



## City Council Supplemental Report

CITY OF  
**PALO  
ALTO**

**From: Lesley Milton, City Clerk**  
**Meeting Date: January 23, 2023**  
**Item Number: 11**

### **TITLE**

Supplemental Report: Adopt a Resolution Establishing the Council Annual Calendar of meetings, Breaks and Council Events for Calendar Year 2023

### **BACKGROUND**

Per the Palo Alto Municipal Code, the annual Council break schedule is required to be adopted by Resolution. The resolution was inadvertently omitted from the attachments for this item and has been attached to this memo.

Additionally, a few dates were incorrectly listed for scheduled meetings of the Council Committees. The updated dates are included in the attachment B and are listed in red. By adopting these meeting dates, the Council still retains the flexibility to schedule additional special meetings as they see fit, or with majority agreement can alter these dates as necessary. This item is for planning purposes of the Council, staff and mostly for public involvement.

### **ATTACHMENTS**

Attachment A: Draft Resolution

Attachment B: Revised 2023 Council Calendar and Break Schedule

### **APPROVED BY:**

Lesley Milton, City Clerk

NOT YET APPROVED

Resolution No. \_\_\_\_\_

Resolution of the Council of the City of Palo Alto Establishing the  
Council Calendar of Meetings, Summer and Winter Breaks, and  
Schedule of Events for Calendar Year 2023

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 summer and winter breaks for each calendar year no later than the third meeting in February.

B. The Council also wishes to establish a calendar of meetings and schedule of events for 2023.

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

SECTION 1. The City Council's summer break for calendar year 2023 is scheduled for Thursday, June 22, 2023 through Sunday, August 6, 2023 and its winter break is scheduled for Wednesday, December 20, 2023 through Sunday, January 7, 2024.

SECTION 2. The City Council adopts a regular calendar of meetings of the Council, the Finance Committee, the Policy & Services Committee, and the Rail Committee (including holidays and days of significance); a schedule of Council events; and a calendar of Heritage and Awareness Months, as set forth in Attachment A, which is incorporated into the resolution by reference.

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NOT YET APPROVED

SECTION 3. The Council finds that the adoption of this resolution not a project under the California Environmental Quality Act (CEQA) Guidelines 15378(b)(5) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment and thus, an environmental assessment under CEQA is not required.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

APPROVED:

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City Clerk

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Mayor

APPROVED AS TO FORM:

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City Attorney

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City Manager

## 2023 City Council & Committee Calendar

City Council	Finance	Policy & Services	Rail	Days of Significance (Not intended to be an exhaustive list)
January 9, 2023	** No Council Committee Meetings in January			1.2 New Year Holiday 1.16 MKL Jr. Holiday 1.22 Lunar New Year 1.27 Holocaust Remembrance Day
January 23, 2023				
<u>January 30, 2023</u>				
February 6, 2023	February 7, 2023	February 14, 2023	February 15, 2023	2.20 President's Day
February 13, 2023	February 21, 2023			
February 27, 2023				
March 6, 2023	March 7, 2023	March 14, 2023	March 15, 2023	3.31 Cesar Chavez & Dolores Huerta Day
March 13, 2023	March 21, 2023			
March 20, 2023				
<u>March 27, 2023</u>				
April 3, 2023	April 4, 2023	April 11, 2023	April 19, 2023	4.21-4.22 Eid al-Fitr 4.24 Armenian Remembrance Day
April 10, 2023	April 18, 2023			
April 17, 2023				
May 1, 2023	May 2, 2023	May 9, 2023	May 17, 2023	5.29 Memorial Day
May 8, 2023	May 16, 2023			
May 15, 2023	TBD Budget Mtgs			
<u>May 22, 2023</u>				
June 5, 2023	June 6, 2023	June 13, 2023	June 21, 2023	6.19 Juneteenth 6.22.22 – 8.6.22 Summer Break
June 12, 2023	June 20, 2023			
June 19, 2023				
August 7, 2023	removed (CC Break)	August 8, 2023	August 16, 2023	
August 14, 2023	August 15 2023			
August 21, 2023				
<u>August 28, 2023</u>				
September 11, 2023	September 5, 2023	September 12, 2023	September 20, 2023	9.4 Labor Day 9.15-9.17 Rosh Hashanah 9.24-9.25 Yom Kippur
September 18, 2023	September 19, 2023			
October 2, 2023	October 3, 2023	October 10, 2023	October 18, 2023	10.9 Indigenous People's and Italian American Heritage Day
October 16, 2023	October 17, 2023			
October 23, 2023				
<u>October 30, 2023</u>				
November 6, 2023	November 7, 2023	November 14, 2023	November 15, 2023	11.11 Veterans Day 11.12 Diwali 11.20 -11.24 Thanksgiving Week
November 13, 2023	<u>November 28, 2023</u>			
<u>November 27, 2023</u>				
December 4, 2023	December 5, 2023	December 12, 2023	December 20, 2023	12.7-12.15 Hanukkah 12.20.23 – 1.7.24 Winter Break
December 11, 2023	December 19, 2023			
December 18, 2023				

\*\* \*\* Meetings in underlined italics are alternative meeting dates

Adopted as of \_\_\_\_\_

## Council Break Schedule 2023

Summer Break: Thursday June 22 – Sunday August 6, 2023

Winter Break: Wednesday December 20 – Sunday January 7, 2024

## Council Events 2023

Monday, January 9, 2023	Council Reorganization Event
Saturday, January 28, 2023	Annual Priority Setting Retreat
<b>Wednesday</b> March 22, 2023	State of the City
Friday, September 29, 2023	Board/Commission/Committee Recognition Event

## Heritage and Awareness Months by Month

### February

Black History Month

### March

National Women's History Month

Irish American Heritage Month

### April

National Arab American Heritage Month

### May

Asian American Pacific Islander Native Hawaiian  
Heritage Month

Mental Health Awareness Month

Affordable Housing Month

Older Americans Month

Jewish American Heritage Month

Public Service Recognition Week

### June

LGBTQ+ Pride Month

Immigrant Heritage Month

Caribbean American Heritage Month

### September

Hispanic Heritage Month

### October

National Italian American Heritage Month

### November

National Native American Heritage Month

*(This is not intended to be an exhaustive list. As an iterative process, this list will continue to evolve over time as needed).*