TO: HONORABLE CITY COUNCIL

DATE: AUGUST 4, 2008

SUBJECT: ADOPTION OF AN ORDINANCE AMENDING SECTION 2.04.070 (AGENDA) OF TITLE 2 (ADMINISTRATIVE CODE) TO ELIMINATE THE PRINTING OF THE CITY COUNCIL AGENDA IN A NEWSPAPER OF GENERAL CIRCULATION

RECOMMENDATION

City Clerk recommends that Council adopt the ordinance amending Section 2.04.070 (Agenda) of Title 2 (Administrative Code) to eliminate the printing of the City Council agenda in a newspaper of general circulation.

BACKGROUND

Currently Palo Alto Municipal Code Section 2.04.070 requires the City Clerk to cause a summarized digest of the agenda for a regular City Council meeting to be published in a newspaper of general circulation at least twenty-four hours before each meeting.

As part of the “Best Bets” for Revenue and Expense Options to Help the General Fund Accommodate Debt Service for the Public Safety Building, that the City Manager presented to the City Council for approval on June 09, 2008, I recommended the removal of the obligation to print the agenda digest each Friday in the Palo Alto Weekly. The average cost of these publications is $600.00 for each meeting, with an estimated annual budget savings of $20,000.

The City Council agenda currently is available on the City’s website at www.cityofpaloalto.org/knowzone/agendas/council, in the Council Chambers, in the City Clerk’s Department and at the Palo Alto libraries.

CITY CLERK APPROVAL:

Donna J. Grider, CMC
CITY CLERK

ATTACHMENT:
Ordinance
ORDINANCE NO.
ORDINANCE OF THE COUNCIL OF THE CITY OF PALO ALTO
AMENDING SECTION 2.04.070 (AGENDA) OF TITLE 2
[ADMINISTRATIVE CODE] TO ELIMINATE THE PRINTING OF
THE CITY COUNCIL AGENDA IN A NEWSPAPER OF GENERAL
CIRCULATION.

Whereas, the public interest requires that periodic
revision of the municipal code is necessary in order to make
editorial changes for clarification and to make revisions that
are consistent with current practice and public policy.

Whereas, eliminating the printing of the City Council
agenda in the newspaper would reduce City budget costs.

The Council of the City of Palo Alto does ORDAIN as
follows:

SECTION 1. Section 2.04.070 (Agenda) of Title 2
[Administrative Code] of the Palo Alto Municipal Code is hereby
amended to read as follows:

2.04.070 Agenda.

(a) The city clerk shall prepare the agenda of all matters to be
submitted to the council at its regular meeting according to the
order of business which may be set forth in the council's
procedural rules numbering each item consecutively.

(b) Not later than 12:00 noon on the Wednesday preceding the next
regular meeting, the city clerk shall be notified by the city
manager or city attorney of the titles of all agenda items to be
submitted to the council at its next regular meeting. The city
clerk shall cause a summarized digest of the agenda to be
published in a newspaper of general circulation at least twenty-
four hours before each meeting. This section shall be directory
so that failure to provide the notification and digest
publication shall not prevent addition of matters to the council
agenda in any other manner allowed by law.

(c) The city manager, with prior approval of the mayor, is
authorized to designate upon the agenda of the council, and the
city clerk shall publish in the agenda digest, items that shall
be taken up as the first item of business or at a specific time
during the course of the meeting. Upon said hour, the council
may suspend consideration of the item then under discussion, or
may complete consideration of such item, and then must commence
consideration of such item for which time is specified, without further action to take said item out of order upon the agenda.

(d) All reports, ordinances, resolutions, contracts, documents or other matters and supporting materials in sufficient quantity for full packet distribution shall to the greatest extent possible be delivered to the city clerk no later than the Thursday preceding the next regular meeting. The city clerk shall prepare the agenda of all such matters according to the order of business which may be set forth in the council's procedural rules numbering each item consecutively. A complete copy of such agenda and the aforesaid supporting materials shall to the greatest extent possible be delivered or mailed to each council member and each department head so as to reach the recipient not later than 7:00 p.m. on the Thursday preceding each council meeting.

(e) The agenda and materials, including any letters from council members to their colleagues concerning agenda items, shall be available to the public, all newspapers of general circulation within the city, and in the office of the city clerk, and shall be delivered to all city libraries, except the Children's Library, by 9:00 a.m. on the Friday preceding each council meeting, and posted in the council chambers during each meeting. Copies of the agenda may be obtained during business hours no later than the Friday preceding the meeting and the day of the meeting at the office of the city clerk, at all city libraries, except the Children's Library, and in the council chambers during each meeting.

SECTION 2. The Council finds that eliminating the publishing of a summarized digest of the agenda in a newspaper of general circulation does not meet the definition of a project under the California Environmental Quality Act pursuant to California Public Resources Code Section 21065, and therefore no environment impact assessment is necessary.
SECTION 3. This ordinance shall be effective on the thirty-first day after the date of its adoption.

INTRODUCED:

PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

APPROVED:

City Manager

Director of Administrative Services