



**TO:** Mayor and Councilmembers

**FROM:** Kristy Schmidt, Deputy City Manager

**CONTACT:** Deborah S. Lopez, City Clerk

**SUBJECT:** Amendment to Title 2 of the Goleta Municipal Code Regarding City Council Meeting Start Times

**RECOMMENDATION:**

- A. Introduce and conduct first reading (by title only), and waive further reading of Ordinance No. 19-\_\_ entitled "An Ordinance of the City Council of the City of Goleta, California, Amending Section 2.01.010 of the Goleta Municipal Code Changing the Time of Regular Meetings from 1:30 and 6:00 P.M. to 4:00 P.M For Closed Session and 5:30 P.M. for Open Session; and
- B. Direct staff whether to begin the new meeting times by noticing special meetings in September or begin the new meeting times after the Ordinance effective date, on October 1, 2019.

**BACKGROUND:**

The City Council of the City of Goleta currently holds its regular meetings on the first and third Tuesday of every month at 1:30 pm and 6:00 p.m. As part of the 2017 Settlement Agreement with the Goleta District Elections Committee (DEC), the City Council agreed to consider six specific items, one of which was whether City Council meetings should be held in the evenings only, after 5 p.m. The rationale for later Council meetings is that evening meetings may allow for more public participation and may encourage more candidates to run for and serve on the City Council.

On February 5, 2019, the City Council received a report from staff on a recommendation from the Public Engagement Commission to modify City Council meeting times. At that meeting, the City Council provided direction to staff to return with a draft ordinance amending the Goleta Municipal Code to change the Council's regular meeting times to start closed session at 4:00 p.m. and the open meeting at 5:30 p.m. on the first and third Tuesday of the month.

## **DISCUSSION:**

Per Council direction, staff is providing the proposed ordinance amending Goleta Municipal Code (GMC) Section 2.01.010 (Time of Regular Meetings) to reflect the change to evening-only City Council meetings at 5:30 p.m. on the first and third Tuesday of each month. As proposed, closed sessions may be held from 4:00 p.m. to 5:30 p.m., provided the time is set forth on the agenda, and the closed sessions shall be considered part of the regular meeting (Attachment 1):

On February 5, 2019, the City Council also directed that staff explore time saving measures to reduce meeting duration including but not limited to putting more agenda items (particularly certain contract and grant approvals) on the consent calendar, shortening staff presentations, etc. Council also directed staff to bring back a review of the practice of cancelling certain July and August City Council Meeting dates beginning in calendar year 2020. Staff will bring a report to the City Council with some recommended time saving measures and a 2020 meeting calendar for consideration in the fall.

In compliance with Government Code section 63937, ordinances generally become effective 31 days after City Council adoption. Assuming Council adoption on August 20, 2019, this ordinance would become effective for the October 1, 2019 meeting. However, Council had expressed interest in starting the new meeting times in September. If Council so directs, staff will begin the new meeting times in September by noticing the September Council Meetings as special meetings. Otherwise, Council can direct staff to begin the new meeting times with the Ordinance effective date on October 1, 2019.

## **FISCAL IMPACTS:**

As detailed in the February 5, 2019 staff report, it is anticipated that meal arrangements for City Council and staff members working through the evening meal period will be \$150 per meeting, or \$3,600 per year. This funding was already included in the City Manager's Department budget for Fiscal Year 2019/20. If continued or special meetings are needed as a result of the change, the cost for video recording services would be approximately \$400 per meeting. While staff schedules can generally be managed to address anticipated agenda timing, there may be occasional staffing costs (overtime or compensatory time) if agenda items and/or meetings go later than anticipated.

**ALTERNATIVES:**

The City Council could decline to adopt the ordinance and either stay with the current meeting times or provide alternate direction to staff.

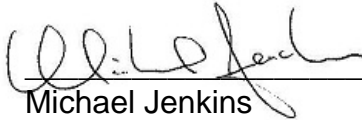
**Reviewed By:**

**Legal Review By:**


**Approved By:**



Kristine Schmidt  
Deputy City Manager



Michael Jenkins  
City Attorney



Michelle Greene  
City Manager

**ATTACHMENTS:**

1. An Ordinance Of The City Council Of The City Of Goleta, California, Amending Section 2.01.010 Of The Goleta Municipal Code Changing The Time Of Regular Meetings From 1:30 And 6:00 P.M. To 4:00 P.M for Closed Session and 5:30 for Open Session



**Attachment 1**

An Ordinance Of The City Council Of The City Of Goleta, California, Amending Section  
2.01.010 Of The Goleta Municipal Code Changing The Time Of Regular Meetings From 1:30  
And 6:00 P.M. To 4:00 P.M for Closed Session and 5:30 for Open Session



## ORDINANCE NO. 19-\_\_

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING SECTION 2.01.010 OF THE GOLETA MUNICIPAL CODE CHANGING THE TIME OF REGULAR MEETINGS FROM 1:30 AND 6:00 P.M. TO 4:00 P.M FOR CLOSED SESSION AND 5:30 FOR OPEN SESSION**

**WHEREAS**, Section 2.01.010 of the Goleta Municipal Code currently provides for Council meeting times to start at 1:30 p.m. and 6:00 p.m. on regular Council meeting days on the first and third Tuesday of each month;

**WHEREAS**, the City Council now desires to hold regular Council meetings at 5:30 p.m. and closed sessions that are agendized with the regular Council meeting from 4:00 p.m. to 5:30 p.m.;

**NOW, THEREFORE**, the City Council of the City of Goleta does hereby ordain as follows:

**SECTION 1.** Section 2.01.010 of the City of Goleta Municipal Code is hereby amended to read as follows:

#### **2.01.010 Time of Regular meetings**

The regular meetings of the Goleta City Council shall commence at 5:30 p.m. If the date of any regular meeting falls on a holiday, the regular meeting shall be held at the designated hour on the next succeeding day which is not a holiday.

Closed sessions and public comment associated therewith may be held between 4:00 p.m. and 5:30 p.m. No other public agenda items will be considered between 4:00 p.m. and 5:30 p.m. unless a regular meeting is adjourned to that time or a special meeting is called for that time. No closed session or study session will be held during that hour unless the posted agenda of that evening's regular meeting indicates that such session will take place; in the absence of such notification in the agenda, the regular meeting shall commence at the hour of 5:30 p.m.

#### **SECTION 2.** Certification of City Clerk.

The City Clerk shall certify to the adoption of this ordinance and, within 15 days after its adoption, shall cause it to be published in accord with California Law.

**SECTION 3.** Effective Date.

This ordinance shall take effect on the 31<sup>st</sup> day following adoption by the City Council.

**INTRODUCED ON** the \_\_\_\_ day of \_\_\_\_\_, 2019.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_\_day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
PAULA PEROTTE, MAYOR

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
DEBORAH S. LOPEZ  
CITY CLERK

\_\_\_\_\_  
MICHAEL JENKINS  
CITY ATTORNEY



STATE OF CALIFORNIA )  
COUNTY OF SANTA BARBARA ) ss.  
CITY OF GOLETA )

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, do hereby certify that the foregoing Ordinance No. 19-\_\_ was introduced on \_\_\_\_\_, and adopted at a regular meeting of the City Council of the City of Goleta, California, held on the \_\_\_\_\_, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

(SEAL)

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DEBORAH S. LOPEZ  
CITY CLERK