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**CITY COUNCIL STAFF REPORT**

Meeting: February 19, 2025

Subject

Amendments to the Cupertino City Council Procedures Manual

Recommended Action

Adopt Resolution No. 25-\_\_\_\_ amending the Cupertino City Council Procedures Manual

Reasons for Recommendation

On 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. A redline of the Procedures Manual is provided as Attachment A. The proposed amendments include revisions made at the direction of Council (in some cases, revised for clarity) and minor additional revisions to Procedures Manual Sections 1.4, 7.4, 8.1, and 8.3 recommended to limit the City's legal risk and conform to current practices.

Consistent with the City Council's February 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.

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Reviewed by:

Tina Kapoor, Deputy City Manager

Approved for Submission by:

Pamela Wu, City Manager

Attachments:

A – Redline of Cupertino City Council Procedures Manual

B – Proposed Resolution No. 25-\_\_\_\_