



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

February 10, 2020

The Honorable City Council
Palo Alto, California

Adoption of a Resolution Scheduling the City Council Summer Break and Winter Closure for 2020

RECOMMENDATION

Adopt the resolution (Attachment A) scheduling the City Council 2020 Summer Break and Winter Closure on dates determined by Council.

BACKGROUND

Under Municipal Code Section 2.04.010(b), the City Council schedules its annual vacation for the following calendar year, by resolution, no later than the third meeting in February. During the vacation period, the Code states that there shall be no regular meetings of the Council or its standing committees. Under the Code, the Mayor or a majority of the Council may call a special meeting during the scheduled vacation, if necessary.

Last year Council's summer break started on Tuesday, June 25, 2019 and ended on Sunday, August 4, 2019. Council generally approves the annual budget at the second or third meeting in June and begins its summer break shortly thereafter. Please note that Palo Alto Unified School District's (PAUSD) scheduled last school day before their summer break is June 4, 2020. PAUSD is scheduled to resume classes on August 12, 2020.

There are several Registrar of Voters election process deadlines we need to meet for the November 3, 2020 election. The last date to adopt a resolution calling the election is July 1, 2020. Staff anticipates bringing that resolution to Council for adoption on June 22, 2020. The last date for jurisdictions to file a resolution calling for a measure election is August 7, 2020, and we are suggesting Council return from break on Monday, August 3, 2020 to allow time for finalization of any measure language that has not been completed before the start of the summer break.

Additionally, the Council needs to set the winter closure. Staff proposes Wednesday, December 16, 2020 through Sunday, January 3, 2021.

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

ATTACHMENTS:

- Attachment A: RESO 2020 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 Summer Vacation and Winter Closure for Calendar Year 2020

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 2020.

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 2020 from Tuesday, June 23, 2020 through Sunday, August 2, 2020 and winter closure from Wednesday, December 16, 2020 through Sunday, January 3, 2021.

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