



## **PARKS AND RECREATION COMMISSION AGENDA REPORT**

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MEETING DATE: NOVEMBER 17, 2004

ITEM NUMBER: 9e

SUBJECT: CONSIDERATION OF CANCELLATION TO REGULAR COMMISSION MEETING DATE  
FOR DECEMBER 2004

DATE: NOVEMBER 1, 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 - (714)754-5343

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### **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission cancel the December 22, 2004 regular Commission 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 December of this year, the regular meeting falls on the 22<sup>nd</sup>, 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. As with all scheduled Commission meeting dates, if staff believes that not enough material exists for a meeting, then staff will recommend a cancellation of that meeting as it draws near. For this reason, staff recommends that the December 2004 regular meeting be cancelled. No urgent items are pending at this time.

### **ALTERNATIVES CONSIDERED**

The Commission could determine to conduct the December regular meeting as normally scheduled on the fourth Wednesday of the month. In this event, the meeting would be held on December 22, 2004.

The Commission could also determine to reschedule the December meeting to another day, such as the week before. In this case, the December meeting could be held on Wednesday, December 15, 2004.

## **FISCAL REVIEW**

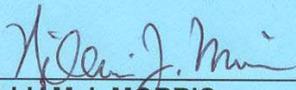
There is no fiscal impact to the staff recommendations. Cancellation of a monthly meeting may save up to \$600 in City expenses.

## **LEGAL REVIEW**

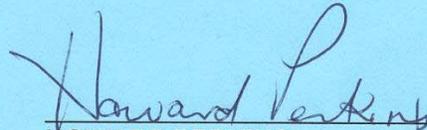
No legal review is required on this item. Although City Code specifies when the Commission will conduct its regular meetings, the Commission may adjust and/or cancel these dates for just cause. Cancellation of the December meeting will avoid the Christmas holiday, and rescheduling of agenda items may allow for greater public participation of Commission business by the public.

## **CONCLUSION**

Since there are no urgent items of business for the Commission to address at this time, staff recommends canceling the December 2004 meeting to avoid the holiday.



**WILLIAM J. MORRIS**  
Public Services Director



**HOWARD PERKINS**  
Acting Administrative Services Director

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