

*We are a welcoming, active and business-friendly rural
foothill community built on California's rich gold rush history.*



City Manager's Report
October 13, 2026, City Council Meeting
Prepared by: Joseph Wren, City manager
Item #: 10.2

Subject: Consideration of an Ordinance Amending Section 1-9-8 of Title 1 of the Placerville Municipal Code Regarding City Hall Office Hours and Location.

Recommendation: Staff recommends that the City Council take the following action:

1. Introduce and waive the first reading of the ordinance amending Section 1-9-8 of Title 1 of the Placerville Municipal Code as presented in Attachment A, or with any modifications directed by the City Council, and schedule the second reading and adoption for a subsequent meeting.

The City Council of the City of Placerville finds and declares:

- a. The City operates City Hall and various administrative offices to provide municipal services to residents, businesses, and visitors.
- b. The Placerville Municipal Code currently establishes fixed public operating hours for City Hall.
- c. Operational demands, staffing levels, technological advancements, emergency conditions, facility needs, and community needs may change over time, making fixed office hours less practical or efficient.
- d. The purpose of this ordinance is to amend Section 1-9-8 of Title 1 of the Placerville Municipal Code to provide the City Manager or City Manager's designee with administrative authority to establish, modify, or adjust City Hall office hours as necessary to promote efficient municipal operations while maintaining reasonable public access to City services.
- e. The ordinance does not eliminate the City's obligation to provide reasonable public access to municipal services or prevent City Hall from being open for City Council meetings or other public meetings required by law.

Purpose: The purpose of this agenda item is to amend the Placerville Municipal Code to provide the City Manager or designee with the administrative flexibility to establish and adjust City Hall office hours based on staffing, operational needs, customer service considerations, emergencies, and other changing circumstances, while maintaining reasonable public access to City services.

10.2

Strategic Plan Strategy: Fiscal Stability/Sustainability - Create a fiscally stable and sustainable government that can provide for and maintain a safe community with a high quality of life

Background: Section 1-9-8 of the Placerville Municipal Code was originally adopted in 1978 and establishes fixed public operating hours for City Hall listed as 485 Main Street. At the time the provision was adopted, residents primarily relied on in-person visits and telephone communication to obtain information and conduct business with the City.

Since 1978, the manner in which the public accesses government services and information has changed significantly. The widespread availability of the internet, online services, electronic communication, digital forms, and the City's website has provided residents and businesses with additional ways to obtain information, submit requests, communicate with City staff, and conduct City business without requiring a physical visit to City Hall.

A review of California cities shows that less than 20 jurisdictions have codified City Hall hours.

As a result, the existing provision establishing fixed office hours no longer fully reflects the City's current operating environment or the ways in which the public accesses municipal services and information.

The proposed amendment would modernize the Municipal Code by providing the City Manager or the City Manager's designee with administrative authority to establish and modify City Hall office hours based on current staffing levels, operational demands, customer service needs, technology, facility requirements, and other circumstances affecting City operations.

Discussion: The proposed ordinance amends Section 1-9-8 of Title 1 of the Placerville Municipal Code to provide administrative flexibility regarding City Hall office hours and remove the physical location of City Hall (see Attachment B).

Under the proposed language, the City Manager or designee would have authority to establish, modify, or adjust public operating hours for City Hall and other City administrative offices as necessary to:

- Promote efficient municipal operations;
- Respond to staffing availability;
- Improve customer service;
- Accommodate operational needs;
- Address emergency or public safety concerns;
- Accommodate facility maintenance or other temporary closures; and
- Otherwise serve the best interests of the City and the public.

The proposed ordinance does not provide unrestricted authority to eliminate public access to City services. The City Manager or designee would be required to ensure that the public continues to have reasonable access to municipal services and that changes to office hours are appropriately communicated to the public.

Public notice of changes may include posting at City facilities, notification through the City's official website, and other appropriate methods of communication.

10.2

The ordinance also specifically recognizes that City Hall may need to remain open for City Council meetings and other public meetings required by law.

This approach provides the City with the flexibility necessary to manage its operations effectively while maintaining accountability and reasonable access to City services.

Options:

1. Adopt the ordinance as recommended by staff.
2. Provide other direction to staff.

Environmental: Staff has determined that this request is exempt from the California Environmental Quality Act (CEQA) under section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed request in itself does not relate to any physical project and will not result in any physical change to the environment and does not affect the land use or density limitations of the General Plan.

Cost: There is no additional cost associated with the adoption of this ordinance.

Budget Impact: There is no direct budget impact associated with adoption of the ordinance. Any future changes to operating hours will be evaluated and implemented within existing departmental budgets and available resources.

Depending upon future adjustments to City Hall office hours, the City may realize operational efficiencies through improved allocation of staffing resources and facility operating costs.



Joseph Wren, City Manager

Attachments:

- Attachment A: Draft Ordinance
- Attachment B: Redlined Ordinance 1-9-8 City Hall Office Hours