

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council
FROM: Steven Kueny, City Manager *SK*
DATE: October 31, 2007 (CC Meeting of November 7, 2007)
SUBJECT: Consider Monthly Report to the City Council

BACKGROUND

For at least the past 15 years, the City Manager has issued a "Monthly Report to the City Council." This report has always been presented as a mail box item. For the past few years, this report has been provided as both an electronic document and paper copy to the City Council and placed on the website.

As the City has grown, this report has also expanded. The most recent monthly report contained 67 pages. Many items in the report also restate items the Council is already aware of because the item was 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 month to month, especially capital projects and large developments.

Effective with the November and December period, the monthly report will become a bi-monthly report published by the 15th of the month succeeding the second month in the current bimonthly period (e.g., January 15 for the November / December monthly period). This change is estimated to save about 30 hours of staff time per month. Also, it will only be distributed electronically and placed on the website. With this change, staff will enhance the use of e-mail to keep the City Council informed on a timely basis.

STAFF RECOMMENDATION

Receive and file report.