



## CITY ATTORNEY'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: February 4, 2025

### Subject

Study session on revisions to the Cupertino City Council Procedures Manual

### Recommended Action

Consider revisions to the Cupertino City Council Procedures Manual

### Reasons for Recommendation

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

The City Council may periodically consider revisions to the City Council Procedures Manual. Among the revisions the City Council may consider are:

- Enhancements to the enforcement procedures in Section 10 of the Manual, to add more detail regarding the disciplinary process for violations of the law or City policy.
- Revisions to Section 6 (Relationship with City Staff).
- Revisions to the agenda-setting process (Section 7).
- Expansion of Municipal Code requirements for posting written communications on non-agenda items.
- Revisions to the process for removing items from the consent calendar (Section 8.4.2).
- Revisions to the rules for Council deliberations (Section 8.8.3).
- Clarification of the processes for meetings that occur after a Monday holiday.
- Formalization of the information memorandum process used to provide off-agenda updates to the City Council.
- Other minor changes to reflect current practices, including the incorporation of recent changes to the staff report format adopted by the City Manager's Office and clarification of the requirements for Councilmember reports.

The purpose of this study session is to receive direction from the City Council on the issues listed above as well as any other changes to the Procedures Manual Council wishes to consider. The City Attorney's Office will return to Council with proposed updates to the Procedures Manual based on the direction provided by the City Council.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item:

N/A

CWP Item Description:

N/A

Council Goal:

Public Engagement & Transparency

California Environmental Quality Act

Not applicable.

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Approved for Submission by:

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Attachments:

A - Resolution No. 24-024 (Cupertino City Council Procedures Manual)