



CITY MANAGER'S OFFICE

CITY HALL
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
 TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366
 CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: June 21, 2023

Subject

Consider list of agenda items requested by City Councilmembers (“TBD List”).

Recommended Action

Review the TBD list and modify the list as recommended below.

Reasons for Recommendation

The City Manager has maintained a list of items identified for future City Council agendas as requested by Councilmembers. Some items on the list can be removed if they are complete, tracked elsewhere, or outdated. The most current TBD list with status recommendations is as follows:

#	When TBD Item was added by whom	Subject	Recommendation
1	Moore and Chao added 4/4/23	Study session to review the past partnership history with the Chamber of Commerce and discuss future partnership options, invite Chamber representatives to provide a presentation on functions and services, and discuss support options for the entire business community	Recommend removing as City Council approved an agreement with the Chamber of Commerce at the June 6 City Council Meeting.
2	Moore and Chao added 3/23/23	Consider submitting a letter in opposition to, or otherwise regarding, Senate Bill (“SB”) 423: Streamlined Housing Approvals: Multifamily Housing Developments: SB 35 Expansion	The City is currently tracking this bill. This item will be considered later this year (December).
3	Moore and Chao added 6/6/23	Consider submitting a letter in opposition to, or otherwise regarding, Senate Bill (“SB”) 403: Discrimination on the basis of caste	The City is currently tracking this bill. This item will be considered later this year (December).

4	Originated as CIP discussion with heavy public interests	Consider an update on Fiscal Year 2021-22 City Work Program (CWP) item regarding the Blackberry Farm Golf Course Needs Assessment	Item was removed from CWP and placed on CIP. Update on this item is scheduled for October 2023.
5	Added by staff on 5/4/22	Consideration of Municipal Code Amendments to the Cupertino Municipal Code, Chapter 9.22, expanding existing property maintenance requirements in accordance with California Health and Safety Code 17970.5. The City is being required to respond and address substandard housing complaints by the State of California through the approval of AB-838, which was signed into law on September 28, 2021, and is set to take effect July 1, 2022. The amendments to the Cupertino Municipal Code would provide staff the proper authorities to carry out these duties and allow the City to comply with the new mandates.	This will be brought to Council Fall 2023.
6	Moore and Chao added 3/21/23	Policy for admonition and censorship for commissioners	This will be addressed in the Commissioners Handbook Update in November 2023.
7	Moore and Chao added 3/23/23	Expanding noticing requirement from 300-ft to 500-ft. Qualification for 500-ft noticing requirement was not specified.	Awaiting Council direction.
8	Mayor Wei added 4/4/23	Update from the Economic Development Manager prior to conducting a study session regarding the Chamber of Commerce	Recommend removing as this information was provided in October 2022.
9	Pulled and continued by Moore and Chao 5/16/23	Receive the FY 2021-22 Annual Comprehensive Financial Report (ACFR) and related supplemental reports (Continued from June 6, 2023)	This item was included as an info memo at the May 16 City Council (CC) meeting. Moore and Chao requested to discuss this at the June 6 CC meeting. Item was pulled from consent on June 6 but was not heard. Coming back June 21.

10	Moore and Chao added 4/10/23	Update from Cupertino Sanitary District	Recommend bringing to Council in Fall 2023.
11	Moore and Chao added 5/26/23	DOLA Status Update	This update will be included in the Q4 City Work Program item coming to Council on July 18.
12	Moore and Chao added 4/13/23	<p>Revisit the FY 2023-25 City Work Program (CWP)</p> <ol style="list-style-type: none"> 1. New Work Program items proposed for FY 23-24 2. Work Program still underway and cost to complete Status on current work program items were presented as part of the third quarter info memo 3. Work Program items approved in the Budget and not yet begun (to evaluate for elimination) <p>Capital Improvement Projects (CIP)</p> <ol style="list-style-type: none"> 4. CIP items still underway with an explanation if they are past design and into construction, or just in design, to evaluate for elimination, stoppage, or fund to completion <ol style="list-style-type: none"> a. Tamien Trail, for example, may not get funding to complete, may need Public Private Partnership (P3) to complete b. Lawrence Mitty is funded to completion, continues (as an example) c. Jollyman All Inclusive playground has various grants, continues (with added funds, for example) 5. CIP items planned to begin, to evaluate for elimination <p>Special Projects</p> <ol style="list-style-type: none"> 6. Suggest Special Projects not completed at the end of the Fiscal Year they were introduced in should have been eliminated and only be returned to the next FY by the request of the department. 	<p>Recommend removing as this information was provided during the proposed budget process and in the Q3 CWP update presented at the 5/16 City Council meeting.</p> <p>Recommend removing as this information was provided in the Third Quarter Financial Report at the 5/16 City Council meeting and at the Budget study session on 5/17.</p> <p>Recommend removing as staff has provided quarterly updates on special projects since the beginning of this fiscal year and were</p>

		<p>That being said, Special Projects could be considered for removal from the Special Projects designation and would be in the budget as regular item details by department. Painting a building, for example, should be within building maintenance and not a Special Project. The Department would decide the scheduling. The McClellan AR project, no offense, should have been suggested to Council, and not as a Special Project without deliberation especially when we are not looking at dropping a lower-priced Shakespeare event. Staff needs to figure Special Projects out.</p> <ul style="list-style-type: none"> a. Cut all Special projects and move them to regular projects if they are to continue? b. Departments list Special projects as regular projects? <p>Grants</p> <p>7. Grants: accounting for grants proposed in the Budget with a recommendation to align the amount with peer cities in similar financial condition (the CDTFEA condition). If this means stop grants, then suggest it.</p> <p>Waivers</p> <p>8. Festival Fee Waivers</p> <ul style="list-style-type: none"> a. Festival fee waivers to be listed with cost breakdown and recommendation to reduce costs to the City b. Facility use waivers to be listed with cost breakdown and recommendation to reduce costs to the City. This is for transparency to the public. <ul style="list-style-type: none"> i. Sister Cities facility use waivers per Sister City Policy 2018 <ul style="list-style-type: none"> 1. Sister Cities Budget item under City Council, Budget Unit 100-10-110 	<p>further discussed during the budget process.</p> <p>Recommend removing as an overview of grant activity was presented at the third quarter budget update at the May 16th City Council meeting.</p> <p>Recommend removing as festival fee waiver info was presented at the May 17th City Council Budget Study Session.</p> <p>Recommend removing as information on Sister City fee waivers and expenses were presented at the June 6 City Council meeting.</p>
--	--	--	--

		<p>ii. Senior Volunteer Advisory Council use waivers, staff, materials</p> <p>1. Bingo, Hidden Treasures, Appreciation Event</p> <p>iii. Audubon McClellan lease agreement</p> <p>iv. Friends of Stevens Creek Trail lease agreement</p> <p>v. 4H use agreement</p> <p>vi. Coffee Society lease agreement and Covid adjustment</p> <p>vii. Blue Pheasant lease agreement and Covid adjustment</p> <p>viii. Any other space leased or let?</p>	<p>Recommend removing as:</p> <ul style="list-style-type: none"> - Information on Bingo was presented at the June 6 City Council meeting. - Information on Hidden Treasures was included in the Q3 budget update at the May 16 City Council meeting. - The Volunteer Appreciation Event is a City event, not run by the Senior Advisory Council. <p>No facility waivers provided.</p> <p>No facility waivers provided.</p> <p>Fees are waived for monthly meetings at Cupertino Facilities as described in the 4H Lease agreement. No information on cost breakdown has been provided.</p> <p>No facility waivers provided.</p> <p>No facility waivers provided.</p> <p>10455 Torre Ave has no facility waivers provided.</p>
--	--	--	--

		<p>e. Cultural Events which Cultural events are either waived and provided by an outside entity or contracted by the City?</p> <p>Neighborhood Events</p> <p>9. Cost Breakdown of Neighborhood Events</p> <p>Library</p> <p>10. Cost of adding hours and contract for Budget Unit 100-60-636. Should Cupertino fund this exclusively? \$600,266 in the Budget for FY 22-23.</p>	<p>Recommend removing as staff presented a table with this information at the May 17th City Council Budget Study Session.</p> <p>Recommend removing as cost breakdown of Neighborhood Events can be found in the proposed budget on p. 380.</p> <p>Recommend removing as this information was presented at the June 6 City Council meeting.</p>
--	--	--	--

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

California Environmental Quality Act

Not applicable.

Prepared by: Astrid Robles, Management Analyst

Reviewed by: Tina Kapoor, Deputy City Manager
Matt Morley, Assistant City Manager
Chris Jensen, City Attorney

Approved for Submission by: Pamela Wu, City Manager