



## OFFICE OF THE CITY CLERK

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: January 17, 2024

#### Subject

A resolution establishing the City Council meeting schedule through January 22, 2025

#### Recommended Action

Adopt Resolution No. 24-\_\_\_ establishing the City Council meeting schedule through January 22, 2025

#### 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. On regular meeting days, the City Council shall begin any closed session items at 6:00 p.m. City Council meetings that fall on legal holidays shall automatically be moved to the following day. 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. 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.)

The City Council Procedures Manual (Resolution No. 23-021) sets a regular annual recess period beginning on the first Tuesday in August and ending the Tuesday following Labor Day. The Mayor and Vice Mayor shall be selected annually at a special meeting on the second Thursday of December. On January 17, 2023, Council adopted Resolution No. 23-013 cancelling the January 2, 2024 meeting. On October 17, 2023, Council adopted Resolution No. 23-113 cancelling the January 16, 2024 meeting and calling a special meeting on January 17, 2024. The draft resolution (Attachment A) sets regular City Council meeting dates for the calendar year 2024. The meeting calendar follows the regular first and third Tuesday meeting schedule except for meetings which were moved due to Election Day, cancelled for the regular annual recess period, or previously rescheduled or cancelled by Council. A special meeting has been added on December 12 for the Election of Mayor and Vice Mayor.

Past City Council practice has been to reschedule Council meeting dates that occur immediately after a holiday closure. Council has considered scheduling Council meetings one day later, to allow additional time for Council to review the agenda packet and submit questions, and

adequate time for staff to prepare responses to the questions on agenda items. The meetings that are impacted by holidays in 2024 are February 20, April 2, and September 3. If those regular meetings are cancelled, alternative special meeting dates are recommended on February 21, April 3, and September 4. The Community Hall Council Chamber is available for use on those dates. The special meetings would follow the same format as the regular meetings they will replace (e.g., allowing time for Oral Communications).

Staff also recommends cancelling the January 7, 2025 meeting, which immediately follows the City’s annual holiday closure; and moving the January 21, 2025 meeting to January 22, 2025 to avoid having a meeting the day after the holiday on January 21.

<b>2024 COUNCIL MEETING CALENDAR</b>		
<b>Meeting Date</b>	<b>Start Time</b>	
<del>Tuesday, January 2, 2024</del>	<del>6:45 PM</del>	Cancelled
Wednesday, January 17, 2024	6:45 PM	Moved for Martin Luther King Day
Tuesday, February 6, 2024	6:45 PM	
<del>Tuesday, February 20, 2024</del> <u>Wednesday, February 21, 2024</u>	6:45 PM	<u>Moved for Presidents Day</u>
Tuesday, March 5, 2024	6:45 PM	
Tuesday, March 19, 2024	6:45 PM	
<del>Tuesday, April 2, 2024</del> <u>Wednesday, April 3, 2024</u>	6:45 PM	<u>Moved for Cesar Chavez Day</u>
Thursday, April 16, 2024	6:45 PM	
Tuesday, May 7, 2024	6:45 PM	
Tuesday, May 21, 2024	6:45 PM	
Tuesday, June 4, 2024	6:45 PM	
Tuesday, June 18, 2024	6:45 PM	
Tuesday, July 2, 2024	6:45 PM	
Tuesday, July 16, 2024	6:45 PM	
<del>Tuesday, August 6, 2024</del>	<del>6:45 PM</del>	Cancelled for Council Recess
<del>Tuesday, August 20, 2024</del>	<del>6:45 PM</del>	Cancelled for Council Recess
<del>Tuesday, September 3, 2024</del> <u>Wednesday, September 4, 2023</u>	6:45 PM	<u>Moved for Labor Day</u>
Tuesday, September 17, 2024	6:45 PM	
Tuesday, October 1, 2024	6:45 PM	
Tuesday, October 15, 2024	6:45 PM	
Monday, November 4, 2024	6:45 PM	Moved for Election Day

Tuesday, November 19, 2024	6:45 PM	
Tuesday, December 3, 2024	6:45 PM	
Thursday, December 12, 2024	TBD	Special Meeting
Tuesday, December 17, 2024	6:45 PM	

It is recommended that City Council adopt Resolution No. 24-\_\_\_ establishing the City Council meeting calendar through January 22, 2025. 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.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

Not applicable.

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Prepared by: Kirsten Squarcia, City Clerk

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Draft Resolution