

# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Sarah Zárate

**SUBJECT:** FISCAL YEAR 2022 – 2023  
COUNCIL MEETING SCHEDULE  
AND AUGUST – DECEMBER 2022  
STUDY SESSION SCHEDULE

**DATE:** May 25, 2022

Approved 

Date  
05/25/22

## RECOMMENDATION

- (a) Approve the City Council Meeting Schedule for the period August 2022 – June 2023.
- (b) Approve the Study Session Schedule for the period August 2022 – December 2022.

## ANALYSIS

The Mayor and the City Manager are responsible for developing the City Council Meeting Schedule. To facilitate more efficient planning of longer range agenda content, the Administration is recommending the continuance of the established practice of approval of a meeting schedule for the entire fiscal year and the cancellation of Council meetings when there is a holiday that falls on a Monday with one exception. The June 20, 2023 City Council Meeting that follows the Juneteenth Holiday is not recommended to be cancelled due to the City Council's obligation to review and approve the Mayor's June Budget Message for Fiscal Year 2023-2024, 2023-2024 Operating and Capital Budgets, 2023-2024 Fees and Charges as well as other year-end memoranda before the July break. Other recommended meeting cancellation dates are those that occur close to or during other breaks. The proposed schedule (Attachment A) contains the cancellation of ten meetings: August 2, September 6, October 11, November 22, December 20, December 27, January 3, January 17, February 21, and May 30.

Additionally, at the request of the Rules and Open Government Committee, the Administration has developed a tentative schedule of Study Session dates for August – December 2022 (Attachment B) to facilitate calendaring for the Mayor and Council. As topics and agendas are set for the dates in the Attachment, staff will bring these forward to the Rules and Open Government Committee for approval. Please note that Study Session dates are limited during this time frame due to expected construction related to audio and video technology upgrades in the Council Chambers and Wing Rooms 118, 119, and 120 at City Hall. Staff will return to the Rules and Open Government Committee towards the end of the calendar year to propose additional tentative dates for January – April of 2023. May 2023 Study Session dates will be brought

HONORABLE MAYOR AND CITY COUNCIL

May 25, 2022

**Subject: FY 2022-2023 Council Meeting Schedule and August – December 2022 Study Session Schedule**

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forward separately for approval as part of setting the 2022-2023/2023-2024 Budget Calendar for review of the City budget. No Study Sessions are anticipated for June 2023.

### **COORDINATION**

This memorandum has been coordinated with the Mayor's Office and the City Clerk.

/s/

SARAH ZÁRATE

Director, Office of Administration, Policy,  
and Intergovernmental Relations

For questions, please contact Gloria Schmanek, Senior Executive Analyst, at  
[Gloria.Schmanek@sanjoseca.gov](mailto:Gloria.Schmanek@sanjoseca.gov).

Attachments

**FISCAL YEAR 2022 - 2023**  
**CITY COUNCIL MEETING SCHEDULE**

August 2, 2022 - CANCELLED
August 9, 2022*
August 16, 2022
August 23, 2022*
August 30, 2022
September 6, 2022 - CANCELLED
September 13, 2022*
September 20, 2022
September 27, 2022*
October 4, 2022
October 11, 2022 - CANCELLED
October 18, 2022
October 25, 2022*
November 1, 2022
November 8, 2022*
November 15, 2022
November 22, 2022 – CANCELLED
November 29, 2022*
December 6, 2022
December 13, 2022*
December 20, 2022 - CANCELLED
December 27, 2022 - CANCELLED

January 3, 2023 - CANCELLED
January 10, 2023*
January 17, 2023 - CANCELLED
January 24, 2023*
January 31, 2023
February 7, 2023
February 14, 2023*
February 21, 2023 - CANCELLED
February 28, 2023*
March 7, 2023
March 14, 2023*
March 21, 2023
March 28, 2023*
April 4, 2023
April 11, 2023*
April 18, 2023
April 25, 2023*
May 2, 2023
May 9, 2023*
May 16, 2023
May 23, 2023*
May 30, 2023 - CANCELLED
June 6, 2023
June 13, 2023*
June 20, 2023
June 27, 2023*

**KEY:** \* 1:30 p.m. Afternoon Session and 6:00 p.m. Evening Session as needed, unless otherwise noted

■ = Meeting Cancelled

**AUGUST - DECEMBER 2022**  
**CITY COUNCIL STUDY SESSION SCHEDULE**

<b>Date</b>	<b>Time</b>
Monday, August 15	1:30 p.m. – 4:30 p.m.
Friday, August 19	9:00 a.m. - Noon
Tuesday, August 23 Non-Citizen Voting	6:00 p.m. – 9:00 p.m.
Friday, September 16	1:30 p.m. – 4:30 p.m.
Thursday, September 29	1:30 p.m. – 4:30 p.m.
Monday, October 17	1:30 p.m. – 4:30 p.m.
Thursday, October 27	9:00 a.m. – Noon
Tuesday, November 8	6:00 p.m. – 9:00 p.m.
Tuesday, December 13	6:00 p.m. – 9:00 p.m.

**NOTE:** All of the above meetings will be held in the Council Chambers unless otherwise specified.