



## **Cotati City Council Agenda Staff Report**

**Item type:** CONSENT CALENDAR (ACTION)  
**To:** City Council  
**Subject:** **PROCLAMATION SCHEDULE FOR 2024**  
**Date:** JANUARY 28, 2025  
**Written by:** Damien O'Bid, City Manager

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### **Recommendation**

It is recommended that the City Council adopt a motion approving a proclamation schedule for 2024.

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### **Background**

On July 25, 2023 the City Council adopted a recognition and flag policy. At that time, the City Council also adopted an initial schedule of proclamations for the second half of 2023. On December 12, 2023, the City Council reviewed the proclamations for the first half of 2024 and directed staff to update the annual proclamations table to include a column that indicates that certain proclamations regularly requested by the community would be brought to the City Council only when requested by a community organization.

On January 23, 2024, the City Council adopted the full schedule for 2024, which is attached to this staff report.

### **Analysis/Discussion**

After the adoption of the fully year calendar for 2024, it was anticipated that moving forward this item would only come to City Council once per year at around the same time as the mid-year reorganization and assignment discussions (typically in January).

As is often the case, other proclamations may come up that are not on the schedule, but can be added as needed. The intent of the schedule of proclamations is to forecast recurring proclamations and assist with planning.

### **Financial Considerations**

Proclamations, if there is a template provided, typically do not take more than 1-2 hours of staff time to agendize and coordinate with the receiving party. This can get significantly more time consuming if template materials are not provided, sensitivity of the subject matter, or desire for ceremonies/events following the proclamation.

### **Environmental Issues**

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.