



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

February 12, 2018

The Honorable City Council
Palo Alto, California

Adoption of a Resolution Scheduling the City Council Summer Break and Winter Closure for 2018

RECOMMENDATION

Adopt the resolution (Attachment A) scheduling the City Council 2018 Summer Break as determined by Council, and Winter Closure from Tuesday, December 18, 2018 to Friday, January 4, 2019.

BACKGROUND

Under Municipal Code Section 2.04.010(b), the City Council schedules its annual vacation for each calendar year no later than the third meeting in February. During said scheduled vacation, there shall be no regular meetings of the City Council nor of the Council standing committees. The Mayor or a majority of the Council may call a special meeting during the scheduled vacation, if necessary (PAMC 2.04.020(b)).

Last year Council's summer break was from July 1, 2017 through August 13, 2017. Council will approve the annual budget in June usually done during the second or third meeting, so this negates the beginning of June for summer break. This year July 4th falls on Wednesday. Please note that Palo Alto Unified School District's scheduled last school day before their summer break is June 1, 2018. They are scheduled to resume classes on August 13, 2018.

Additionally, the Council needs to set the winter closure with staff proposing December 18, 2018 through January 4, 2019.

Staff respectfully requests Council's determination regarding the dates to be set for the Council breaks, and adoption of the attached Resolution.

SUMMER BREAK

Tuesday, June 26, 2018 - Friday, August 10, 2018

WINTER CLOSURE

Tuesday, December 18, 2018 - Friday, January 4, 2019

ATTACHMENTS:

- Attachment A: RESO 2018 Council Vacation (DOCX)

Department Head: Beth Minor, City Clerk

NOT YET APPROVED

Resolution No.

Resolution of the Council of the City of Palo Alto Scheduling the City Council Vacation and Winter Closure for Calendar Year 2018

R E C I T A L S

A. Pursuant to Section 2.04.010 of the Municipal Code, the City Council must schedule its annual vacation for each calendar year no later than the third meeting in February.

B. The City Council desires to set its annual vacation for 2018.

NOW, THEREFORE, the Council of the City of Palo Alto RESOLVES as follows:

SECTION 1. The City Council sets its summer vacation for calendar year 2018 from June 26, 2018 through August 10, 2018 and winter closure from December 18, 2018 through January 4, 2019.

SECTION 2. The Council finds that the adoption of this resolution does not meet the definition of a project under Public Resources Code Section 21065, thus, no environmental assessment under the California Environmental Quality Act is required.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

APPROVED:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City Manager