



CITY COUNCIL STAFF REPORT

From: City Clerk

Report Type: CONSENT REPORT

Lead Department: City Clerk

Meeting Date: January 23, 2023

TITLE

Adopt a Resolution Establishing the Council Annual Calendar of Meetings, Breaks and Council Events for Calendar Year 2023

RECOMMENDATION

Adopt a resolution establishing the Annual Summer and Winter Breaks, Council Regular and alternate meeting dates and Council event schedule from January to December 2023.

BACKGROUND

Staff is requesting consideration of adopting an official Council schedule for 2023 to allow the Council to more efficiently conduct the City's business and offer the community, the Council and staff the opportunity to better plan for those meetings.

Under Municipal Code Section 2.04.010(b), each year, no later than the third meeting in February, the Council shall, by Resolution, schedule its vacation for that year. 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. This process occurs annually.

Additionally, Municipal Code Section 2.04.010(a) sets regular City Council meetings on the first three Mondays of each month. Recognizing that the Council has significant business to conduct, and at times there is a need for additional meetings to finish that business, as well as occasional meetings falling on a holiday or a day of cultural or religious significance, announcing in advance which meeting dates may be modified will maximize public participation in the public process and create operational efficiencies.

ANALYSIS

Attachment A outlines the proposed Council calendar for 2023. The attachment also includes a list of holidays and heritage and awareness months. As an iterative process, staff is aware that this list is not exhaustive and will continue to evolve over time. The goal with sharing these

holidays and heritage and awareness months in Attachment A is to increase awareness as part of the City's equity and inclusion efforts.

The Attachment A calendar includes Council and Committee regular and alternate meeting dates, summer and winter vacation schedule and Council annual events for calendar year 2023. Modifications proposed to regular meeting dates were based on the following:

1. Federal or City negotiated Holidays which may fall on a date of what would be a regularly scheduled meeting.
2. Local election days which fall on the first Tuesday of the month in November in even number years (past practice has included the rescheduling of Committee meetings that fall on Palo Alto election night).
3. Shifting of a City Council meeting in order to respect a religious or cultural date of significance per Council and process recommended by the Human Relations Commission.
4. Establishment of alternate meeting dates, should they be necessary for conducting Council business.

Dates of Significance

During the March 7, 2022 City Council meeting the City Council addressed a colleagues memo recognizing key dates as part of continuing to prioritize diversity, equity, and inclusion, building upon the equity goals adopted in November 2020. Council took action to "formally recognize and celebrate significant multicultural dates and months to promote equality, honor diversity and oppose racism." The motion was as follows:

MOTION: Council Member Burt moved, seconded by Vice Mayor Kou to formally recognize and celebrate the following dates:

- A. Juneteenth, Cesar Chavez and Dolores Huerta Day, and add Indigenous People's Day as dates of historic significance, and May as Asian American Pacific Islander Native Hawaiian Heritage Month; and
- B. Authorize Proclamations celebrating the above dates;
- C. Refer to the Human Relations Commission (HRC) recommendations on how to best recognize and celebrate these dates; and
- D. Ask the HRC to evaluate recognition of Holocaust Remembrance Day and Armenian Remembrance Day and evaluate if October 11th should be redesignated as Italian Heritage Day.

MOTION PASSED: 7-0

The Human Relations Commission (HRC) agendized a discussion and developed a recommendation for criteria to categorize different events and holidays. This information was used as additional guidance in this calendar development discussion. The HRC will return to the

Council at a future meeting to report on their proposed operational process for recognizing those dates of significance, or any other significant date identified going forward.

Of note, in the 2023 calendar year, there are not many instances of the identified events of cultural or religious significance falling on a regularly scheduled meeting date.

Attachment B is another format of the calendar as a multi-page month-by-month calendar. It mirrors the information in Attachment A but also includes some additional holidays for awareness.

FISCAL/RESOURCE IMPACT

There are no fiscal impacts associated with this action.

STAKEHOLDER ENGAGEMENT

Staff in the City Clerk's Office, the City Manager's Office, and Community Services worked on the draft of the calendar. The Human Relations Commission also held discussions to determine how to honor dates of cultural and religious significance in the City, per Council direction. As mentioned above, for the holidays and heritage and awareness months are a first attempt to expand awareness and will continue to evolve over time based on continued feedback.

ENVIRONMENTAL REVIEW

This is not a project.

ATTACHMENTS

Attachment A: 2023 Council Meeting, Break and Event Schedule

Attachment B: 2023 City Calendar with Holidays (Alt Format)

APPROVED BY:

Lesley Milton, City Clerk

Report #: {{item.custom_tracking_number}}