



DATE: July 27, 2022

AGENDA ITEM #6

**TO:** Complete Streets Commission

**FROM:** Marisa Lee, Transportation Services Manager

**SUBJECT:** Summer Break

**ATTACHMENTS:** None

**RECOMMENDATION:**

Vote on whether the Commission would like to take an annual Summer Break

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**INTRODUCTION**

The Los Altos City Council takes a break every summer from mid-July through late August. The Complete Streets Commission may vote to also take a break based on the Council model. The Commission's break could elect to align with Council's summer break, or the Commission could select its own preferred timeline.

Taking a summer break would give Staff time to catch up on projects and prepare the substantive work that goes into the presentations at CSC meetings. (With a small team and frequent CSC meetings, it can be a challenge to organize the logistics of the meetings, prepare the reports, agendas, and presentations, and simultaneously maintain progress on the back end of projects). It would also give Commissioners and Staff the opportunity to take time away from work and Commission duties in order to return refreshed. Additionally, quorum is more difficult to achieve during summer months now that Commissioners have begun traveling again as pandemic restrictions have lifted – planning on a month off may alleviate the inconvenience of a last-minute cancellation due to quorum issues.

Summer break could be conducted in one of two ways:

1. Establish one summer month as the annual month when the CSC meeting will not be held. This could be June, July, or August (July would coordinate with City Council's schedule).
  - Pro: Allows Commissioners and Staff to plan vacation and workload in advance
  - Con: Could result in a long break if an adjacent month's meeting is also cancelled due to lack of quorum
2. (VTA BPAC Model) Establish June and July as optional meeting months. Based on the list of pressing items, quorum, and workload, Staff would select in advance which one of the two meetings would be skipped that summer. Commissioners would be asked to provide their RSVP at these two meetings during the spring, in order to provide a basis for selection of which month to take off.

Pro: Provides flexibility based on pressing items, quorum, and workload  
Cons: Commissioners providing availability several months in advance may not be feasible or accurate; Makes it difficult for Commissioners and Staff to count on vacation and workload schedule in advance; Could result in a long break if an adjacent month's meeting is also cancelled due to lack of quorum

## **DISCUSSION**

1. Does the Complete Streets Commission support the idea of taking a month off during the summer?
2. If so, which model does the Commission prefer?