



**CITY OF LARKSPUR  
Staff Report**

November 16, 2022, City Council Meeting

DATE: November 8, 2022  
TO: Honorable Mayor Hillmer and the Larkspur City Council  
FROM: Dan Schwarz, City Manager  
SUBJECT: SETTING THE MEETING TIME OF THE DECEMBER 7, 2022, REGULAR CITY COUNCIL MEETING

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**ACTION REQUESTED**

Adopt a resolution setting the regular meeting time of the December 7, 2022, regular meeting.

**BACKGROUND**

Via Resolution No. 3/12, Larkspur City Council set their regular meeting time between 6:00 p.m. and 7:30 p.m., with notice provided per the Brown Act. The Council has a special event planned following the December 7, 2022, meeting and wishes to be able to adjourn the meeting no later than 7:00 p.m. As such, the Council will need to start the meeting earlier in order to have adequate time to address all items on the agenda. The attached resolution sets the regular meeting time of only the December 7<sup>th</sup> meeting to be as early as 5:00 p.m., with notice provided per the Brown Act. All subsequent meetings will then follow the regular meeting time set per Resolution No. 3/12.

**STAFF RECOMMENDATIONS**

Staff recommends that Council adopt the attached resolution setting the time of the December 7, 2022, regular meeting.

Respectfully submitted,  
Alison Foulis, City Clerk

Attachments

1. Proposed Resolution
2. Resolution No. 3/12

CITY OF LARKSPUR  
RESOLUTION 82/22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR  
SETTING THE TIME OF THE DECEMBER 7, 2022,  
REGULAR CITY COUNCIL MEETING

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**WHEREAS**, the City Council may set its meeting time by resolution in accordance with subsection (a) of section 54954 of the Government Code, so long as meetings are noticed within 24 hours of a special meeting and 72 hours of a regular meeting in accordance with Government Code section 54950 et seq. (commonly known as the Ralph M. Brown Act);

**WHEREAS**, Section 2.04.020 of the Larkspur Municipal Code requires that any subsequent changes to the timing of City Council meetings be established by City Council resolution;

**WHEREAS**, on March 7, 2012, the City Council adopted Resolution No. 3/12 setting the time of City Council meetings to be held at 6:00 p.m., 7:30 p.m., or a time in between, to be set for any particular meeting by the Mayor and the City Manager; and

**WHEREAS**, the City Council desires to establish an earlier meeting time for only the December 7, 2022, regular meeting in order to accommodate a special event planned for later that evening.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Larkspur does hereby resolve, declare, determine, and order as follows:

- 1. The foregoing recitals are true and correct and are hereby incorporated by reference.
- 2. The December 7, 2022, regular City Council meeting will be held at 5:00 p.m., 6:30 p.m., or a time in between, to be set by the Mayor and City Manager, with notice to the public in compliance with the Ralph M. Brown Act.
- 3. Resolution No. 3/12 shall remain in effect to set the time of all subsequent City Council meetings unless later amended by resolution of the City Council.

**IT IS HEREBY CERTIFIED** that the City Council of the City of Larkspur duly introduced and regularly adopted the foregoing resolution at a regular meeting held on November 16, 2022, by the following vote:

AYES:            COUNCILMEMBER:  
NOES:            COUNCILMEMBER:  
ABSENT:        COUNCILMEMBER:  
ABSTAIN:       COUNCILMEMBER:

\_\_\_\_\_  
Dan Hillmer, Mayor

ATTEST:

\_\_\_\_\_  
Alison Foulis, City Clerk

**CITY OF LARKSPUR  
RESOLUTION No. 3/12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LARKSPUR  
SETTING THE TIME OF CITY COUNCIL MEETINGS**

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**WHEREAS**, the City Council may set its meeting time by resolution in accordance with subsection (a) of section 54954 of the Government Code, so long as meetings are noticed within 24 hours of a special meeting and 72 hours of a regular meeting in accordance with Government Code section 54950 et seq. (commonly known as the Ralph M. Brown Act);

**WHEREAS**, Section 2.04.020 of the Larkspur Municipal Code requires that any subsequent changes to the timing of City Council meetings be established by City Council resolution; and

**WHEREAS**, the City Council desires to establish a meeting time between 6:00 and 6:30 p.m., as determined by the Mayor and the City Manager.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Larkspur does hereby resolve, declare, determine and order as follows:


Section 1. The foregoing recitals are true and correct and are hereby incorporated by reference.

Section 2. The City Council hereby resolves that the City Council meetings will be held at 6:00 p.m., 7:30 p.m. or a time in between, to be set for any particular meeting by the Mayor and the City Manager, with notice to the public in compliance with the Ralph M. Brown Act.

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**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Larkspur City Council held on the 7<sup>th</sup> day of March, 2012, by the following vote, to-wit:

AYES: COUNCILMEMBER: Chu, Hillmer, Marsh, Morrison, Rifkind  
NOES: COUNCILMEMBER: None  
ABSENT: COUNCILMEMBER: None  
ABSTAIN: COUNCILMEMBER: None

  
MAYOR

ATTEST:

  
CITY CLERK