

CC 12-12-2025

#1

City Council
Training

Presentation

City Council Policy Refresher

December 12, 2025



CUPERTINO



Agenda Presenters

- City Manager
- City Attorney
- Interim Deputy City Manager/City Clerk
- Director of Parks and Recreation
- Director of Community Development
- Director of Public Works
- Director of Administrative Services
- Director of Innovation & Technology

Cupertino's Elected Officials



[Kitty Moore](#)
Mayor



[Liang Chao](#)
Vice Mayor



[Sheila Mohan](#)
Councilmember



[J.R. Fruen](#)
Councilmember



[R "Ray" Wang](#)
Councilmember



City Manager

- City Council Staff Relationships
- City Commissions and Committees
- City Manager's Office Duties and Responsibilities
- Council and Mayor's Budget
- Councilmember Committee Assignments
- City Work Program



City Council Staff Relationships

- CMC Chapter 2.17 states:
 - The City Code contains the provisions to address and clarify the relationship between the City Council, individual Councilmembers, and city staff:
 - City Council as a body provides direction.
 - Individual City Councilmembers have right to access information.
- City Manager/staff responsible for executing Council direction and protected from undue influence.



City Commissions and Committees

- Commissions are Advisory to City Council.
- Council Conducts Recruitment and Makes Appointments.
- Commissioner's Responsibilities and Expectations
 - City Council Procedures Manual, Section 4
 - Commissioner's Handbook

City Manager's Office (CMO)

- City Manager
- Deputy City Manager
- Executive Assistant
 - Supports City Manager and City Council

Divisions

- City Clerk's Office
- Economic Development
- Communication
- Emergency Management
- Administration

Commissions

- Public Safety Commission
- Economic Development Committee
- Legislative Review Committee (Ad-Hoc Subcommittee)
- Disaster Council



Council and Mayor's Budget

- Mayor's Initiative Fund
 - \$10,000 per Mayor Term
 - Councilmember's Conference/Training
 - \$5,000 each/ fiscal year
 - \$500 facility rental fee waiver per year
- Business Cards
- General Office Supplies



Councilmember Committee Assignments

- City Council Procedures Manual Section 3
 - Appointment
 - Primary and Alternate
 - Instruction and Expectation
 - Reporting
- 2026 Assignments

FY 25-27 City Work Program

- Approved on March 18, 2025, for a Total of 28 Projects:
 - Quarterly Updates (last updated on 12/1)
 - City Work Program Dashboard
- City Work Program Current Progress - cupertino.gov/cityworkprogram
- Strategic Plan



City Attorney

- Rosenberg's Rules of Order
- Conflict of Interest
- Brown Act

Rosenberg's Rules

- Ensure meetings are fair, transparent, and efficient
- One member speaks at a time, addressing the Mayor
- Motions must be clear, seconded, and limited to discussion on the topic
- Majority vote decides; tie votes fail; votes are recorded
- All members present may participate and ask questions

Best practice: Follow the agenda, avoid side discussions, maintain decorum

Motions

- **Basic:** Propose action; may amend or substitute; up to 3 motions on the floor
- **Procedural:** Adjourn, recess, table, or limit debate (2/3 vote)
- **Reconsider:** Made by member in original majority; allows vote to be revisited

Debate & Mayor Role:

- Mayor ensures discussion stays on the matter
- Members speak only when recognized by Mayor, except for:
 - Points of privilege or order
 - Appealing Mayor's ruling
 - Calling the question
 - Withdrawing a motion

Voting:

- Majority vote generally required
- Tie votes fail



Conflict of Interest

- A member has a personal or financial interest that could influence an official decision
- Members must publicly disclose any financial or personal interest in a matter
- Members must abstain from discussion and voting when a conflict exists
- Governed by the Political Reform Act (Forms 700, 410, 460) and City policies
- Prioritize transparency; document disclosures in the record



Political Reform Act

Gov. Code §84308 “Levine Act”

- Contribution Limit Raised: \$250 → \$500
- Exempt Contracts: Small/competitive-bid or personal employment contracts
- Agent Contributions Restricted:
Lobbyists/consultants prohibited during + 12 months after proceedings
- Cure Period Extended: 14 days → 30 days



Brown Act

Gov. Code §54950–54963

- Open, transparent meetings for public oversight
- Agendas posted in advance
- Public may attend and comment
- Closed sessions only for legally exempt topics
- All decisions and votes must be public

SB 707: Brown Act Gov. Code §54950 et seq.

- Two-Way Teleconferencing
 - Real-time audio + video
 - Public access at remote locations
- Disability Accommodations
 - Equivalent remote option on request
 - Posted procedures / accessible formats
- Public Access
 - Stable A/V connection
 - Equal remote comment + viewing
 - Clear remote-access instructions



SB 827: Ethics & Fiscal Training

Gov. Code §53235

- Ethics training now includes department heads; new officials must complete within 6 months
- Creates a 2-hour fiscal training every 2 years for officials with financial oversight
- Records kept 5 years and subject to CPRA; website instructions required by July 1, 2026
- Current officials must complete fiscal training by Jan 1, 2028



City Clerk

Division Overview

- Council Agendas & Meetings
- Elections & Ballot Measures
- Records & Public Records Requests
- Training & Compliance Tracking
- Commissions Oversight
- Liaison for Council, staff, and public



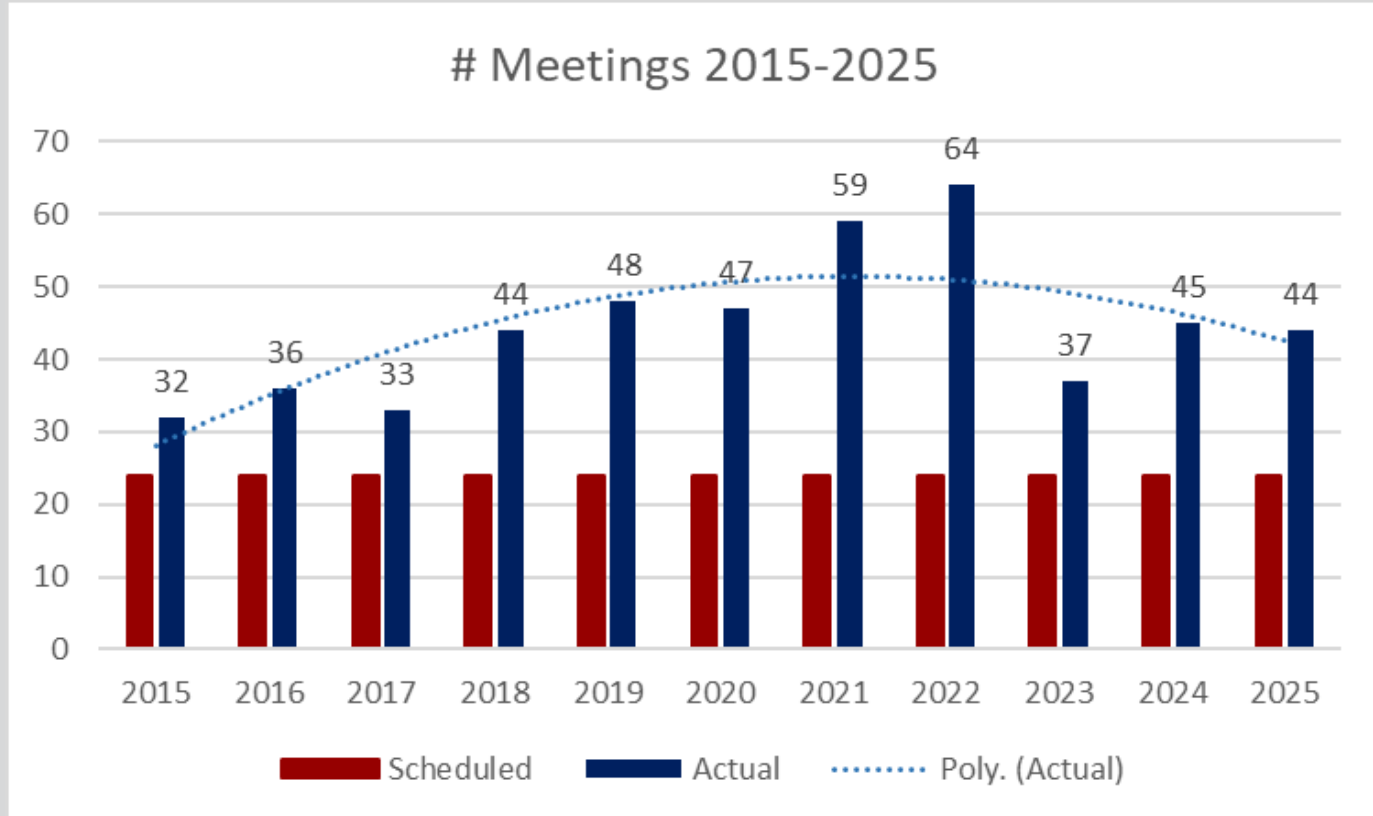
City Council Agenda Setting

- Type of Meetings:
 - Regular Meeting
 - Special Meeting
 - Closed Session
- Future Agenda Item Setting
- Staff Reports Format, Preparation and Publication
- Mayor and City Manager Set the Final Agenda
- Prep Sessions, Supplemental Materials and Desk Items

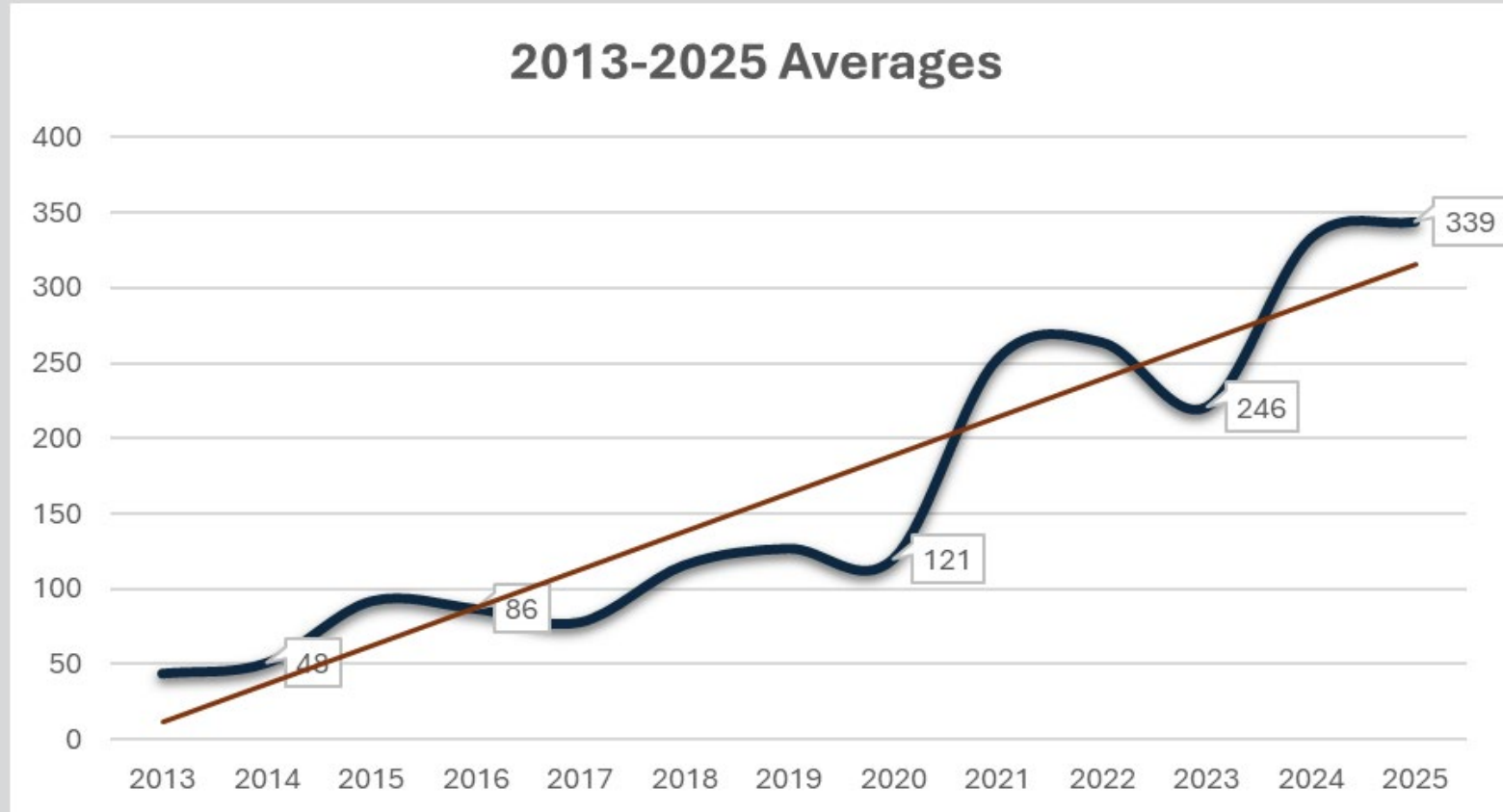
Supplemental Reports, Desk Items, and Council Questions

| Report Type | Purpose | Received | Provided |
|---------------------|--|---|---|
| Supplemental Report | For updates or Councilmember questions | before 12:00 PM on Monday | Monday 5:00 PM |
| Desk Item | For updates or Councilmember questions | Between 12:00 PM Monday and 4:00 PM Tuesday | Prior to the meeting and printed for dais |
| Verbal Report | For Councilmember questions | after 4:00 PM Tuesday | During Meeting |

City Council Meeting Data



Public Records Request Data





Participation in Political Activities – Fundamental Rule

Don't use public funds, such as official City time, City facilities or other City resources to support or oppose a candidate and/or ballot measure.

Participation in Political Activities – The Don'ts

Do Not

- Use City funds, time, facilities, equipment, or staff for campaigns
- Send/receive campaign emails on City accounts or computers
- Place campaign materials on City property
- Direct staff to do campaign work during work hours
- Urge employees to vote for a candidate or measure
- Attend fundraisers using City funds
- Solicit campaign contributions from officials/employees (unless incidental)



Participation in Political Activities – The Do's

You May

- Have staff help on personal time
- Contribute to or attend fundraisers with personal funds
- Campaign in public areas open to all viewpoints
- Adopt resolutions endorsing a measure, confirming no City funds used
- Use City funds for ballot measure development or impartial analysis
- Use your official title personally in campaign communications if no City resources are used



Parks & Recreation

Department Overview:

Department Divisions

- Administration
- Community Events, Facilities, Youth and Teen Recreation
- Outdoor Recreation
- Senior Wellness and Recreation
- Sports, Fitness, and Recreation

Commissions

- Parks and Recreation
- Library
- Teen

Boards

- Youth Activity
- Senior Advisory

Volunteer Opportunities

- Senior Center
- Leaders in Training (LIT)
- Recreation Event (REV)

Parks & Recreation

Department Activities:

Key Projects

- Distinguished, Emerging, and Youth Artist Awards with Arts and Culture Commission
- Community Funding Program with Parks and Recreation Commission
- Poet Laureate with Library Commission

Events

- | | | |
|----------------------------|------------------------|----------------------------------|
| • Spelling Bee | • Golf Tournaments | • Live Well Age Well Health Expo |
| • Big Bunny 5K | • Hidden Treasures | • 50+ Holidays in Hawaii |
| • Hack Cupertino | • Pizza and Politics | • 50+ Holiday Sing-along |
| • Summer Concert Series | • Monster Mash | • Preschool Open House |
| • Independence Day | • Tree Lighting | • Sweetheart Social |
| • Cupertino Campout | • Breakfast with Santa | • Teen Resource Fair |
| • Movies in the Park | • Signing Santa | • Disco at Dusk |
| • Senior Center Open House | • Santa Visits | • Earth and Arbor Day |
| • Pooch Plunges | • Community Festivals | - 60+ events a year |



Community Development Overview

Department Divisions

- Planning
 - Long Range Planning and Current Planning
- Building
 - Permit Center, Plan Review, Inspections
- Housing
 - BMR, CDBG, Unhoused, homeowner/renter support
- Code Enforcement
 - Land use/zoning, construction, life safety, public nuisances, parking

Commissions and Committees

- Planning, Housing, Arts and Culture, Administrative Hearing



Community Development

Department Activities and Key Projects:

- Over 3,200 permits received through November 2025
- Explore AI software to assist with the plan review
- City Work Program:
 - Objective Design Standards
 - Streamline permit review process
 - Art in public/private places
 - Preserve/develop BMR housing
- Zoning Code Updates
- [Housing Element](#) implementation and review of residential development projects
- Major development projects: [Major Projects Cupertino CA](#)



Public Works Overview

Department Divisions

- Capital Improvements
- Development Services
- Transportation
- Environmental Programs
and Sustainability
- Facilities and Fleet
- Grounds
- Streets and Sidewalks
- Trees and Right-of-Way
- Administration

Commissions

- Bicycle/Pedestrian
- Sustainability



Public Works - Key Projects

- Completed Solid Waste Disposal Agreements
- Completed LED Transition Project
- Completed Bridge Maintenance Project
- Completed Lawson Middle School Bikeway
- Completed Jollyman All-Inclusive Playground
- Completed CWP Wireless Ordinance
- Completed CWP Electrification Study
- Completed CWP Recycle Water Study
- Achieved MRP Trash Reduction Requirements
- Lawrence Mitty Park in Design and Environmental Clearance
- Tamien Innu East – Design and Construction
- I-280/Wolfe Interchange Project to Start 2026

Public Works - Key Projects (cont.)

- Photovoltaic Project at 3 City Sites
- EV Parking Expansion at the Cupertino Service Center
- City Hall Annex and EOC – Design for Construction
- City Hall Renovation Project
- Beginning Enforcement for Single Use Plastics Ordinance
- Active Transportation Plan
- Annual Paving and Concrete Maintenance Program
- McClellan Road Bridge Design and Environmental Clearance
- Stevens Creek Bike Lanes - Phase 2A
- Stevens Creek Bridge Repair Efforts
- Initiate various Outfall Repair Projects
- Initiate HSIP - Speed Feedback Signs and High-Friction Pavement

Public Works - Key Projects (cont.)

- Urban Forest Master Plan per CWP
- Online Encroachment Permit Application
- Grounds (Replace BBF Shade, Playground Upgrades, Pumps, etc.)
- Numerous Residential Projects throughout the City
- Dig Smart 811/CityWorks Streamlining Implementation with IT
- The Rise – Horizontal Construction Started
- Streets (Refresh Striping, Replace 52 Streetlights, SD Grates, etc.)
- City-wide Engineering and Traffic Survey (Speed and Data Collection)
- Facility Maintenance (HVAC, Alarms, Roofs, Painting, Lighting, etc)
- SV Hopper Shuttle Expansion - North Santa Clara (Starting July 1)

Administrative Services

Department Overview:

Department Divisions

- Administration
- Budget
- Finance
- Human Resources
- Purchasing

Committee

- Audit

Other

- Cupertino Public Facilities Corporation



Administrative Services

Department Activities:

- Manage and preparation of annual budgets
- Manage budget format update
- Manage the internal audit program
- Manage the external audit process to close out financial reporting related to fiscal year 2025
- Develop solicitation templates, processes, and guidance to ensure standardization in procurement process
- Manage the negotiation of two Memorandum of Understanding (MOU) successor agreements

Public Facilities Corporation

- Council members are all board members
 - Mayor is President
 - Vice Mayor is Vice President
- City Clerk is Board Secretary
- Meet once per year (3rd Monday in Nov)
 - Generally, meet to issue or refinance debt
- Last debt refinance was in 2020
 - Non-callable
 - ~\$2.6M annual payment
 - June 2030 pay off date



Information & Technology

Department Divisions

- Applications
- GIS
- Infrastructure
- Multimedia
- Administration

Commission

- Technology, Information, and Communications



Information & Technology

Department Activities:

- Infrastructure Upgrades
- Cybersecurity Enhancements
- ERP Replacement
- Data and AI Innovation
- Community-Focused Enhancements



Information & Technology

Technology Reminders:

- City issued equipment: laptop/cell phone
- Use of City email and personal emails
- Cyber security Training
- International Travel
- Dias Training

Questions?



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