

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: January 7, 2025

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To: Honorable Mayor and City Councilmembers
From: City Clerk
Subject: Approval of Setting of the Calendar Year 2025 City Council Meetings

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EXECUTIVE SUMMARY: This item is to request that the City Council Approve and Adopt the attached Resolution Approving the Calendar Year 2025 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 2025 through December 2025. 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 Every Other 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. This meeting is typically the Wednesday following a City Council meeting unless otherwise noted.

Budget Committee Meetings: Dates/times determined by Budget Committee

City Holidays are also listed below for reference:

- Monday, January 20, 2025 (Martin Luther King Jr. Day)
- Wednesday, February 12, 2025 (Lincoln's Birthday February 12)
- Monday, February 17, 2025 (Presidents' Day)
- Monday, March 31, 2025 (Cesar Chavez Day)
- Monday, May 26, 2025 (Memorial Day)
- Thursday, June 19, 2025 (Juneteenth)
- Thursday, July 3, 2025 (Independence Day) (Holiday falls on Friday July 4th)
- Monday, September 1, 2025 (Labor Day)
- Tuesday, November 11, 2025 (Veterans Day)
- Wednesday, November 26, 2025 (Thanksgiving Eve)
- Thursday, November 27, 2025 (Thanksgiving Day)
- Wednesday Dec 24th and 25th Christmas Eve
- Thursday Dec 25th Christmas Day
- Wednesday, December 31, 2025 (New Year's Eve)
- Thursday, January 1, 2026 (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 Council may be cancelled in advance by the Agenda Review Committee. 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. 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,

STAFF ANALYSIS:

That the Council receive the information as it creates a tool for planning purposes.

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 the agenda 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 fiscal impact with the action tonight.

RESTATED RECOMMENDATION: That the Council Approve and Adopt the attached Resolution Approving the Calendar Year 2025 City Council Meeting Dates.

OPTIONS:

That the Council not approve the schedule of meeting dates and provide changes to Staff.

ATTACHMENT(S):

2025 City Council Meeting Dates

APPROVALS:

Department Head Approval: Approval Date: 12-18-2024

CEQA Determination (Planning): Approval Date: 12-18-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 12-18-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: N/A

2025	
January	7 th
January	21 st
February	4 th
February	18 th
February	25 th – Goals and Priority Setting Session
March	4 th
March	18 th
April	1 st
April	15 th
May	6 th
May	20 th
June	3 rd
June	17 th
July	1 st
July	15 th
August	5 th
August	19 th - CANCEL
September	2 nd
September	16 th
October	7 th
October	21 st
November	4 th
November	18 th
December	2 nd
December	16 th