



**DRAFT MINUTES**  
**CUPERTINO CITY COUNCIL**  
Tuesday, November 14, 2023

**SPECIAL MEETING**

At 6:00 p.m., Mayor Wei called the Special City Council Meeting to order in the Cupertino Library Room 101, 10800 Torre Avenue, Cupertino, CA 95014.

**ROLL CALL**

Present: Mayor Hung Wei, Vice Mayor Sheila Mohan, and Councilmembers Liang Chao, J.R. Fruen, and Kitty Moore. Absent: none.

**COUNCIL WORKSHOP**

1. Subject: City Council Governance Workshop  
Recommended Action: Receive and discuss presentation regarding City Council governance

Written communications for this item included a consultant presentation, consultant workshop summary with an attachment on mutual expectations, and an article, "A Key Ingredient for Success: An Effective City Council/City Manager Relationship."

Mayor Wei opened the public comment period and the following people spoke.

Lisa Warren supported a beneficial workshop and was concerned about Kevin Duggan facilitating the workshop instead of David Sykes and about the meeting not being recorded.

Peggy Griffin supported the workshop, greater progress, and providing usable tools for Council; and was concerned that there were too many slides and not enough action taken at the last workshop.

Jean Bedord commented that the Grand Jury Report and the fact finding investigation addressed items that she felt needed to be done by Council and supported Council working together with the public.

Santosh Rao supported Council viewing each other with different perspectives, approaching the workshop with sincerity, and collaboration by all parties including staff; and opposed avoiding responsibilities and priorities.

Mayor Wei closed the public comment period.

Facilitator Kevin Duggan provided the purpose of the workshop, which was to review best practices of governance and to develop mutual expectations to help guide productive and effective working relationships, and then gave a presentation.

The Council discussed the following workshop goals:

- reviewing effective meeting facilitation
- confirming and re-committing to governance norms
- enhancing the working relationships between Councilmembers and with the City Manager and City staff
- reviewing the governance role of a city council and helping the City Council to improve their effectiveness as a governance team
- developing and documenting mutual expectations to help guide productive and effective working relationships

The facilitator prepared a workshop report summarizing the agreed upon norms and expectations which is available with the written communications for the meeting.

## ADJOURNMENT

At 8:08 p.m., Mayor Wei adjourned the Special City Council Meeting.

Minutes prepared by:

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Kirsten Squarcia, City Clerk