



# ***CITY COUNCIL AGENDA REPORT***

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**MEETING DATE:** December 6, 2004 **ITEM NUMBER:** Item Number

**SUBJECT:** REQUEST OF MAYOR MONAHAN FOR CANCELLATION OF REGULARLY SCHEDULED MEETINGS IN DECEMBER 2004 FOR CITY COUNCIL AND PLANNING COMMISSION

**DATE:** DECEMBER 1, 2004

**FROM:** City Manager's Office

**PRESENTATION BY:** MAYOR GARY MONAHAN

**FOR FURTHER INFORMATION CONTACT:** Allan L. Roeder, City Manager (714) 754-5328

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## **BACKGROUND:**

At the regular City Council meeting of December 1, 2003, the City Council voted to cancel the 2<sup>nd</sup> City Council meeting and 2<sup>nd</sup> Planning Commission meeting of the month. Mayor Monahan brought the suggestion for the cancellation forward in light of the holiday season and out of respect for the busy schedule of residents at this time of the year. A copy of the staff report as well as the minutes of the 12/1/03 meeting are attached for your information.

The question of meeting cancellations arose again this year since the previous City Council action taken was only for December 2003. Mayor Monahan has requested that the item be brought forward to City Council for consideration in making the change permanent.

## **ANALYSIS:**

The analysis for the Mayor's suggestion is not dissimilar from that provided in December 2003. The City Manager inquired of all Departments as to any key priority items presently scheduled to come before the City Council at the 2<sup>nd</sup> meeting in December. The result of this query proved that there are no urgent pending items on calendar. It should be noted that this is not by accident as staff makes a conscientious effort not to bring key policy issues forward during the midst of the holiday season. Similarly, the Planning Commission has no pending applications for its regularly scheduled meeting of December 27<sup>th</sup>. As in the 2003 Analysis, the City Council can expect a longer than normal Consent Calendar for its meeting on January 3, 2004 should the 2<sup>nd</sup> City Council meeting in December be cancelled.

Staff has not at this time identified the appropriate legislative action to permanently cancel the 2<sup>nd</sup> meeting of each December for the Planning Commission and City Council. Accordingly, if the City Council is of a mind to take such action, staff should be directed to come back with the appropriate implementing measure for future City Council consideration.

**ALTERNATIVES CONSIDERED:**

No alternatives were prepared on this item as it is a straight forward case of either conducting the City Council and Planning Commission meetings as regularly scheduled or not.

**FISCAL REVIEW:**

As noted in the Analysis section of this report, there is very little change in the fiscal impact of this action from that reported in 2003. The basic cost savings stem from required overtime for non-management personnel required to attend the City Council and Planning Commission meetings. The savings will vary depending on the items scheduled for consideration and the staff needed to present those items.

**LEGAL REVIEW:**

No legal review is required of the proposed action. However, should the City Council request that the change be made permanent, the City Attorney's Office will be directly involved in reviewing the implementing measure to carry out this policy directive.

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ALLAN L. ROEDER  
City Manager

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GARY MONAHAN  
Mayor

DISTRIBUTION:    Planning Commission  
                          City Attorney  
                          Deputy City Clerk  
                          Development Services Director  
                          Assistant Development Services Director

ATTACHMENTS:    1    [December 1, 2003 Staff Report](#)  
                          2    [December 1, 2003 Minutes](#)