

Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: January 3, 2023  
To: Honorable Mayor and City Councilmembers  
From: City Administration  
Subject: City Council Meeting Dates for Calendar Year 2023  
Recommendation: That the City Council Approve the Setting of the Calendar Year 2023 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 and Adopt the attached Resolution Approving the Calendar Year 2023 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.

Currently, 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. The City Council will be discussing the return to in person or hybrid meetings at the January 17, 2023 City Council meeting.

**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 2023

through December 2023. 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	2 <sup>nd</sup> and Fourth Tuesday of the Month
Design Review Board	4:00 pm	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of the Month
Public Arts Committee	10:30 am	First Wednesday of the Month
Climate Action Committee	3:30 pm	Second and Fourth Wednesday of the Month

Ad Hoc Committees meet as needed.

Agenda Review Committee Meetings. Dates to be determined by Agenda Review Committee

City Holidays are also listed below for reference:

City offices will be CLOSED on the following dates:

- Monday, January 16, 2023 (Martin Luther King Jr. Day)
- Monday, February 13, 2023 (Lincoln's Birthday February 12<sup>th</sup>)
- Monday, February 20, 2023 (3<sup>rd</sup> Monday in February - Presidents' Day)
- Thursday, March 30, 2023 (Cesar Chavez Day March 31<sup>st</sup>)
- Monday, May 29, 2023 (Last Monday in May - Memorial Day)
- Monday, June 19, 2023 (Juneteenth)
- Tuesday, July 4, 2023 (Independence Day)
- Monday, September 4, 2023 (Labor Day)
- Thursday, November 9, 2023 (Veterans Day November 11<sup>th</sup>)
- Wednesday, November 22, 2023 (Wednesday before Thanksgiving)
- Thursday, November 23, 2023 (4<sup>th</sup> Thursday in November - Thanksgiving Day)
- Monday, December 25, 2023 (Christmas Day)
- Tuesday, December 26, 2023 (in observance of Christmas Eve falls on Sunday)
- Monday, January 1, 2024 (New Year's Day)
- Tuesday, January 2, 2024 (in observance of New Year's Eve falls on Sunday)

Special meetings of the Council may be called by the Mayor or a majority of the members of the Council. A special meeting may be called by providing notice (by personal delivery or by written notice) 24 hours in advance of the meeting to the Mayor, to all Councilmembers, and to all media outlets and persons having requested in writing notification of such meetings pursuant to State law. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. No ordinances, other than urgency ordinances, may be adopted, nor may resolutions or orders for payment of money be made. Written notice may be dispensed with as to any member who, at or prior to the time and meeting convenes, filed with the City Clerk a written waiver of notice. The waiver may be given by fax, email or mail. Written notice shall be dispensed with as to any member who is actually present at the meeting at the time it convenes.

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. Also listed for cancellation is the July 4<sup>th</sup> 2023 City Council Meeting as this meeting falls on a City Holiday.

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), in that adopting a resolution making required findings and authorizing the City Manager to implement teleconferenced public meetings for the City Council and all City subordinate bodies pursuant to Assembly Bill 361 does not meet CEQA's definition of a "project," because the action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because the action constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. and is exempt pursuant to Section 15269(c) of the CEQA Guidelines, as specific actions necessary to prevent or mitigate an emergency.

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 this item tonight.

**RECOMMENDATION:** That the City Council Approve and Adopt Resolution Approving the Calendar Year 2023 City Council Meeting Dates.

**Attachment(s):**

Calendar  
Resolution

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
1	2	3 5:30 pm – Special City Council Meeting – Planning Commission Interview  6:00 pm – Regular City Council Meeting	4 9:00 am- Agenda Review Committee Meeting	5	6	7
8	9	10 9:00 am- Special City Council Meeting – Closed Session	11	12	13	14
15	16 <i>CITY HOLIDAY – City Offices Closed</i>	17 6:00 pm – Regular City Council Meeting	18 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy (Jan 18, 19, 20) Sacramento	19 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy (Jan 18, 19, 20) Sacramento	20 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy (Jan 18, 19, 20) Sacramento	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
			1 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy- Southern CA	2 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy- Southern CA	3 League of CA Cities/CAL Cities New Mayors and Councilmembers Academy- Southern CA	4
5	6	7  6:00 pm – Regular City Council Meeting	8	9 Sonoma County Mayors and Councilmembers Association Meeting	10	11
12	13 <i>City Holiday City Offices Closed</i>	14	15	16	17	18
19	20 <i>City Holiday City Offices Closed</i>	21  6:00 pm – Regular City Council Meeting	22	23	24	25
26	27	28				

# March 2023

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

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
						1
2	3	4  6:00 pm – Regular City Council Meeting	5	6	7	8
9	10	11	12	13 Sonoma County Mayors and Councilmembers Association Meeting	14	15
16	17	18  6:00 pm – Regular City Council Meeting	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

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



June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
				1	2	3
4	5	6  6:00 pm – Regular City Council Meeting	7	8 Sonoma County Mayors and Councilmembers Association Meeting	9	10
11	12	13	14	15	16	17
18	19 <i>City Holiday City Offices Closed</i>	20  6:00 pm – Regular City Council Meeting	21	22	23	24
25	26	27	28	29	30	

# July 2023

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

# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
		1  6:00 pm – Regular City Council Meeting	2	3	4	5
6	7	8	9	10 Sonoma County Mayors and Councilmembers Association Meeting	11	12
13	14	15  6:00 pm – Regular City Council Meeting - Cancelled	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday <i>City Offices Closed All Fridays</i>	Saturday
					1	2
3	4 <i>City Holiday City Offices Closed</i>	5  6:00 pm – Regular City Council Meeting	6	7	8	9
10	11	12	13	14	15	16
17	18	19  6:00 pm – Regular City Council Meeting	20 League of CA Cities/CAL Cities Annual Conference – Sacramento	21 League of CA Cities/CAL Cities Annual Conference – Sacramento	22 League of CA Cities/CAL Cities Annual Conference – Sacramento	23
24	25	26	27	28	29	30

October 2023

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

November 2023

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

# December 2023

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

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 2023 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 2023, 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 3<sup>rd</sup> day of January 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 Neysa Hinton

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

APPROVED AS TO FORM: Larry McLaughlin, City Attorney