



## OFFICE OF THE CITY CLERK

CITY HALL  
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### CITY COUNCIL STAFF REPORT

Meeting: January 17, 2023

#### Subject

Consider a resolution establishing the City Council meeting calendar through January 2, 2024.

#### Recommended Action

Adopt Resolution No. 23-\_\_\_ establishing the City Council meeting calendar through January 2, 2024.

#### Description

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). The draft resolution (Attachment A) sets regular City Council meeting dates for the calendar year 2023. The meeting calendar follows the regular first and third Tuesday meeting schedule except for the July 4 meeting which was moved to July 5 due to the holiday.

The City has historically cancelled one or more meetings during the summer. If adopted, the proposed City Council Procedures Manual would establish a regular annual recess period beginning on the first Tuesday in August and ending the Tuesday following Labor Day. The draft resolution sets a City Council that would cancel meetings during the proposed recess (on Tuesday, August 1 and Tuesday, August 15). If Council wishes to authorize the cancellations, staff will provide meeting cancellation notifications to the public in advance.

Staff also recommends cancelling the January 2, 2024 meeting, which immediately follows the City's annual holiday closure.

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	
Tuesday, April 18, 2023	6:45 PM	
Tuesday, May 2, 2023	6:45 PM	
Tuesday, May 16, 2023	6:45 PM	
Tuesday, June 6, 2023	6:45 PM	
Tuesday, June 20, 2023	6:45 PM	
Wednesday, July 5, 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
Tuesday, September 5, 2023	6:45 PM	
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	

Staff recommends adopting Resolution No. 23-\_\_\_ establishing the 2023 City Council meeting calendar and cancelling the January 2, 2024 meeting. If approved, the resolution will establish dates and times assisting City Council and staff with advance planning and scheduling of City business and provide an opportunity for members of the public to plan accordingly. 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.

#### Fiscal Impact

There is no fiscal impact.

#### Sustainability Impact

There is no sustainability impact.

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Prepared by: Kirsten Squarcia, City Clerk

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Draft Resolution