



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Date: December 16, 2025

Subject

City Council meeting schedule through January 20, 2027

Recommended Action

Adopt Resolution No. 25-___ establishing the City Council meeting schedule through January 20, 2027

Background

The Cupertino Municipal Code (CMC) 2.04.010 establishes the complete set of rules for the City Council meeting schedule. Specifically, the Code sets regular City Council meetings on the first and third Tuesdays of each month, commencing at 6:45 p.m. Furthermore, on all regular meeting days, the City Council shall reserve the time beginning at 5:30 p.m. for closed sessions. The CMC also provides specific rules for schedule adjustments: City Council meetings that fall on legal holidays shall automatically be moved to the following day and shall maintain the status of a regular meeting. Additionally, City Council meetings that fall on any Election Tuesday in a regular Cupertino election year shall automatically be moved to the first Monday of the month and shall maintain the status of a regular meeting.

The City Council has the authority to cancel a regular meeting by a vote of a majority of the Council. The City Council Procedures Manual (Resolution No. 25-021) establishes standard rules for scheduling meetings, including provisions for the annual recess period and other calendar adjustments. Past City Council practice has been to reschedule regular meetings that occur immediately after a holiday closure. The City Council may reschedule meetings that occur the day after a holiday to allow additional time for Council to review the agenda packet, submit questions, and for staff to prepare responses. Meetings that are moved will retain the identical format and agenda content (including Oral Communications) of the meeting being replaced. The draft resolution (Attachment A) sets regular City Council meeting dates for the calendar year 2026 and follows the regular first- and third-Tuesday meeting schedule except for meetings affected by holiday closures, the annual recess period, or the annual mayor and vice mayor election.

Reasons for Recommendation

January 2026 Meeting Schedule

The January 2026 meeting schedule was already established as part of the Council meeting schedule through January 21, 2026 (Resolution No. 24-121). The meeting scheduled for Tuesday, January 6, 2026, at 6:45 PM is cancelled. The meeting originally scheduled for Tuesday, January 20, 2026, at 6:45 PM was moved to Wednesday, January 21, 2026, because it was impacted by the Martin Luther King Jr. holiday. No further action is needed for either date.

February 2026 Holiday Closure

One regular City Council meeting date in 2026 is affected by holiday closures: February 17 (Tuesday), which immediately follows a two-day holiday closure on February 16 and 17. It is proposed that the regular meeting scheduled for February 17 be cancelled and replaced with an alternative meeting on February 19 (Thursday).

August 2026 Annual Recess

The City Council Procedures Manual (Resolution No. 25-021) establishes a regular annual recess period beginning on the first Tuesday in August and ending the Tuesday following Labor Day. In 2026, Labor Day falls on Monday, September 7. Since the standard recess period would end the day after the regularly scheduled Tuesday meeting on September 1, 2026, staff recommends that the City Council suspend the recess provision in the Procedures Manual for this period. This will allow the Council to hold the regularly scheduled meeting on Tuesday, September 1, 2026.

November 2026 Election Day

The regular meeting is moved from Tuesday, November 3, 2026, to Monday, November 2, 2026, at 6:45 PM, in accordance with CMC 2.04.010.

December 2026 Mayor and Vice Mayor Election

The Mayor and Vice Mayor are selected annually at a special meeting on the second Thursday of December. A special meeting has been added on December 10 for the Election of Mayor and Vice Mayor.

January 2027 Holiday Closure

Staff also recommends cancelling the January 5, 2027 meeting, which immediately follows the City's annual holiday closure; and moving the January 19, 2027 meeting to January 20, 2027 to avoid having a meeting the day after the holiday on January 18.

COUNCIL MEETING CALENDAR		
Meeting Date	Start Time	
Tuesday, January 6, 2026	6:45 PM	Cancelled
Tuesday, January 20, 2026 Wednesday, January 21, 2026	6:45 PM	Moved for Martin Luther King Day
Tuesday, February 3, 2026	6:45 PM	
Tuesday, February 17, 2026 <u>Thursday, February 19, 2026</u>	6:45 PM	Moved for Lunar New Year
Tuesday, March 3, 2026	6:45 PM	

Tuesday, March 17, 2026	6:45 PM	
Tuesday, April 7, 2026	6:45 PM	
Tuesday, April 21, 2026	6:45 PM	
Tuesday, May 5, 2026	6:45 PM	
Tuesday, May 19, 2026	6:45 PM	
Tuesday, June 2, 2026	6:45 PM	
Tuesday, June 16, 2026	6:45 PM	
Tuesday, July 7, 2026	6:45 PM	
Tuesday, July 21, 2026	6:45 PM	
Tuesday, August 4, 2026	6:45 PM	Cancelled for Council Recess
Tuesday, August 18, 2026	6:45 PM	Cancelled for Council Recess
Tuesday, September 1, 2026	6:45 PM	
Tuesday, September 15, 2026	6:45 PM	
Tuesday, October 6, 2026	6:45 PM	
Tuesday, October 20, 2026	6:45 PM	
Tuesday, November 3, 2026 Monday, November 2, 2026	6:45 PM	Moved for Election Day per CMC 2.04.010
Tuesday, November 17, 2026	6:45 PM	
Tuesday, December 1, 2026	6:45 PM	
Thursday, December 10, 2026	TBD	Special Meeting (Election Results and Swearing-in Ceremony)
Tuesday, December 15, 2026	6:45 PM	
Tuesday, January 5, 2027	6:45 PM	Cancelled
Tuesday, January 19, 2027 Wednesday, January 20, 2027	6:45 PM	Moved for Martin Luther King Day

It is recommended that the City Council adopt Resolution No. 25-___ establishing the City Council meeting calendar through January 20, 2027. If Council wishes to authorize the changes, staff will provide meeting notifications to the public in advance. The proposed resolution does not limit the ability of the City Council to schedule additional meetings as authorized by the Municipal Code and in compliance with the Brown Act.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None

Council Goal:

Public Engagement and Transparency

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Lauren Sapudar, Deputy City Clerk

Reviewed by: Kirsten Squarcia, Interim Deputy City Manager/City Clerk

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – Draft Resolution