


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: January 4, 2022
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: City Council Meeting Dates for Calendar Year 2022
Recommendation: That the City Council Approve the Setting of the Calendar Year 2022 City Council Meeting Dates
Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Account Code/Costs authorized in City Approved Budget: AK (verified by Administrative Services Department)

INTRODUCTION: This item is to request that the City Council Approve the Calendar Year 2022 City Council Meeting Dates.

BACKGROUND:

Pursuant to Government Code Section 54954, each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings.

The City of Sebastopol Municipal Code states that the City Council of the City of Sebastopol shall hold regular meetings on the first and third Tuesday of each and every month, commencing at 6:00 p.m. on the first Tuesday of the month and at 6:00 p.m. on the third Tuesday of the month. In the event the regular meeting of the Council falls upon a day designated by law as a legal holiday, such meeting shall be held the same hour on the next succeeding day not a holiday, or on such other date as the Council may designate.

The Municipal Code also states that all regular meetings of the City Council shall be held in the Sebastopol Youth Annex/Teen Center, 425 Morris St, Sebastopol, Sonoma County, California, or other such place as shall be designated in the notice of such meeting. In the event the meeting is in such place other than the Youth Annex, notice shall be given as required by law.

Due to COVID 19 Pandemic, the City has postponed many non-essential meetings and in person meetings until further notice. All City Council meetings are being conducted pursuant to the provisions of the Governor's Executive Orders which suspends certain requirements of the Ralph M. Brown Act. City meetings are currently held via teleconference pursuant to AB 361.

DISCUSSION:

During Calendar Year 2014, the Agenda Review Committee had discussed and the City Council approved the creation of a Yearly City Council Meeting Schedule that would list the City Council Meeting Dates as well as any proposed Cancellations of Meetings for the upcoming year.

As an aid in planning the annual schedule of City meetings and to avoid conflicts with various City events and with major holidays, staff has prepared the attached annual calendar of City meetings from January 2022 through December 2022. The calendar lists all regularly scheduled meetings of the City Council and of all City Boards and Commissions; all official City Holidays; and meetings of the Mayors and Councilmembers Association of Sonoma County. This approved schedule would allow for the City Council as well as City staff to coordinate vacations during the year and allow the City Council and staff not to have to miss important items at Council meetings.

The Council has routinely in the past cancelled the second meeting in August; however due to 2022 being an election year, it is proposed that the meeting remain listed as is in case there is a need for this meeting. The second meeting in August can be cancelled. Any meeting of the Council may be cancelled in advance by a majority vote of the Council or the Mayor may cancel a meeting in the case of an emergency, when a majority of members have confirmed in writing their unavailability to attend a meeting, when there is not a quorum at the start of the meeting, or when the agenda is such that cancelling the meeting would not interfere with normal operations of the City.

COUNCIL GOALS:

This action supports the following City Council Goal 5: Provide open and responsive municipal government leadership.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item if requested.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

Fiscal Analysis

There is no direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION: That the City Council Discuss Approve the Calendar Year 2022 City Council Meeting Dates.

Attachment(s):

Calendar

2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
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July						
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31						

October						
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23	24	25	26	27	28	29
30	31					

February						
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27	28					

May						
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29	30	31				

August						
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November						
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March						
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June						
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September						
Su	Mo	Tu	We	Th	Fr	Sa
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December						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Regular Council Meeting
	Special Council Meeting
	Planning Commission Meeting
	Design Review Board Meeting
	Public Arts Committee Meeting
	Climate Action Committee Meeting
	Zero Waste Committee Meeting
	LOCC - New Mayors & CM - 1/20, 21, 27, 28/2022
	LOCC - City Manager Dept Mtg - 2/2-4/2022
	2022 Election Nomination Period - July 18th-August 12th
	CCAC - City Clerks Annual Conf - TBD
	Election Day - November 8th - First Tuesday After First Monday
	LOCC - Annual Conference - TBD
	LOCC - New Law & Elections-City Clerk - TBD
	City Holiday Observances

The City observes the following holidays:

1. New Year's Day (January 1st)
2. Martin Luther King's Birthday (3rd Monday in January)
3. Lincoln's Birthday (February 12th)
4. Washington's Birthday (3rd Monday in February)
5. Caesar Chavez Day (March 31st)
6. Memorial Day (Last Monday in May)
7. Independence Day (July 4th)
8. Labor Day (1st Monday in September)
9. Veteran's Day (November 11th)
10. Wednesday before Thanksgiving
11. Thanksgiving Day (4th Thursday in November)
12. Christmas Eve Day (December 24th)
13. Christmas Day (December 25th)
14. New Year's Eve Day (December 31st)

Holidays will be observed on the calendar day on which each fall, except that a holic Saturday will be observed the preceding regular City business day, and a holiday fall will be observed on the following regular City business day and a holiday falling on a occur on the preceding City business day.