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CITY COUNCIL STAFF REPORT

Meeting: March 18, 2025

Subject

Reaffirm amendments to the Cupertino City Council Procedures Manual

Recommended Action

Adopt Resolution No. 25-__ reaffirming amendments to the Cupertino City Council Procedures Manual

Reasons for Recommendation

This item is intended to provide Council a final review of the precise language implementing the changes to the Cupertino City Council Procedures Manual adopted on March 4, 2025. It is not to intended reopen debate or allow the reconsideration of item previously approved

February 7, 2023, the City Council adopted Resolution No. 23-021, approving the Cupertino City Council Procedures Manual. The adoption of the Procedures Manual addressed an identified deficiency in the City's governance policies. The Manual includes rules and guidelines for communication, meeting management, decorum, and decision making. The Procedures Manual was subsequently amended in March 2024 (Resolution No. 24-024).

On February 4, 2025, the City Council conducted a study session to consider further revisions to the Procedures Manual and provided direction to the City Attorney's Office to return to Council with proposed amendments to the Manual. Review of those proposed amendments were agendized for February 19, 2025, but were continued to the next City Council meeting on March 4, 2025.

On March 4, 2025, Council approved amendments to the Procedures Manual. Further amendments were also reviewed and requested. Attached hereto is a new version of the Procedures Manual, showing the changes in redline of the amendments from February 4, as updated on March 4, 2025 with further changes and additions.

Consistent with the City Council's March 4 direction, staff recommends that the City

Council adopt the proposed Resolution (Attachment B) amending the Cupertino City Council Procedures Manual.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item:

N/A

CWP Item Description:

N/A

Council Goal:

Public Engagement & Transparency

California Environmental Quality Act

Not applicable.

Prepared by:

Floy Andrews, City Attorney

Reviewed by:

Tina Kapoor, Deputy City Manager

Approved for Submission by:

Pamela Wu, City Manager

Attachments:

A – Redline of Cupertino City Council Procedures Manual implementing changed previously adopted

B – Proposed Resolution No. 25-__