




Agenda Item No: 6.b
Meeting Date: November 6, 2023

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Clerk’s Office

Prepared by: Lindsay Lara, City Clerk **City Manager Approval:** 

TOPIC: CITY COUNCIL MEETING COMMENCEMENT TIME

SUBJECT: INTRODUCTION OF AN ORDINANCE OF THE CITY OF SAN RAFAEL CITY COUNCIL AMENDING SECTION 2.04.010 OF THE SAN RAFAEL MUNICIPAL CODE CONCERNING REGULAR MEETINGS

RECOMMENDATION:
Waive further reading of the Ordinance and introduce an Ordinance of the City of San Rafael City Council Amending Section 2.04.010 of the San Rafael Municipal Code (SRMC) Concerning Regular Meetings and refer to it by title only.

BACKGROUND:
The City’s Charter authorizes the City Council to establish, by ordinance, the time and place for its meetings. Section 2.04.010 of the SRMC presently provides that the Council's regular meetings shall be held on the first and third Mondays of each month, starting at 7:00 p.m.

ANALYSIS:
The attached ordinance would amend the SRMC section 2.04.010 to change the commencement time for regular City Council meetings from 7:00 p.m. to 6:00 p.m.

In recent years, the commencement time of many Board, Commission, and Committee (BCC) meetings has been changed from 7:00 p.m. to 6:00 p.m., and staff recommends changing the City Council regular meeting schedule time to 6:00 p.m. Often times City Council meetings can be conducted late into the evening, requiring our community members to stay at City Hall until as late as 11:00 p.m. to provide public comments on agenda items that are later on the agenda.

ATTACHMENTS:
1. Ordinance

FOR CITY CLERK ONLY

Council Meeting: _____

Disposition: _____

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SAN RAFAEL CITY COUNCIL AMENDING SECTION 2.04.010 OF THE SAN RAFAEL MUNICIPAL CODE CONCERNING REGULAR MEETINGS

WHEREAS, as authorized by Article VII, Section 3 of the Charter of the City of San Rafael, the City Council has provided in San Rafael Municipal Code, Chapter 2.04, for the time and place of its meetings; and

WHEREAS, pursuant to San Rafael Municipal Code Section 2.04.010, regular meetings of the City Council currently convene on the first and third Mondays of the month at the hour of 7:00 p.m.; and

WHEREAS, the time of commencement of the meetings of the many Boards, Commissions and Committees have been changed to 6:00 p.m., and the City Council now finds that it would be in the best interests of the City for the City Council also to commence its regular meetings at 6:00 p.m., so as to facilitate the public's participation therein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:

DIVISION 1. Section 2.04.10 of Chapter 2.04 of the Municipal Code of the City of San Rafael is hereby amended as follows (additions are shown in underline and deletions in strikethrough):

2.04.010 - Regular meetings.

The regular meetings of the council of the City of San Rafael, County of Marin, State of California, shall be held on the first and third Monday of each month at the regular place of meeting specified in this section. Where the first or third Monday falls upon ~~either New Year's Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veteran's Day or Christmas Day~~ a city holiday, the council shall meet on the Tuesday following the holiday. Regular meetings shall convene at the hour of ~~seven~~ six p.m. (~~7~~6:00 p.m.). The regular meetings may be adjourned from time to time as may be determined by the council for the purpose of completing the business and duties of the council, and may be adjourned to any other date and time.

All regular meetings of the council shall be held at the city hall situated on the northerly side of Fifth Avenue between C Street and E Street, and the meetings shall be held in the general assembly room in the building set apart for the meetings of the council.

DIVISION 2.

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance or the Codes hereby adopted are hereby repealed.

DIVISION 3.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The City Council of the City of San Rafael hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases shall be declared invalid.

DIVISION 4.

The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA), pursuant to 14 CCR Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment.

DIVISION 5.

This Ordinance shall be published once, in full or in summary form, before its final passage, in a newspaper of general circulation, published and circulated in the City of San Rafael and shall be in full force and effect 30 days after its adoption. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those Council members voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.

Within 15 days after adoption, the City Clerk shall also post in the office of the City Clerk, a certified copy of the full text of this Ordinance along with the names of those Councilmembers voting for and against the Ordinance.

THE FOREGOING ORDINANCE was first read and introduced at a regular meeting of the San Rafael City Council on the 6th day of November 2023, and was passed and adopted at a regular meeting of the San Rafael City Council on the 20th day of November 2023 by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

Kate Colin, Mayor

Attest:

LINDSAY LARA, City Clerk