


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: January 5, 2021
To: Honorable Mayor and City Councilmembers
From: City Administration
Subject: City Council Meeting Dates for Calendar Year 2021
Recommendation: That the City Council Approve the Setting of the Calendar Year 2021 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 2021 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.

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 2021 through

December 2021. 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 and is also listed on this calendar for cancellation.

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 2021 City Council Meeting Dates.

Attachment(s):

Calendar

CITY OF SEBASTOPOL
 CITY COUNCIL MEETING SCHEDULE – CALENDAR YEAR 2021

◀ December		January 2021					February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1 New Year's Day CITY HOLIDAY	2	
3	4	5 5:30 pm – City Council Meeting	6 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	7	8	9	
10	11 Tentative – Budget Subcommittee Meeting Mid-Year Budget Review	12 7:00 pm – Planning Commission Tentative – Budget Subcommittee Meeting Mid-Year Budget Review	13 Tentative – Budget Subcommittee Meeting Mid-Year Budget Review	14 Tentative – Budget Subcommittee Meeting Mid-Year Budget Review	15	16	
17	18 Martin Luther King Jr. CITY HOLIDAY	19 6:00 pm – City Council Meeting	20 Inauguration Day 4:00 pm – Design Review Board	21	22	23	
24	25	26 7:00 pm – Planning Commission	27	28	29	30	
31							

February 2021						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:00 pm – City Council Meeting	3 10:30 am – Public Arts Committee 4:00 pm – Design Review Board			
7	8	9 7:00 pm – Planning Commission	10	11 Observance of City Holiday (Due to Closure of Offices on Fridays) SONOMA COUNTY MAYORS AND COUNCILMEMBERS ASSOCIATION	12 Lincoln's birthday CITY HOLIDAY	13
14	15 Presidents Day CITY HOLIDAY	16 6:00 pm – City Council Meeting	17 4:00 pm – Design Review Board	18	19	20
21	22	23 7:00 pm – Planning Commission	24	25	26	27
28						

March 2021						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:00 pm – City Council Meeting	3 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	4	5	6
7	8	9 7:00 pm – Planning Commission	10	11	12	13
14 Daylight Saving Begins	15	16 6:00 pm – City Council Meeting	17 4:00 pm – Design Review Board	18	19	20
21	22	23 7:00 pm – Planning Commission	24	25	26	27
28	29	30	31			

April 2021						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 6:00 pm – City Council Meeting	7 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	8 SONOMA COUNTY MAYORS AND COUNCILMEMBERS ASSOCIATION	9	10
11	12	13 7:00 pm – Planning Commission	14	15	16	17
18	19	20 6:00 pm – City Council Meeting	21 4:00 pm – Design Review Board	22	23	24
25	26	27 7:00 pm – Planning Commission	28	29	30	

May 2021						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 6:00 pm – City Council Meeting	5 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	6	7	8
9	10	11 7:00 pm – Planning Commission	12	13	14	15
16	17	18 6:00 pm – City Council Meeting	19 4:00 pm – Design Review Board	20	21	22
23	24	25 7:00 pm – Planning Commission	26	27	28	29
30	31 Memorial Day CITY HOLIDAY					

June 2021						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 6:00 pm – City Council Meeting	2 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	3	4	5
6	7	8 7:00 pm – Planning Commission	9	10 SONOMA COUNTY MAYORS AND COUNCILMEMBERS ASSOCIATION	11	12
13	14	15 6:00 pm – City Council Meeting	16 4:00 pm – Design Review Board	17	18	19
20	21	22 7:00 pm – Planning Commission	23	24	25	26
27	28	29	30			

July 2021						
◀ June						August ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Fourth of July	5 Observance of City Holiday (Falls on Sunday)	6 6:00 pm – City Council Meeting	7 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	8	9	10
11	12	13 7:00 pm – Planning Commission	14	15	16	17
18	19	20 6:00 pm – City Council Meeting	21 4:00 pm – Design Review Board	22	23	24
25	26	27 7:00 pm – Planning Commission	28	29	30	31

<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ July <h2 style="margin: 0;">August 2021</h2> September ▶ </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6:00 pm – City Council Meeting	4 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	5	6	7
8	9	10 7:00 pm – Planning Commission	11	12 SONOMA COUNTY MAYORS AND COUNCILMEMBERS ASSOCIATION	13	14
15	16	17 6:00 pm – City Council Meeting - CANCELLED	18 4:00 pm – Design Review Board	19	20	21
22	23	24 7:00 pm – Planning Commission	25	26	27	28
29	30	31				

September 2021						
◀ August						October ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	2	3	4
5	6 Labor Day CITY HOLIDAY	7 6:00 pm – City Council Meeting	8	9	10	11
12	13	14 7:00 pm – Planning Commission	15 4:00 pm – Design Review Board	16	17	18
19	20	21 6:00 pm – City Council Meeting	22	23	24	25
26	27	28 7:00 pm – Planning Commission	29	30		

◀ September		October 2021					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5 6:00 pm – City Council Meeting	6 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	7	8	9	
10	11	12 7:00 pm – Planning Commission	13	14 SONOMA COUNTY MAYORS AND COUNCILMEMBERS ASSOCIATION	15	16	
17	18	19 6:00 pm – City Council Meeting	20 4:00 pm – Design Review Board	21	22	23	
24	25	26 7:00 pm – Planning Commission	27	28	29	30	
31 Halloween							

November 2021						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:00 pm – City Council Meeting	3 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	4	5	6
7	8	9 7:00 pm – Planning Commission	10	11 Veterans Day	12	13
14	15	16 6:00 pm – City Council Meeting	17 4:00 pm – Design Review Board	18	19	20
21	22	23 7:00 pm – Planning Commission	24 Thanksgiving Day Holiday Observance – City Offices Closed	25 Thanksgiving Day CITY HOLIDAY	26	27
28	29	30				

December 2021						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	2	3	4
5	6	7 6:00 pm – City Council Meeting	8	9	10	11
12	13	14 7:00 pm – Planning Commission	15 4:00 pm – Design Review Board	16	17	18
19	20	21 6:00 pm – City Council Meeting	22 City Offices Closed (Holiday Observance)	23 City Offices Closed (Holiday Observance)	24 Christmas Eve- City Offices Closed	25 Christmas
26	27	28 7:00 pm – Planning Commission	29 City Offices Closed (Holiday Observance)	30 City Offices Closed (Holiday Observance)	31 New year's Eve- City Offices Closed	