



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: October 27, 2004

ITEM NUMBER:

SUBJECT: CONSIDERATION OF CANCELLATION OR CHANGE TO REGULAR COMMISSION MEETING DATES FOR NOVEMBER AND DECEMBER 2004

DATE: October 15, 2004

**FROM: WILLIAM J. MORRIS, DIRECTOR OF PUBLIC SERVICES
HOWARD PERKINS, ACTING DIRECTOR OF ADMINISTRATIVE SERVICES**

PRESENTATION BY: William J. Morris

FOR FURTHER INFORMATION CONTACT: William J. Morris at (714)754-5343

RECOMMENDATION

Staff recommends that the Parks and Recreation Commission:

- Consider moving the November 2004 regular meeting to Wednesday, November 17, 2004. The time and location for this adjusted meeting should remain unchanged, i.e., 5:15 p.m. Study Session in Conference Room 1A and Business Meeting at 6:30 p.m. in the Council Chambers.
- Defer consideration of any adjustment/cancellation of the December, 2004 regular meeting date until the November meeting.

BACKGROUND

Annually, the Parks and Recreation Commission considers adjustments to their regular meeting dates due to potential conflicts with the Orange County Fair event and with seasonal holidays. Adjustments and/or cancellation of certain meetings are meant to facilitate Commission business and to allow the greatest amount of public participation at the meetings.

ANALYSIS

For the month of November 2004, the regular meeting falls on the eve of Thanksgiving. Therefore, staff recommends moving this meeting ahead one week, to the Wednesday before. In this case, the new meeting date would be November 17, 2004.

For December of this year, the regular meeting falls on the 22nd, which is three days before the Christmas Holiday. At times in the past there has been a desire to cancel the December meeting due to the many travel plans that take place during this time. However, staff recommends that the December date not be cancelled or adjusted at this time. As with all scheduled Commission meeting dates, if a meeting date appears to be in conflict with a number of Commissioner's schedules, or if staff believes that not enough material exists for a meeting, then staff will recommend a cancellation of that meeting as it draws near. Therefore, staff recommends that an item be placed on the November 17th regular Commission meeting (if approved) to consider the December date.

ALTERNATIVES CONSIDERED

The Commission could determine to conduct the November and/or December regular meetings as normally scheduled on the fourth Wednesday of the month. In this event, the meetings would be held on November 24 and December 22, 2004.

FISCAL REVIEW

There is no fiscal impact to the staff recommendations. Cancellation of a monthly meeting may save up to \$600 in City expenses.

LEGAL REVIEW

No legal review is required on this item. Although City Code specifies when the Commission will conduct its regular meetings, the Commission may adjust and/or cancel these dates for just cause. Adjustments to the November, 2004 meeting date will avoid the Thanksgiving holiday and may allow for greater public participation of Commission business by the public.

CONCLUSION

Staff recommends adjusting the November 2004 meeting to avoid the holiday. This date should be adjusted one week to the Wednesday before. Staff also recommends deferring consideration of adjustment or cancellation of the December, 2004 regular meeting date until November.

WILLIAM J. MORRIS
Public Services Director

HOWARD PERKINS
Acting Administrative Services Director

Cc: Allan L. Roeder, City Manager
Steven E. Hayman, Assistant City Manager
Jana Ransom, Recreation Manager
Bruce Hartley, Maintenance Services Manager
Bart Mejia, Senior Engineer