

CITY MANAGER'S OFFICE

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: July 25, 2024

To: Cupertino City Council
From: Pamela Wu, City Manager

Re: Third and Fourth Quarterly Update for Fiscal Year (FY) 23-25 City Work Program

This report focuses on updates from the third and fourth quarter of the Fiscal Year (FY) 2023-2024 City Work Program from February through June 2024.

On April 4, 2023, the City Council adopted the FY 2023-2025 City Work Program, which included a total of 24 projects. As part of the City's budget reduction strategy, the City Council approved funding for 15 of the 24 projects for FY 2023-2024.

These 15 projects are reflected on the Dashboard and have been organized by department for a total of 26 projects. Attachment A includes updates for all 26 projects, which can be viewed on the City Work Program Dashboard at cupertino.org/cityworkprogram.

Below are highlights from notable items:

Council and Commission Governance Reform Package

In March, Council adopted modifications to the Commissioner's Handbook and made relevant changes to the Municipal Code and Resolution relating to advisory bodies. These changes were required to remain consistent with the City Council Procedures Manual adopted in February 2023 and the revised Ethics Code adopted by the City Council in November 2023. The Council Procedures Manual was updated in March 2024. Staff is continuing to work on developing Commissioner criteria, which will be completed later this year.

Vision Zero

The City Council unanimously adopted the Cupertino Vision Zero Action Plan at the July 9 City Council Meeting. The Vision Zero Action Plan advances to the next level the efforts to achieve transportation safety improvements by identifying strategies to eliminate all fatal and serious injury accidents and by setting achievable goals to do so. The Vision Zero concept is a multi-disciplinary approach that considers roadway design, speeds, behaviors,

technology, and policies to enhance safety. This initiative included the successful hosting of two community meetings, one stakeholder meeting and three Bicycle Pedestrian Commission (BPC) meetings. Crucial to the success of the Vision Zero Plan is continuous data collection and analysis that will be performed in collaboration with a Task Force consisting of a stakeholder group to ensure the goals of the Plan are achieved. Creation of the Task Force is currently underway.

Public Safety in Both Residential/Commercial Areas:

License Plate Readers

A draft policy, memorandum of understanding, and proposed locations will be presented to the Public Safety Commission and to the City Council later this year. City-owned devices will prioritize entry points into the City to maximize the benefit to all residents. Neighborhood-owned devices will be allowed; however, ongoing maintenance will be the responsibility of the device owners.

Public Safety in Commercial Areas

The City conducted research on best practices to increase safety in commercial areas. As retail theft is an increasing issue throughout the region, the City supported the County Sheriff's Office in securing a grant for retail theft suppression in commercial corridors. Launched in January 2024, this initiative aims to bolster local law enforcement's efforts in preventing and responding to organized retail theft, as well as motor vehicle and cargo theft. In partnership with the Sheriff's Office and the Cupertino Chamber of Commerce, the City held a Retail Theft Webinar on April 25 to provide businesses with proven techniques and the latest tools to effectively deter retail theft. The County Sheriff's Office will continue to implement this program while grant funding remains available.

Block Leader Program Enhancements

In support of the City Council's initiative to enhance the Block Leader Program, the City applied for and received a grant of over \$222,000 from the California Governor's Office of CA Volunteers. This funding is for a pilot program focused on emergency preparedness and resilience. Staff are actively implementing program initiatives to encourage active participation and new volunteer recruitment with small focus groups and emergency kit building events in neighborhoods.

Senior Services and Youth Engagement

Staff has developed intergenerational engagement programs and events to facilitate fun and engaging opportunities across generations. A few highlights are included below. On-going and new intergenerational events will be offered at the Senior Center at an operational level.

GenConnect

In March, more than 40 local high school students and seniors gathered at the Cupertino Senior Center to participate in this community-connecting experience. Attendees enjoyed an origami workshop led by members of the Origami Club at Homestead High School, followed by other staff-led activities related to proper waste disposal practices, the City's Climate Action Plan, and a Yoga and Bollywood dance demonstration.

Disco @ Dusk

In June, more than 120 attendees spent the evening enjoying hip tunes, dancing, and engaging in various activities. Kona Ice was on-site serving up delicious, shaved ice and keeping everyone cool.

Techie Teen Assistance

Techie Teens connects tech-savvy teens with seniors in need of technical support. Teen volunteers support seniors at the Cupertino Senior Center twice a week from June through August. This program is free to anyone 50+ and offers tech advice and assistance in stress-free environment. Interested volunteers must apply and complete an interview process before being selected. All teen volunteers receive community service hours.

Housing Element

The Revised third Draft Housing Element was conditionally certified by the CA Department of Housing and Community Development (HCD) in April. Subsequently, the conditionally certified 2023-2031 Housing Element was adopted by the City Council in May with minor edits to remove sites from the Priority Housing Sites Inventory at the request of a property owner. The Housing Element will be fully certified by HCD upon adoption of rezoning of the Priority Housing Element sites. This was presented to the Planning Commission for its recommendation on 6/11/2024. City Council adopted the final ordinances related to rezoning on July 16. The adopted draft and ordinances were submitted to HCD for its final compliance review.

Lawson Middle School Bikeway

The City Council authorized the Lawson Middle School Bikeway Project in the Fiscal Year (FY) 22-23 Work Plan. The project consisted of performing data collection, analysis, and conducting public outreach to determine feasible alternative configurations to provide student cyclists with a separate, dedicated bike path to access the bike racks at Lawson Middle School from the neighboring streets. At the July 9, 2024 meeting the City Council unanimously recommended that staff move forward with implementation of an on-street, two-way protected bikeway on Vista Drive and Forest Ave adjacent to Lawson Middle School. For next steps, staff will proceed with design and construction of the bikeway, anticipated to be completed by Spring 2025.

Analyze Potential Revenue Resources

City staff brought various options for revenue tax measures to City Council and a recommendation to direct staff to explore the feasibility of one or more tax measure via opinion research at the December 5, 2023, meeting. Staff was given direction at that meeting to obtain the business community's input and return to City Council. Staff returned to City Council on February 21, 2024, with input from the business community and a recommendation to forego opinion polling based on changes to the November ballot landscape. Specifically, Assembly Constitutional Amendment 13 (ACA 13), Assembly

Constitutional Amendment 1 (ACA 1), and Taxpayer Protection and Government Accountability Act (TPA).

Overall, 13 of all 26 projects have been completed this Fiscal Year and two projects are in progress. The remaining 11 projects were continued into the FY 24-25 City Work Program. The breakdown is shown in the table below. Refer to Attachment A for additional details and updates on each project listed below.

Completed	In Progress	Added to FY 24-25 CWP
<ul style="list-style-type: none"> • Vision Zero • Public Safety in Commercial Areas • Senior Survey Assessment • Senior Services and Youth Engagement • Dogs off Leash Areas (DOLA) • DOLA Amenities • Study Session on City-Owned Properties • Housing Element • Council Governance Reform Package • Analyze Potential Revenue Resources • Fiscal Procedures and Policies Handbook • Budget Audit • Lawson Middle School Bikeway • Cybersecurity Public Education 	<ul style="list-style-type: none"> • Commission Governance Reform Package <ul style="list-style-type: none"> ◦ To be completed in October, update listed above • Bicycle Facilities <ul style="list-style-type: none"> ◦ To be completed in June 2025 	<ul style="list-style-type: none"> • Tree List – Community Development • Tree List – Public Works • License Plate Readers • Strengthen Block Leaders • Preserve Existing and develop new BMR/ELI Housing • Whole City Policy Review • Fiscal Procedures and Policies Handbook • Support for the unhoused • Municipal Water System • 5G Ordinance • Residential and mixed-use design standards

Next Steps

July marks the beginning of the second year of the two-year City Work Program. The updated [dashboard](#) will be available in August to include all new projects for the current fiscal year. The Q1 update for FY 24-25 City Work Program will be available in the fall. For more information on the City Work Program and to view previous quarterly updates, please visit cupertino.org/cityworkprogram.

FY 2025-2027 City Work Program

In 2025, Council will have the opportunity to revisit and adopt the next two-year City Work Program. Staff has begun planning for the next Council Goal Setting Workshop for the upcoming year. Staff will inform Council of the proposed approach and plan for the Workshop through an informational memo in the coming weeks.

Sustainability Impact

There are no sustainability impacts associated with this update.

Fiscal Impact

To see the budget for each project and the total funds spent on the entire City Work Program, visit the [City Work Program Dashboard](#).

California Environmental Quality Act

Not applicable.

Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Tina Kapoor, Deputy City Manager

Chris Jensen, City Attorney

Approved by: Pamela Wu, City Manager

Attachments:

A – FY 23-24 City Work Program Q3-Q4 Dashboard Printout

Transportation

Vision Zero

Develop a Vision Zero Policy and Action Plan. The Plan will guide policies and programs with the goal of eliminating fatalities on Cupertino roadways. Special emphasis will be placed on routes to, and streets surrounding, Cupertino schools.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Bicycle Pedestrian Commission	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	7/11/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	1/5/23	5/23/23	Research complete	100
1.3	Outreach	✓ Complete	3/5/23	3/20/24	Vision Zero website developed and made live in May. Community outreach meetings completed. Bicycle Pedestrian Commission outreach completed.	100
1.4	Procurement	✓ Complete	10/11/22	12/23/22	A consultant was selected in November and contract has been executed.	100
1.5	Execution Phase	✓ Complete	1/5/23	7/9/24	Council unanimously adopted Vision Zero Policy at the 7/9 City Council Meeting	100
1.6	Closing Processes	✓ Complete	7/9/24	7/9/24	Project Complete	100

Sustainability and Fiscal Strategy

Tree List - Community Development

Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	7/2/24	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Planning	<input checked="" type="radio"/> In Progress	1/1/24	7/31/24	Project was on hold until after completion of the Housing Element. Staff has worked with Public Works on an RFP with hopes to publish by July 2024.	15
1.3	Execution Phase	<input type="radio"/> Future	7/31/24	1/29/25		0
1.4	Closing Processes	<input type="radio"/> Future	1/29/25	1/29/25		0

Sustainability and Fiscal Strategy

Tree List - Public Works

2) Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 3) Develop an Urban Forest program scope and cost for future consideration.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	7/2/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Planning Phase	✔ Complete	4/30/23	7/30/23	Staff developed a plan to revise the City's street tree list.	100
1.3	Procurement Phase	● In Progress	7/30/23	7/30/24	Staff currently working on RFP with hopes to publish by July 2024.	30
1.4	Execution Phase	○ Future	7/30/24	1/29/25		0
1.5	Closing Processes	○ Future	1/29/25	3/3/25		0

Quality of Life

License Plate Readers

Deploy city-owned license plate readers and implement policies to allow neighborhood-owned ones.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Public Safety Commission	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	6/26/24	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✔ Complete	7/1/22	4/1/24	The Santa Clara County Sheriff's Office and the Santa Clara County Board of Supervisors approved the Automated License Plate Readers policy in January 2024 that allows data sharing among law enforcement agencies.	100
1.3	Outreach	● In Progress	2/1/24	9/30/24	Staff have conducted public meetings with the TICC and Public Safety Commissions in March 2023. Staff returned to the Public Safety Commission on 7/11/24 for a final recommendation. Policy, MOU, and deployment model, to be presented to Council on 9/4/24.	80
1.4	Procurement	● In Progress	5/1/24	9/30/24	Execute an agreement to purchase cameras.	50
1.5	Execution Phase	○ Future	9/30/24	12/30/24	Install 15 cameras throughout Cupertino.	0
1.6	Closing Processes	○ Future	12/30/24	6/30/25	Staff will continue to monitor data as project continues.	0

Quality of Life

Public Safety - Block Leader and Neighborhood Watch

Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Public Safety Commission	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	6/26/24	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	1/31/24	Staff secured a grant opportunity with CA Volunteers to support expansion of the Block Leader program. Staff researched and submitted a proposal with best practices to encourage engagement with Block Leaders, which is modeled from the City of Saratoga.	100
1.3	Planning Phase	✓ Complete	7/1/23	6/1/24	Staff have developed a framework to engage with community members and encourage recruitment of the Block Leader Program. Staff have scheduled bi-monthly focus groups to engage volunteers and community members.	100
1.4	Execution Phase	● In Progress	11/30/23	9/30/24	Staff launched new community engagement programs such as Block Leader organized Personal and Family Preparedness classes and Block Party grants. The CA Volunteers grant was extended to September 30, 2024.	80
1.5	Closing Processes	○ Future	10/1/24	10/30/24	Close out pending completion of execution phase.	0

Quality of Life

Public Safety in Commercial Areas

Explore best practices to deter crime in commercial areas and bring options to Council.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Public Safety Commission	\$0.00	\$0.00	\$0.00	\$0.00	7/2/24	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	10/1/23	1/31/24	Research Phase Complete. The City supported the Sheriff's Office in securing a grant for retail theft suppression in commercial corridors.	100
1.3	Execution Phase	✓ Complete	1/1/24	2/29/24	The retail theft suppression program launched operations in January 2024 through coordination with Santa Clara County Sheriff's Office	100
1.4	Outreach Phase	✓ Complete	3/1/24	4/30/24	Education and outreach to promote the program launched in April 2024, in partnership with the Sheriff's Office and Cupertino Chamber of Commerce. A retail theft webinar was held on 4/25. The recording is available on the City's YouTube channel.	100
1.5	Closing Processes	✓ Complete	5/1/24	6/30/24	The County Sheriff's Office as the lead agency will continue to implement this program while grant funding remains available.	100

Public Engagement and Transparency

Senior Survey Assessment

Assess Survey results and develop a plan to increase awareness of programs and services for seniors based on gaps identified by the survey.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Teen Commission	\$0.00	\$0.00	\$0.00	\$0.00	6/25/24	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Planning Phase	✓ Complete	7/1/23	4/30/24	Develop a preliminary plan to report senior needs from the survey results and post on City webpage	100
1.3	Closing Processes	✓ Complete	4/1/24	6/30/24	Address identified priorities and perform ongoing assessment of existing resources to Seniors	100

Public Engagement and Transparency

Senior Services and Youth Engagement

Connect seniors with youth and their families with inclusive activities

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Teen Commission	\$20,000.00	\$20,000.00	\$1,942.39	\$18,057.61	6/25/24	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Outreach	✓ Complete	11/27/23	2/29/24	Outreach to youth volunteer groups and the school district regarding volunteer work	100
1.3	Planning Phase	✓ Complete	10/1/23	6/30/24	Staff carried out program logistics and prepare for events	100
1.4	Advertising	✓ Complete	10/1/23	6/21/24	Information about intergenerational events posted on City website, social media, schools, on the City's Winter/Spring/Summer Recreation Guidesn and promoted through applicable Commissions and groups	100
1.5	Execution Phase	✓ Complete	10/20/23	6/30/24	Staff prepared and held intergenerational events	100
1.6	Closing Processes	✓ Complete	6/1/24	6/30/24	Offer on-going programs at the Senior Center as part of Operations	100

Quality of Life

Dogs Off Leash Area (DOLA)

Transition successful trial DOLA programs to permanent programs with a staff level permitting process housed in Parks and Rec.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Parks and Recreation Commission	\$5,000.00	\$5,000.00	\$789.90	\$4,210.10	6/28/24	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Planning Phase	✓ Complete	7/1/23	2/1/24	Met with DOLA groups to discuss transition of trial programs and continue researching similar programs	100
1.3	Execution Phase	✓ Complete	3/1/24	5/30/24	Followed up with DOLA groups and continue working on operational standardized process	100
1.4	Closing Processes	✓ Complete	6/3/24	6/30/24	Parks and Recreation will continue DOLA programming in house	100

Quality of Life

DOLA Amenities

Amenities for DOLA programs in City parks, e.g., water facilities for dogs, fencing, benches, etc.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Parks and Rec Commission	\$200,000.00	\$200,000.00	\$7,666.08	\$192,333.92	6/28/24	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	12/31/23	Reviewed list of requests from DOLA groups	100
1.3	Planning Phase	✓ Complete	1/1/24	3/1/24	Assessed options and determined which improvements to prioritize	100
1.4	Execution Phase	✓ Complete	2/1/24	5/28/24	Procured and installed benches at the Linda Vista and Jollyman DOLA locations	100
1.5	Closing Phase	✓ Complete	2/1/24	6/30/24	Improvements for DOLA amenities identified and procured	100

Housing

Preserve existing and develop new BMR/ELI Housing

Explore opportunities to preserve existing expiring BMR housing. Develop ELI (Extremely Low Income) and BMR housing units for Developmentally disabled individuals (IDD) on City-Owned property as well as the County-owned sites.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Planning Commission	\$250,000.00	\$250,000.00	\$14,703.62	\$235,296.38	7/2/24	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/19	10/30/19	Researched need for ELI developmentally disabled housing and moderate income housing and determined possible City locations.	100
1.3	Planning Phase	✓ Complete	7/1/21	8/16/22	Scoped affordable housing project with non-profits/developers and worked with Public Works to determine feasibility of project on City sites. Had Council study session March 15. RFP was released in August .	100
1.4	Outreach	✓ Complete	10/1/21	8/16/22	Marketed City's capital housing funds for development of affordable housing.	100
1.5	Procurement	✓ Complete	2/9/21	1/31/23	Evaluated Notice of Financial Assistance (NOFA) applications. One responses to the RFP was received in October and staff is evaluating next steps in the execution phase.	100
1.6	Execution Phase	● In Progress	1/31/23	12/30/24	City Council selected developer through approval of an ENA for the Mary Avenue Site in February. Next steps include approve time sheet and enter into Disposition and Development Agreement early Winter 2024.	25
1.7	Closing Processes	○ Future	1/30/25	1/30/25	Will present final DDA to Council at the end of 2024. Construction will commence.	0

Sustainability and Fiscal Strategy

Study Session on City-Owned Properties

Inventory and assess existing facilities and prepare a long-range planning report for three City-owned properties (Blesch, Byrne, and Stocklemeir).

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$90,000.00	\$90,000.00	\$0.00	\$90,000.00	7/2/24	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	3/30/24	Research on all properties is complete.	100
1.4	Outreach	✓ Complete	7/1/23	12/30/24	Staff took options for City Hall (Oct 17) and Byrne (July 6) to the City Council. The study session on all City properties was taken to the City Council on March 19, 2024.	100
1.3	Procurement	✓ Complete	8/14/23	5/30/24	Byrne Ave approved for sale by Council at the 6/18 City Council Meeting	100
1.5	Closing Processes	✓ Complete	4/29/24	5/31/24	Staff will bring other projects related to this item for Council consideration as needed.	100

Housing

Housing Element Update

Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics. Identify Priority Housing sites, update Housing Element and complete rezoning by Sept. 2023.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Planning Commission	\$1,905,570.31	\$1,905,570.31	\$673,621.68	\$574,174.76	7/23/24	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Outreach	✓ Complete	5/19/20	4/25/24	Conducted 34 study sessions/public hearings with Housing Commission/Planning Commission/City Council/CEP-Strategic Advisory Committee as of April 2024. In addition, the City held 9 Community Meetings/Workshops/Focus Group meetings on AFFH and Rezoning.	100
1.3	Procurement	✓ Complete	3/2/21	3/1/23	First consultant complete. Second consultant brought on board March 2023 and continues to be lead consultant.	100
1.4	Execution Phase	✓ Complete	4/30/21	7/16/24	Housing Element adopted 5/14/24. First reading of Rezoning ordinance on 7/2/24. Second reading went to Council 7/16/24.	100
1.5	Closing Processes	✓ Complete	7/16/24	8/30/24	Adopted Housing Element and rezoning submitted to HCD for final certification in July 2024	100

Public Engagement and Transparency

Council Governance Reform Package

1. Revised Ethics Policy consistent with City response to the Civil Grand Jury Report authorized on 2/21/2023 2. Investigate and report back on incidents of violations of the Municipal Code and Ethics Policy relative to the Council-staff relationship cited in the Civil Grand Jury Report

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	11/8/23	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	6/30/24	Staff researched and drafted revised Ethics Policy	100
1.3	Execution Phase	✓ Complete	7/1/23	11/30/23	The City Attorney's Office and consultant presented a report on the investigation of violations to the City Council on September 19 and solicited Council input on revisions to the Ethics Policy. Revised Ethics Policy presented to Council on November 7.	100
1.4	Closing Processes	✓ Complete	11/30/23	6/30/24	Project Complete	100

Public Engagement and Transparency

Commission Governance Reform Package

1. Revised Commissioner's Handbook to align it with Council Procedures Manual
2. Investigate & report back on incidents of violations of the Muni Code re: the Commission-Staff relationship
3. Realignment of Commissioner terms of office
4. Establishment/revision of commissioner qualifications

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$0.00	\$0.00	\$0.00	\$0.00	7/2/24	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	3/30/24	Staff researched commission info from other cities.	100
1.3	Outreach	● In Progress	3/5/24	8/30/24	Staff will be reaching out to commissions for input on Criteria.	30
1.4	Execution Phase	✓ Complete	2/1/24	5/30/24	Staff presented this item to the City Council at the 3/5 City Council meeting.	100
1.5	Closing Processes	○ Future	9/1/24	10/1/24	Project will be completed once Criteria has been established	0

Public Engagement and Transparency

Whole City Policy Review

Repeat the 2013 process of compiling and reviewing all City Policies including 1) Administrative and 2) Council policies and provide recommendations/updates, e.g. Green Purchasing, Property Acquisition

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	7/23/24	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	<input checked="" type="radio"/> In Progress	11/1/23	7/31/24	Gather and submit policies to the City's internal auditor, Moss Adams, for review. The auditor will issue a report with recommendations.	90
1.3	Execution Phase	<input checked="" type="radio"/> In Progress	4/1/24	9/16/24	Staff will review internal auditor report on Whole City Policy inventory with Audit Committee Summer 2024. Staff will bring this item to Council in September 2024.	75
1.4	Closing Processes	<input type="radio"/> Future	9/16/24	9/16/24	Whole City Policy Review will be finalized and compiled.	0

Sustainability and Fiscal Strategy

Analyze Potential Revenue Resources

Analyze potential revenue measures, such as transient occupancy tax, sales tax, property tax, and utility users tax, to address possible future financing challenges.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	2/29/24	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/22	5/15/23	Staff looked into consultants used by other cities	100
1.3	Procurement	✓ Complete	5/15/23	7/11/23	City contracted with UFI to analyze potential tax measures and revenue generation.	100
1.4	Execution Phase	✓ Complete	6/1/23	2/21/24	Report on potential revenue tax measures was taken to Council in February 2024.	100
1.5	Closing Processes	✓ Complete	1/30/24	2/21/24	Council voted to not conduct a survey. Project Complete.	100

Housing

Support for the Unhoused

Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Housing Commission	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	7/2/24	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Procurement	✔ Complete	7/1/23	7/18/23	City has partnered with Santa Clara County and West Valley Community Services in order to provide support for the Unhoused.	100
1.3	Execution Phase	● In Progress	7/18/23	9/30/24	Project is currently underway to assist Unhoused residents in Cupertino with their food needs, as well as with their vehicle needs, in partnership with Santa Clara County and West Valley Community Services. The agreement with WVCS was extended until 9/30.	75
1.4	Closing Processes	○ Future	9/30/24	9/30/24		0

Sustainability and Fiscal Strategy

Fiscal Procedures and Policies Handbook

Develop the handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00	7/2/24	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	7/1/23	8/30/23	Staff reviewed Moss Adams' observations and recommendations identified in the fiscal policy inventory gap analysis report.	100
1.3	Execution Phase	✓ Complete	9/1/23	4/30/24	All high-risk policies identified in the fiscal policy inventory gap analysis report by the City's internal auditor have been revised and adopted. Staff will continue to finalize edits to existing policies identified as medium to low risk.	100
1.4	Closing Processes	✓ Complete	6/30/24	6/30/24	Project is complete.	100

Sustainability and Fiscal Strategy

Budget Audit

Audit the Budget and Budget Policies.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	11/8/23	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	10/1/22	12/1/22	Research performed by internal auditor Moss Adams	100
1.3	Execution Phase	✓ Complete	12/1/22	3/21/23	Audit results brought to the City Council on March 21, 2023	100
1.4	Closing Processes	✓ Complete	3/21/23	3/21/23	Project Complete	100

Transportation

Lawson Middle School Bikeway FY 23

Retain consultant to prepare feasibility study which will evaluate alternatives that provide a separated bike path for students riding to Lawson Middle School. Feasibility cost will be \$40,000.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Bicycle Pedestrian Commission	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	7/24/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	11/10/22	2/9/23	Collected data and meeting with school staff	100
1.3	Outreach	✓ Complete	11/10/22	5/17/23	Held a total of three community meetings and presented to the Bike Ped Commission in May.	100
1.4	Planning Phase	✓ Complete	1/19/23	5/17/23	Developed alternatives	100
1.5	Design Phase	✓ Complete	5/17/23	7/19/23	Finalized memo summarizing alternative development process	100
1.6	Closing Processes	✓ Complete	7/19/23	7/9/24	Ordinance was approved by Council on 7/9/24. Project Complete.	100

Sustainability and Fiscal Strategy

Municipal Water System FY 23

To analyze and recommend options for the continued operation of the system currently and at the end of lease with San Jose Water Company in November 2022.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$181,500.00	\$181,500.00	\$168,498.00	\$13,002.00	7/11/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✔ Complete	11/2/20	3/1/22	Researched Legal and other requirements if system is leased, sold or City Operated in the future.	100
1.3	Planning Phase	● In Progress	9/21/21	9/30/24	Original RFP issued on 12/14/21. RFP process was cancelled on 3/3/22 and then re-issued in July 2023. Staff is preparing to present the proposal to the City Council in July 2024.	99
1.4	Closing Processes	○ Future	8/6/24	9/30/24	Project to be completed after Council consideration in July.	0

Transportation

Bicycle Facilities FY 23

Increase the inventory of bicycle facilities and amenities, such as bike racks, citywide.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Bicycle Pedestrian Commission	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	7/7/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✔ Complete	10/5/22	2/15/23	Research bike rack and installation requirements	100
1.3	Outreach	● In Progress	10/19/22	10/16/24	Gathering feedback and recommendations from commissions	60
1.4	Planning Phase	● In Progress	9/4/23	10/31/24	BPC Subcommittee and Rotary performing outreach with private businesses to allow bike rack installation on private property.	28
1.5	Execution Phase	○ Future	7/31/24	9/30/24	Purchase and install bike racks	0
1.6	Closing Processes	○ Future	6/30/25	6/30/25	Project will be complete once bike racks are installed.	0

Quality of Life

5G Ordinance FY 23

Adopt regulations based on aesthetics.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
N/A	\$0.00	\$0.00	\$0.00	\$0.00	7/2/24	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✔ Complete	7/1/22	9/30/22	Researched 5G ordinance regulations in other cities.	100
1.3	Planning Phase	● In Progress	4/1/23	10/1/24	Staff is finalizing a municipal code update based on input from City Council at the 12/6/22 CC meeting. This update will govern the installation of wireless small cell facilities within the Public Right of Way. This will go to Council by Fall 2024.	80
1.4	Closing Processes	○ Future	11/1/24	12/17/24		0

Quality of Life





Residential and Mixed Use Residential Design Standards FY 23

Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.

Details

Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Planning Commission	\$240,000.00	\$240,000.00	\$50,274.00	\$189,726.00	6/24/24	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.3	Outreach	 In Progress	7/1/24	12/31/24	Staff will be conducting outreach after project kickoff.	0
1.2	Procurement	 Complete	10/9/20	4/30/24	RFP sent out in Oct 2020. Proposals evaluated and RRM Design Group was selected for this project, but was put on hold in October 2023. RRM Design Group contract terminated in late 2023. Council approved a new agreement with Placeworks in April 2024.	100
1.4	Execution Phase	 In Progress	5/15/24	12/31/24	Project completion expected December 2024.	0
1.5	Closing Processes	 Future	12/1/24	10/30/25	Complete project	0

Public Engagement and Transparency

Cybersecurity Public Education FY 23

Provide education on cybersecurity to City residents, guests and businesses.

Details

Project Size	Commission	Estimated Budget	Allocated Budget	Budget Expended/ Encumbered	Budget Remaining	Last Updated	Lead Department
Small	Technology Information and Communications Commission	\$7,500.00	\$7,500.00	\$1,314.29	\$6,185.71	11/8/23	Innovation Technology

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Research	✓ Complete	8/3/22	3/1/23	TIC Subcommittee established. Performed research on event type and possible speakers	100
1.3	Outreach	✓ Complete	3/2/23	6/7/23	A community event aimed to provide cybersecurity education through panel presentations and high school student science fair.	100
1.4	Execution Phase	✓ Complete	6/21/23	9/16/23	Complete. Event was held on Sept 16 at Community Hall with roughly 50 attendees.	100
1.5	Closing Processes	✓ Complete	9/18/23	9/22/23	Project Complete	100