



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Meeting: July 6, 2023

Subject

Consideration of a resolution amending the established City Council meeting calendar through January 2, 2024

Recommended Action

Adopt Resolution 23-___ amending the established City Council meeting calendar through January 2, 2024

Reasons for Recommendation

Cupertino Municipal Code Section 2.04.010 sets regular City Council meetings on the first and third Tuesdays of each month at 6:45 p.m. The City Council may cancel a regular meeting by a vote of a majority of the Council. Special meetings that are held outside of the regular meeting day and time may be called at any time by the Mayor or by three Councilmembers (CMC Section 2.04.020).

On January 17, Council adopted Resolution No. 23-013 setting an annual City Council meeting calendar through January 2, 2024. The calendar established dates and times to assist City Council and staff with advance planning and scheduling of City business. On March 7, City Council adopted Resolution 23-027 amending the established City Council calendar for meetings occurring in April, June, July, and September. The meeting calendar has been further amended because of a potential meeting conflict in October. The draft resolution (Attachment A) amends the established City Council meeting dates in October for the calendar year 2023.

Mayor Hung Wei will be out of the country during the first week of October. These dates conflict with the Tuesday, October 3, 2023 regular City Council meeting. Council may wish to consider an alternate meeting date when the Mayor is available to consider matters of City business. If the regular meeting on October 3 is cancelled, a special meeting may be called in its place. An alternate special meeting date is recommended for Tuesday, October 10, 2023. Councilmembers have been polled for availability on this date, and Community Hall Council Chamber is available for use on that date. The regularly scheduled Planning Commission meeting that would normally be conducted on the second Tuesday in October would be cancelled.

It is recommended that City Council adopt Resolution 23-___ amending the established City Council meeting calendar through January 2, 2024. 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 Council to schedule additional meetings as authorized by the Municipal Code and in compliance with the Brown Act.

AMENDED 2023 COUNCIL MEETING CALENDAR		
Meeting Date	Open Session Start Time	
Tuesday, February 7, 2023	6:45 PM	
Tuesday, February 21, 2023	6:45 PM	
Tuesday, March 7, 2023	6:45 PM	
Tuesday, March 21, 2023	6:45 PM	
Tuesday, April 4, 2023	6:45 PM	
Thursday, April 13, 2023	6:45 PM	Moved due to Sister City Delegation Visit
Tuesday, May 2, 2023	6:45 PM	
Tuesday, May 16, 2023	6:45 PM	
Tuesday, June 6, 2023	6:45 PM	
Wednesday, June 21, 2023	6:45 PM	Moved due to Juneteenth Holiday
Thursday, July 6, 2023	6:45 PM	Moved due to July 4 Holiday
Tuesday, July 18, 2023	6:45 PM	
Tuesday, August 1, 2023	6:45 PM	Cancelled
Tuesday, August 15, 2023	6:45 PM	Cancelled
Wednesday, September 6, 2023	6:45 PM	Moved due to Labor Day Holiday
Tuesday, September 19, 2023	6:45 PM	
Tuesday, October 3, 2023	6:45 PM	Cancelled
<u>Tuesday, October 10, 2023</u>	<u>6:45 PM</u>	<u>Special Meeting</u>
Tuesday, October 17, 2023	6:45 PM	
Tuesday, November 7, 2023	6:45 PM	
Tuesday, November 21, 2023	6:45 PM	
Tuesday, December 5, 2023	6:45 PM	
Tuesday, December 19, 2023	6:45 PM	

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Kirsten Squarcia, City Clerk

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Draft Resolution