

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Steven Kueny, City Manager 

DATE: March 24, 2011 (CC Meeting of 4/6/11)

SUBJECT: Consider Changing the Bimonthly Report to the City Council to a Quarterly Report to the City Council

BACKGROUND

Since November 7, 2007, the City Manager has issued a "Bimonthly Report to the City Council." Prior to that time, the report was issued on a monthly basis. This report has been provided as an electronic document to the City Council and placed on the website.

As the City has grown, this report has also expanded. The most recent Bimonthly Report contained 91 pages. Many items in the report also restate items the Council is already aware of because the items were previously acted on by the Council. Such items continue to be included in the report because it also serves as a means of keeping the public informed.

DISCUSSION

This report requires significant effort from the various operating departments as well as the City Manager. Most of the items in the report change very little each bimonthly period, especially capital projects and large developments.

Effective immediately, the Bimonthly Report will become a Quarterly Report published by the third (3rd) Friday of the month following the quarterly periods of March, June, September, and December. To transition from a Bimonthly Report to a Quarterly Report, the first Quarterly Report will begin June 30, 2011 (covering the months of March, April, May and June) and published by July 15, 2011. This change is estimated to save about 30 to 40 hours of staff time per reporting period. Additionally, for only the City Council, it will be distributed electronically in legislative format. The final Quarterly Report (without legislative format) will continue being provided as an electronic document to the City

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Council and staff and placed on the website. Staff will continue using e-mails to keep the City Council informed of important issues and projects on a timely basis.

STAFF RECOMMENDATION

Receive and file report.