



AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
 Meeting Date: February 5, 2013

Agenda Item 11A(1)
 Approvals: [Signature]
 City Manager [Signature]
 Dept. Head [Signature]
 Attorney JAV
 Finance _____

Department: City Clerk
Prepared By: Joanne Baade, City Clerk/Executive Analyst

Subject: ***ESTABLISHMENT OF DATE(S) FOR COUNCIL TO MEET IN JOINT SESSION WITH CITY COMMISSIONS AND COMMITTEES.***

Summary: In 2009 and 2010, Council met individually with each of the City's Commissions and Committees. In 2011 and 2012 (and in most years prior to 2009), Council conducted a consolidated joint meeting with all of the City's Commissions and Committees in lieu of meeting individually with each advisory body. At this time, Staff is requesting direction as to whether Council wishes to schedule one-on-one meetings with one or more of the City's Commissions and Committees during 2013, and/or whether it desires to schedule one or more consolidated joint meetings. Historically, consolidated meetings have been held on the fifth Tuesday in a month. If Council desires to maintain this practice, the dates in 2013 that have five Tuesdays are April 30, 2013, July 30, 2013, and October 29, 2013.

If Council desires to meet individually with any or all of its advisory bodies, Staff requests that Council provide Staff with a list of dates that it would be available to meet. Staff will then communicate with the Commissions and Committees to determine the dates that also work for the Commission/Committee members.

Because the Council Chambers is not conducive to joint meetings, Staff recommends that the joint meetings be conducted in either the Ole Hanson Room of the Community Center or at the golf course restaurant. Off-site meetings are more labor intensive to televise because only the Council Chambers is equipped with built-in videotape and cable broadcast capability. Consequently, the cost to televise an off-site meeting is approximately \$300, as opposed to \$125 to televise a meeting that takes place in the Council Chambers. Additionally, off-site meetings cannot be televised live because those meeting rooms are not connected to the City's cable broadcasting equipment.

Recommended

Action: STAFF RECOMMENDS THAT the City Council: 1) Determine whether to meet individually with one or more of the City's Commissions and Committees; 2) Determine whether one or more consolidated joint meetings should be scheduled; 3) Select a venue for the joint meeting(s); and 4) Determine which, if any, of the joint meetings should be televised.

Attachments: None.

Fiscal Impact: The City will incur a cost of approximately \$300 for each off-site meeting that is televised.