



CITY COUNCIL AGENDA REPORT

Meeting Date: January 16, 2025

From: Jeremy Dennis, City Manager

Subject: Council Meetings – Time and Date Discussion

Community Goal/Result

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Purpose

To further enhance public participation in City Council meetings

Recommendation

Staff recommends that the City Council consider revising its start time and day of the week.

Background

Per Chapter 2. 44.010 of the Brisbane Municipal Code, the City Council holds its meetings at 7:30 P.M. on the first and third Thursdays of the month.

While the time of the meeting has held for many years, from time to time the City Council has adjusted the day of the meeting to accommodate the needs of council members.

Below is a list of all cities in San Mateo County, with each council's start time and day(s) of the week for meeting:

City	Day(s)	Time
Atherton	3rd Wednesday	6:00 PM
Belmont	2 nd and 4 Wednesdays	7:00 PM
Brisbane	1 st and 3 rd Thursdays	7:30 PM
Burlingame	1 st and 3 rd Mondays	7:00 PM
Colma	2 nd and 4 th Wednesdays	7:00 PM
Daly City	2 nd and 4 th Mondays	7:00 PM
East Palo Alto	1 st and 3 rd Tuesdays	6:30 PM
Foster City	1 st and 3 rd Mondays	6:30 PM
Half Moon Bay	1 st and 3 Tuesdays	7:00 PM
Hillsborough	2 nd Monday	6:00 PM
Menlo Park	2 nd and 4 th Tuesdays	6:00 PM
Millbrae	2 nd and 4 th Tuesdays	7:00 PM
Pacifica	2 nd and 4 th Mondays	7:00 PM
Portola Valley	2 nd and 4 th Wednesday	7:00 PM
Redwood City	2 nd and 4 th Mondays	7:00 PM
San Bruno	2 nd and 4 th Tuesdays	7:00 PM
San Carlos	2 nd and 4 th Mondays	7:00 PM
San Mateo	1 st and 3 rd Mondays	7:00 PM
South San Francisco	2 nd and 4 th Wednesdays	7:00 PM
Woodside	2 nd and 4 th Wednesdays	7:00 PM

Note that Brisbane is the only city listed that has its meetings on Thursdays and at 7:30 PM.

Discussion

With a new council and new mayor, it is appropriate to review the City Council's meetings time and days. There has also been a trend in recent years for councils in the region to change their start times to earlier. The reason more cities have changed their start times is to further increase public participation and (to the extent possible) try to reduce the number of late-night meetings that impact decision making and reduce resident contributions.

Note that the following City bodies and their meeting times:

Body	Day(s)	Time
Complete Streets Safety Committee	1 st Wednesday	6:30 PM
IDEA	3 rd Wednesday	6:00 PM
Open Space Ecology Committee	4 th Wednesday	6:30 PM
Parks and Recreation	2 nd Wednesday	6:30 PM
Planning Commission	2 nd and 4 th Wednesdays	7:30 PM ¹
Public Art	3 rd Monday	5:15 PM
Youth Advisory	1 Wednesday/month	As Decided

1. Day: While the staff does not have a recommendation for which days of the week are the most appropriate, it is worth noting that three-day holiday weekends can occasionally affect public attendance at Thursday evening meetings as many choose to take more time off over such holiday weekends.

Should the Council wish to hold their meetings on a different day, staff will continue to produce the meeting packet 6-7 days in advance of the meeting.

2. Time: Staff does recommend consideration of an earlier start time that reflects the trend in increasing public participation by starting the meeting earlier.

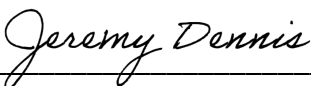
Should the City Council wish to move their start time earlier, the Council should consider the following:

- Closed sessions- should they start before or after a meeting?
- The length of the meeting – shall it remain at three hours?

Should the City Council direct any changes to their meeting time/day, staff will return to the Council with changes to the municipal code for adoption.

Fiscal Impact

None



 Jeremy Dennis, City Manager

¹ Note that of the seven bodies, the Planning Commission starts at 7:30 PM; commission and committee day and time meeting starts are adopted by resolution, not by ordinance.