancelled. It is expected that cancelling this meeting will assist with managing workloads and allow time for coordination of vacation absences for Council and staff.

BACKGROUND:

Typically, the City conducts 24 regularly scheduled meetings per year. In addition, there are frequent special meetings scheduled that, in most years, will increase the amount of meetings held at the Council level. Both Council and staff are currently working on incredibly active schedules. The recommended break would permit both Council and staff an opportunity to "catch up" and better manage the workload. Additionally, the break will allow Council Members an opportunity to schedule vacations so as not to conflict with scheduled Council meetings.

Eliminating one meeting during the month of August would still allow the opportunity for the Council to address critical issues raised by staff or the public. There are no deadlines for pending issues that could not be dealt with on the following regularly scheduled meeting of September 1, 2015. Consequently, staff is recommending that the Council alter the meeting schedule for the month of August.

ANALYSIS:

The City Council has the legal authority to establish meeting dates and times and to cancel or reschedule such meetings with proper and timely public notice. Such a change is not significant as long as the decision to change the meeting date is done well in advance. This will allow for proper noticing and posting of the agenda as well as allowing staff enough time to place items either on the previous meeting (August 4, 2015) or the following meeting (September 1, 2015).

ALTERNATIVES:

City Council may choose to hold the August 18, 2015 City Council meeting as scheduled.

FISCAL REVIEW:

No Fiscal Impact.

LEGAL REVIEW:

Should the City Council cancel the August 18, 2015 regularly scheduled meeting, staff will ensure that the required posting and noticing requirements are met.

KELLY R. SHELTON
Executive Assistant to the CEO