



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: January 15, 2019

Agenda Item 11A1  
**Approvals:**  
City Manager [Signature]  
Dept. Head [Signature]  
Attorney [Signature]  
Finance JV

**Department:** City Clerk  
**Prepared By:** Joanne Baade, City Clerk/Legislative Administrator [Signature]

**Subject:** **ESTABLISHMENT OF COUNCIL MEETING SCHEDULE AND POSSIBLE JOINT MEETING(S) FOR 2019**

**Fiscal Impact:** Yes. The City will incur a cost of approximately \$4,000 for each Joint Dinner Meeting that is scheduled. A total of \$4,000 is allocated in the City Clerk's budget (001-131-44420 – Special Meetings and Events) for this purpose.

**Summary:** The City Council has historically conducted at least one joint meeting each year with its Commissions and Committees. The purpose of these meetings is to enable Commissions and Committees to report on their recent, current and future projects. These meetings have typically taken place when a fifth Tuesday occurred in a month. In 2019, the months of April, July and October include a fifth Tuesday (i.e., April 30, 2019, July 30, 2019 and October 29, 2019).

If Council wishes to continue the tradition of meeting with its Commissions and Committees, it may wish to consider one of the following meeting options:

- Schedule a Joint Dinner Meeting at which Council and all City Commissions and Committees would meet concurrently.
- Schedule a Joint Meeting without dinner at which Council and all Commissions and Committees would meet concurrently.
- Direct Staff to schedule one Commission/Committee at a time to report to Council as part of a regularly scheduled Council meeting.

Additionally, in order to accommodate Council and Staff vacations, Council has typically cancelled one or two of its meetings in July and/or August. It is recommended that Council determine at this meeting whether to cancel Council meeting(s) to enable Council and Staff to plan accordingly.

**Recommended Action:** STAFF RECOMMENDS THAT the City Council: 1) Determine whether to meet with the City's Commissions and Committees in 2019, either as a joint session or individually with each City Commission and Committee; and 2) Determine whether to cancel Council meeting(s), possibly in July and/or August 2019, to accommodate Council/Staff vacations.

**Attachments:** None

**Notification:** None

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