

CC 01-25-2023

#1

City Council Procedures Manual

Presentation

City Council Procedures Manual

January 25, 2023



**CITY OF
CUPERTINO**



Overview

- City Manager and City Attorney identified need for written Council procedures and policies
- Draft City Council Procedures Manual provided for Council review and feedback



Overview

1. Introduction
2. Selection of the Mayor and Vice Mayor
3. Councilmember Committees and Subcommittees
4. Other City Commissions and Committees
5. Administrative Matters
6. Relationship with City Staff
7. Agendas and Staff Reports
8. Meeting Procedures
9. Closed Sessions
10. Enforcement of Rules; Suspension of Rules



Questions?

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#2

Commissions and
Committees

Presentation

Study Session Regarding City Commissions and Committees

January 25, 2023



**CITY OF
CUPERTINO**



Objective

- Receive direction from City Council to consolidate certain Commissions and Committees due to their similar duties and responsibilities and proceed with necessary municipal code amendments



Agenda

1. Introduction
2. Background
 - Existing Commissions
 - Existing Committees
3. Commissions and Committees in Other Cities in Santa Clara County
4. Staff's Recommendation
5. Questions

City Commissions

Commission	Primary Responsibilities	Staff Liaison
Arts and Culture Commission	Advises Council and encourages the realization, preservation, and advancement of fine arts for the benefit of the citizens of Cupertino.	Parks and Recreation Department
Bicycle Pedestrian Commission	Advises Council on transportation matters within Cupertino including bicycle and pedestrian traffic, parking, education, and recreation.	Public Works Department
Housing Commission	Advises Council on housing policies and strategies, affordable housing projects, and sources of funding for affordable housing.	Community and Development Department
Library Commission	Advises Council regarding library service in the community and serves as liaison between the City and the Santa Clara County Library JPA.	Parks and Recreation Department
Parks & Recreation Commission	Advises Council on parks and recreation related activities, including park site acquisition and development, community activities, and recreation policies.	Parks and Recreation Department

City Commissions (cont.)

Commission	Primary Responsibilities	Staff Liaison
Planning Commission	Advises Council on land use matters such as specific and general plans, zonings, and subdivisions. Reviews other matters as specified by City ordinances or Title VII of the Government Code of California.	Community and Development Department
Public Safety Commission	Advises Council on areas relating to public safety, traffic, police, fire and other areas where public safety may be of concern.	City Manager's Office – Emergency Service Division
Sustainability Commission	Advises Council on major policy areas related to the environmental goals in Cupertino's Climate Action Plan and General Plan's Environmental Resources/Sustainability Element.	City Manager's Office – Sustainability Division
Teen Commission	Advises Council and staff on issues and projects important to youth in the Cupertino community.	Parks and Recreation Department
Technology, Information, & Communications Commission (TICC)	Advises Council on all matters relating to telecommunications in Cupertino and provides support for community access television.	Information and Technology Department

City Committees

Committee	Primary Responsibilities	Staff Liaison
Administrative Hearing Committee	Reviews applicable projects as outlined by municipal code.	Community Development Department
Audit Committee	Reviews external and internal audit reports, monthly treasurer's report, and city investment policies. Recommends appointment of external and internal auditors and recommends a budget format.	Administrative Services Department
Design Review Committee	A subcommittee of the Planning Commission that reviews aspects of site and architectural design.	Community Development Department
Disaster Council	Supports the City's emergency management and preparedness responsibilities.	City Manager's Office – Emergency Service
Economic Development Committee	Enhances and promotes a strong local economy to provide municipal services that businesses and residents desire and need to maintain the community's quality of life.	City Manager's Office – Economic Development Division

City Committees (cont.)

Committee	Primary Responsibilities	Staff Liaison
Environmental Review Committee	Evaluates the environmental analysis of a proposed project to determine whether the project may or may not have a significant effect on the environment	Community Development Department
Housing Element Community Engagement Plan (CEP) Committee	Advise on the Housing Element outreach process with Housing and Planning Commission Chairs; Provide input on Community Engagement required to prepare the Housing Element	Community Development Department
Legislative Review Committee	Makes recommendations on legislative advocacy issues and authorizes position letters for legislation that aligns with the City's Council-approved Legislative Platform.	City Manager's Office



Council Subcommittees

The following subcommittees are no longer active and would be discontinued.

- Audit Expansion subcommittee
- Bidding and Contract Process subcommittee
- Bubb Road subcommittee
- City Hall Renovation / Expansion Project subcommittee
- Community Funding Grant Program subcommittee
- Farmer's Market subcommittee
- Fiscal Strategic Plan Committee
- Residential Design Standards subcommittee



Council Subcommittees (cont.)

In addition, the following subcommittees were approved by City Council with pending councilmember appointments.

- Closed Session Minutes subcommittee
- Legislative Aide selection subcommittee
- Summer Intern application review subcommittee
- Homelessness subcommittee
- Festival fee waiver subcommittee

These subcommittees would also be discontinued and the City Manager would assume the lead role, consulting with Council as appropriate.

Cities in Santa Clara County

City	Commissions and Committees	Population
Mountain View	19	82,272
Cupertino	17	66,762
Milpitas	17	84,196
Los Altos Hills	16	8,300
Los Altos	15	31,190
Palo Alto	14	67,019
Santa Clara	14	128,717
Gilroy	11	58,756
Campbell	11	42,288
Sunnyvale	11	156,503
Los Gatos	9	31,439
Saratoga	9	31,030
Morgan Hill	4	45,742
Monte Sereno	3	3,492

Staff Resources

Commission	Hours Spent Annually
Bicycle Pedestrian	240
Fine Arts	200
Housing	220
Library	350
Parks and Recreation	750
Planning	1100
Public Safety	200
Sustainability	220
Teen	300
TICC	120
TOTAL	3,740

Committees	Hours Spent Annually
Administrative Hearing Committee	30
Audit Committee	230
Disaster Council	30
Economic Development	60
Environmental Review	80
Design Review	40
Legislative Review	400
TOTAL	812



Staff's Recommendation

Receive direction from City Council to:

- 1) Consolidate certain Commissions and Committees into the following list
- 2) Discontinue all previously formed subcommittees, and
- 3) Proceed with preparation of necessary ordinance amendments.



The following Commissions are to remain:

- Arts and Culture Commission
- Bicycle Pedestrian Commission
- Housing Commission
- Library Commission
- Parks & Recreation Commission
- Planning Commission (*including functions that were previously designated for Design Review Committee and Environmental Review Committee*)
- Public Safety Commission
- Sustainability Commission
- Teen Commission
- TICC (Technology, Information & Communication Commission)



The following Committees are to remain:

- Administrative Hearing Committee
- Audit Committee
- Disaster Council

The following Committees will either be consolidated, with another Commission, discontinued or delegated to Council:

- Design Review (Planning Commission)
- Economic Development Committee (City Council)
- Environmental Review Committee (Planning Commission)
- HE Engagement Plan (task concluded)
- Legislative Review Committee (City Council)



Questions?