



## CITY MANAGER'S OFFICE

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### CITY COUNCIL INFORMATIONAL MEMORANDUM

Meeting: March 19, 2024

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

Re: Second Quarterly Update for FY 23-25 City Work Program

#### Reasons for Recommendation

This report focuses on updates from October 2023 through February 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. The remaining nine projects will be considered for funding as part of the budget adoption in April/May 2024. Attachment A includes updates for all funded projects in FY 2023-2024. These updates can also be viewed on the City Work Program Dashboard at [cupertino.org/cityworkprogram](https://cupertino.org/cityworkprogram).

Below are highlights from high priority items:

Vision Zero: Staff has been progressing with the development of the draft Vision Zero Policy and Action Plan. This has included the successful hosting of two community meetings, one stakeholder meeting and one Bicycle Pedestrian Commission (BPC) meeting. The draft plan will be available for public review next week on the city's website, and staff will be presenting the plan to the BPC on March 20 for discussion and feedback. Staff anticipates completing the Final Plan and bringing it to the City Council for adoption in April.

Tree List: Community Development and Public Works staff have developed a plan to revise the City's tree list for both public and private trees and native species. They are developing an RFP with publishing expected in June 2024.

#### Public Safety in Both Residential/Commercial Areas:

**License Plate Readers** – The County of Santa Clara recently adopted new policies related to data sharing and automated license plate readers. The City and the Sheriff's Office are reviewing the updated policies for implementation and possible integration into the general law enforcement agreement.

***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 will support 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.

***Commercial Corridor Safety*** – The City has supported the Sheriff's Office with the implementation of a new commercial corridor initiative to prevent and respond to criminal activity at local businesses. The Sheriff's Office has implemented a commercial burglary prevention program that is serving Cupertino businesses and build relationships between the City, law enforcement, and business owners around safety.

Senior Services and Youth Engagement: Staff has developed intergenerational engagement programs and events to facilitate fun and engaging opportunities connecting seniors with youth and their families. Here are some highlights:

***Intergenerational Celebration*** – On October 20, 2023, the Cupertino Senior Center and the Cupertino Change Agents, a youth-based Cupertino non-profit organization, collaborated to create an event celebrating intergenerational engagement. Adults 50+ enjoyed musical performances by members of the organization and participated in a variety of activities including cookie decorating and craft projects.

***Thanksgiving Youth Art Celebration*** – During the month of November, “What Thanksgiving Looks like for You,” a seasonal art exhibit comprised of paintings from teen artists of the Youth of Suha Suha Art Studio, was displayed at the Cupertino Senior Center lobby for all to enjoy.

Senior Strategy Assessment: Survey results were analyzed from a Community Assessment Survey for Older Adults (CASOA) to better understand the contributions that adults [50+] make to their communities, as well as the needs they have and challenges they experience.

The areas in which the city ratings were lower than benchmark comparisons were:

- Cost of living in your community
- Availability of affordable quality housing

The areas in which the city rating was higher than benchmark comparisons were:

- Overall economic health of your community
- Overall opportunities for education, culture, and the arts
- Opportunities to build work skills
- Availability of accessible housing (e.g., homes with a no step entry, single-floor living, wide hallways and doorways)
- Opportunities to enroll in skill-building or personal enrichment classes

DOLA: Staff is developing a standardized process to transition last fiscal year's successful Dogs Off Leash Area (DOLA) trial location into permanent programs with the Parks and

Recreation Department implementing a permitting process. A list of amenities requests was received from DOLA groups and the options were assessed and prioritized. Benches will be installed at the Linda Vista and Jollyman DOLA locations.

Preserve existing and develop new BMR/ELI Housing: On February 6, the City Council voted to enter into an Exclusive Negotiation Agreement (ENA) with a developer team consisting of registered California non-profits focused on affordable housing development. The developer team will hold public outreach meetings in coordination with the City, develop the scope, and present plans to the City for review and approval. Both parties will work to develop the terms of a ground lease, disposition and development agreement (DDA), affordability covenants, and related documents by the end of 2024.

Housing Element Update: The third draft housing element was submitted to HCD in February. Staff anticipates receiving comments from HCD and completing the Final Housing Element in April 2024.

Study Session on City-Owned Properties: On March 19, staff will present a comprehensive review of all City-owned properties. This will provide details on key City properties, with recommendations for next steps pending Council direction.

Completed items:

- Budget Audit
- Council Governance Reform Package
- Analyze Potential Revenue Resources

Next Steps

The FY 24-25 City Work Program is tentatively scheduled to be discussed at the April 3 City Council meeting. At this meeting, Council will have the opportunity to discuss potential modifications to the FY 23-25 City Work Program. For more information on the City Work Program and to view previous quarterly updates, please visit [cupertino.org/cityworkprogram](http://cupertino.org/cityworkprogram).

**Sustainability Impact**

There are no sustainability impacts associated with this update.

**Fiscal Impact**

There are no fiscal impacts associated with this update.

**California Environmental Quality Act**

Not applicable.

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Prepared by: Astrid Robles, Senior Management Analyst

Reviewed by: Tina Kapoor, Deputy City Manager

Matt Morley, Assistant City Manager  
Chris Jensen, City Attorney

Approved by: Pamela Wu, City Manager

Attachments:

A – FY 23-25 City Work Program Q2 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|-------------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| Bicycle Pedestrian Commission | \$100,000.00     | \$100,000.00     | \$79,800.00                    | \$20,200.00      | 3/6/24       | 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          | ● In Progress | 3/5/23     | 3/20/24  | Vision Zero website developed and made live in May. Community outreach meetings completed. Bicycle Pedestrian Commission in March. | 75          |
| 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   | ● In Progress | 1/5/23     | 4/9/24   | Developing draft Vision Zero policy resolution and draft report. Staff anticipating bringing the report to Council in April 2024.  | 80          |
| 1.6 | Closing Processes | ○ Future      | 4/30/24    | 4/30/24  | Project will be complete upon Council adoption.  | 0           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department          |
|------------|------------------|------------------|--------------------------------|------------------|--------------|--------------------------|
| N/A        | \$50,000.00      | \$50,000.00      | \$0.00                         | \$50,000.00      | 3/8/24       | Community<br>Development |

### Updates

| #   | Task              | Status                                       | Task Start | Task End | Update  | % Completed |
|-----|-------------------|--|------------|----------|---|-------------|
| 1.2 | Planning          | <input checked="" type="radio"/> In Progress | 1/1/24     | 6/30/24  | 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 June 2024. | 15          |
| 1.3 | Execution Phase   | <input type="radio"/> Future                 | 6/30/24    | 12/27/24 |   | 0           |
| 1.4 | Closing Processes | <input type="radio"/> Future                 | 12/27/24   | 12/27/24 |   | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| N/A        | \$60,000.00      | \$60,000.00      | \$0.00                         | \$60,000.00      | 2/15/24      | 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    | 6/30/24  | Staff currently working on RFP with hopes to publish by June 2024. | 30          |
| 1.4 | Execution Phase   | ○ Future      | 6/30/24    | 12/30/24 |  | 0           |
| 1.5 | Closing Processes | ○ Future      | 12/30/24   | 1/30/25  |  | 0           |

# Quality of Life

## License Plate Readers

Conduct research, engage in outreach, identify location for placement and estimate cost of implementing an Automated License Plate Reader (ALPR) system in Cupertino.

### Details

| Commission               | Estimated Budget | Allocated Budget | Budget Expended/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Public Safety Commission | \$60,000.00      | \$60,000.00      | \$0.00                         | \$60,000.00      | 2/20/24      | City Manager's Office |

### Updates

| #   | Task              | Status                                       | Task Start | Task End | Update   | % Completed |
|-----|-------------------|--|------------|----------|--|-------------|
| 1.2 | Research          | <input checked="" type="radio"/> In Progress | 7/1/22     | 4/1/24   | The Santa Clara County Sheriff's Office and the Santa Clara County Board of Supervisors revised the Automated License Plate Readers policy in January 2024. City Staff are reviewing the policy and implications to Cupertino. | 90          |
| 1.3 | Outreach          | <input checked="" type="radio"/> In Progress | 2/1/24     | 9/30/24  | Staff have conducted public meetings with the TICC and Public Safety Commissions. Staff will develop outreach events including return to Commissions as planning and implementation begin.                                     | 50          |
| 1.4 | Planning Phase    | <input checked="" type="radio"/> In Progress | 2/1/24     | 9/30/24  | Staff are developing a project charter, scope and communication plan that meet the requirements of the SCC BOS policies.   | 50          |
| 1.6 | Design Phase      | <input type="radio"/> Future                 | 5/1/24     | 7/31/24  | Program draft will be developed based on results of research and outreach  | 0           |
| 1.5 | Procurement       | <input type="radio"/> Future                 | 5/1/24     | 7/31/24  | Request and evaluate proposals, select vendor and finalize contract  | 0           |
| 1.7 | Execution Phase   | <input type="radio"/> Future                 | 7/1/24     | 9/30/24  |  | 0           |
| 1.8 | Closing Processes | <input type="radio"/> Future                 | 9/1/24     | 9/30/24  |  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Public Safety Commission | \$10,000.00      | \$10,000.00      | \$0.00                         | \$10,000.00      | 2/20/24      | 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 potential Block Leaders.                                 | 100         |
| 1.3 | Planning Phase    | ● In Progress | 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..   | 85          |
| 1.4 | Design Phase      | ● In Progress | 7/1/23     | 6/30/24  | Staff have implemented strategies derived from best practices, including launching new community engagement programs such as Block Leader organized Personal and Family Preparedness classes. As events occur, staff will adjust for constant improvement. | 75          |
| 1.5 | Execution Phase   | ● In Progress | 11/30/23   | 6/30/24  | Recruitment events began in November and are scheduled through June 2024. A grant extension is a possibility.  | 55          |
| 1.6 | Closing Processes | ○ Future      | 6/1/24     | 6/30/24  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Public Safety Commission | \$0.00           | \$0.00           | \$0.00                         | \$0.00           | 2/20/24      | 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 | Planning Phase    | ● In Progress | 1/1/24     | 4/29/24  | Coordination with Santa Clara County Sheriff's Office is ongoing.   | 90          |
| 1.4 | Design Phase      | ● In Progress | 2/1/24     | 4/30/24  | City staff are supporting the Santa Clara County Sheriff's Office in the launch of a commercial corridor retail theft suppression program.  | 90          |
| 1.5 | Execution Phase   | ● In Progress | 2/1/24     | 6/30/24  | The retail theft suppression program launched operations in February 2024. Evaluation and improvement in the program is ongoing in coordination with the Santa Clara County Sheriff's Office. | 50          |
| 1.6 | Closing Processes | ○ Future      | 6/1/24     | 6/30/24  |   | 0           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department      |
|-----------------|------------------|------------------|--------------------------------|------------------|--------------|----------------------|
| Teen Commission | \$0.00           | \$0.00           | \$0.00                         | \$0.00           | 2/15/24      | Parks and Recreation |

### Updates

| #   | Task              | Status                                       | Task Start | Task End | Update  | % Completed |
|-----|-------------------|--|------------|----------|---|-------------|
| 1.2 | Planning Phase    | <input checked="" type="radio"/> In Progress | 7/1/23     | 6/30/24  | Develop a preliminary plan to present senior needs from the survey results and present to applicable parties    | 35          |
| 1.3 | Closing Processes | <input type="radio"/> Future                 | 6/1/24     | 6/30/24  | Develop a plan to address identified priorities and perform ongoing assessment of existing resources to Seniors | 0           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department      |
|-----------------|------------------|------------------|--------------------------------|------------------|--------------|----------------------|
| Teen Commission | \$20,000.00      | \$20,000.00      | \$1,942.39                     | \$18,057.61      | 3/6/24       | 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    | ● In Progress | 10/1/23    | 6/20/24  | Staff carry out program logistics and prepare for events   | 50          |
| 1.4 | Advertising       | ● In Progress | 10/1/23    | 6/20/24  | Information about intergenerational events posted on social media, schools, on the City's Winter/Spring/Summer Recreation Guides | 32          |
| 1.5 | Execution Phase   | ● In Progress | 10/20/23   | 6/30/24  | Staff to prepare and hold intergenerational events   | 50          |
| 1.6 | Closing Processes | ○ Future      | 6/1/24     | 6/30/24  | Continue developing and offer on-going programs at the Senior Center   | 0           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department         |
|------------------------------------|------------------|------------------|--------------------------------|------------------|--------------|-------------------------|
| Parks and Recreation<br>Commission | \$5,000.00       | \$5,000.00       | \$575.26                       | \$4,424.74       | 2/15/24      | Parks and<br>Recreation |

### Updates

| #   | Task              | Status        | Task Start | Task End | Update  | % Completed |
|-----|-------------------|---------------|------------|----------|---|-------------|
| 1.2 | Planning Phase    | ✓ Complete    | 7/1/23     | 2/1/24   | Meet with DOLA groups to discuss transition of trial programs and continue researching similar programs | 100         |
| 1.3 | Execution Phase   | ● In Progress | 3/1/24     | 5/30/24  | Follow up with DOLA groups and continue working on operational standardized process                     | 0           |
| 1.4 | Closing Processes | ○ Future      | 6/3/24     | 6/30/24  | Parks and Recreation will implement permitting process in house   | 0           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department      |
|--------------------------|------------------|------------------|--------------------------------|------------------|--------------|----------------------|
| Parks and Rec Commission | \$0.00           | \$0.00           | \$0.00                         | \$0.00           | 2/15/24      | Parks and Recreation |

### Updates

| #   | Task            | Status        | Task Start | Task End | Update   | % Completed |
|-----|-----------------|---------------|------------|----------|--|-------------|
| 1.2 | Research        | ✓ Complete    | 7/1/23     | 12/31/23 | Review list of requests from DOLA groups                                   | 100         |
| 1.3 | Planning Phase  | ● In Progress | 1/1/24     | 3/1/24   | Assess options and determine which improvements to prioritize              | 75          |
| 1.4 | Execution Phase | ● In Progress | 2/1/24     | 6/28/24  | Procure and install benches at the Linda Vista and Jollyman DOLA locations | 20          |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|---------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Planning Commission | \$250,000.00     | \$250,000.00     | \$15,278.00                    | \$234,722.00     | 3/7/24       | 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. | 75          |
| 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| N/A        | \$90,000.00      | \$90,000.00      | \$0.00                         | \$90,000.00      | 3/7/24       | City Manager's Office |

### Updates

| #   | Task              | Status                                       | Task Start | Task End | Update   | % Completed |
|-----|-------------------|--|------------|----------|--|-------------|
| 1.2 | Research          | <input checked="" type="radio"/> In Progress | 7/1/23     | 3/30/24  | Work on City Hall and Byrne is in progress. Other properties will begin in early 2024.   | 54          |
| 1.4 | Outreach          | <input checked="" type="radio"/> In Progress | 7/1/23     | 12/30/24 | Staff took options for City Hall (Oct 17) and Byrne (July 6) to the City Council. The next update will be taken to the City Council on March 19, 2024. | 25          |
| 1.3 | Procurement       | <input checked="" type="radio"/> In Progress | 8/14/23    | 5/30/24  | Byrne Ave Property Sale anticipated in May 2024  | 15          |
| 1.5 | Closing Processes | <input type="radio"/> Future                 | 4/29/24    | 5/31/24  | Close Project  | 0           |



# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|---------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Planning Commission | \$1,687,116.00   | \$1,687,116.00   | \$644,293.31                   | \$1,042,822.69   | 3/7/24       | Community Development |

### Updates

| #   | Task              | Status  | Task Start | Task End | Update   | % Completed |
|-----|-------------------|---|------------|----------|--|-------------|
| 1.2 | Outreach          |  In Progress   | 5/19/20    | 4/30/24  | Conducted 31 study sessions/public hearings with Housing Commission/Planning Commission/City Council/CEP-Strategic Advisory Committee as of September 2023. Housing Element update presented to Council on July 25. Council dissolved the CEP- SAC on 1/25/23. | 98          |
| 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   |  In Progress | 4/30/21    | 4/30/24  | Draft Housing Elements submitted in February and October 2023 and February 2024. Staff anticipates receiving comments from HCD in April 2024 and Final Housing Element document anticipated to be completed in April 2024.                                     | 90          |
| 1.5 | Closing Processes |  Future      | 4/20/24    | 4/30/24  | Housing Element to be taken to the City Council in April 2024.   | 0           |

# 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/<br>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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| N/A        | \$0.00           | \$0.00           | \$0.00                         | \$0.00           | 3/8/24       | 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     | 5/30/24  | Staff will be reaching out to commissions for input on Criteria.               | 15          |
| 1.4 | Execution Phase   | ● In Progress | 2/1/24     | 5/30/24  | Staff presented this item to the City Council at the 3/5 City Council meeting. | 75          |
| 1.5 | Closing Processes | ○ Future      | 5/30/24    | 6/30/24  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department         |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-------------------------|
| N/A        | \$10,000.00      | \$10,000.00      | \$10,000.00                    | \$0.00           | 2/29/24      | Administrative Services |

### Updates

| #   | Task              | Status                                       | Task Start | Task End | Update   | % Completed |
|-----|-------------------|--|------------|----------|--|-------------|
| 1.2 | Research          | <input checked="" type="radio"/> In Progress | 11/1/23    | 3/15/24  | Gather and submit policies to the City's internal auditor, Moss Adams, for review. The auditor will issue a report with recommendations. | 50          |
| 1.3 | Execution Phase   | <input type="radio"/> Future                 | 4/1/24     | 6/30/24  | Will be reviewing policy inventory with Audit Committee Spring 2024. Staff anticipating bringing this to Council in June 2024.           | 0           |
| 1.4 | Closing Processes | <input type="radio"/> Future                 | 6/30/24    | 6/30/24  |  | 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/<br>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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Housing Commission | \$50,000.00      | \$50,000.00      | \$0.00                         | \$50,000.00      | 3/7/24       | 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    | 6/30/24  | 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. | 50          |
| 1.4 | Closing Processes | ○ Future      | 6/30/24    | 6/30/24  |  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department         |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-------------------------|
| N/A        | \$45,000.00      | \$45,000.00      | \$45,000.00                    | \$0.00           | 2/29/24      | Administrative Services |

### Updates

| #   | Task              | Status        | Task Start | Task End | Update  | % Completed |
|-----|-------------------|---------------|------------|----------|---|-------------|
| 1.2 | Research          | ✓ Complete    | 7/1/23     | 8/30/23  | All high-risk fiscal policies, as identified in the fiscal and inventory gap analysis report by the City's internal auditor, Moss Adams, have been revised and adopted. | 100         |
| 1.3 | Execution Phase   | ● In Progress | 9/1/23     | 6/30/24  | Staff is finalizing edits to existing policies identified as medium to low risk as part of the fiscal policy and inventory gap analysis report.                         | 80          |
| 1.4 | Closing Processes | ○ Future      | 6/30/24    | 6/30/24  |   | 0           |

# Sustainability and Fiscal Strategy

## Budget Audit

Audit the Budget and Budget Policies.

### Details

| Commission | Estimated Budget | Allocated Budget | Budget Expended/<br>Encumbered | Budget Remaining | Last Updated | Lead Department            |
|------------|------------------|------------------|--------------------------------|------------------|--------------|----------------------------|
| N/A        | \$15,000.00      | \$15,000.00      | \$15,000.00                    | \$0.00           | 11/8/23      | Administrative<br>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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|-------------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| Bicycle Pedestrian Commission | \$40,000.00      | \$40,000.00      | \$40,000.00                    | \$0.00           | 2/12/24      | 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 | ● In Progress | 7/19/23    | 5/7/24   | Will be presenting memo on alternatives to the City Council in May 2024                   | 5           |

# 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| N/A        | \$181,500.00     | \$181,500.00     | \$160,704.00                   | \$20,796.00      | 2/15/24      | 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 June 2024. | 87          |
| 1.4 | Closing Processes | ○ Future      | 8/6/24     | 9/30/24  |  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|-------------------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| Bicycle Pedestrian Commission | \$50,000.00      | \$50,000.00      | \$0.00                         | \$50,000.00      | 2/21/24      | 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   | 4/17/24  | Gathering feedback and recommendations from commissions | 57          |
| 1.4 | Planning Phase    | ● In Progress | 10/5/22    | 4/17/24  | Developing bike rack design and location list           | 79          |
| 1.5 | Execution Phase   | ○ Future      | 4/17/24    | 6/30/24  | Install bike racks                                      | 0           |
| 1.6 | Closing Processes | ○ Future      | 6/30/24    | 6/30/24  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department |
|------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------|
| N/A        | \$0.00           | \$0.00           | \$0.00                         | \$0.00           | 11/8/23      | 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     | 9/1/24   | 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 Summer 2024. | 15          |
| 1.4 | Closing Processes | ○ Future      | 9/1/24     | 10/15/24 |  | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|---------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Planning Commission | \$240,000.00     | \$240,000.00     | \$196,197.22                   | \$43,802.78      | 3/7/24       | Community Development |

### Updates

| #   | Task              | Status   | Task Start | Task End | Update  | % Completed |
|-----|-------------------|--|------------|----------|---|-------------|
| 1.2 | Procurement       | <span style="color: green;">●</span> In Progress | 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. Staff anticipates bringing new agreement with Placeworks to Council in April 2024. | 80          |
| 1.3 | Execution Phase   | <span style="color: green;">●</span> In Progress | 6/1/21     | 12/30/24 | The project had been on hold. Project completion expected December 2024.  | 50          |
| 1.4 | Closing Processes | <span style="color: green;">●</span> In Progress | 1/30/24    | 12/30/24 | 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/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------|--|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Small        | Technology Information and Communications Commission | \$7,500.00       | \$7,500.00       | \$952.29                       | \$6,547.71       | 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         |

# Quality of Life

## General Plan Authorization Process FY 23

Evaluate the existing City Council authorization process for General Plan Amendment projects.

### Details

| Project Size | Commission          | Estimated Budget | Allocated Budget | Budget Expended/<br>Encumbered | Budget Remaining | Last Updated | Lead Department       |
|--------------|---------------------|------------------|------------------|--------------------------------|------------------|--------------|-----------------------|
| Small        | Planning Commission | \$6,500.00       | \$6,500.00       | \$1,145.00                     | \$5,355.00       | 11/8/23      | Community Development |

### Updates

| #   | Task              | Status     | Task Start | Task End | Update   | % Completed |
|-----|-------------------|------------|------------|----------|--|-------------|
| 1.2 | Research          | ✓ Complete | 7/7/20     | 12/15/20 | Research existing documentation and processes of other jurisdictions.  | 100         |
| 1.3 | Outreach          | ✓ Complete | 7/7/20     | 11/5/20  | Council Study Session on 7/7/2020  | 100         |
| 1.4 | Execution Phase   | ✓ Complete | 10/1/20    | 5/12/21  | Prepared materials for hearings  | 100         |
| 1.5 | Closing Processes | ✓ Complete | 12/8/20    | 6/30/23  | PC hearing on 1/12/21 with recommendation presented to Council on 2/2/21. Went back to Council on 8/17/21. This item was not prioritized by Council and not continued to FY 23-24. | 100         |