

CC 03-04-2025

Oral
Communications

Written Comments

From: [Liang Chao](#)
To: [City Clerk](#); [Ying Dillaha](#)
Subject: Fw: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 3:02:29 PM
Attachments: [image232653.png](#)

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

Please enter the enclosed communication as written communication for the upcoming council meeting from a councilmember, per CMC 2.08.100.


I am submitting this comment at the request of my constituents to ensure that community voices are included in written communications of council meetings as requested, rather than at the discretion of councilmembers, which might inadvertently leave out some minority voices.

Thank you for your attention to this matter.





Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: Ying Dillaha <ydillaha@yahoo.com>

Sent: Tuesday, March 4, 2025 2:59 PM

To: City Council <citycouncil@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Pamela Wu <pamelaw@cupertino.gov>; Luke Connolly <lukec@cupertino.gov>; Piu Ghosh (she/her) <piug@cupertino.gov>; Emi Sugiyama <emis@cupertino.gov>; City of Cupertino Planning Commission <planningcommission@cupertino.gov>

Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members and Planning Commission:

Please include in written communications for the next city council meeting on March 4, 2025.

We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct project, a development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

The State Fire Marshal's recent (Feb 2025) designation of the area surrounding Evulich Ct, particularly around Linda Vista Dr, as a Very High Fire Hazard Severity Zone validates our point of view and makes performing proper due diligence and mitigation instead of performative action and strict adherence to housing element goals even more imperative. It is important to emphasize that this "Very High Risk" fire designation does not apply to the majority of Cupertino, which makes the risks for this neighborhood especially alarming. The City must ensure that developments in such very high risk zones are met with equally high standards of safety and due diligence.

While we recognize the City's obligations to comply with state housing laws, including SB 330 and housing element requirements, compliance alone cannot justify moving forward with the Evulich Ct project without a comprehensive EIR and fire safety review. The heightened fire risks and other safety concerns specific to this site demand a far more rigorous review. Simply meeting baseline requirements without thoroughly addressing these unique dangers would fail to protect current residents. The City must prioritize public safety and financial security for existing homeowners. Moving forward responsibly means pausing approvals until all risks are transparently and comprehensively assessed.

Additionally, the Evulich Ct site has already been the subject of inadequate

notifications. This remains a live issue that over 700 nearby residents are well aware of and remain deeply concerned about. In fact, a working session by the Council on March 3, 2025 addressed on its agenda this very issue of inadequate notifications to nearby residents. It is imperative that the city council does not compound the problem by missing this urgent opportunity to understand and mitigate fire risk to our community.

The proposed density of 51 units would significantly increase traffic on narrow roads such as McClellan, Bubba, and Hyannisport, Columbus, Santa Teresa, Wilkinson, Terrace and beyond, which are already strained by existing traffic. This is particularly concerning given the proximity of three schools in the area, which exacerbates traffic challenges and complicates emergency evacuations. The increased density would not only heighten the risk of traffic bottlenecks during an emergency but also severely impact emergency response times. In a very high fire risk zone, where every second counts, overlooking these factors would be a serious mistake. A comprehensive EIR is essential to fully assess these risks and ensure that the project does not compromise the safety of residents. Given the State Fire Marshal's designation we also urge the City not to grant density bonus waivers for height and setbacks at Evulich Ct. Allowing these waivers would increase fire risks and complicate emergency access and evacuation. Prioritizing fire safety in very high-risk zones is essential.

There are also significant financial risks that must be considered. The recent fire hazard designation raises serious concerns about home insurance availability and cost. Insurers are increasingly withdrawing from high-risk areas or dramatically raising premiums, which could leave many residents either uninsured or facing skyrocketing costs. This is not a hypothetical risk but a very real and pressing concern for homeowners in this area. The EIR must thoroughly assess these risks to prevent residents from being left in a financially untenable position, potentially making their homes unsellable. These risks make the Evulich Ct project fundamentally incompatible with the safety and financial security of current residents. Moving forward with this project would expose residents to severe financial burdens that cannot be adequately mitigated, further underscoring the need to halt approvals until a comprehensive EIR fully addresses these threats.

Given these significant risks and unresolved issues, we urge the City Council to suspend further approvals for the Evulich Ct project until a full EIR is completed and all fire risk assessments are thoroughly addressed. It is also crucial to reassess the feasibility of accommodating 51 units on the site, considering the heightened fire hazard, evacuation challenges, and infrastructure limitations.

Approving this project without addressing these risks would not only endanger residents but could also lead to severe financial consequences for our community. The safety and well-being of Cupertino residents must come first. We look forward to your response and to seeing decisive actions that prioritize our community's safety.

Sincerely,
Ying Sosis
Cupertino resident

From: [Liang Chao](#)
To: [City Clerk](#); [Santosh Rao](#)
Subject: Fw: Please undo the new fee imposed on residents for credit card payments.
Date: Tuesday, March 4, 2025 2:56:48 PM
Attachments: [image101297.png](#)

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

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Thank you for your attention to this matter.


Regards,


Liang


~ Cupertino City Council (elected in 2018, re-elected in 2022)




Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192
















From: Santosh Rao <santo_a_rao@yahoo.com>

Sent: Tuesday, March 4, 2025 9:03 AM

To: City Council <citycouncil@cupertino.org>; City Clerk <cityclerk@cupertino.org>; Pamela Wu <pamelaw@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Rachelle Sander <rachelles@cupertino.org>; Chad Mosley <chadm@cupertino.gov>; Benjamin Fu <benjaminf@cupertino.gov>

Subject: Please undo the new fee imposed on residents for credit card payments.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Clerk,

Please include the below in written communications for the upcoming city council meeting.

Thank you.

[Writing on behalf of myself only, as a Cupertino resident, voter, and taxpayer.]

Subject: Urgent Request to Reverse Credit Card Transaction Fee on Residents

Dear Mayor Chao and Cupertino City Council Members,

This week, signs have been posted at city facilities announcing a **new credit card transaction fee that will take effect in April 2025**. The notice does not specify the fee amount, but its a stark reminder of the past two years of an anti-resident council majority.

I urge the current pro-resident council majority to take immediate action to reverse this credit card transaction fee and act swiftly so that Cupertino residents are not burdened with this symbolic fee that serves as the signature of two years of an anti-resident council majority.

While this credit card transaction fee may appear minor in isolation, it is emblematic of the broader pattern of anti-resident policies implemented under the previous two mayors and vice-mayors in 2023 and 2024. Over the past two years, we have seen residents subjected to a series of fee increases while developers were granted financial breaks—most notably, a \$77 million fee waiver for a single project and protracted discussions about eliminating crane lift fees for projects. These actions prioritized external interests over Cupertino residents, and it is imperative that the new council demonstrates a decisive break from these past anti-resident practices.

I respectfully request that you place this issue on the earliest possible City Council agenda and take swift action to overturn this fee. Doing so would send a clear message to Cupertino residents that their voices are now being heard and that the new pro-resident council majority is committed to putting residents interests first.

The residents who voted for change in November 2024 expect the new council majority to consistently act in the best interests of residents. Undoing this transaction fee is a small but meaningful step toward rebuilding trust and ensuring that the city's policies reflect a pro-resident approach.

I appreciate your prompt attention to this matter and look forward to your leadership in reversing this fee increase.

Sincerely,

San Rao (Cupertino resident)

From: [Liang Chao](#)
To: [City Clerk](#); [Deepa Mahendraker](#)
Subject: Fw: New fee hikes
Date: Tuesday, March 4, 2025 2:55:13 PM
Attachments: [image557517.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Regards,


Liang


~ Cupertino City Council (elected in 2018, re-elected in 2022)




Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192

















From: Deepa Mahendraker <deepam@yahoo.com>

Sent: Tuesday, March 4, 2025 9:19 AM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; David Stillman <DavidS@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: New fee hikes

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Clerk,

Kindly include the below in written communications for the 03/04/24 city council meeting.

Dear Mayor Chao and City Council,

This week, I heard signs went up at city facilities announcing a new credit card transaction fee starting in April 2025. It didn't mention the amount, but I strongly urge you to stop this fee immediately.

While the fee might seem small, it reminds us of the last two years when residents were hit with various fees, while developers got huge breaks, like the \$77 million fee waiver. This is not what residents want.

Please make this a priority at the next council meeting and reverse this fee. It's time for the new council to show that residents come first, unlike what we saw under the previous leadership.

Residents who voted for change are expecting quick, meaningful actions like this. We need a council that acts in our best interest.

Thank you for your attention to this.

Sincerely,

Deepa

Sent from my iPhone

From: [Liang Chao](#)
To: [City Clerk](#); [Jayshri Yadwadkar](#)
Subject: Fw: New fee hikes to residents
Date: Tuesday, March 4, 2025 2:53:56 PM
Attachments: [image932246.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Dear City Clerk,

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Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: Jayshri Yadwadkar <jayshri_sharma@yahoo.com>

Sent: Tuesday, March 4, 2025 9:24 AM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; David Stillman <DavidS@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: New fee hikes to residents

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Dear City Clerk,

Kindly include the below in written communications for the 03/04/24 city council meeting.

Dear Mayor Chao and City Council,

This week, I heard signs went up at city facilities announcing a new credit card transaction fee starting in April 2025. It didn't mention the amount, but I strongly urge you to stop this fee immediately.

While the fee might seem small, it reminds us of the last two years when residents were hit with various fees, while developers got huge breaks, like the \$77 million fee waiver. This is not what residents want.

Please make this a priority at the next council meeting and reverse this fee. It's time for the new council to show that residents come first, unlike what we saw under the previous leadership.

Residents who voted for change are expecting quick, meaningful actions like this. We need a council that acts in our best interest.

Thank you for your attention to this.

Sincerely,
Jayshri Yadwadkar

==

From: [Liang Chao](#)
To: [City Clerk](#); [AR. Yazdi](#)
Subject: Fw: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 2:52:59 PM
Attachments: [image785331.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Dear City Clerk,

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Regards,


Liang


~ Cupertino City Council (elected in 2018, re-elected in 2022)





Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192















From: AR. Yazdi <aryazdi@yahoo.com>

Sent: Tuesday, March 4, 2025 11:04 AM

To: City Council <citycouncil@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Pamela Wu <pamelaw@cupertino.gov>; Piu Ghosh (she/her) <piug@cupertino.gov>; Emi Sugiyama <emis@cupertino.gov>; City of Cupertino Planning Commission <planningcommission@cupertino.gov>

Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

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Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

Dear City Council Members and Planning Commission:

Please include in written communications for the next city council meeting on March 4, 2025.

We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct project, a development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

The State Fire Marshal's recent (Feb 2025) designation of the area surrounding Evulich Ct, particularly around Linda Vista Dr, as a Very High Fire Hazard Severity Zone validates our point of view and makes performing proper due diligence and mitigation instead of performative action and strict adherence to housing element goals even more imperative. It is important to emphasize that this "Very High Risk" fire designation does not apply to the majority of Cupertino, which makes the risks for this neighborhood especially alarming. The City must ensure that developments in such very high risk zones are met with equally high standards of safety and due diligence.

While we recognize the City's obligations to comply with state housing laws, including SB 330 and housing element requirements, compliance alone cannot justify moving forward with the Evulich Ct project without a comprehensive EIR and fire safety review. The heightened fire risks and other safety concerns specific to this site demand a far more rigorous review. Simply meeting baseline requirements without thoroughly addressing these unique dangers would fail to protect current residents. The City must prioritize public safety and financial security for existing homeowners. Moving forward responsibly means pausing approvals until all risks are transparently and comprehensively assessed.

Additionally, the Evulich Ct site has already been the subject of inadequate notifications. This remains a live issue that over 700 nearby residents are well aware of and remain deeply concerned about. In fact, a working session by the Council on March 3, 2025 addressed on its agenda this very issue of inadequate notifications to nearby residents. It is imperative that the city council does not compound the problem by missing this urgent opportunity to understand and mitigate fire risk to our community.

The proposed density of 51 units would significantly increase traffic on narrow roads such as McClellan, Bubb, and Hyannisport, Columbus, Santa Teresa, Wilkinson, Terrace and beyond, which are already strained by existing traffic. This is particularly

concerning given the proximity of three schools in the area, which exacerbates traffic challenges and complicates emergency evacuations. The increased density would not only heighten the risk of traffic bottlenecks during an emergency but also severely impact emergency response times. In a very high fire risk zone, where every second counts, overlooking these factors would be a serious mistake. A comprehensive EIR is essential to fully assess these risks and ensure that the project does not compromise the safety of residents. Given the State Fire Marshal's designation we also urge the City not to grant density bonus waivers for height and setbacks at Evulich Ct. Allowing these waivers would increase fire risks and complicate emergency access and evacuation. Prioritizing fire safety in very high-risk zones is essential.

There are also significant financial risks that must be considered. The recent fire hazard designation raises serious concerns about home insurance availability and cost. Insurers are increasingly withdrawing from high-risk areas or dramatically raising premiums, which could leave many residents either uninsured or facing skyrocketing costs. This is not a hypothetical risk but a very real and pressing concern for homeowners in this area. The EIR must thoroughly assess these risks to prevent residents from being left in a financially untenable position, potentially making their homes unsellable. These risks make the Evulich Ct project fundamentally incompatible with the safety and financial security of current residents. Moving forward with this project would expose residents to severe financial burdens that cannot be adequately mitigated, further underscoring the need to halt approvals until a comprehensive EIR fully addresses these threats.

Given these significant risks and unresolved issues, we urge the City Council to suspend further approvals for the Evulich Ct project until a full EIR is completed and all fire risk assessments are thoroughly addressed. It is also crucial to reassess the feasibility of accommodating 51 units on the site, considering the heightened fire hazard, evacuation challenges, and infrastructure limitations.

Approving this project without addressing these risks would not only endanger residents but could also lead to severe financial consequences for our community. The safety and well-being of Cupertino residents must come first. We look forward to your response and to seeing decisive actions that prioritize our community's safety.

Sincerely,
Ahmad R. Yazdi

From: [Liang Chao](#)
To: [City Clerk](#); [V Lentfer](#)
Subject: Fw: Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 2:52:16 PM
Attachments: [image522549.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Dear City Clerk,

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Thank you for your attention to this matter.

Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192















From: V Lentfer <vlentfer@gmail.com>

Sent: Tuesday, March 4, 2025 12:24 PM

To: City Council <citycouncil@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Pamela Wu <pamelaw@cupertino.gov>; Luke Connolly <lukec@cupertino.gov>; Piu Ghosh (she/her) <piug@cupertino.gov>; Emi Sugiyama <emis@cupertino.gov>; City of Cupertino Planning Commission <planningcommission@cupertino.gov>; Liang Chao <lchao@cupertino.gov>

Cc: Jim Lentfer <jim.lentfer@gmail.com>

Subject: Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Liang Chao, City Council Members and Planning Commission:

Please include in written communications for the next city council meeting on March 4, 2025.

We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct project, a

development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

The State Fire Marshal's recent (Feb 2025) designation of the area surrounding Evulich Ct, particularly around Linda Vista Dr, as a Very High Fire Hazard Severity Zone validates our point

of view and makes performing proper due diligence and mitigation instead of performative action and strict adherence to housing element goals even more imperative.

Here is a Mercury News article about this:

<https://www.mercurynews.com/2025/02/24/new-bay-area-fire-hazard-maps-is-your-city-among-those-seeing-striking-increases/>

It is important to emphasize that this "Very High Risk" fire designation does not apply to the majority of Cupertino,

which makes the risks for this neighborhood especially alarming. The City must ensure that developments in such very high risk zones are met with equally high standards of safety and due diligence. While we recognize the City's obligations to comply with state housing laws, including SB 330

and housing element requirements, compliance alone cannot justify moving forward with the Evulich Ct project without a comprehensive EIR and fire safety review. The heightened fire risks

and other safety concerns specific to this site demand a far more rigorous review. Simply meeting baseline requirements without thoroughly addressing these unique dangers would fail to protect current residents. **The City must prioritize public safety and financial security for**

existing homeowners. Moving forward responsibly means pausing approvals until all risks are

transparently and comprehensively assessed.

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actions that prioritize our community's safety.
Sincerely,

Veronica Lentfer, Cupertino resident

From: [Liang Chao](#)
To: [City Clerk](#); [Subhash Gopinath](#)
Subject: Fw: Credit card fees
Date: Tuesday, March 4, 2025 2:51:35 PM
Attachments: [image377628.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Regards,

Liang

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Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: Subhash Gopinath <subhashg@gmail.com>

Sent: Tuesday, March 4, 2025 12:56 PM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: Credit card fees

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Dear Mayor Chao and City Council,

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Sincerely,
Subhash

From: [Liang Chao](#)
To: [City Clerk](#); [Helena Cohen](#)
Subject: Fw: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 2:50:51 PM
Attachments: [image806494.png](#)

Dear Resident,

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Regards,

Liang

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Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: Helena Cohen <4helenacohen@gmail.com>

Sent: Tuesday, March 4, 2025 1:10 PM

Subject: Urgent Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

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We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct. project, a development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

The State Fire Marshal's recent (Feb 2025) designation of the area surrounding Evulich Ct., particularly around Linda Vista Dr, as a **Very High Fire Hazard Severity Zone** validates our point of view and makes performing proper due diligence and mitigation, instead of performative action and strict adherence to housing element goals even more imperative. It is important to emphasize that this "Very High Risk" fire designation does not apply to the majority of Cupertino, which makes the risks for this neighborhood especially alarming. The City must ensure that developments in such very high risk zones are met with equally high standards of safety and due diligence.

While we recognize the City's obligations to comply with state housing laws, including SB 330 and housing element requirements, compliance alone cannot justify moving forward with the Evulich Ct. project without a comprehensive EIR and fire safety review. The heightened fire risks and other safety concerns specific to this site demand a far more rigorous review. Simply meeting baseline requirements without thoroughly addressing these unique dangers would fail to protect current residents. The City must prioritize public safety and financial security for existing homeowners. Moving forward responsibly means pausing approvals until all risks are transparently and comprehensively assessed.

Additionally, the Evulich Ct site has already been the subject of inadequate notifications. This remains a live issue that over 700 nearby residents are well aware of and remain deeply concerned about. In fact, a working session by the Council on March 3, 2025 addressed on its agenda this very issue of inadequate notifications to nearby residents.

It is imperative that the city council does not compound the problem by missing this urgent opportunity to understand and mitigate fire risk to our community.

The proposed density of 51 units would significantly increase traffic on narrow roads such as

McClellan, Bubb, and Hyannisport, Columbus, Santa Teresa, Wilkinson, Terrace and beyond, which are already strained by existing traffic. This is particularly concerning given the proximity of three schools in the area, which exacerbates traffic challenges and complicates emergency evacuations. The increased density would not only heighten the risk of traffic bottlenecks during an emergency but also severely impact emergency response times. In a very high fire risk zone, where every second counts, overlooking these factors would be a serious mistake. A comprehensive EIR is essential to fully assess these risks and ensure that the project does not compromise the safety of residents. Given the State Fire Marshal's designation we also urge the City not to grant density bonus waivers for height and setbacks at Evulich Ct. Allowing these waivers would increase fire risks and complicate emergency access and evacuation. Prioritizing fire safety in very high-risk zones is essential.

There are also significant financial risks that must be considered. The recent fire hazard designation raises serious concerns about home insurance availability and cost. Insurers are increasingly withdrawing from high-risk areas or dramatically raising premiums, which could leave many residents either uninsured or facing skyrocketing costs. This is not a hypothetical risk but a very real and pressing concern for homeowners in this area. The EIR must thoroughly assess these risks to prevent residents from being left in a financially untenable position, potentially making their homes unsellable. These risks make the Evulich Ct project fundamentally incompatible with the safety and financial security of current residents. Moving forward with this project would expose residents to severe financial burdens that cannot be adequately mitigated, further underscoring the need to halt approvals until a comprehensive EIR fully addresses these threats.

Given these significant risks and unresolved issues, we urge the City Council to suspend further approvals for the Evulich Ct project until a full EIR is completed and all fire risk assessments are thoroughly addressed. It is also crucial to reassess the feasibility of accommodating 51 units on the site, considering the heightened fire hazard, evacuation challenges, and infrastructure limitations.

Approving this project without addressing these risks would not only endanger residents but could also lead to severe financial consequences for our community. The safety and well-being of Cupertino residents must come first. We look forward to your response and to seeing decisive actions that prioritize our community's safety.

Sincerely,

Helena Cohen
408.313.2899

From: [Liang Chao](#)
To: [City Clerk](#); [Srividya Sundaresan](#)
Subject: Fw: Fees
Date: Tuesday, March 4, 2025 2:49:58 PM
Attachments: [image061760.png](#)

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

Please enter the enclosed communication as written communication for the upcoming council meeting from a councilmember, per CMC 2.08.100.






I am submitting this comment at the request of my constituents to ensure that community voices are included in written communications of council meetings as requested, rather than at the discretion of councilmembers, which might inadvertently leave out some minority voices.

Thank you for your attention to this matter.

Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)

| | | | | | | |
|---|--|---|---|---|---|---|
|  | Liang Chao Mayor City Council LChao@cupertino.gov 408-777-3192 | | | | | |
| |  |  |  |  |  |  |

From: Srividya Sundaresan <vidya.sun@gmail.com>

Sent: Tuesday, March 4, 2025 2:17 PM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: Fees

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Clerk,

Kindly include the below in written communications for the 03/04/24 city council meeting.

Dear Mayor Chao and City Council,

I am writing to you regarding the credit card transaction fee which is supposedly starting in April, but we had to already pay this last month when submitting for a remodeling permit. This is an unacceptable burden on residents on top of the recent hike in fees for permits. Why doesn't the city accept e-checks like the county does for taxes? This is especially galling because developers got huge breaks, like the \$77 million fee waiver. Shortfalls in budget due to such breaks to developers should not be pushed on to the residents.

Please make this a priority at the next council meeting and reverse this fee. It's time for the new council to show that residents come first, unlike what we saw under the previous leadership.

Residents who voted for change are expecting quick, meaningful actions like this. We need a council that acts in our best interest.

Thank you for your attention to this.

Sincerely,
Srividya Sundaresan

From: [Liang Chao](#)
To: [City Clerk](#); [Ram Sripathi](#)
Subject: Fw: Reducing fees
Date: Tuesday, March 4, 2025 2:48:50 PM
Attachments: [image041325.png](#)

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

Please enter the enclosed communication as written communication for the upcoming council meeting from a councilmember, per CMC 2.08.100.


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Thank you for your attention to this matter.


Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: Ram Sripathi <ramsripathi@me.com>

Sent: Tuesday, March 4, 2025 2:42 PM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: Reducing fees

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Clerk,

Kindly include the below in written communications for the 03/04/24 city council meeting.

Dear Mayor Chao and City Council,

This week, I heard signs went up at city facilities announcing a new credit card transaction fee starting in April 2025. It didn't mention the amount, but I strongly urge you to stop this fee immediately.

While the fee might seem small, it reminds us of the last two years when residents were hit with various fees, while developers got huge breaks, like the \$77 million fee waiver. This is not what residents want.

Please make this a priority at the next council meeting and reverse this fee. It's time for the new council to show that residents come first, unlike what we saw under the previous leadership.

Residents who voted for change are expecting quick, meaningful actions like this. We need a council that acts in our best interest.

Thank you for your attention to this.

Sincerely,
Ram (long time Cupertino resident)

From: [Liang Chao](#)
To: [Nick Williams](#); [City Clerk](#)
Subject: Re: Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 2:47:35 PM
Attachments: [image263565.png](#)
[image925058.png](#)

Forgot to include the City Clerk.



From: Liang Chao <LChao@cupertino.gov>
Sent: Tuesday, March 4, 2025 2:45 PM
To: Nick Williams <nick.r.williams45@gmail.com>
Subject: Fw: Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

Please enter the enclosed communication as written communication for the upcoming council meeting from a councilmember, per CMC 2.08.100.

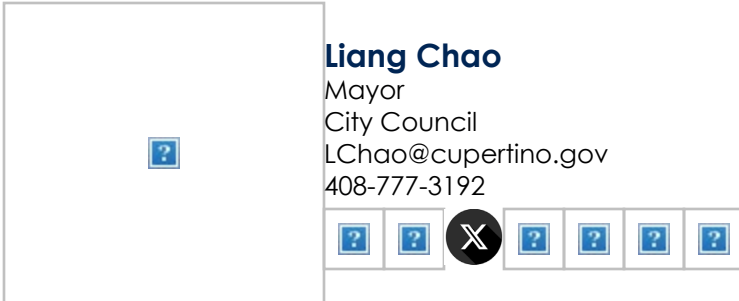
I am submitting this comment at the request of my constituents to ensure that community voices are included in written communications of council meetings as requested, rather than at the discretion of councilmembers, which might inadvertently leave out some minority voices.

Thank you for your attention to this matter.

Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



From: Nick Williams <nick.r.williams45@gmail.com>
Sent: Tuesday, March 4, 2025 2:08 PM
To: Kitty Moore <kmoore@cupertino.gov>; Liang Chao <lchao@cupertino.gov>; R "Ray" Wang <rwang@cupertino.gov>; J.R. Fruen <jrfruen@cupertino.gov>; Sheila Mohan <smohan@cupertino.gov>; City of Cupertino Planning Commission <planningcommission@cupertino.gov>; Emi Sugiyama <emis@cupertino.gov>; Pamela Wu <pamelaw@cupertino.gov>; Piu Ghosh (she/her) <piug@cupertino.gov>
Subject: Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

Dear City Council Members, City Manager and Planning Commission:

Please include in written communications for today's city council meeting on March 4, 2025.

We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct project, a development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

The State Fire Marshal's recent (Feb 2025) designation of the area surrounding Evulich Ct, particularly around Linda Vista Dr, as a Very High Fire Hazard Severity Zone validates our point of view and makes performing proper due diligence and mitigation instead of performative action and strict adherence to housing element goals even more imperative. It is important to emphasize that this "Very High Risk" fire designation does not apply to the majority of Cupertino, which makes the risks for this neighborhood especially alarming. The City must ensure that developments in such very high risk zones are met with equally high standards of safety and due diligence.

While we recognize the City's obligations to comply with state housing laws, including SB 330 and housing element requirements, compliance alone cannot justify moving forward with the Evulich Ct project without a comprehensive EIR and fire safety review. The heightened fire risks and other safety concerns specific to this site demand a far more rigorous review. Simply meeting baseline requirements without thoroughly addressing these unique dangers would

fail to protect current residents. The City must prioritize public safety and financial security for existing homeowners. Moving forward responsibly means pausing approvals until all risks are transparently and comprehensively assessed.

Additionally, the Evulich Ct site has already been the subject of inadequate notifications. This remains a live issue that over 700 nearby residents are well aware of and remain deeply concerned about. In fact, a working session by the Council on March 3, 2025 addressed on its agenda this very issue of inadequate notifications to nearby residents. It is imperative that the city council does not compound the problem by missing this urgent opportunity to understand and mitigate fire risk to our community.

The proposed density of 51 units would significantly increase traffic on narrow roads such as McClellan, Bubb, and Hyannisport, Columbus, Santa Teresa, Wilkinson, Terrace and beyond, which are already strained by existing traffic. This is particularly concerning given the proximity of three schools in the area, which exacerbates traffic challenges and complicates emergency evacuations. The increased density would not only heighten the risk of traffic bottlenecks during an emergency but also severely impact emergency response times. In a very high fire risk zone, where every second counts, overlooking these factors would be a serious mistake. A comprehensive EIR is essential to fully assess these risks and ensure that the project does not compromise the safety of residents. Given the State Fire Marshal's designation we also urge the City not to grant density bonus waivers for height and setbacks at Evulich Ct. Allowing these waivers would increase fire risks and complicate emergency access and evacuation. Prioritizing fire safety in very high-risk zones is essential.

There are also significant financial risks that must be considered. The recent fire hazard designation raises serious concerns about home insurance availability and cost. Insurers are increasingly withdrawing from high-risk areas or dramatically raising premiums, which could leave many residents either uninsured or facing skyrocketing costs. This is not a hypothetical risk but a very real and pressing concern for homeowners in this area. The EIR must thoroughly assess these risks to prevent residents from being left in a financially untenable position, potentially making their homes unsellable. These risks make the Evulich Ct project fundamentally incompatible with the safety and financial security of current residents. Moving forward with this project would expose residents to severe financial burdens that cannot be adequately mitigated, further underscoring the need to halt approvals until a comprehensive EIR fully addresses these threats.

Given these significant risks and unresolved issues, we urge the City Council to suspend further approvals for the Evulich Ct project until a full EIR is completed and all fire risk assessments are thoroughly addressed. It is also crucial to reassess the feasibility of accommodating 51 units on the site, considering the heightened fire hazard, evacuation challenges, and infrastructure limitations.

Approving this project without addressing these risks would not only endanger residents but could also lead to severe financial consequences for our community. The safety and well-being of Cupertino residents must come first. We look forward to your response and to seeing decisive actions that prioritize our community's safety.

Thanks for your consideration

From: [Liang Chao](#)
To: [City Clerk](#); [David Yan](#)
Subject: Fw: Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct
Date: Tuesday, March 4, 2025 2:46:48 PM
Attachments: [image105374.png](#)

Dear Resident,

Thank you for reaching out with your comments.

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Thank you for your attention to this matter.


Regards,

Liang

~ Cupertino City Council (elected in 2018, re-elected in 2022)



Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192



From: David Yan <davidcyan@outlook.com>

Sent: Tuesday, March 4, 2025 1:24 PM

To: City Council <citycouncil@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Pamela Wu <pamelaw@cupertino.gov>; Luke Connolly <lukec@cupertino.gov>; Piu Ghosh (she/her) <piug@cupertino.gov>; Emi Sugiyama <emis@cupertino.gov>; City of Cupertino Planning Commission <planningcommission@cupertino.gov>

Subject: Request for Comprehensive EIR and Immediate Action on Fire Risks for Evulich Ct

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Council Members and Planning Commission:

Please include in written communications for today's city council meeting on March 4, 2025.

We previously requested a full Environmental Impact Report (EIR) for the Evulich Ct project, a development of 51 dense units in a small single family home neighborhood due to significant concerns about fire, traffic, safety, and infrastructure.

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emergency evacuations. The increased density would not only heighten the risk of traffic bottlenecks during an emergency but also severely impact emergency response times. In a very high fire risk zone, where every second counts, overlooking these factors would be a serious mistake. A comprehensive EIR is essential to fully assess these risks and ensure that the project does not compromise the safety of residents. Given the State Fire Marshal's designation we also urge the City not to grant density bonus waivers for height and setbacks at Evulich Ct. Allowing these waivers would increase fire risks and complicate emergency access and evacuation. Prioritizing fire safety in very high-risk zones is essential.

There are also significant financial risks that must be considered. The recent fire hazard designation raises serious concerns about home insurance availability and cost. Insurers are increasingly withdrawing from high-risk areas or dramatically raising premiums, which could leave many residents either uninsured or facing skyrocketing costs. This is not a hypothetical risk but a very real and pressing concern for homeowners in this area. The EIR must thoroughly assess these risks to prevent residents from being left in a financially untenable position, potentially making their homes unsellable. These risks make the Evulich Ct project fundamentally incompatible with the safety and financial security of current residents. Moving forward with this project would expose residents to severe financial burdens that cannot be adequately mitigated, further underscoring the need to halt approvals until a comprehensive EIR fully addresses these threats.

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Approving this project without addressing these risks would not only endanger residents but could also lead to severe financial consequences for our community. The safety and well-being of Cupertino residents must come first. We look forward to your response and to seeing decisive actions that prioritize our community's safety.

From: [Liang Chao](#)
To: [City Clerk](#); [Ravi Kiran Singh Sapaharam](#)
Subject: Fw: Request to Reverse New Credit Card Fee – March 4 Meeting
Date: Tuesday, March 4, 2025 5:19:54 PM
Attachments: [image963213.png](#)

Dear Resident,

Thank you for reaching out with your comments.

Due to a change in the implementation of how written communication is collected for the upcoming council meeting, your email will not be included in the official record unless a councilmember forwards it to the City Clerk.

Dear City Clerk,

Please enter the enclosed communication as written communication for the upcoming council meeting from a councilmember, per CMC 2.08.100.


I am submitting this comment at the request of my constituents to ensure that community voices are included in written communications of council meetings as requested, rather than at the discretion of councilmembers, which might inadvertently leave out some minority voices.

Thank you for your attention to this matter.


Regards,

Liang


~ Cupertino City Council (elected in 2018, re-elected in 2022)





Liang Chao
Mayor
City Council
LChao@cupertino.gov
408-777-3192




















From: Ravi Kiran Singh Sapaharam <ravikiransingh@gmail.com>

Sent: Tuesday, March 4, 2025 5:06 PM

To: City Council <citycouncil@cupertino.gov>; Pamela Wu <PamelaW@cupertino.gov>; City Clerk <cityclerk@cupertino.gov>; Chad Mosley <ChadM@cupertino.gov>; Rachelle Sander <RachelleS@cupertino.org>; Kristina Alfaro <kristinaa@cupertino.org>; Benjamin Fu <BenjaminF@cupertino.gov>

Subject: Request to Reverse New Credit Card Fee – March 4 Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

City Clerk

Please include this in written communications for the March 4, 2024, City Council meeting.
[I write solely as a Cupertino resident.]

Dear Mayor Chao and City Council,

I recently noticed signs at city facilities about a new credit card transaction fee starting April 2025. Though the amount isn't specified, I respectfully urge you to halt this plan.

Even a small fee feels unfair after two years of resident fees paired with large developer breaks, like the \$77 million waiver. This isn't what we want.

Please prioritize reversing this at your next meeting. Residents expect the new council to put us first and take swift action.

Thank you for considering this.

Sincerely,

Ravi

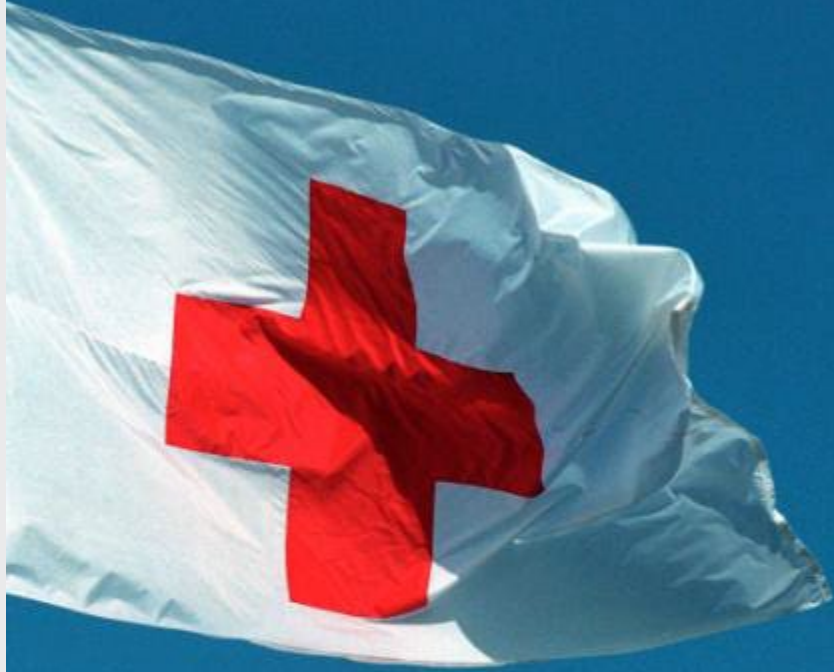
Cupertino resident

CC 03-04-2025

Item No. 2

Recognition of March as
American Red Cross
Month

Written Communications



Mission

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.



**American
Red Cross**



Our Services

Down the Street. Across the Country. Around the World.®



Disaster Services



Blood Services



Preparedness, Health and Safety Services



International Services



Service to the Armed Forces

Our Work Impacts Lives Every Day

Every 8 minutes
people are assisted
by the American
Red Cross.



180

Times a day, Red Cross workers help a family affected by a home fire or other disaster.



365

Days a year, we provide services to military members, veterans, and their families.



1 in 7

People entering the hospital need blood



Millions

Of Red Cross Trained individuals stand ready to provide CPR as well as other lifesaving skills.



90%

Of Red Cross impact is delivered by Volunteers.



Santa Clara Valley Impact 2024

102

Disasters responded to by the American Red Cross in Santa Clara County.



2,141

Services provided to military members, veterans and their families.



16,923

Blood donations collected.



1,984

Volunteers deliver our Humanitarian mission.





Thank you!

CC 03-04-2025

Item No. 7

Baker Tilly Budget
Format Review and
Performance
Measure Updates

Written Communications

From: [Santosh Rao](#)
To: [City Council](#); [Pamela Wu](#); [Kristina Alfaro](#); [City Clerk](#); [Tina Kapoor](#)
Subject: Baker Tilly consultant agenda item 7.
Date: Tuesday, March 4, 2025 3:32:09 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Clerk,

Please include the below in written communications for the 03/04/25 city council meeting.

[Writing on behalf of myself only, as a Cupertino resident and taxpayer.]

Subject: Concerns on Baker Tilly Budget Recommendations

Dear Mayor Chao and Cupertino Council Members,

I am writing as a Cupertino resident regarding Agenda Item 7 – Baker Tilly budget recommendations. I have several concerns:

1. When and under what direction was Baker Tilly hired?
2. Was this initiative part of a prior Council's City Work Program (CWP)?
3. What is the total cost, and who authorized the expenditure?
4. How was Baker Tilly selected, and were alternatives considered?
5. How much staff time was allocated, and at what cost?

Consulting projects should not proceed without clear Council approval or CWP inclusion. Repeated reliance on consultants is costly and unaffordable given our budget situation. Modern free AI tools can generate similar analyses in minutes at no cost. For example, I used an AI tool to analyze the FY24-25 budget in minutes, producing a set of recommendations for your consideration. A similar exercise could be done using different editorial or formatting or readability considerations

I urge the City to train staff for free on available free AI tools and eliminate unnecessary consultant expenses. Please take immediate action to eliminate wasteful spending on consultants.

32 Actionable Recommendations to Improve Cupertino's Budget Document

Clarity & Readability

1. **Executive Summary:** Provide a one-page high-level overview of revenues, expenditures, priorities, and financial challenges.
2. **Plain Language:** Eliminate jargon and simplify financial terms with clear, direct explanations.
3. **Hyperlinked Table of Contents:** Enable clickable navigation for faster access in digital

formats.

4. **Budget at a Glance:** Include a single-page snapshot of major financial figures and trends.
5. **Infographics & Visuals:** Use more charts, Sankey diagrams, and dashboards to illustrate financial data.
6. **Consistent Formatting:** Standardize fonts, headings, colors, and section layouts for readability.
7. **Sidebars & Callouts:** Highlight key budget takeaways, major changes, and important updates.
8. **Glossary of Terms:** Provide a simplified glossary for key budget and financial terms.

Financial Transparency & Accessibility

9. **Narrative Justifications:** Provide brief explanations for significant revenue and expenditure changes.
10. **Reserve Fund Usage:** Clearly explain why and how fund balances are used, with long-term impact analysis.
11. **Historical Data Comparisons:** Show five-year trends for revenues, expenditures, and fund balances.
12. **Departmental Budget Summaries:** Standardize department overviews with funding sources, changes, and initiatives.
13. **Capital Improvement Plan (CIP) Breakdown:** Summarize major infrastructure and public works projects with funding sources and timelines.
14. **Debt & Liabilities Overview:** Provide a clear breakdown of outstanding debt, obligations, and repayment schedules.
15. **Grant & External Funding Tracking:** Highlight how much of the budget is funded by grants or external contributions.

Strategic Alignment & Prioritization

16. **Direct Link to Strategic Goals:** Explicitly connect budget allocations to city priorities and objectives.
17. **Outcome-Based Budgeting:** Shift focus from spending categories to service delivery and effectiveness.
18. **Priority Ranking System:** Clearly indicate which initiatives are top priorities and why.
19. **Work Program Integration:** Align budgeted projects with the City Work Program for transparency.
20. **New Initiatives Section:** Separate new and ongoing projects to clarify budgetary impact.
21. **Scenario Planning:** Include alternative budget scenarios based on revenue changes or economic shifts.

Performance Measurement & Accountability

22. **Key Performance Indicators (KPIs):** Define SMART (Specific, Measurable, Achievable, Relevant, Time-bound) metrics for each department.
23. **Year-over-Year Performance Tracking:** Include past results alongside targets for comparison.
24. **Resident Impact Measures:** Indicate how budget decisions affect service levels and

community benefits.

25. **Program Evaluations:** Assess cost-effectiveness and outcomes of major city programs.
26. **Benchmarking Against Peer Cities:** Compare budget allocations and financial performance with similar cities.
27. **Quarterly Progress Reports:** Publish updates on financial performance and goal attainment.

Public Engagement & Usability

28. **Resident-Friendly Budget Summary:** Create a short, easy-to-read version with key takeaways.
29. **Community Input Summary:** Show how public feedback influenced budget decisions.
30. **Online Budget Dashboard:** Develop an interactive digital tool for residents to explore city finances.
31. **Annual Public Budget Survey:** Gather resident priorities before budget drafting.
32. **Budget Q&A Section:** Address common community questions in a dedicated FAQ section.

Thanks,
San Rao (Cupertino resident and taxpayer)

From: [Peggy Griffin](#)
To: [City Council](#)
Cc: [City Clerk](#)
Subject: 2025-03-04 City Council Meeting Agenda ITEM 7 Baker Tilly Budget Format
Date: Tuesday, March 4, 2025 4:23:43 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

PLEASE INCLUDE THE FOLLOWING EMAIL AS PART OF WRITTEN COMMUNICATIONS FOR THE ABOVE MEETING AGENDA ITEM.

Dear City Council and Staff,

I attended the February 18, 2025 Audit Committee meeting during which the Baker Tilly results were discussed. I'd like to stress that whatever the changes that are made to the budget format please:

1. Remember that the budget is a fixed point in time – a snapshot where all the numbers are in sync and add up.
 - a. Do not use links to OpenGov for details
 - i. because the details are not there;
 - ii. because the links can break over time;
 - iii. because the reports can be based on settings, etc.
 - b. You want everyone that is reviewing the budget to be looking at the same numbers.
 - c. Also, following links to some other source takes time – I agree with putting the details in appendices.
1. As discussed and proposed, including the CIP budget information helps complete the budget picture.
 - a. Having this as a volume of the budget is important.

REQUEST: Please don't "dumb it down" for the public or the Council. Just add clarity. Our city and its residents are very well educated and can "follow the money" if it's presented clearly.

Thank you for continually trying to improve the presentation of this material.

Sincerely,
Peggy Griffin

CC 03-04-2025

Item No. 9

Councilmember Mohan's
comments for
Amendments to
Cupertino City Council
Procedures Manual

Written Communications

From: [Sheila Mohan](#)
To: [Lauren Sapudar](#); [Kirsten Squarcia](#); [Christopher Jensen](#)
Cc: [City Clerk](#)
Subject: Re: Mohan's Comments - Council Policies and Procedures
Date: Wednesday, February 12, 2025 4:06:11 PM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
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[image048.png](#)
[image049.png](#)
[image050.png](#)
[image51.png](#)
[image052.png](#)

 [Mohan's Comments - Council Procedures.pdf](#)

VIII. Reports to City Council or Commissions

Mohan's comments: This should be done as part of the Councilmember Reports. Expense reporting not required here. Councilmember Reports now include events attended by Councilmembers in their official capacity.

L1 Remove, : No good reason to include these

Mohan's comments: The reason this (4.4) is included is to avoid the revolving door practice among current officials and to encourage new participants.

L2: Replace: Commission Removal by Council Approval

Mohan's Comments: There are objective standards for commissioners - attendance, Form 700, etc. It is more efficient when City Clerk removes commission members when these objective standards are not met. There is nothing discretionary or subjective in the City Clerk's decision.

L5: CM Provides Options (ICMA suggestion)

Mohan's Comments: City Manager's performance criteria should not be part of Council Procedures Manual

L6: Assume Suggestion, rather than instruction

Mohan's Comments: I disagree. There is no need for this Add. We should all be able to tell the difference between a suggestion and an instruction.

L7: Replace: Council may file PRA Request

Mohan's Comments: I disagree that a Councilmember can file a PRA request. PR Requests have spiraled out of control - 333 requests in 2024! PRA's have the intended and/or unintended consequence of bringing City operations to a halt because of the time and huge effort involved in complying with the 10-day response period that the State requires.

L11: Add 7.7: Written Communication

Mohan's Comments: Non-agenda communications should not be part of the agenda. Minutes reflect oral communications which include non-agenda comments from prior council meeting.

L12: Add: When.....regular council meeting

Mohan's comments: Start time of Council meeting should be at the discretion of the mayor and city manager.

L14: Replace: Anyone can pull items.

Mohan's Comments: Disagree. Efficient management of agenda will be adversely impacted.

L17: Replace: Encourage meaningful discussion

Mohan's Comments: This is unnecessary. Procedure exists now.

L18: Add: Access to Closed session materials

Mohan's Comments: Need clarification.

Revision to Council Procedures Manual

2025-02-03

Expense Reporting Policy NOT FOLLOWED?

City of Cupertino
ELECTED OFFICIALS COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

VIII. REPORTS TO CITY COUNCIL OR COMMISSIONS

At the next regular City Council or commission meeting, each councilmember or commissioner shall briefly report on publicly noticed meetings attended at City expense. If multiple members attended the meeting, a joint report may be made.

CONFIRM: “CM shall keep Council informed of the City response”

5.4 Responses to Public.

It will be the responsibility of the City Manager to ensure a response is provided to public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services as appropriate, and **the City Manager shall keep Council informed of the City response.**[LC1]

[LC1] It seems the responses to residents have not been forwarded to Councilmembers in practice. I seem to have to request that the city’s response is forwarded to me.

CONFIRM: CM shall place requests on Agenda

6.6 Councilmember Access to Information.it more appropriately be assigned to staff through the collective direction of the City Council, based on the guidelines set forth in Cupertino Municipal Code section 2.17.043. **The City Manager shall place requests that impose a significant workload on staff on the Council agenda for review by the full Council, along with a statement from that Councilmember as to why the information is needed.**

L1. REMOVE: No Good Reason to include these

2.1 Selection of Mayor and Vice Mayor. The Mayor and Vice Mayor shall be selected annually at a special meeting on the second Thursday of December.

~~The Mayor and Vice Mayor shall not serve consecutive terms; provided, however, this provision shall not prevent the Vice Mayor from succeeding to the office of Mayor.~~

4.4 Appointment. Commission and Committee applicants will be interviewed by the Council ... Immediate family members residing in the same household as a Councilmember are not eligible for appointment to any commission or committee. ~~Former Councilmembers are not eligible for appointment to any commission or committee within four years of having served on the City Council.~~

L2. REPLACE: Commission Removal by Council Approval

4.5 Removal. The City Clerk shall ~~remove~~ notify the Council and make recommendation for potential removal of commission members for failure to comply with attendance policies adopted in the Commissioner's Handbook. Council retains full discretion to review commission and committee member performance and may take disciplinary action as needed, including removal from the commission or committee.

[LC1]The Commissioners serve at the pleasure of the Council. The Council should be the one who remove commissioners, in case there are special circumstances to be considered.

L3. ADD: keep alternate informed of all correspondences

5.3 Regional Bodies.

The Mayor shall appoint Councilmembers to represent the City of Cupertino on

If a Councilmember is unable to attend, they should notify their alternate as far in advance of the meeting as possible so as to allow the alternate to attend. To ensure continuity of the City's representation, the alternate should receive all correspondence from the regional bodies that is also sent to the primary.

[LC1] For example, making such a request to the regional bodies and some already has such practices, such as the Valley Water. In case a regional body is unable to fulfill the request, the primary might forward the correspondences to the alternate, for example.

L4. ADD: Brown Act and Rosenberg's Rule training

5.6 Council Training. Any member of the City Council and City commissions or advisory committees formed by the City Council shall receive ethics and anti-harassment training required by state law and the Brown Act and Rosenberg's Rule of Order training. New members must receive the training within their first year of service and shall comply with ongoing training requirements imposed by state law.

L5. ADD: CM provides options (ICMA suggestion)

6.2 Council/Manager Form of Government. Under the Council/Manager form of government, the City Council sets policy direction as the direct representatives of the community. To enable the City Council to make informed decisions while weighing community input, the City Manager provides staff recommendations and presents options, along with their associated pros and cons. The City Manager provides the professional expertise to manage the organization.

[LC1] In the first question of the City Manager performance survey from the facilitator Nadine Levin, which I was told is from ICMA, one of the list of “**Indicators to consider for successful performance**“ for the City Manager is “**Provides staff recommendations and gives the Council options**”.

Indicators to consider for successful performance: (from ICMA City Manager Evaluation

The City Manager:

- · Acts to encourage mutual honesty, respect, and trust
- · Facilitates open two-way communications
- · Provides for direct contact with each Councilmember that is tailored to the individual preferences and needs of each Councilmember
- · Takes direction from the Council as a whole
- · Provides staff recommendations and gives the Council options
- · Is responsive to Council requests and needs
- · Provides a high level of information to Council relating to City programs, services and issues, keeping them well-informed
- · Effectively carries out Council policy direction and provides assistance in policy facilitation
- · Acts with integrity in working with the Council
- · Helps Councilmembers field issues and concerns
- · Provides leadership on significant issues or crises
- · Maintains order, professionalism, and confidence during difficult times

L6. ADD: Assume suggestion, rather than instruction

6.3 Council-Manager Relations. The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the ... and no individual Councilmember shall give any instructions to the City Manager. In the event that any suggestion or comment from an individual Councilmember might be perceived as an instruction by the City Manager or any staff, the City Manager/staff should assume positive intent and treat it as a suggestion or comment.[LC1]

[LC1]This is intended to facilitate positive Council-staff relationship so that one does not assume guilt on any party based on someone's perception, which might differ from the actual intent of any councilmember. When in doubt, whether any comment is an instruction or merely a suggestion, just assume it is a suggestion only so that the staff can feel free to decide whether to accept the suggestion or not at all.

L7. REPLACE: Council may file PRA Request

6.6 Councilmember Access to Information.it more appropriately be assigned to staff through the collective direction of the City Council, based on the guidelines set forth in Cupertino Municipal Code section 2.17.043. The City Manager shall place requests that impose a significant workload on staff on the Council agenda for review by the full Council, along with a statement from that Councilmember as to why the information is needed. ~~No Councilmember shall circumvent the City Manager's direction regarding a request for information by seeking information through a Public Records Act request.~~ A Councilmember may file a request for information by seeking information through a Public Records Act request as any member of the public.

[LC1] In response to any Public Record request, the city would only do a record search of any existing documents, which should not take any significant city staff time.

This PR request is different from information requested by a City Councilmember. In case the information requested already exists in any document, I am sure the City Manager would have provided it in a timely manner as it would not require significant workload. I suppose that significant workload would only be necessary if the information requested is not readily available.

Thus, I do not see any need to restrict any councilmember from filing PR requests.

L8. REPLACE: Two proposals: add rationale and add to agenda

7.1 Future Agenda Items. The City Manager, the City Attorney, the Mayor, or any two Councilmembers may request that an item be added to a future agenda for Council action. The City Manager shall provide a quarterly report to Council regarding the status of future agenda items, which may include a request to remove items from the list of future agenda items. ~~Any item may be removed for the future agenda items list by a majority vote of the City Council.~~

At the requestor's discretion, the agenda request may also include additional information explaining the rationale for or timing of the agenda item.

Under the "Future Agenda Item" section of each regular Council meeting, a document listing all current future agenda requests shall be provided.

L9. ADD: Meaningful description and include budget update

7.3 Agenda Item Descriptions. Each agenda item shall include a brief general description of the matter to be discussed (approximately 20 words in length), including any action that may be taken under the California Environmental Quality Act, and should generally include the recommendation of the City Manager.

If the item includes any budget request or modification, the amount should be specified for transparency when possible.

The brief description should be comprehensible by a common resident. For example,

- an amendment to the Municipal Code should include a description of the amendment, rather than only the Code Section to be amended;
- an item related to a development project should include not only the street address, but the common name of the project when applicable;
- The second reading of an ordinance should have the same agenda title as the first reading.

L10. ADD: Staff Report to include dates of past meetings and maps etc

7.4 Staff Reports.

Staff reports should include the following sections:

1. Subject
2. Recommended Action
3. Background
4. Reasons for Recommendation and Available Options
5. Sustainability Impact
6. Fiscal Impact
7. California Environmental Quality Act

The “Background” section should include the date, at least the month and the year, previous meetings were held and decisions were made on the item so that the public can easily look the meetings up for reference. When applicable, maps and charts should be provided in the staff report for easy reference.

[LC1]The staff report has always provided great background information in previous years, especially dates the item were on the Council agenda in the past and I have been able to find out more about the background of a project through.

But the practice has not been consistent. So, I thought it's worthwhile to document the existing best practice.

L11. ADD 7.7: Written Communication

7.7 Written Communication.

All written communications on an agenda item sent after the meeting agenda is posted shall be included in the “Written Communications” document of the council meeting. Any written communications on items not on the agenda shall be included in the “Written Communications” document if the sender indicates the desire to be included.

Written communication will be posted by 5pm before the 6:45pm Council meeting and updated and posted the next day with any additional comments received.

[LC]: It has been the long-standing practice in Cupertino that the city clerk will include all written communications for non-agenda items. No need to change the practice.

L12. ADD: When “regular” council meeting is moved to Wednesday.... It shall be treated like a regular council meeting

8.1 Meeting Schedule. The City Council conducts its regular meetings on the first and third Tuesdays of the month, except when Council is in recess. ~~At~~ Prior to the second regular meeting in January, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule may include the cancellation of regular meetings and the addition of special meetings and study sessions....

8.1.1 When a regular council meeting is moved to Wednesday, the agenda shall be published the prior Wednesday and the meeting shall start at 6:45pm and include all items as a regular council meeting.

L13. ADD: Council Report may include matters serving constituents

8.3 Order of Business. The order of agenda items for regular Council meetings is as follows:

...

13. Oral Communications (continued)

14. Councilmember Reports

15. Future Agenda Items

Oral communications shall be limited to 30 minutes. ...

Councilmember Reports should ~~focus on~~ include Council committee assignments and may include other matters serving the constituents, in addition to, ceremonial appearances. In the absence of an objection made by a majority of Councilmembers present and voting, the Mayor may modify the order of business to facilitate the fair and efficient conduct of Council meetings.

L14. REPLACE: Anyone can pull items. Advanced notice is appreciated.

~~8.4.2 Removing Item from Consent Calendar. Items may be removed from the consent calendar only by a member of the City Council. Any member of the City Council who would like to remove any item from the consent calendar shall notify the City Manager and the City Clerk no later than 12:00 p.m. on the day of the City Council meeting.~~ Items may be removed from the consent calendar by a member of the public or a member of the City Council. To facilitate an efficient meeting, advance notice to the City Manager and the City Clerk by 12:00 p.m. on the day of the City Council meeting or earlier is appreciated.

[LC1] It is a long-standing practice in Cupertino that any member of the public may pull an item off the Consent Calendar at a Council meeting without any advance notice.

I have asked around and found that Sunnyvale, Santa Clara and Fremont have the same practice as Cupertino used to have. Anyone can pull an item off the Consent Agenda without any advanced notice.

L15. REPLACE: Remove limit that only 5-person group may combine time

8.5 Public Comment. An opportunity for public comment shall be provided ... If a speaker representing ~~five or more~~two up to five members of the public in attendance and wishing to comment on the item but electing not to speak, the speaker may have the combined time of two minutes per member, up to 10 minutes, to address the Council. Consolidation of time among speakers is not otherwise allowed. If a large number of speakers wish to address Council on an item,...

L16. ADD: Councilmember yield time to each other

8.8.3 Council Questions and Deliberations. Councilmembers may obtain the floor by seeking recognition from the Mayor. Following presentations to Council on an agenda item. Councilmembers are encouraged to yield any unused speaking time to colleagues who have already used their allotted time. Councilmembers shall each be given five minutes to ask questions of any presenter. The Mayor may allow additional time for questions where appropriate. time for questions where appropriate. ...

[LC] This was the practice under Mayor Darcy Paul and it builds positive relationship between councilmembers to show the willingness to hear each other out.

L17. REPLACE: Encourage meaningful discussion

8.8.3 Council Questions and Deliberations.

Following public comment, the Mayor may request that a motion be made and seconded. After the motion has been stated to the Council and seconded, any member of the Council has a right to discuss the motion after obtaining the floor. A member who has been recognized shall limit their time to five minutes, ~~but may reserve any portion of their time for further questions or deliberations, as applicable, by advising the Mayor before yielding the floor.~~ The Mayor may allow additional time for deliberations where appropriate. ~~This rule shall displace any conflicting rule in the City's adopted rules of procedure.~~ to encourage meaningful discussion and exchange of ideas.

[LC] This was the practice under Mayor Darcy Paul and it builds positive relationship between councilmembers to show the willingness to hear each other out.

L18. ADD: Access to Closed session materials

9. Closed Sessions

9.1 A closed session may be held at any regular or special meeting for any purpose authorized by the Brown Act....

9.2 Any documents referenced or presented during closed sessions shall be shared with councilmembers upon request, and shared in the same manner as other closed session materials for confidentiality.

[LC] The City Manager does not have the discretion to decide what materials to share with the councilmembers or not. As long as proper measures are taken to ensure confidentiality as other closed session materials.

L18. New Item: 11.1 Info Memos

11. Information Memos

11.1 Information Memos by Staff. Two Councilmembers may request an information memo to be provided on any issue pertain to the City business. The City Manager shall place requests that impose a significant workload on staff on the Council agenda for review by the full Council, along with a statement from that Councilmember as to why the information is needed.

L19. New Item: 11.2 Info Memos by Councilmembers

11.2 Information Memos by Councilmembers. Individual Councilmembers may prepare information memos for inclusion in their Council Activity Reports. Through these memos, Councilmembers can share any information they have received—whether from staff or other sources—with their fellow Councilmembers and the public, thereby enhancing transparency and accountability in City operations. The memos shall not include information which is protected by law from disclosure.

[LC1]This is a new proposal, which is intended to facility more transparency and accountability. Often each Councilmember pays attention in different areas of the City. One Councilmember may find valuable information that he/she wishes to share with other Councilmembers and members of the public.

The current practice is that a Councilmember can only submit a written communication which might be buried with other written communications. Thus, I am proposal a method to improve visibility of such info memos by Councilmembers.

I understand that the memos would likely include opinions and information which might be confidential. Thus, the memo would require the City Attorney to review for its suitability for publication.

The City Attorney could propose a feasible implementation method, such as the memos must be submitted by a certain date for inclusion in the Councilmember Activity Report.

CC 03-04-2025

Item No. 9

Mayor Chao's comments
for Amendments to
Cupertino City Council
Procedures Manual

Written Communications


From: [Liang Chao](#)
To: [City Clerk](#)
Subject: Written Communication to Item 9 Council Procedures Manual
Date: Tuesday, March 4, 2025 12:08:02 PM
Attachments: [image318747.png](#)
[2025-03-04 Revision to Council Procedures Manua - by Liang Chaol.pdf](#)

Please include the attached pdf to the written communication of the March 4 Council Meeting.

It includes slides with suggestions for revisions that I will refer to during the meeting.

Thanks,

Liang



Liang Chao

Mayor
City Council
LChao@cupertino.gov
408-777-3192



Additional Revision to Council Procedures Manual

2025-03-04 (continued from 2-25-02-19)

Liang Chao

Agenda Lookahead - Tentative Council Meeting Agenda Calendar (Sunnyvale)

Sunnyvale [Tentative Council Meeting Agenda Calendar on the 2/5/2025 Council Agenda](#): Starting from March 13, 2025 to March 24, 2026

Thursday, March 13, 2025 - City Council

Workshop

25-0090 8:30 A.M. SPECIAL COUNCIL MEETING
 Council Strategic Priorities Workshop

Tuesday, March 18, 2025 - City Council

Closed Session

Tuesday, March 24, 2026 - City Council

Public Hearings/General Business

25-0232 Agenda Items Pending - to be scheduled

Date to be Determined - City Council

Public Hearings/General Business

25-0104 Discussion and Direction Regarding Modification of the Guiding Principles of
Sunnyvale's Vision Zero Plan

25-0110 Consider Adopting a Council Policy to Guide the City's Response to
Homelessness

23-0765 Low Density Design Standards

Sunnyvale Council Agenda includes multiple “Information Only” items:

| | | | |
|-------------------------|---|-------------------|---|
| 25-0308 | 4 | Report to Council | Appoint Councilmembers as the City's Alternate Representative to the Valley Transportation Authority (VTA) Policy . Alternate Director for the Central Cities Grouping to the Silicon Valley Regional Interoperability Authority (SVRIA) |
| 25-0311 | B | Report to Council | Colleagues Memorandum: Consider Removing Policy Requiring Street Parking on Fair Oaks Avenue be Preserved |
| 25-0069 | | Information Only | Tentative Council Meeting Agenda Calendar |
| 25-0070 | | Information Only | Board/Commission Meeting Minutes |
| 25-0071 | | Information Only | Information/Action Items |
| 25-0061 | | Information Only | Boards and Commissions Semi-Annual Attendance Report, July to December 2024 (Information Only) |
| 25-0319 | | Information Only | Mayoral Announcement of Mayor-Appointed Ad Hoc Advisory Committee on City Attorney Compensation (Information Only) |
| 25-0388 | | Information Only | Announcement of Mayoral Appointments of Councilmembers to the Cities Association of Santa Clara County Legislature (Information Only) |
| 25-0353 | | Information Only | Council Advocacy Letters |

Agenda Lookahead - Tentative Council Meeting Agenda Calendar (Los Altos)

Los Altos [Tentative Council Calendar on the 1/10/2023 Council Agenda](#): Starting from January 24 13, 2023 to December 12, 2023

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

| Date | Agenda Item (Date identified by Council) | Agenda Section (Consent, Discussion Item - note in red if Public Hearing) | Dept/ Date of request to add. |
|-------------------|--|--|----------------------------------|
| January 24, 2023 | REGULAR COUNCIL MEETING | | |
| | Housing Element (if needed) | Public Hearing | Nick |
| | Acceptance of the Council Chamber AV project | Consent | Aida |
| | City of Los Altos Outdoor Dining Program | Discussion | Anthony |
| | IIO Annual Report | Info | Katie/ Angela |
| | Grand Jury Response | Consent | Jon |
| February 14, 2023 | STUDY SESSION - City Council Priority #9: Business Communities – 5:30 pm Start time | Study Session | Anthony |
| | REGULAR COUNCIL MEETING | | |
| | Military Equipment Use Report | ??? | Katie/ Angela |

Upcoming Draft Agenda Items in “Items of Interest” (aka Cupertino Connect)

- [August 15, 2019 Items of Interest](#) includes “Upcoming Draft Agenda Items” for the September 3, September 17, October 1 and October 15, November 5, November 19 Council Meetings. => 3 months (6 meetings) lookahead.
- [August 27 2020 Items of Interest](#) includes “Upcoming Draft Agenda Items” for the September 15, October 6, Council Meetings plus a list of items (3 pages long) without specific dates assigned. => 2 month lookahead
- [January 3, 2022 Items of Interest \(Attachment\)](#) includes “Upcoming Draft Agenda Items” for January 3 (closed session), January 13, January 18 and February 1 council meetings plus a list of items (4.5 pages long) without specific dates assigned. => 1.5 month (3 meetings) lookahead
- [October 13, 2022 Items of Interest \(Attachment\)](#) includes “Upcoming Draft Agenda Items” for Nov. 1, Nov. 15 => one month (2 meetings) lookahead

Expense Reporting Policy NOT FOLLOWED?

City of Cupertino
ELECTED OFFICIALS COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

VIII. REPORTS TO CITY COUNCIL OR COMMISSIONS

At the next regular City Council or commission meeting, each councilmember or commissioner shall briefly report on publicly noticed meetings attended at City expense. If multiple members attended the meeting, a joint report may be made.

LL1: ADD: Mayor to designate when both primary/alternate cannot attend

ADD at the end: Appointments to regional bodies shall terminate as soon as new appointments take effect. In the event that both the primary and the alternate cannot attend a meeting, the Mayor may designate a temporary alternate to maintain continuity.

5.3 **Regional Bodies.** The Mayor shall appoint Councilmembers to represent the City of Cupertino on regional bodies subject to ratification by the Council at its next regular meeting. The Mayor should endeavor to provide all Councilmembers a fair opportunity to represent the City. The appointments shall be for the appointed representative shall be

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. Attendance should not be less than 75% of all scheduled meetings. If a Councilmember is unable to attend, they should notify their **alternate** as far in advance of the meeting as possible so as to allow the alternate to attend. To ensure continuity of the City's representation, the alternate should receive all correspondence from the regional bodies that is sent to the primary representative.

From the Redlined version of the 2/19 Council Meeting

=> Add at the end "In the event that both the primary and the alternate cannot attend..."

LL2: ADD: City Council shall ratify any appointment made by outside bodies

5.3.1 For appointments made by outside bodies (for example, the Cities Association or the League of California Cities), the City Council must ratify the appointment of a Councilmember as part of a noticed agenda item at a regular meeting.

(This should be retroactive. The Council shall rectify any pre-existing appointments made by outside bodies)

REF: Sunnyvale [Policy 7.4.12 Council Appointments to Intergovernmental Agencies](#)

LL3: INSERT: CM shall add info requests that require significant load to the future agenda/info memo list (so-called TBD list)

INSERT: The City Manager shall place requests that impose a significant workload on staff on the Council agenda under the “Future Agenda Items” Item for review by the full Council

6.6 Councilmember Access to Information.it more appropriately be assigned to staff through the collective direction of the City Council, based on the guidelines set forth in Cupertino Municipal Code section 2.17.043. **The City Manager shall place requests that impose a significant workload on staff on the Council agenda for review by the full Council, along with a statement from that Councilmember as to why the information is needed.**

LL4: INSERT “info memo requests” to the future agenda request list

“INSERT: listing of all current future agenda requests and info memo requests”

7.1 **Future Agenda Items.** The City Manager, the City Attorney, the Mayor, or any two Councilmembers may request that an item be added to a future agenda for Council action. The City Manager shall provide a quarterly report to Council regarding the status of future agenda items, which may include a request to remove items from the list of future agenda items. ~~Any item may be removed for the future agenda items list by a majority vote of the City Council. At the requestor’s discretion, the agenda request may also include additional information explaining the rationale for or timing of the agenda item. Under the “Future Agenda Items” section of each regular Council meeting agenda, the City Manager shall include a document listing all current future agenda requests.~~

ADD “and info memo requests”

LL5: ADD “7.1.1 Tentative Council Agenda Calendar” to the Future Agenda Items

7.1.1 Tentative Council Meeting Agenda Calendar The Tentative Council Meeting Agenda Calendar shall list items pending to come before Council within the next 12 months period and shall be included in each Council Meeting’s agenda packet under the “Future Agenda Items” item. The Tentative Agenda Calendar should include agenda item-level detail for the next 3 months with dates requested by council, agenda category (consent, discussion item, public hearing), and department heads assigned to the agenda item.

(NOTE: All commissions/committees shall develop a Tentative Commission Meeting Agenda Calendars so the Council has a grasp of upcoming agenda items for commissions/committees. => Added Item 4.7 => See next slide)

LL6: ADD “4.7 Future Agenda Items” for all commissions/committees

Under “4. Other City Commissions and Committees”

ADD: 4.7 Future Agenda Items Each meeting of a commission/committee shall include the “Future Agenda Items” on the agenda, which shall contain a list of proposed future agenda items and a Tentative Commission Meeting Agenda Calendar, similar to the 7.1.1 Tentative Council Meeting Agenda Calendar of the City Council.

LL7: INSERT 7.7: Any written communications on items not on the agenda sent from any member of the public or any councilmember

7.7 Written Communication. All written communications on an agenda item sent after the meeting agenda is posted shall be included with the Council agenda materials and made available to the public. Any written communications on items not on the agenda shall be included with the Council agenda materials and made available to the public if the sender requests that the communication be so included. Written communication received before 4:00 p.m. on the day of a regular City Council meeting will be posted by 5:00 p.m. Written communication received after 4:00 p.m. on the day of the regular City Council meeting will be posted on the business day following the meeting.

[LC]: It has been the long-standing practice in Cupertino that the city clerk will include all written communications for non-agenda items. No need to change the practice.

L13A. ADD: Add Info Memos to Council agenda

L13B. ADD: Council Report may include matters serving constituents;

From Slides for the Motion at the 2/4 Council Meeting

8.3 Order of Business. The order of agenda items for regular Council meetings shall be:

...

13. Oral Communications (continued)

14. Councilmember Reports

15. Information Memos

~~15.~~ 16. Future Agenda Items

Oral communications shall be limited to 30 minutes. ...

Councilmember Reports should ~~focus on~~ include Council committee assignments and may include other matters serving the constituents, in addition to, ceremonial appearances. **[L13A]**

The information memos, as described in Section 11, include additional documents requested by councilmembers for past or future agenda items, [L13] In the absence of an objection

made by a majority of Councilmembers present and voting, the Mayor may modify the order of business to facilitate the fair and efficient conduct of Council meetings.

LL8: RESTORE “include other matters serving the constituents” - may include county or state matters affecting Cupertino, but not within our jurisdiction

- 14. Councilmember Reports
- 15. Future Agenda Items
- 16. Adjournment

Oral communications shall be limited to 30 minutes. Additional speakers wishing to comment on non-agenda items may be given time to speak at the end of the agenda, after the City Manager's report. Councilmember Reports should focus on Council committee assignments and ceremonial appearances and may include other information relevant to matters within the jurisdiction of the City Council. In the absence of an objection made by a majority of Councilmembers present and voting, the Mayor may modify the order of business to facilitate the fair and efficient conduct of Council meetings. The Mayor shall determine the Order of Business of a special City Council meeting, subject to overruling by any objections sustained by a majority of vote of the City Council.

Keep the wording from the Motion at the 2/4 Council Meeting

=> may include other matters serving the constituents ~~other information relevant to matters within jurisdiction of the City Council~~

L12. ADD: When “regular” council meeting
Wednesday.... It shall be treated like a reg
meeting

From Slides for the
Motion at the 2/4
Council Meeting

8.1 Meeting Schedule. The City Council conducts its regular meetings on the first and third Tuesdays of the month, except when Council is in recess. At **Prior to the second regular meeting in January**, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule may include the cancellation of regular meetings and the addition of special meetings and study sessions....

8.1.1 When a regular council meeting is moved to Wednesday, the agenda shall be published the prior Wednesday and the meeting shall start at 6:45pm and include all items as a regular council meeting.

LL9: RESTORE “Prior to the second regular January”

Keep the wording from the Motion at the 2/4 Council Meeting

=> “Prior to the second regular meeting in January,”

8.1 **Meeting Schedule.** The City Council conducts its regular meetings the first and third Tuesdays of the month, except when Council is recess. ~~At the second regular meeting in January, the~~ The City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to the Brown Act. The City Council may by resolution reschedule regular meetings that occur the day after a Monday holiday on Wednesday of the holiday week. When a regular City Council meeting is rescheduled to a Wednesday, the agenda shall be published the prior Wednesday; the meeting shall start at 6:45 p.m. and follow the adopted Order of Business for regular City Council meetings.

LL10: ADD 8.4.3 Questions and Comments on Consent Items

8.4.3 Questions and Comments Councilmembers shall be given the opportunity to ask a clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar.

REFERENCE 10.7 Consent Calendar. A Councilmember or any member of the public may request an item be removed from the Consent Calendar. At the Mayor's discretion, items removed from the Consent Calendar may be considered immediately after approval of the balance of the Consent Calendar or elsewhere in the agenda.

Councilmembers shall be given the opportunity to ask a clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar.” (from [Los Altos Council Norms and Procedures](#))

L15. REPLACE: Remove limit that only 5-person group may combine time

8.5 Public Comment. An opportunity for public comment shall be provided ... If a speaker representing ~~five or more~~ two up to five members of the public in attendance and wishing to comment on the item but electing not to speak, the speaker may have the combined time of two minutes per member, up to 10 minutes, to address the Council. Consolidation of time among speakers is not otherwise allowed. If a large number of speakers wish to address Council on an item,...

From Slides for the
Motion at the 2/4
Council Meeting

LL11: RESTORE “two or up to five members”

8.5 **Public Comment.** An opportunity for public comment shall be provided for the consent calendar, each other agenda item under consideration, and, during regular meetings, on any matter that is within the subject matter jurisdiction of the City Council. The Mayor may consolidate public comment for related agenda items, subject to overruling by a majority vote of the Council. Non-agenda matters (including and staff reports) may be addressed by the public during communications. Members of the public wishing to speak regarding an item shall submit a request to comment to the Clerk (“blue card”) where applicable, raise their hand in Zoom within nine minutes of the time the Mayor opens public comment or prior to the close of public comment on the item, whichever is earlier. Each individual speaker shall ordinarily have up to three minutes to address the Council. If a speaker representing ~~five or more~~^{ZZ} two or more members of the public is in attendance and wishing to comment on the item but electing to speak, the speaker may have up to two minutes per member to speak, up to a total of 10 minutes, to address the Council. Consolidation of time among speakers is not otherwise allowed. If a large number of

Keep the wording from the 2/4 Motion:

=> two or ~~more~~ up to five members

LL12: 8.7.1 Texting during council meetings (already in redlined version)

8.7.1 **Councilmembers.** Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord courtesy to each other, to City employees, and to members of the public appearing before the City Council. During public meetings, Councilmembers shall not text or otherwise communicate privately with any Public Official, as defined in the City's Code of Ethics for Conduct for Elected and Appointed Officials, or with members of the public regarding matters relevant to items on the agenda while on the dais.

CC 03-04-2025

Item No. 9

Amendments to
Cupertino City Council
Procedures Manual

Written Communications

From: [Peggy Griffin](#)
To: [City Council](#)
Cc: [City Clerk](#)
Subject: 2025-03-04 City Council Agenda-ITEM 9 Council Procedures Manual Amendments
Date: Tuesday, March 4, 2025 3:08:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

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PLEASE INCLUDE THIS EMAIL AND ANY ATTACHMENTS AS PART OF WRITTEN COMMUNICATIONS FOR THE ABOVE MEETING AGENDA ITEM.

Dear City Council,

I compared City Attorney Jensen's red-lined version of the Council Procedures Manual with the Feb. 4, 2025 Council's motion listed in ITEM 6 Draft Minutes page 12 of 17.

The key differences between CA Jensen's red-lined version and the Council's approved motion that I feel should be changed to match the Council's motion are:

- Section 8.1 Meeting Schedule – doesn't specify when Council calendar is set
- Section 8.3 Order of Business – no Information Memos in agenda
- Section 8.5 Public Comment – not clear that it is 2-5 people

- TO CONSIDER...Should any other items be added (list from public comments)
 - **No phones/texting on the dais.** Personal or "city issued" cellular phones should NOT be allowed during meetings. This includes Councilmembers and Staff and includes messaging apps on laptops.
 - Allow discussion of informational items
 - Fix Section 2.2 last sentence – It is still an incomplete sentence.

DETAILS ON THESE 3 ITEMS

SECTION 8.1 Meeting Schedule

BIG DIFFERENCE

- JENSEN (Change #3)
 - Doesn't specify when the schedule of meetings for the calendar year is set.
 - Added clarity with the last red-lined sentences which helps
- COUNCIL
 - Specifies prior to the 2nd regular meeting in January. This forces it to be either the 1st meeting in January or in December.

CA JENSEN'S VERSION

8. Meeting Procedures

8.1 Meeting Schedule. The City Council conducts its regular meetings on the first and third Tuesdays of the month, except when Council is in recess. ~~At the second regular meeting in January, the~~ City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to the Brown Act. The City Council may by resolution reschedule regular meetings that occur the day after a Monday holiday on Wednesday of the holiday week. When a regular City Council meeting is rescheduled to a Wednesday, the agenda shall be published the prior Wednesday; the meeting shall start at 6:45 p.m. and follow the adopted Order of Business for regular City Council meetings.

COUNCIL'S VERSION

8.1 Meeting Schedule. The City Council conducts its regular meetings on the first and third Tuesdays of the month, except when Council is in recess. ~~At~~ Prior to the second regular meeting in January, the City Council will approve the schedule of meetings for the calendar year, which in addition to the regular meeting schedule may include the cancellation of regular meetings and the addition of special meetings and study sessions....

8.1.1 When a regular council meeting is moved to Wednesday, the agenda shall be published the prior Wednesday and the meeting shall start at 6:45pm and include all items as a regular council meeting.

SECTION 8.3 Order of Business

BIG DIFFERENCE

- JENSEN (Change #4)– Informational Memos – not added to agenda
- Councilmember Reports –
 - JENSEN – “info...relevant to matters within the jurisdiction of the City Council”
 - COUNCIL – “other matters serving the constituents”

JENSEN'S VERSION

8.3 Order of Business. The order of agenda items for regular Council

meetings is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Closed Session Report
5. Ceremonial Items
6. Postponements and Orders of the Day
7. Oral Communications (public comment on non-agenda matters)
8. Consent Calendar
9. Public Hearings
10. Action Calendar
11. Items Removed from the Consent Calendar
12. City Manager Report
13. Oral Communications (continued)
14. Councilmember Reports
15. Future Agenda Items
16. Adjournment

Oral communications shall be limited to 30 minutes. Additional speakers wishing to comment on non-agenda items may be given time to speak at the end of the agenda, after the City Manager’s report. Councilmember Reports should focus on Council committee assignments and ceremonial appearances and may include other information relevant to matters within the jurisdiction of the City Council. In the absence of an objection made by a majority of Councilmembers present and voting, the Mayor may modify the order of business to facilitate the fair and efficient conduct of Council meetings. The Mayor shall determine the Order of Business of a special City Council meeting, subject to overruling by any objections sustained by a majority of vote of the City Council.

COUNCIL’S VERSION

8.3 Order of Business. The order of agenda items for regular Council meetings is as follows:

...

13. Oral Communications (continued)
14. Councilmember Reports

15. Information Memos

~~15~~ 16. Future Agenda Items

Oral communications shall be limited to 30 minutes. ...

Councilmember Reports should ~~focus on~~ include Council committee assignments and may include other matters serving the constituents. in addition to, ceremonial appearances. [L13A]

The information memos, as described in Section 11, include additional documents requested by councilmembers for past or future agenda items. [L13] In the absence of an objection made by a majority of Councilmembers present and voting, the Mayor may modify the order of business to facilitate the fair and efficient conduct of Council meetings.

SECTION 8.5 Public Comment

DIFFERENT

- JENSEN – says “two or more” members
- COUNCIL – says “2-5” members

NOTE: The issue I see is when a Mayor reduces a speaker’s time to be less than 3 minutes. If the max number of people in a group is not specified to be 5 then groups can be as many as can fit in 10 minutes. The group size needs to be specified so it is limited.

JENSEN’S VERSION

8.5 Public Comment. An opportunity for public comment shall be provided for the consent calendar, each other agenda item under consideration, and, during regular meetings, on any matter that is within the subject matter jurisdiction of the City Council. The Mayor may consolidate public comment for related agenda items, subject to overruling by a majority vote of the Council. Non- agenda matters (including Council and staff reports) may be addressed by the public during oral communications. Members of the public wishing to speak regarding an item shall submit a request to comment to the Clerk (“blue card”) or, where applicable, raise their hand in Zoom within nine minutes of the time the Mayor opens public comment or prior to the close of public comment on the item, whichever is earlier. Each individual speaker will ordinarily have up to three minutes to address the Council. If a speaker representing ~~five or more~~ two or more members of the public in attendance and wishing to comment on the item but electing not to speak, the speaker may have up to two minutes per group member to speak, up to a total of 10 minutes, to address the Council. Consolidation of time among speakers is not otherwise allowed. If a large number of speakers wish to address Council on an item, the Mayor may reduce the time allotted to each speaker consistent with the Brown Act. Twice the speaking time will be provided to any member of the public who uses a translator.

COUNCIL’S VERSION

8.5 Public Comment. An opportunity for public comment shall be provided ... If a speaker representing ~~five or more~~ two up to five members of the public in attendance and wishing to comment on the item but electing not to speak, the speaker may have the combined time of two minutes per member, up to 10 minutes, to address the Council. Consolidation of time among speakers is not otherwise allowed. If a large number of speakers wish to address Council on an item,...

From: [Peggy Griffin](#)
To: [City Council](#)
Cc: [City Clerk](#)
Subject: 2025-03-04 City Council Meeting Agenda ITEM 9-Council Procedures Manual Amendments
Date: Tuesday, March 4, 2025 4:50:01 PM

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PLEASE INCLUDE THIS EMAIL AS PART OF WRITTEN COMMUNICATIONS FOR THE ABOVE MEETING AGENDA ITEM.

Dear City Council and Staff,

Thank you for making the following changes to the red-lined version of the Council Procedures Manual.

- Fixed the incomplete sentence in Section 2.2
- Added new language regarding texting on the dais

With each incremental, periodic review of this document the procedures become clearer and more manageable for all involved. Thank you.

Sincerely,
Peggy Griffin

CC 03-04-2025

Item No. 10

Study Session on updates
to the Policies and
Guidelines on Sister Cities

Written Communications

From: [Liang Chao](#)
To: [City Clerk](#)
Subject: Written Communication for Item 10 Sister City Policy
Date: Tuesday, March 4, 2025 2:37:39 PM
Attachments: [image725695.png](#)
[2025-03-04 Revision to Sister Friendship Policies.pdf](#)

Please enter the attached PDF into the written communication for Item 10 Sister City Policy.

I'll refer to those slides in the council meeting.



Liang Chao

Mayor
City Council
LChao@cupertino.gov
408-777-3192



Revision to Sister/Friendship Policies

2025-03-04

Liang Chao

International Staff Travel at the City's Expenses Requires Authorization by Council (Current Policy)

INTERNATIONAL DELEGATIONS

Intent of International Delegations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding.

Travel Expenses -

International travel shall be at the expense of the traveling Councilmember or any accompanying staff member **unless authorized in advance by the City Council.**

INSERT: Staff Travel in official capacity require prior authorization by Council (Revised Policy)

INTERNATIONAL DELEGATIONS

Intent of International Delegations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding.

Travel Expenses -

International travel shall be at the expense of the traveling Councilmember or any accompanying staff member unless authorized in advance by the City Council. When the authorization is not obtained prior to the international trip, the city shall not fund any expenses by traveling Councilmember or any accompanying staff member.

Any accompanying staff member shall not join the delegation in their official capacity as city staff during the trip unless the City Council has granted prior authorization, including a statement outlining the specific city business that necessitates the staff member's presence in the foreign country.

INSERT: Staff Travel in official capacity require prior authorization by Council (Revised Policy)

INTERNATIONAL DELEGATIONS

Intent of International Delegations:

The City recognizes the value of developing people-to-people contacts as a way to further international communication and understanding.

The City intends to provide limited financial and staffing support to international delegations, enabling city staff to focus on official city business.

An information brochure about Cupertino—including its population profile, financial status, and business landscape—may be provided to delegation members.

[LC] NOTE: No in-person presentation by a city staff about the City's profile is necessary.

INSERT: Limited Staffing Support

Intent of Sister City Affiliations:

The City intends to provide limited financial and limited staffing support to those Sister City Committees that operate student exchange programs. Those Sister City organizations which do not operate student exchange programs shall be completely financially independent from the City, except for limited City facility use.

ADD Reporting Requirement when there is student exchange program

Sister City Citizen Committee Responsibilities (Receiving City Support)::

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
-
- Meet the following eligibility requirements/annual submittals:
 - Proof of 501(c)(3) status
 - Detailed accounting of prior year actual revenue and expenses
 - Summary of prior year activities, including the student exchange program, its recruitment process and the number of students served
 - Proposed budget plan
 - Fundraising plan

ADD Reporting Requirement when there is no student exchange program

Sister City Citizen Committee Responsibilities (Not Receiving City Support):

- Identify, manage, coordinate, and implement all activities related to the Sister City Program.
-
- Meet the following eligibility requirements/annual submittals:
 - Proof of 501(c)(3) status
 - Detailed accounting of prior year actual revenue and expenses
 - Summary of prior year activities
 - Proposed budget plan
 - Fundraising plan

ADD two large facility for sister-city committee without student exchange program

City of Cupertino Responsibilities (With regard to non-City supported Sister City Committees):

- The City shall maintain registration with the Sister Cities International organization.
- Providing for set-up and complimentary access to a large City facility for two community events per Sister City per fiscal year.
- Provide the use of meeting room space (up to 4 per calendar year) at no cost to the Sister City Committee for related activities. ...

[LC] NOTE: For sister-city committee with student exchange program, they get “complimentary access to a large City facility for three community events per Sister City per fiscal year” and “the use of meeting room space (up to 18 per calendar year)”

Toyokawa is on a 5-year rotation

Travel Expenses:

- The City will pay for 50% of one trip per year for the Mayor or their designee, provided the trip is in conjunction with an official delegation.
- All other Council travel for Sister City programs shall be funded by Sister City Committee fundraising activities, when feasible, or by the individual traveling councilmember, unless authorized in advance by the City Council.
- The City will budget for one Sister City delegation trip per year. The number of current Sister City relationships will determine the rotating frequency of delegate visits (e.g. visits to each Sister City will occur every three years when three current Sister City relationships exist, every ten years when ten relationships exist, etc.) Travel expenses for Sister City visits occurring outside this annual rotating schedule will be the sole responsibility of the persons traveling.
- The Toyokawa Sister City delegation trip happens every 5 years, which is on a set schedule.