



City Council Staff Report

From: City Attorney
Report Type: **CONSENT CALENDAR**
Lead Department: City Attorney

Meeting Date: **June 5, 2023**

Report #:2305-1456

TITLE

Adoption of an Ordinance Amending Section 2.04.010 (Regular Meeting) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code to Change the City Council Meeting Start Time from Six p.m. to Five- Thirty p.m.

RECOMMENDATION

Adopt the attached ordinance to amend the Municipal Code to change the City Council meeting start time from six p.m. to five-thirty p.m.

BACKGROUND AND ANALYSIS

The Palo Alto Charter states that the Council shall set a time and place for its regular meetings. (Charter, Art. III, Section 5.) Since 2014, the Municipal Code has provided that the regular meeting time is the first three Mondays of each month beginning at six p.m. (Palo Alto Municipal Code section 2.04.010.)

In recent years, it has been common for Council meetings to begin at five p.m. Such meetings are noticed as “special meetings” as required by state and local law. (Cal. Govt. Code sections 54954, 54956; PAMC section 2.04.020.) Frequent use of special meetings has led to some public uncertainty about the Council’s procedures. As part of a comprehensive rewrite of Council’s *Procedures and Protocols Handbook*, Council decided to change its regular meeting time to the first three Mondays of each month at five-thirty p.m. Council directed staff to prepare an ordinance amending the Municipal Code to reflect the five-thirty p.m. start time.

FISCAL/RESOURCE IMPACT

None.

STAKEHOLDER ENGAGEMENT

Council discussed meeting start time at several public meetings and selected a start time to maximize effective public participation in Council meetings while allowing sufficient time to accomplish Council’s work.

ENVIRONMENTAL REVIEW

Council action on this item is not a project as defined by the California Environmental Quality Act (CEQA) because it is an organizational or administrative matter that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines 15378(b)(5).)

ATTACHMENTS

Attachment A: Ordinance Amending Section 2.04.010 (Regular Meeting) of Chapter 2.04 (Council Organization and Procedure) of the Palo Alto Municipal Code to Change the City Council Meeting Start Time from Six p.m. to Five- Thirty p.m. - redlined

APPROVED BY:

Molly Stump, City Attorney