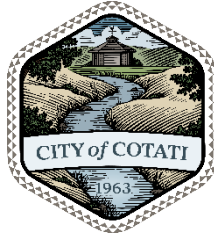


D. PROCLAMATION SCHEDULE FOR 2025

It is recommended that the City Council adopt a motion approving a proclamation schedule for 2025.



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

Recommendation

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

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.

Annual Calendar of City Proclamations

Proclamation Title	Timing/Frequency	(X) Only if Requested by a Community Organization	Organizing Lead	Flag	Flag Ceremony
January					
-					
February					
Black History Month	Annual		Rivers		
March					
Women's History Month	Annual		Sparks		
National Surveyor's Week	Begins 3 rd Sunday Annual	X			
American Red Cross Month	Annual	X			
April					
Sexual Assault Awareness Month	Annual	X			
WOTYC Proclamation (Week of the Young Child)	1 st or 2 nd week Annual	X			
NPST Week (National Public Safety Telecommunicators Week)	Annual		STAFF		
MOVES Proclamation (Children's Memorial Day)	4 th Friday Annual	X		X	
National Library Week Proclamation	Late April Annual	X			
May					
Asian Pacific Islander History Month	Annual		Lemus		
Mental Health Awareness Month	Annual	X			
Bike Month Proclamation	Annual	X			
National Public Works Week	Mid-May Annual		STAFF		
June					
Pride Month	Annual		Rivers	X	X
Women Veterans Day	June 12, Annual		Harvey		
Juneteenth Proclamation	June 19, Annual		Rivers	X	X
July					

Annual Calendar of City Proclamations

Proclamation Title	Timing/Frequency	(X) Only if Requested by a Community Organization	Organizing Lead	Flag	Flag Ceremony
Zero Waste Week Proclamation	Last Week of July Annual		STAFF		
August					
Women's Equality Day Proclamation	August 26 Annual	X			
September					
Latino Heritage Month	Annual		Lemus	X	X
International Day of Peace	Annually, Sept. 21		Rivers		
Creek Week	Begins 3 rd Monday, Annual		STAFF		
October					
Breast Cancer Awareness Month	Annual		Harvey		
Disability Employment Awareness Month	Annual		Ford		
World Polio Awareness Day	4 th Tuesday of October		Harvey		
November					
Indigenous Peoples Day (2nd Monday of October) / Native American Heritage Month (November)	Annual		Lemus	X	X
December					
-					