



# **CITY COUNCIL AGENDA REPORT**

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MEETING DATE: JUNE 7, 2016      ITEM NUMBER: CC-14

**SUBJECT:**                      REQUEST TO CANCEL THE REGULAR CITY COUNCIL  
MEETING OF AUGUST 16, 2016

**DATE:**                              JUNE 1, 2016

**FROM:**                             CHIEF EXECUTIVE OFFICE

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

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

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## **RECOMMENDATION:**

It is recommended that the Council consider:

1. Altering the meeting schedule for the month of August 2016. Specifically, staff is requesting that the meeting of Tuesday, August 16, 2016, 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.
2. Permanently cancelling the 2<sup>nd</sup> regularly scheduled City Council meeting in August of each year until future direction from the City Council.

## **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 6, 2016. Consequently, staff is recommending that the Council alter the meeting schedule for the month of August 2016.

In addition, this item has been brought to the City Council every year for consideration as far back as 2011. City Council has continued to approve this request for the cancellation of the 2<sup>nd</sup> meeting in August. Staff is recommending that the City Council

take action to formally cancel the 2<sup>nd</sup> regularly scheduled City Council meeting in August until further Council direction.

**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 or following meeting agendas.

**ALTERNATIVES:**

City Council may reschedule the regularly scheduled City Council meeting to another date or choose to hold the August 16, 2016 City Council meeting. City Council may also choose to not approve the cancellation of future regularly scheduled City Council meetings held on the 3<sup>rd</sup> Tuesday of August.

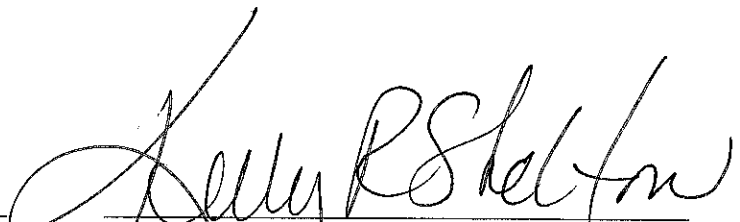
**FISCAL REVIEW:**

No Fiscal Impact.

**LEGAL REVIEW:**

Should the City Council cancel or change the August 16, 2016 regularly scheduled meeting, staff will ensure that the required posting and noticing requirements are met.

  
THOMAS R. HATCH  
Chief Executive Officer

  
KELLY R. SHELTON  
Executive Assistant to the CEO