

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	X
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DATE: JANUARY 8, 2007

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: KATHY M. WARD, ACTING CITY CLERK

SUBJECT: CITY COUNCIL AND PLANNING COMMISSION MEETING DATES

RECOMMENDED ACTION:

That the City Council discuss options for future City Council and Planning Commission meeting dates.

ISSUE:

Shall the City Council consider changing the meeting dates for Planning Commission and City Council meetings?

BACKGROUND:

The City Council last made changes to Section 2.04.010, "Time of Regular Meetings" of the Municipal Code in January 2003 to change the City Council meeting days to the 2nd and 4th Wednesdays of each month. In January 1994, the Council changed the meeting days of the Planning Commission to the 1st and 3rd Wednesdays of each month.

DISCUSSION:

At the Council meeting on December 13th, City Council discussed the possibility of changing the City Council meetings to the 1st and 3rd Tuesday of the month and the Planning Commission meetings to the 2nd and 4th Tuesday of the month.

Due to the remodeling of the City Council Chambers, it has been necessary to hold City Council and Planning Commission Meetings at the Community Center. The Council Chamber project is now expected to be completed in March. Staff has already made arrangements to continue holding Regular City Council Meetings in the gym and Planning Commission meetings in Room B until meetings commence again in the Chamber. However, should the City Council decide to change the meeting days to a day other than Monday, Wednesday or Friday, it will be necessary to hold the Council Meetings in Meeting Room B across the hall due

to conflicts with the Youth Basketball Program (which starts in January). Room B is a smaller room but can accommodate a public meeting, and has the ability to provide a live telecast.

Staff checked with Cox Communications for broadcasting purposes. Cox airs live in Dana Point on Channel 30 and rebroadcasts the Council meeting the following Tuesday and Thursday on Channel 30 at 7:00 p.m. Cox will be able to provide the same broadcast/rebroadcast schedule if the Council meetings are changed to the 1st and 3rd Tuesdays of the month. With regard to tonight's meeting, Cox will rebroadcast the meeting on Wednesday, January 17th and Thursday, January 18th (assuming the next City Council meeting is on January 16th). If the Council would like to change the rebroadcast schedule, Wednesdays are also available as rebroadcast days. Once the Chamber's upgrades are complete, the City will have its own dedicated government access channel and complete discretion over the rebroadcast schedule.

At the Council meeting on December 13th, our video technician, Chris Cardenas of SOCTV, indicated that he had a conflict on the 1st and 3rd Tuesdays as he also provides video recordings of the Council meetings for the City of Laguna Niguel. Since Dana Point is Mr. Cardenas' top priority, he will be available to personally tape our meetings on the 1st and 3rd Tuesdays of the month and will subcontract services for the City of Laguna Niguel.

Staff also checked with the Planning Commissioners for their availability to change their meeting dates. They are basically available on any night except for Fridays and Room B at the Community Center is also available for their meetings (Monday – Thursday).

If the City Council desires to change the City Council and Planning Commission meeting days, staff will return with the appropriate amendment to Sections 2.04.010 and 2.07.011 respectively of the Municipal Code. An Urgency Ordinance will be prepared for City Council action at your next meeting which will allow the change in meeting days for both the Council and Planning Commission to become effective immediately. If the Council decides to change the meetings to the 1st and 3rd Tuesdays of each month, it is recommended that tonight's meeting be adjourned to Tuesday, January 16, 2007 at 5:00 p.m. in Room B.

NOTIFICATION AND FOLLOW-UP:

Cox Communications, SOCTV

STRATEGIC PLAN INITIATIVE:

Achieve total excellence in municipal services and City administration/planning with excellent customer service and cost-effectiveness.

FISCAL IMPACT:

None.

ALTERNATIVE ACTIONS:

An alternative action as deemed appropriate by the Council.