



City Council Agenda Report

Meeting Date: March 25, 2025
Prepared By: Melissa Thurman
Approved By: Gabriel Engeland

Subject: Introduction of an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Introduce an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The Ralph M. Brown Act requires the City Council to set the place and time of its regular meetings “by ordinance, resolution, bylaws, or whatever other rules is required for the conduct of business.”

Chapter 2.04.010 of the Los Altos Municipal Code entitled “Meetings” states the following:

The Council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California, on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel

a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting. (Ord. No. 2012-376)

In December of each year, an item is presented to Council to approve the following year's meeting schedule, which reflects regular meeting times as currently defined in Section 2.04.010 of the Los Altos Municipal Code.

DISCUSSION

To allow the City Council more liberties in creating and/or cancelling meetings, an amendment to Chapter 2, Section 2.04.010 of the Los Altos Municipal Code is recommended. The amended language will be added as an "Exception" and is detailed below and in Attachment 2 of this staff report.

- A. The council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the earlier start time shall prevail until altered by a resolution of the city council.

The City Council may further amend Section 2.04.010 of the Los Altos Municipal Code to change the start time of the regular meetings. In late January 2025, the City Clerk's Office conducted a survey of public agencies in California and posed the question "What is the start time of your City Council regular meetings?". 159 responses were received and are included in this report as Attachment 3. Below is a snapshot of the data received in that survey:

Out of 159 responses:

- 113 agencies had a City Council Regular Meeting start time of 6:00 p.m. or before
- 46 agencies had a City Council Regular Meeting start time of 7:00 p.m. or later

If the City Council amends the start time of the regular meetings, the language will be further updated and returned for final adoption by the City Council at the meeting of March 25, 2025. This amendment would not require a second introduction.

ATTACHMENTS

1. Ordinance
2. Amended Language
3. List of CA City Council Meeting Start Times