



## OFFICE OF THE CITY CLERK

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: October 17, 2023

#### Subject

Amend the established City Council meeting calendar through January 17, 2024

#### Recommended Action

Adopt Resolution No. 23-113 amending the established City Council meeting calendar through January 17, 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. 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. 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, Council adopted Resolution No. 23-027 amending the established City Council calendar for meetings occurring in April, June, July, and September. On June 6, Council adopted Resolution No. 23-084 amending the established City Council meeting dates in October. The draft resolution (Attachment A) amends the established City Council meeting calendar through January 17, 2024. The resolution would amend the Council meeting calendar to avoid having a meeting the day after the holiday on January 15.

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 a Council meeting date that occurs immediately after a holiday closure. The documents would be posted on the day of the meeting instead of one day earlier. Council may consider scheduling the Council meeting

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. The meeting that is impacted by a holiday is currently scheduled for January 16.

If the regular meeting on January 16 is cancelled, an alternate special meeting date is recommended for January 17. Councilmembers have been polled for availability on this date, and Community Hall Council Chamber is available for use on that date. The special meeting would follow the same format as the regular meeting it replaces (e.g., allowing time for Oral Communications).

It is recommended that City Council adopt Resolution No. 23-\_\_\_ amending the established City Council meeting calendar through January 17, 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>AMENDED COUNCIL MEETING CALENDAR THROUGH JANUARY 17, 2024</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	
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	
<del>Tuesday, August 1, 2023</del>	<del>6:45 PM</del>	Cancelled
<del>Tuesday, August 15, 2023</del>	<del>6:45 PM</del>	Cancelled
Wednesday, September 6, 2023	6:45 PM	Moved due to Labor Day Holiday
Tuesday, September 19, 2023	6:45 PM	
<del>Tuesday, October 3, 2023</del>	<del>6:45 PM</del>	Cancelled

Tuesday, October 10, 2023	6:45 PM	Special Meeting
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	
Tuesday, January 2, 2024	6:45 PM	Cancelled
<del>Tuesday, January 16, 2024</del>	<del>6:45 PM</del>	<del>Cancelled</del>
<u>Wednesday, January 17, 2024</u>	<u>6:45 PM</u>	<u>Moved due to MLK Jr. Holiday</u>

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