Agenda Item Number: 8

Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting Date:	January 3, 2017
To:	Honorable Mayor and City Councilmembers
From:	City Manager McLaughlin
	Assistant City Manager/City Clerk Gourley
Subject:	City Council Meeting Dates for Calendar Year 2017
Recommendation:	That the City Council Discuss and Consider Approval of Setting of the Calendar Year 2017 City Council Meeting Dates
Funding:	Currently Budgeted: XXX Yes _____ No _____ N/A

INTRODUCTION: This item is to request that the City Council Discuss and Consider Approval of the Calendar Year 2017 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.

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 2017 through December 2017. 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.

For the last few years, the City Council has authorized the second meeting in August to be cancelled unless there is a need for such meeting.

City Council can review the City Council meetings for Calendar Year 2017 and provide direction to staff if the City Council recommends approval of cancellation of any City Council meetings in Calendar Year 2017.

RECOMMENDATION: That the City Council Discuss and Consider Approval of the Calendar Year 2017 City Council Meeting Dates or make recommendation for any changes or cancellations.

Attachment(s):
Calendar

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Dec 2016 **January 2017** Feb 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 **CITY HOLIDAY – CITY OFFICES CLOSED**	3 6:00 pm - City Council Meeting – Youth Annex	4 10:30 am – Public Arts Committee – Cancelled 4:00 pm – Design Review Board – Cancelled	5 4:00 pm – Agenda Review Committee	6	7
8	9	10 8:00 am – 11:00 am – City Council Goals and Priorities Meeting – City Hall 7:00 pm – Planning Commission – Cancelled	11	12	13	14
15	16 **CITY HOLIDAY – CITY OFFICES CLOSED**	17 6:00 pm- City Council Meeting – Youth Annex	18 4:00 pm – Design Review Board	19 4:00 pm – Agenda Review Committee	20	21
22	23	24 7:00 pm – Planning Commission	25	26	27	28
29	30	31	**Notes:** **New Mayors and Councilmembers Academy – January 18-19-20th**			

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Jan 2017 **February 2017** Mar 2017 ►

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 – Youth Annex	**8**	**9** 4:00 pm – Agenda Review Committee Sonoma County Mayors and Councilmembers Association Meeting/Dinner - (Hosted by City of Cotati)	**10**	**11**
12	**13** **CITY HOLIDAY – CITY OFFICES CLOSED**	**14** 7:00 pm – Planning Commission	**15** 4:00 pm – Design Review Board	**16**	**17**	**18**
19	**20** **CITY HOLIDAY – CITY OFFICES CLOSED**	**21** 6:00 pm- City Council Meeting – Youth Annex	**22**	**23** 4:00 pm – Agenda Review Committee	**24**	**25**
26	**27**	**28** 7:00 pm – Planning Commission	**Notes:**			

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Feb 2017 **March 2017** Apr 2017 ►

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 – Youth Annex	**8**	**9** 4:00 pm – Agenda Review Committee Meeting	**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 – Youth Annex	**22**	**23** 4:00 pm – Agenda Review Committee Meeting	**24**	**25**
26	**27**	**28** 7:00 pm – Planning Commission	**29**	**30**	**31**	**Notes:** **Budget Sub-Committee Meetings Begin**

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Mar 2017 **April 2017** May 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 6:00 pm - City Council Meeting – Youth Annex	5 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	6 4:0 pm – Agenda Review Committee	7	8
9	10	11 7:00 pm – Planning Commission	12	13 Sonoma County Mayors and Councilmembers Association Meeting/Dinner - (Hosted by City of Healdsburg)	14	15
16	17	18 6:00 pm- City Council Meeting – Youth Annex	19 4:00 pm – Design Review Board	20 4:00 pm – Agenda Review Committee Meeting	21	22 Apple Blossom Parade and Festival – Ives Park
23 Apple Blossom Parade and Festival	24	25 7:00 pm – Planning Commission	25	27	28	29
30	**Notes:** **Budget Sub-Committee Meetings Continue**					

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Apr 2017 **May 2017** Jun 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:00 pm - City Council Meeting – Youth Annex	3 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	4 4:00 pm- Agenda Review Committee Meeting	5	6
7	8	9 7:00 pm – Planning Commission	10	11	12	13
14	15	16 6:00 pm- City Council Meeting – Youth Annex	17 4:00 pm – Design Review Board	18 4:00 pm – Agenda Review Committee Meeting	19	20
21	22	23 7:00 pm – Planning Commission	24	25	26	27
28	29 **CITY HOLIDAY – CITY OFFICES CLOSED**	30	31	**Notes:**		

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ May 2017 **June 2017** Jul 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 6:00 pm - City Council Meeting – Youth Annex	7 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	8 4:00 pm – Agenda Review Committee Meeting Sonoma County Mayors and Councilmembers Association Meeting/Dinner - (Hosted by City of Petaluma)	9	10
11	12	13 7:00 pm – Planning Commission	14	15	16	17
18	19	20 6:00 pm- City Council Meeting – Youth Annex	21 4:00 pm – Design Review Board	22 4:00 pm – Agenda Review Committee Meeting	23	24
25	26	27 7:00 pm – Planning Commission	28	29	30	**Notes:** **Budget Hearings at City Council Meetings**

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Jun 2017 **July 2017** Aug 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 ~~6:00 pm - City Council Meeting – Youth Annex~~ **CITY HOLIDAY – CITY OFFICES CLOSED**	5 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	6 4:00 pm – Agenda Review Committee Meeting	7	8
9	10	11 7:00 pm – Planning Commission	12	13	14	15
16	17	18 6:00 pm- City Council Meeting – Youth Annex	19 4:00 pm – Design Review Board	20 11:45 am- Employee Recognition Luncheon – Ives Park 4:00 pm – Agenda Review Committee Meeting	21	22
23	24	25 7:00 pm – Planning Commission	26	27	28	29
30	31	**Notes:**				

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Jul 2017 **August 2017** Sep 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 6:00 pm- City Council Meeting – Youth Annex	**2** 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	**3** 4:00 pm – Agenda Review Committee	**4**	**5**
6	**7**	**8** 7:00 pm – Planning Commission	**9**	**10** Sonoma County Mayors and Councilmembers Association Meeting/Dinner - (Hosted by City of Rohnert Park)	**11**	**12**
13	**14**	**15** 6:00 pm- City Council Meeting – Youth Annex (This meeting has been typically cancelled).	**16** 4:00 pm – Design Review Board	**17** 4:00 pm - Agenda Review Committee	**18**	**19**
20	**21**	**22** 7:00 pm – Planning Commission	**23**	**24**	**25**	**26**
27	**28**	**29**	**30**	**31**	**Notes:**	

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Aug 2017 **September 2017** Oct 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NOTES: League of CA Cities Annual Conference September 13-15, 2017					1	2
3	4 **CITY HOLIDAY – CITY OFFICES CLOSED**	5 6:00 pm - City Council Meeting – Youth Annex	6 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	7 4:0 pm – Agenda Review Committee	8	9
10	11	12 7:00 pm – Planning Commission	13	14	15	16
17	18	19 6:00 pm- City Council Meeting – Youth Annex	20 4:00 pm – Design Review Board	21 4:00 pm – Agenda Review Committee Meeting	22	23
24	25	26 7:00 pm – Planning Commission	27	28	29	30

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Sep 2017 **October 2017** Nov 2017 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6:00 pm - City Council Meeting – Youth Annex	4 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	5 4:00 pm- Agenda Review Committee	6	7
8	9 **CITY HOLIDAY – CITY OFFICES CLOSED**	10 7:00 pm – Planning Commission	11	12 Sonoma County Mayors and Councilmembers Association Meeting/Dinner - (Hosted by City of Santa Rosa)	13	14
15	16	17 6:00 pm- City Council Meeting – Youth Annex	18 4:00 pm – Design Review Board	19 4:00 pm – Agenda Review committee	20	21
22	23	24 7:00 pm – Planning Commission	25	26	27	28
29	30	31				

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Oct 2017 **November 2017** Dec 2017 ►

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 – Youth Annex	**8**	**9** ~~400 pm- Agenda Review Committee~~ **CITY HOLIDAY – CITY OFFICES CLOSED**	**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 – Youth Annex	**22** **CITY HOLIDAY – CITY OFFICES CLOSED**	**23** ~~4:00 pm – Agenda Review Committee~~ **CITY HOLIDAY – CITY OFFICES CLOSED**	**24**	**25**
26	**27**	**28.** 7:00 pm – Planning Commission	**29.**	**30.**	**Notes:**	

CITY COUNCIL MEETING SCHEDULE FOR 2017

◄ Nov 2017 **December 2017** Jan 2018 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 6:00 pm - City Council Meeting – Youth Annex	6 10:30 am – Public Arts Committee 4:00 pm – Design Review Board	7 4:0 pm – Agenda Review Committee	8	9
10	11	12 7:00 pm – Planning Commission	13	14	15	16
17	18	19 6:00 pm- City Council Meeting – Youth Annex	20 4:00 pm – Design Review Board	21 11:45 am – City Holiday Luncheon 4:00 pm – Agenda Review Committee Meeting	22	23
24	25 **CITY HOLIDAY – CITY OFFICES CLOSED**	26 7:00 pm – Planning Commission	27	28	29	30
31	**Notes:**					