City Council Meeting
11-28-11
Item
4.A.

Council Agenda Report

To: Mayor Zahn Rosenthal and the Honorable Members of the City Council

Prepared by: Lisa Pope, City Clerk

Approved by: Jim Thorsen, City Manager

Date prepared: November 15, 2011 Meeting date: November 28, 2011

Subject: Administrative Provisions – Malibu Municipal Code Chapter 2.04

RECOMMENDED ACTION: 1) After the City Attorney reads the title, introduce on first reading Ordinance No. 365 amending Chapter 2.04 of the Malibu Municipal Code (MMC); and 2) direct staff to schedule second reading and adoption of Ordinance No. 365 for the December 12, 2011 Regular City Council meeting.

FISCAL IMPACT: None.

DISCUSSION: MMC Chapter 2.04, Administrative Provisions, was last updated in 2002. The provisions outline the location of the Council Chambers, City Hall, hours of operation and public posting places.

With the relocation of City Hall and new hours of operation, the Code requires modification. Additionally, pursuant to the Government Code, the City is no longer required to post public notices in three separate locations. The proposed ordinance designates City Hall as the City's posting location.

Ordinance No. 365 accurately reflects current practice and updated information.

ATTACHMENTS: Ordinance No. 365

ORDINANCE NO. 365

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MALIBU AMENDING CHAPTER 2.04 OF THE MALIBU MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF MALIBU DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendments.

Malibu Municipal Code Chapter 2.04 is amended in its entirety to read as follows:

2.04.010 Council chambers.

The council chambers of the city council of the city of Malibu shall be located at Malibu City Hall.

2.04.020 City offices.

The offices of all agencies, departments, officers and employees of the city shall be located at 23825 Stuart Ranch Road, Malibu, California 90265. The location of the city offices may be changed by resolution of the City Council or by amendment of this section.

2.04.030 City offices – Hours.

A. Hours.
City offices of the city shall be open to the public for business from seven thirty a.m. to five thirty p.m., Monday through Thursday, and Friday from seven thirty a.m. to four thirty p.m. of each week, except the holidays designated in subsection B of this section. The hours of the city offices may be changed by resolution of the city council or by amendment of this section.

B. Holidays.
The holidays in the city are:

1. New Year's Day, January 1;
2. Martin Luther King's Birthday, the third Monday in January;
3. President's Day, the third Monday in February;
4. Memorial Day, the last Monday in May;
5. Independence Day, July 4;
6. Labor Day, the first Monday in September;
7. Veteran's Day, November 11;
8. Thanksgiving Day, the fourth Thursday in November;
9. The Friday following Thanksgiving Day;
10. Christmas Eve, December 24, half day (12:00 p.m. to 5:30 p.m. on Monday through Thursday or 11:30 a.m. to 4:30 p.m. on Friday);
11. Christmas Day, December 25;
12. New Year's Eve, December 31, half day (12:00 p.m. to 5:30 p.m. on Monday through Thursday or 11:30 a.m. to 4:30 p.m. on Friday)

If January 1, July 4, November 11, December 24, December 25 or December 31 falls upon a Sunday, the Monday following will be observed as the holiday, or if any of such dates falls on a Saturday, the Friday preceding will be observed as the holiday. The holidays in the city may be changed by resolution of the city council or by amendment of this section.

2.04.040 Public places for posting notices

The following is officially designated as the public place for the posting of all ordinances, resolutions or notices adopted or issued by the city in all cases where posting is provided for by law:

Malibu City Hall
23825 Stuart Ranch Road
Malibu, California 90265

Section 2. Certification.

The City Clerk shall certify the adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2011.

LAURA ZAHN ROSENTHAL, Mayor

ATTEST:

LISA POPE, City Clerk
(seal)

APPROVED AS TO FORM:

CHRISTI HOGIN, City Attorney