


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: December 19, 2023
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: City Council Meeting Dates for Calendar Year 2024
Recommendation: That the City Council Approve the Setting of the Calendar Year 2024 City Council Meeting Dates
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: N/A

Costs authorized in City Approved Budget: Yes (Finance Initialed _____) No (Finance Exempt)

INTRODUCTION/PURPOSE: This item is to request that the City Council Approve and Adopt the attached Resolution Approving the Calendar Year 2024 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 Chapter 2.08 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.

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 Council meetings from January 2024 through December 2024. The calendar lists all regularly scheduled meetings of the City Council; 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.

Of Note other City Meeting Schedules are listed below for information:

Planning Commission	6:00 pm	Second and Fourth Tuesday of the Month
Design Review Board	3:30 pm	Fourth Tuesday the Month
Public Arts Committee	1:00 pm	Second Tuesday of the Month
Climate Action Committee	3:00 pm	Second Tuesday of the Month

Ad Hoc Committees meet as needed.

Standing Committee Meetings:

Agenda Review Committee Meetings. Dates/times determined by Agenda Review Committee

Budget Committee Meetings: Dates/times determined by Budget Committee

City Holidays are also listed below for reference:

- Monday, January 15, 2024 (Martin Luther King Jr. Day)
- Monday, February 12, 2024 (Lincoln’s Birthday February 12)
- Monday, February 19, 2024 (Presidents’ Day)
- Monday, April 1, 2024 (Cesar Chavez Day)
- Monday, May 27, 2024 (Memorial Day)
- Wednesday, June 19, 2024 (Juneteenth)
- Thursday, July 4, 2024 (Independence Day)
- Monday, September 2, 2024 (Labor Day)
- Monday, November 11, 2024 (Veterans Day)
- Wednesday, November 27, 2024 (Thanksgiving Eve)
- Thursday, November 28, 2024 (Thanksgiving Day)
- Tuesday, December 24, 2024 (Christmas Eve)
- Wednesday, December 25, 2024 (Christmas Day)
- Tuesday, December 31, 2024 (New Year’s Eve)
- Wednesday, January 1, 2025 (New Year’s Day)

Special meetings of the Council may be called by the Mayor or a majority of the members of the Council.

Per City Council protocols, any meeting of the City Council may be cancelled in advance by a majority of the City Council. 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. The Council must meet regularly, however, at least once each month. Cancelled meetings will be noted on the agenda and posted for the public.

The Council has routinely in the past cancelled the second meeting in August and is also listed on this calendar for cancellation.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

Goal 5: Provide Open and Responsive Municipal Government Leadership

5.3.3. Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Goal 6: Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

Action CHW 5c: Practice an open-door policy in City programs, and actively engage and encourage participation from all individuals regardless of ethnicity, race, religion, class, disability, sexual orientation, and gender.

ENVIRONMENTAL REVIEW

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(5).

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives 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.

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 the scheduled meeting date.

FISCAL IMPACT:

There is no cost associated with adoption of the Resolution tonight.

RECOMMENDATION: That the City Council:

1. Approve and Adopt Resolution Approving the Calendar Year 2024 City Council Meeting Dates; or
2. Remove the item from the Consent Calendar if further discussion or amendments are requested. Per Council protocols, an item requiring discussion that has been pulled from the consent calendar will be heard at the end of the regular agenda

Attachment(s):

Resolution
2024 Meeting Date Calendar

Resolution Number XXXX-2023

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL ESTABLISHING THE
REGULAR MEETING DATES OF THE CITY COUNCIL FOR THE 2024 CALENDAR YEAR

WEHREAS, The City of Sebastopol Municipal Code Chapter 2.08 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; and

WHEREAS, the City council desires to establish the date and time of their regular meetings as listed in Exhibit A; and

WHEREAS, a meeting of the City Council may be cancelled by a majority vote of the City Council. The Mayor 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; and

WHEREAS, the Council must meet regularly, however, at least once each month.

Now, Therefore, Be It Resolved by the City Council of the City of Sebastopol that for Calendar Year 2024, the regular meetings of the City Council shall be held or cancelled as noted on the dates set forth on Exhibit A to this Resolution.

This Resolution shall become effective immediately.

PASSED AND ADOPTED, by the CITY COUNCIL of THE CITY OF SEBASTOPOL, COUNTY OF SONOMA, of STATE OF CALIFORNIA on this 19th day of December, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: Mayor Diana Rich

ATTEST: Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: Larry McLaughlin, City Attorney

JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 OBSERVANCE OF CITY HOLIDAY	2 City Council Meeting - Cancelled Due to Holiday Schedule	3	4	5	6
7	8	9	10	11	12	13
14	15 Observance of City Holiday	16 6:00 pm – City Council Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 6:00 pm – City Council Meeting	7	8 Sonoma County Mayors and Councilmember Meeting	9	10
11	12 Observance of City Holiday	13	14	15	16	17
18	19 Observance of City Holiday	20 6:00 pm – City Council Meeting	21	22	23	24
25	26	27	28	29		

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6:00 pm – City Council Meeting	6	7	8	9
10	11	12	13	14	15	16
17	18	19 6:00 pm – City Council Meeting	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Observance of City Holiday	2 6:00 pm – City Council Meeting	3	4	5	6
7	8	9	10	11 Sonoma County Mayors and Councilmember Meeting	12	13
14	15	16 6:00 pm – City Council Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6:00 pm – City Council Meeting	8	9	10	11
12	13	14	15	16	17	18
19	20	21 6:00 pm – City Council Meeting	22	23	24	25
26	27 Observance of City Holiday	28	29	30	31	

JUNE 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6:00 pm – City Council Meeting	5	6	7	8
9	10	11	12	13 Sonoma County Mayors and Councilmember Meeting	14	15
16	17	18 6:00 pm – City Council Meeting	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6:00 pm – City Council Meeting	3	4 Observance of City Holiday	5	6
7	8	9	10	11	12	13
14	15	16 6:00 pm – City Council Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 6:00 pm – City Council Meeting	7	8 Sonoma County Mayors and Councilmember Meeting	9	10
11	12	13	14	15	16	17
18	19	20 City Council Meeting Cancelled	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Observance of City Holiday	3 6:00 pm – City Council Meeting	4	5	6	7
8	9	10	11	12	13	14
15	16	17 6:00 pm – City Council Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6:00 pm – City Council Meeting	2	3	4	5
6	7	8	9	10 Sonoma County Mayors and Councilmember Meeting	11	12
13	14	15 6:00 pm – City Council Meeting	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6:00 pm – City Council Meeting	6	7	8	9
10	11 Observance of City Holiday	12	13	14	15	16
17	18	19 6:00 pm – City Council Meeting	20	21	22	23
24	25	26	27 Observance of City Holiday	28 Observance of City Holiday	29	30

DECEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 6:00 pm – City Council Meeting	4	5	6	7
8	9	10	11	12	13	14
15	16	17 6:00 pm – City Council Meeting	18	19	20	21
22	23	24 Observance of City Holiday	25 Observance of City Holiday	26	27	28
29	30	31 Observance of City Holiday	1 Observance of City Holiday	2	3	4

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- Monday, April 1, 2024 (Cesar Chavez Day)
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- Wednesday, June 19, 2024 (Juneteenth)
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