

CC 04-03-2024

#1

FY2023-2025 City Work  
Program

Supplemental Report



## CITY MANAGER'S OFFICE

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### CITY COUNCIL STAFF REPORT

#### SUPPLEMENTAL 1

Meeting: April 3, 2024

#### Agenda Item #1

#### Subject

*Two-year FY 2023-2025 City Work Program*

#### Recommended Action

*Reaffirm and accept minor modifications to the two-year FY 2023-2025 City Work Program*

#### Background:

**Staff's responses to questions received from councilmember are shown in italics.**

Q1: The staff report states "five of the 26 projects have been completed and 10 more projects are expected to be completed by the end of this fiscal year. ...Staff recommends that the City Council reaffirm its commitment to completing a two-year CWP as adopted in April 2023. This will include the following 11 projects on the adopted FY 23-25 CWP that will be ongoing next year". This means all of the 11 projects proposed by the staff are the remaining 11 projects from the 2-year work program. The staff did not propose any new project, right?

During the prep session, I was under the impression that the staff proposed some new projects and some of the remaining items on the FY 23-25 will be dropped or not considered this year. So, I am confused. Please clarify. **(Councilmember Chao)**

*Staff response: All 20 proposed projects for FY 24-25 are included in Attachment C. The first 11 projects are currently in progress and will continue into next year. Staff recommends adding the additional nine projects, which are either proposed by a Commission, on hold from last year, or requested by councilmembers, as listed below:*

<b>Proposed by Commissions</b>	<ul style="list-style-type: none"><li>• Art in Public and Private Areas <i>(Proposed by Arts and Culture Commission)</i></li><li>• Speed Limit Lowering (AB 43) <i>(Proposed by Bike Ped Commission)</i></li></ul>
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	<ul style="list-style-type: none"> <li>• Homestead Bike Lane Study &amp; Safe Routes to School (Proposed by Bike Ped Commission)</li> <li>• Poet Laureate Playbook Update (Proposed by Library Commission)</li> <li>• Electrification Study (Proposed by Sustainability Commission)</li> </ul>
<b>FY 23-25 Items On-Hold</b>	<ul style="list-style-type: none"> <li>• Recycled Water Feasibility Study (Proposed by Library and Sustainability Commissions)</li> <li>• The Rise: Construction stakeholder engagement</li> <li>• New Bike Ped Plan (Proposed by Teen and Bike Ped Commissions)</li> </ul>
<b>Requested by Councilmembers</b>	<ul style="list-style-type: none"> <li>• Sign Ordinance (Requested at various Council meetings)</li> </ul>

Q2: We are in the process of reducing the city services and increasing fees to cut down cost. I hope to have a better picture on the cost for the study session. For the ones from the FY 2023-25, I suppose we already have some estimates from last year. If we are considering any new item, please provide at least some ballpark estimate of the cost of each proposed item.  
(**Councilmember Chao**)

*Staff response: The budget for next year's work program will be considered in May in conjunction with the entire proposed budget for FY 24-25. All budget details for existing FY 23-25 City Work Program (CWP) items can be found at [cupertino.org/cityworkprogram](http://cupertino.org/cityworkprogram).*

Q3: Since the Council has adopted the two-year work program for FY 2023-2025 at the recommendation of the staff, I was not aware that the Commissioners are still encouraged to propose new work program items this year. Please clarify the confusion. (**Councilmember Chao**)

*Staff response: Each Commission, in their advisory capacity, had the opportunity to review the existing CWP and recommend adjustments to Council as outlined in the Commissioners Handbook.*

Q4: Please provide a recap of the two-year work program process, including the reason for revisiting it at the one-year mark (this report). (**Councilmember Chao**) (**paraphrased**)

*Staff response: Based on Council input when the work program was created last year, the cycle for renewing the work program was set at two years. The Council also directed review of the work program at the one-year mark and, as advisory bodies to the Council, Commissions were provided a constrained opportunity to provide their insight. The intent of this review is to provide for a conversation on the status of projects and for minor adjustments based on progress and priorities. A goal-setting session will occur next year where Council will create and adopt the FY 25-27 CWP. This will be a much more involved process.*

The original attachments were revised with minor corrections and are included with this

Supplemental Report:

A – Revised FY 2023-25 City Work Program as Adopted April 2023 and Status Updates

B – Revised Commission Proposals

C – Revised Proposed FY 2024-2025 City Work Program

FY 2023-2025 City Work Program as Adopted April 2023 with Status Updates			
#	Project	Description	Status/Updates
<b>Completed Items</b>			
1	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	Completed
2	City-Owned Properties	Inventory and assess existing facilities and prepare a long-range planning report for three City-owned properties (including, but not limited to Blesch, Byrne, and Stocklemeir).	Completed
3	Analyze Revenue Tax Measures	Analyze potential revenue resources such as transient occupancy tax, sales tax, property tax, utility users' tax, the City-owned municipal water system, and potential lease/rental income to address possible future financing challenges.	Completed
4	Budget Audit	Audit the Budget and Budget Policies.	Completed
5	Cybersecurity Public Education (FY 23)	Provide education on cybersecurity to City residents, guests, and businesses.	Completed
<b>Expected to be Completed by June 30, 2024</b>			
6	Vision Zero	Develop a Vision Zero Policy and Action Plan and hire a consultant. 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.	Anticipated completion: April 2024
7	Public Safety (Commercial Corridor)	Explore best practices to deter crime in commercial areas and bring options to Council.	Anticipated completion: June 2024  An info memo with details of the suggested program will be posted on the City webpage by June 30, 2024.
8	Senior Survey	Assess survey results and develop a plan to increase awareness of programs and services for seniors based on gaps identified by the survey.	Anticipated completion: June 2024  The survey closed in Spring 2023 and the analysis concluded in Fall 2023. The survey results were analyzed and show that the City ranks high in awareness of programs and services for seniors. Staff is excited to know that information is being received by our senior community and will continue to market similarly. An info memo with details of the survey and analysis will be posted on the City webpage by June 30, 2024.
9	Senior Services and Youth Engagement	Connect seniors with youth and their families with inclusive activities.	Anticipated completion: June 2024  The City hosts various opportunities throughout the year for inter-generational engagement. The Parks and Rec Commission, Senior Advisory Council, Teen Commission, and Senior Center Volunteers provide feedback and input on these events on a regular basis. On an as-needed basis, the City considers cost, need, and experience when partnering with other organizations to host these events.
10	DOLA	Transition successful trial DOLA programs to permanent programs with a staff level permitting process housed in Parks and Rec.	Anticipated completion: June 2024

FY 2023-2025 City Work Program as Adopted April 2023 with Status Updates			
#	Project	Description	Status/Updates
11	DOLA Amenities	Amenities for DOLA programs in City parks, e.g., water facilities for dogs, fencing, benches, etc.	Anticipated completion: June 2024
12	Housing Element	Update Housing Element and complete rezoning, General Plan Amendments and EIR by December 2023.	Anticipated completion: April 2024
13	Commission Governance Reform Package	1. Revised Commissioners' 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	Anticipated completion: June 2024
14	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.	Anticipated completion: May 2024
15	Bicycle Facilities (FY 23)	Increase the inventory of bicycle facilities and amenities, such as bike racks, citywide.	Anticipated completion: June 2024
Ongoing Two-Year Projects Carrying into FY 24-25			
16	Tree List (CDD)	Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species.	Estimated completion: December 2024  This project was on hold until after completion of the Housing Element.
17	Tree List (PW)	Project Phases: 1) Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 2) Develop an Urban Forest program scope and cost for future consideration.	Estimated completion: January 2025
18	Public Safety (License Plate Readers)	Deploy City-owned automated license plate readers (ALPR) and implement policies to allow neighborhood-owned ones.	Estimated completion: September 2024  This project was on hold pending County update to ALPR policy, which was updated in January 2024. A progress update will be going to Public Safety Commission in July 2024.
19	Public Safety (Block Leader)	Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.	Estimated completion: October 2024  The City received a grant to increase community cohesion and resilience. The City is using these funds to enhance the Block Leader program as set forth in the established requirements for active Block Leaders in FY 23, which can be found on the Block Leader webpage.
20	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.	Estimated completion: January 2025
21	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.	Estimated completion: December 2024

FY 2023-2025 City Work Program as Adopted April 2023 with Status Updates			
#	Project	Description	Status/Updates
22	Fiscal Procedures and Policies Handbook	Develop the handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.	Estimated completion: December 2024
23	Support for the Unhoused	Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.	Estimated completion: September 2024
24	Municipal Water System	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 September 2024.	Estimated completion: September 2024
25	5G Ordinance	Update 5G Ordinance	Estimated completion: Summer/Fall 2024
26	Residential and Mixed Use Residential Design Standards	Create objective design standards for residential projects, including ensuring adequate buffers from neighborhood low-density residential development.	Estimated completion: December 2024
FY 23-25 Unfunded Projects On Hold			
27	Recycled Water Feasibility Study	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Staff recommends adding this item to the proposed CWP to inform planned irrigation improvements at Blackberry Farm Golf Course.
28	The Rise: Construction Stakeholder Engagement	Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	Staff recommends adding this item to the proposed CWP as this project is ongoing.
29	Revise and Update Heart of the City Special Area	Prioritize following completion of Housing Element: 1. Address effect of AB 2011 and build on Housing Element goals to facilitate housing production in transit-oriented locations 2. Tailor permissible uses to revitalize local public-facing commercial uses (retail/restaurant/entertainment/professional office, etc.)	Staff recommends keeping this project on hold due to its high cost and limited staff capacity.
30	Homelessness Jobs Project and Transitional Housing	Continue the Homeless Jobs program for two individuals for the third year. Revisit for review and consider Transitional Housing.	Staff recommends not continuing this item due to its high cost and limited staff capacity.
31	Privacy Screening and Balconies Code	Prioritize following completion of Housing Element: Muni Code (Ch.19.28: R-1 Zones) Privacy Screening and Balconies. Update privacy planting list to be climate appropriate/native.	Staff recommends keeping this project on hold due to limited staff capacity.
32	Pond Repurposing at Blackberry Farm	Repurposing ponds at Blackberry Farm, focus on groundwater recharge.	Staff recommends keeping this project on hold as this is a future project on the CIP 5-year plan
33	New Bike Ped Plan	1) Update the current Bicycle and Pedestrian Plans and combine them to create a comprehensive Active Transportation Plan. 2) Consider Complete Streets concepts to enhance the interface between Active Transportation improvements and public and private transportation systems.	Staff recommends adding this item to the proposed CWP as plans are generally updated every five years.
34	Real Estate Purchasing Policy	Create Real Estate Purchasing Policy	Staff recommends keeping this project on hold due to limited staff capacity.
35	I-280 Stretch as Scenic Highway	Establish/maintain I-280 as scenic highway	Staff recommends keeping this project on hold due to limited staff capacity.

All Commission Proposals					
#	Commission	Project	Description	Staff Recommendation	Goal
1	Arts and Culture	Revise & Update Heart of the City Special Area	Include standards for early engagement of the AACC in the development process in evaluating uses to revitalize new and existing local public facing commercial uses (retail/restaurant/entertainment/professional office, etc.	Staff recommends considering this item in the future due to its high cost and limited staff capacity.	Quality of Life
2	Arts and Culture	Art in Public and Private Areas	Revisit Municipal Code standards for art in public and private development, including the standards in the Municipal Code and developing an Art-in-lieu fee policy.	Staff recommends adding this item and it is already on the proposed CWP.	Quality of Life
3	Bike Ped	Active Transportation Plan	1. Design a new Bicycle Pedestrian Plan to expand on the Bicycle and Pedestrian Plans 2. Integrate Complete Streets concepts to create a better interface between active transportation and VTA transit systems 3. Bicycle and vehicular parking standards revision	This item is duplicative with "New Bike Ped Plan", which is already on the proposed CWP.	Transportation
4	Bike Ped	Speed Limit Lowering (AB 43)	Lower speed limits where feasible pursuant to state adopted Assembly Bill 43	Staff recommends adding this item and it is already on the proposed CWP.	Transportation
5	Bike Ped	Homestead Bike Lane Study & Safe Routes to School	Support collaboration efforts on multi-jurisdictional projects along Homestead Road that include upgrading pedestrian and bicycle infrastructure.	Staff recommends adding this item and it is already on the proposed CWP.	Transportation
6	Housing	Affordable Housing Research Report & Database	Hire a third party consultant to provide a comprehensive research report on the various types of options for affordable housing, including ADUs, and create a database of information to make it easily accessible. Use community events to gather public input, and events with affordable housing builders.	Staff does not recommend adding this item as this work is done as part of the Housing Element.	Housing
7	Housing	WVCS Homeless Jobs Program	Support the WVCS Homeless Jobs Program, but would also like to consider other providers of similar programs to reduce the admin costs.	Staff does not recommend continuing this project due to its high cost.	Housing
8	Housing	Preserve Existing and Develop New BMR/ELI Housing	Support the existing CWP item to preserve existing and develop new BMR/ELI housing.	This item is in progress and currently on the CWP.	Housing
9	Library / Teen	Student Internship Program	Implement a program to provide internship opportunities for high school and community college students.	Staff does not recommend adding this item as the City currently has an internship pilot program with De Anza College	Public Engagement and Transparency



All Commission Proposals					
#	Commission	Project	Description	Staff Recommendation	Goal
10	Library	Poet Laureate Playbook Update	Update the Cupertino Poet Laureate Playbook to streamline processes, outline clear expectations, and expand applicant qualifications. The Playbook has not been updated since 2016.	Staff recommends adding this item and it is already on the proposed CWP.	Public Engagement and Transparency
11	Library / Sustainability	Recycled Water Feasibility Study	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Staff recommends adding this item and it is already on the proposed CWP.	Sustainability and Fiscal Strategy
12	Parks and Rec	Optimize Parks and Recreation Facilities	Review utilization of current facilities to determine where facilities are underutilized for increased utilization and/or potential revenue enhancement.	Staff does not recommend adding this item as this is done operationally on an ongoing basis.	Sustainability and Fiscal Strategy
13	Parks and Rec	Virtual Streaming of PRC Meetings	Investigate low-cost options for streaming and recording of Parks and Recreation Commission meetings.	Staff does not recommend adding this item as staff is currently reviewing the possibility for hybrid meetings.	Public Engagement and Transparency
14	Planning	Complete Streets Ordinance	Use the City of San Jose Complete Streets Ordinance as a starting point, so we're not starting from scratch	Staff does not recommend adding this item as the City already adopted a resolution (No. 18-034) establishing a Complete Streets policy that is still in effect today.	Transportation
15	Planning	Small Business Revitalization Ordinance	Create a "Small Business Revitalization" ordinance to support our small businesses, fill empty storefronts, and create a thriving city.	Staff does not recommend adding this item as this is done operationally on an ongoing basis.	Quality of Life
16	Planning	Simplify Permits for Minor Repairs and Small Projects	Streamline the process for obtaining permits for minor repairs and small projects. - Increase the number of online permits - Streamline permit process for small repairs and projects - Keep the permit scope only about the specific repair or project and don't add additional requirements	Staff does not recommend adding this item due to limited staff capacity.	Quality of Life
17	Public Safety	License Plate Readers	Deploy City-owned license plate readers and implement policies to allow neighborhood-owned ones.	This item is in progress and currently on the CWP.	Quality of Life

All Commission Proposals					
#	Commission	Project	Description	Staff Recommendation	Goal
18	Public Safety	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.	This item is in progress and currently on the CWP.	Quality of Life
19	Public Safety	Public Safety in Commercial Areas	Explore best practices to deter crime in commercial areas and bring options to Council.	This item is in progress and is expected to be completed this fiscal year.	Quality of Life
20	Sustainability	Electrification Study	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.	Staff recommends adding this item and it is already on the proposed CWP.	Sustainability and Fiscal Strategy
21	Sustainability	Consumption-Based Greenhouse Gas Inventory	Conduct an inventory of the greenhouse gases created by consumption from municipal operations	Staff recommends considering this item next fiscal year due to staffing capacity.	Sustainability and Fiscal Strategy
22	Teen	Youth Who Work	Encourage more youth and young adults in schools to work and also help small businesses to reduce the burden caused by higher minimum wages. For example, the City could provide \$2/hour to compensate local small businesses.	Staff does not recommend adding this item due to lack of research to support this model.	Quality of Life
23	Teen	New Bicycle Pedestrian Plan	1. Design a new Bicycle Pedestrian Plan to expand on the expired Bicycle and Pedestrian Plans 2. Integrate Complete Streets concepts to create a better interface between active transportation and VTA transit systems 3. Bicycle and vehicular parking standards revision	Staff recommends adding this item and it is already on the proposed CWP.	Transportation
24	TICC	Study to Improve City Governance Using AI	A study for the role of Artificial Intelligence in City Governance and how it can improve transparency and fiscal strategy.	Staff does not recommend adding this item due to budgetary constraints and scarcity of reference cases.	Sustainability and Fiscal Strategy
25	TICC	Educational Campaign for Camera Registry Program	An educational campaign to publicize the Santa Clara County Sheriff's Office's Camera Registry Program (CRP) to improve quality of life for residents.	Staff does not recommend adding this item as this is currently being worked on in the License Plate Reader item.	Quality of Life

Proposed FY 24-25 City Work Program			
Ongoing Projects			
#	Project	Description	Goal
1	Tree List (CDD)	Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species.	Sustainability and Fiscal Strategy
2	Tree List (PW)	Project Phases: 1) Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 2) Develop an Urban Forest program scope and cost for future consideration.	Sustainability and Fiscal Strategy
3	Public Safety (License Plate Readers)	Deploy City-owned license plate readers and implement policies to allow neighborhood-owned ones.	Quality of Life
4	Public Safety (Block Leader)	Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.	Quality of Life
5	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.	Housing
6	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	Public Engagement and Transparency
7	Fiscal Procedures and Policies Handbook	Develop the Handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.	Sustainability and Fiscal Strategy
8	Support for the Unhoused	Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.	Housing
9	Municipal Water System	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 September 2024.	Sustainability and Fiscal Strategy
10	5G Ordinance	Update 5G Ordinance	Quality of Life
11	Residential and Mixed Use Residential Design Standards	Create objective design standards for residential projects, including ensuring adequate buffers from neighborhood low-density residential development	Quality of Life
New Proposed Projects			
12	Art in Public and Private Areas (Proposed by Arts & Culture Commission)	Revisit Municipal Code standards for art in public and private development, including the standards in the Municipal Code and developing an Art-in-lieu fee policy.	Quality of Life
13	Speed Limit Lowering (AB 43) (Proposed by Bike Ped Commission)	Lower speed limits where feasible pursuant to State-adopted Assembly Bill 43	Transportation
14	Homestead Bike Lane Study & Safe Routes to School (Proposed by Bike Ped Commission)	Support collaboration efforts on multi-jurisdictional projects along Homestead Road that include upgrading pedestrian and bicycle infrastructure.	Transportation
15	Poet Laureate Playbook Update (Proposed by Library Commission)	Update the Cupertino Poet Laureate Playbook to streamline processes, outline clear expectations, and expand applicant qualifications. The Playbook has not been updated since 2016.	Quality of Life
16	Electrification Study (Proposed by Sustainability Commission)	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.	Sustainability and Fiscal Strategy
17	Recycled Water Feasibility Study (Proposed by Library and Sustainability Commissions)	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Sustainability and Fiscal Strategy
18	Sign Ordinance	Update Sign Ordinance	Quality of Life
19	The Rise: Construction Stakeholder Engagement	Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	Quality of Life
20	New Bike Ped Plan (Proposed by Teen & Bike Ped Commission)	1) Update the current Bicycle and Pedestrian Plans and combine them to create a comprehensive Active Transportation Plan. 2) Consider Complete Streets concepts to enhance the interface between Active Transportation improvements and public and private transportation systems.	Transportation

CC 04-03-2024

#4

March 19, 2024 Minutes

Supplemental Report



## **CITY MANAGER'S OFFICE**

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### **CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1**

Meeting: April 3, 2024

#### Agenda Item #4

##### Subject

Approve the March 19, 2024 City Council minutes

##### Recommended Action

Approve the March 19, 2024 City Council minutes

##### Background:

A correction was made to page 3 to change the regular meeting start time from 6:00 p.m. to 7:00 p.m. See redline attachment.

Attachments Provided with Original Staff Report:

- A. Draft Minutes

Attachments Provided with Supplemental 1:

- A. Amended Draft Minutes (redline)

- Supports exploring a possible reduction in all existing/new projects and all other service reduction fee increases.
- Supports proceeding with staff recommendation.
- Describe the actual full expense of specific projects; describe each of the restricted fund sources that some of these projects rely on or that they leverage, so it's understandable for the public.
- Supports shade structures, that are not having the same appearance throughout the City; Address question about park equity and equal distribution throughout the City.
- Supports golf renovation pond work and minimal repairs to the irrigation system and helping the environment; Supports looking at storm drains and the actual life of the culverts.

## **ADJOURNMENT**

At 6:55 p.m., Mayor Mohan adjourned the Special City Council Meeting.

## **REGULAR MEETING**

At 6:00 p.m., Mayor Sheila Mohan called the Regular City Council Meeting to order and led the Pledge of Allegiance in the Cupertino Community Hall Council Chamber, 10350 Torre Avenue and via teleconference.

## **ROLL CALL**

Present: Mayor Sheila Mohan, Vice Mayor J.R. Fruen, and Councilmembers Liang Chao, Kitty Moore, and Hung Wei. Absent: none.

**CLOSED SESSION REPORT** - None

**CEREMONIAL ITEMS** – None

**POSTPONEMENTS AND ORDERS OF THE DAY** – None

## **ORAL COMMUNICATIONS**

Written communications for this item included emails to Council.

The following people spoke:

CC 04-03-2024

#9

# Memorial Park Specific Plan

Supplemental Report



## PUBLIC WORKS DEPARTMENT

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### CITY COUNCIL STAFF REPORT

#### SUPPLEMENTAL 1

Meeting: April 3, 2024

#### Agenda Item 9

#### Subject

Memorial Park Specific Plan Design and the Parks and Recreation System Master Plan Initial Study/Mitigated Negative Declaration Addendum.

#### Recommended Action

1. Adopt Resolution No. 24-030, Addendum to the Parks and Recreation System Master Plan Initial Study/Mitigated Negative Declaration; and
2. Approve the Memorial Park Specific Plan Design.

#### Background:

**Staff's responses to questions received from councilmember[s] are shown in italics.**

Q1: How was the noise study done for the pickleball courts? **(Chao)**

*Staff response: Appendix E of the IS/MND Addendum (Attachment D) is the "Memorial Park Specific Plan (MPSP) Noise and Vibration Assessment" report. The methodology of the noise monitoring survey starts on page 14 of that appendix. In short, there were long-term and short-term noise measurements located throughout the park in the fall of 2023.*

Q2: Please provide the comparison table of noise levels as mentioned in the prep session. **(Chao)**

*Staff response: Appendix E of the IS/MND Addendum (Attachment D) is the MPSP Noise and Vibration Assessment" report. The code requirements, fundamentals of environmental noise, and typical noise levels can be found in that report. You may find table 4 on page 16 of that appendix to be relevant: Summary of Short-Term Noise Measurements (Report). (copied below)*



**TABLE 4 Summary of Short-Term Noise Measurements (dBA)**

Noise Measurement Location	Date, Time	Measured Noise Level, dBA					
		L <sub>max</sub>	L <sub>(1)</sub>	L <sub>(10)</sub>	L <sub>(50)</sub>	L <sub>(90)</sub>	L <sub>eq</sub>
ST-1: Memorial Park-Picnic Area	8/29/2023 12:35 p.m. to 12:50 p.m.	64	62	58	53	48	55
ST-2: Memorial Park – Event Lawn and Tennis Courts	8/29/2023 12:30 p.m. to 12:45 p.m.	60	53	49	46	45	47
ST-3: Memorial Park - Playground	9/1/2023 3:55 p.m. to 4:10 p.m.	68	62	59	56	55	57
ST-4: Memorial Park – Softball Field	9/1/2023 3:20 p.m. to 3:30 p.m.	71	69	68	65	54	65
ST-5 Memorial Park – Pickleball Courts	9/1/2023 3:10 p.m. to 3:20 p.m.	68	65	61	56	53	58
ST-6 Memorial Park – Tennis Courts	9/1/2023 3:40 p.m. to 3:50 p.m.	70	64	59	57	56	58

*Site ST-3, list above, was measured where the new pickleball courts are proposed to be located. Site ST-5 measurements were taken at the existing pickleball court location (see Figure 1 of the Report). The measured noise levels between the existing location and the proposed location were consistent, meaning that pickleball activities did not increase the noise level. Additional noise impacts in the area around the proposed pickleball court location are not anticipated.*

**Q3: How is one of the 5 tennis courts being utilized for pickleball and how is the utilization level? (Chao)**

*Staff response: All public City tennis courts are well-utilized in good weather conditions. Pickleball has permanent striping on one court at Memorial Park and a trial on another court at Memorial Park.*

**Q4: In order to add the pickleball fields, were there any features dropped or reduced in size? (Chao)**

*Staff response: The first “final” design presented to Council in June 2023 had 3 pickleball courts in the multi-age play area that replaced the softball field. Following direction from Council to retain the softball field, the design team was able to reorganize the final design, keeping all the proposed amenities. The “passive garden walk” is slightly reduced in size.*

**Q5: Please address how the noise from the proposed pickleball courts might be different from these ones mentioned below? (four web links regarding pickleball noise posted) (Chao)**

*Staff response: Noise from proposed Pickleball courts at Memorial Park may differ from other installations by (a) installation of sound mitigation measures that may be employed on the site, and (b) advances in “quiet products” for pickleball equipment which may be made to the game prior to the proposed pickleball courts being installed.*

Q6: A resident pointed out that the pickle ball players like the current arrangement where one tennis court is converted to 4 pickle ball courts. How about keeping the current arrangement so we don't take away more green space from Memorial Park? How about converging a tennis court elsewhere in the city to pickle ball court top, like one of the many courts in the sports center? **(Chao)**

*Staff response: During the public outreach for the project that occurred during 2022-2023, the public input consistently requested dedicated pickleball and tennis courts. “Dedicated pickleball courts” was the second most important feature chosen in the outreach, after “passive garden walk.”*

Q7: A resident complained about the lack of outreach. What kind of outreach has been done after the last Council meeting on this issue? Especially about the addition of pickleball field? Has the city notified the residents within 300 feet? Or does that requirement not apply? "Lack of community outreach: The city failed to engage our community in discussing the potential problems or exploring alternative options. This lack of transparency and communication demonstrates a disregard for the concerns and well-being of local residents."? **(Chao)**

*Staff response: The design process included extensive site analysis and community outreach, over a two-year period. The project team employed online surveys, in-person meetings and interviews, pop-up booths at major City events, etc. The community-preferred final concept was presented to City Council in June 2023. In consideration of public comments received at that meeting, the preferred design was approved by Council with the condition that the softball field remained in its current location and the new features included in the preferred design for that area be relocated.*

*A revised preferred final concept plan was available online for public review in August/September 2023. This was posted on EngageCupertino.Org and signage was posted at the park itself. In the updated design, the softball field remained in its existing location, as per Council's direction, in place of the previously proposed multi-age play area. Several new park amenities were relocated to other areas of the park, including four dedicated pickleball courts in the southeast corner of the park. Feedback received from the community during the public comment period for this design indicated that the number of pickleball courts should be increased to a total of eight to accommodate growing demand.*

Attachments Provided with Original Staff Report:

A - MPSP Report

B - MPSP Report Appendices

C - PRSMP IS-MND Addendum-MPSP

D - PRSMP IS-MND Addendum-MPSP Appendices B-F

E - Draft Resolution