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DATE: December 4, 2023

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Kami Noriega, Interim City Clerk

SUBJECT: Resolution Setting the City Council Regular Meeting Schedule for Calendar Year 2024

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**RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution (Attachment 1) setting the City Council Regular Meeting Schedule for calendar year 2024.

**BACKGROUND**

Section I.A. of the Petaluma City Council Rules, Policies, and Procedures provides:

The City Council shall adopt a City Council Meeting Schedule setting the date and time of regular meetings for the calendar year. Regardless of the adopted start time of the regular meeting, new agenda items will not be started after 10:30 PM without a majority vote of those Councilmembers present. Matters not completed by 11:00 PM will be continued to the next adjourned or regular meeting, unless a majority of Council members present at the meeting votes to continue the matter past 11:00 PM.

In an effort to provide greater transparency, to provide Councilmembers ample time to commute to City Hall, and to increase public participation, Council has most recently adopted a meeting start time of 6:30 p.m. for regular sessions.

**DISCUSSION**

City Council typically holds meetings on the first and third Monday of each month; however, the following regular meeting dates fall upon designated holidays and therefore should be moved to the next succeeding Monday not a holiday: January 1, January 15, February 19, April 1, and September 2.

To accommodate providing City Hall as a designated voting site for the March 2024 Presidential

Primary Election, the regular meeting date of March 4 falls within the timeframe of voting and therefore should be moved to the next succeeding Monday.

Lastly, it is suggested no meeting be scheduled on August 19 to allow for a summer break, in accordance with past practices.

### **PUBLIC OUTREACH**

This agenda item appeared on the City’s tentative agenda document on November 20, 2023, which was a publicly noticed meeting.

### **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)(2), in that adopting the regular meeting schedule 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 this action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **FINANCIAL IMPACTS**

None by this action.

### **ALTERNATIVES**

Council may set alternative date(s) or time(s) for the City Council Regular Meeting Schedule for calendar year 2024.

### **ATTACHMENTS**

1. Resolution