



## OFFICE OF THE CITY CLERK

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: March 7, 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 establishing the City Council meeting calendar through January 2, 2024. The meeting calendar has been amended because of potential meeting conflicts occurring in April, June, July, and September. The draft resolution (Attachment A) amends the established City Council meeting dates for the calendar year 2023. The amended meeting calendar follows the regular first and third Tuesday meeting schedule except for meetings that have been moved due to a holiday or a scheduling conflict.

The Cupertino-Hsinchu Sister City Association (CHSCA) has scheduled its annual Student Delegate trip to Hsinchu City, Taiwan on April 16-22, 2023. The group sponsors are also coordinating a visit to Taipei Friendship City in Taiwan. The delegation visits will be led by Mayor Hung Wei and accompanied by City Manager Pamela Wu. These dates conflict with the Tuesday, April 18, 2023 regular City Council meeting. Council may wish to consider an alternate meeting date when the Mayor and City Manager are available to consider matters of City business. If the regular meeting on April 18 is cancelled, a special meeting may be called in its place. Community Hall Council Chamber is available for use on Thursday, April 13, 2023. Community Hall is already reserved for City events on Tuesday and Wednesday, April 11-12, 2023.

The City Council agenda publication process includes supplemental staff responses to Councilmember questions on agenda items. The process begins after the agenda has been published and is completed one day before the Council meeting. These items are also posted to the City website for the public. The supplemental process will be delayed on those Council meeting dates that occur immediately after a holiday closure. The documents would be posted on the day of the meeting instead of one day earlier. For those dates, staff will publish the agenda one day earlier to provide more time for Councilmembers to review the agenda packet and submit questions. Council may consider scheduling those Council meetings one day later, to allow additional time for Council and adequate time for staff to prepare responses to the questions. The meetings that are impacted by holidays are June 20, July 5, and September 5.

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.

<b><u>AMENDED</u> 2023 COUNCIL MEETING CALENDAR</b>		
<b>Meeting Date</b>	<b>Open Session Start Time</b>	
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	
<del>Tuesday</del> <u>Thursday</u> , April 18 <del>13</del> , 2023	6:45 PM	<u>Moved due to Sister City Delegation Visit</u>
Tuesday, May 2, 2023	6:45 PM	
Tuesday, May 16, 2023	6:45 PM	
Tuesday, June 6, 2023	6:45 PM	
<del>Tuesday</del> <u>Wednesday</u> , June 20 <del>21</del> , 2023	6:45 PM	<u>Moved due to Juneteenth Holiday</u>
<del>Wednesday</del> <u>Thursday</u> , July 5 <del>6</del> , 2023	6:45 PM	Moved due to July 4 Holiday
Tuesday, July 18, 2023	6:45 PM	
<del>Tuesday</del> , August 1, 2023	<del>6:45 PM</del>	Cancelled
<del>Tuesday</del> , August 15, 2023	<del>6:45 PM</del>	Cancelled
<del>Tuesday</del> <u>Wednesday</u> , September 5 <del>6</del> , 2023	6:45 PM	<u>Moved due to Labor Day Holiday</u>

Tuesday, September 19, 2023	6:45 PM	
Tuesday, October 3, 2023	6:45 PM	
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.

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Prepared by: Kirsten Squarcia, City Clerk

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Draft Resolution