



## CITY ATTORNEY'S OFFICE

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## CITY COUNCIL STAFF REPORT

Meeting: January 25, 2023

### **Subject**

Consider adopting Cupertino City Council Procedures Manual, including a new Ceremonial Correspondence Policy

### **Recommended Action**

Provide input regarding Council procedures and consider approving Resolution No. 23-021, adopting Cupertino City Council Procedures Manual, including a new Ceremonial Correspondence Policy

### **Discussion**

On January 17, 2023, the City Council considered a draft Cupertino City Council Procedures Manual prepared by staff, along with Councilmember and public input regarding the draft Manual. Council directed staff to collect and compile changes recommended by the Council and return for a study session for further deliberation.

Following the submission of Council comments, staff considered Council and public comments and incorporated certain comments into a revised draft of the Procedures Manual. (See Attachment B (redline) and Attachment C (clean version).) Additional edits proposed by Councilmembers, lightly edited for usage and clarity, are also included for Council's consideration as "comments" in Attachment B.

Staff recommends that Council review the edits proposed by staff and the additional revisions proposed by Councilmembers and provide direction on revisions to the Procedures Manual prior to final adoption. Per Council direction, it is anticipated that final adoption will be deferred until the February 7 Council meeting.

### **Sustainability Impact**

No sustainability impact.

### **Fiscal Impact**

No fiscal impact.

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Prepared by:

Christopher D. Jensen, City Attorney

Approved for Submission by:

Pamela Wu, City Manager

Attachments:

A - Draft Resolution

B - Draft Cupertino City Council Procedures Manual (Annotated Redline)

C - Draft Cupertino City Council Procedures Manual (Clean Version)