

CITY OF CUPERTINO

AGENDA

CITY COUNCIL

This will be a teleconference meeting without a physical location.

Tuesday, March 30, 2021

6:30 PM

Televised Special Meeting (6:30)

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing to observe the meeting may do so in one of the following ways:

- 1) Tune to Comcast Channel 26 and AT&T U-Verse Channel 99 on your TV.
- 2) The meeting will also be streamed live on and online at www.Cupertino.org/youtube and www.Cupertino.org/webcast

Members of the public wishing comment on an item on the agenda may do so in the following ways:

- 1) E-mail comments by 4:30 p.m. on Tuesday, March 30 to the Council at citycouncil@cupertino.org. These e-mail comments will also be forwarded to Councilmembers by the City Clerk's office before the meeting and posted to the City's website after the meeting.
- 2) E-mail comments during the times for public comment during the meeting to the City Clerk at cityclerk@cupertino.org. The City Clerk will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Mayor's discretion to shorten time for public comments). Members of the public that wish to share a document must email cityclerk@cupertino.org prior to speaking.

3) Teleconferencing Instructions

Members of the public may provide oral public comments during the teleconference meeting as follows:

City Council Agenda March 30, 2021

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the City Council, click on the link below to register in advance and access the meeting:

Online

Register in advance for this webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_W3Q_NzHxSI2bgNkz3iIwmg

Phone

Dial: 669-900-6833 and enter Webinar ID: 930 6216 7736 (Type *9 to raise hand to speak). Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

Meeting ID: 930 6216 7736

SIP: 93062167736@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

- 1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
- 2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
- 3. When the Mayor calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
- 4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to

attend this teleconference City Council meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the Council meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, City Council meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

NOTICE AND CALL FOR A SPECIAL MEETING OF THE CUPERTINO CITY COUNCIL

NOTICE IS HEREBY GIVEN that a special meeting of the Cupertino City Council is hereby called for Tuesday, March 30, 2021, commencing at 6:30 p.m. In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location. Said special meeting shall be for the purpose of conducting business on the subject matters listed below under the heading, "Special Meeting."

SPECIAL MEETING

ROLL CALL

ORDINANCES AND ACTION ITEMS

- **1.** <u>Subject</u>: Consider adopting a resolution approving the purchase of property at 10455 Torre Avenue, Cupertino (APN 369-40-009).
 - <u>Recommended Action</u>: 1. Adopt Resolution No. 21-023 approving the purchase of the property at 10455 Torre Avenue, Assessors' Parcel Number 369-40-009, from Rudd Charitab Stephen Unitrust (Seller), in the amount of \$4,450,000, authorizing the City Manager to execute all necessary documents and related steps to complete the acquisition.
 - 2. Approve increased budget appropriation of \$4,450,000 in the General Fund-Non Departmental program for the purchase of the property.

Staff Report

A - Draft Resolution

STUDY SESSION

2. <u>Subject</u>: Review Council goals and prioritize potential Fiscal Year 2021-2022 City Work Program items

<u>Recommended Action</u>: Review Council goals, prioritize items for the FY 2021-2022 City Work Program, and provide input

Staff Report

A - FY 2021-2022 City Work Program Prioritization List 2

B - FY 2019-2020 City Work Program Items Delayed Due to COVID-19

C - FY 2020-2021 City Work Program Items

D - Commission and Audit Committee Proposals for FY 2021-2022 City Work Program

City Council Agenda March 30, 2021

ADJOURNMENT

The City of Cupertino has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a final decision of the City Council must be brought within 90 days after a decision is announced unless a shorter time is required by State or Federal law.

Prior to seeking judicial review of any adjudicatory (quasi-judicial) decision, interested persons must file a petition for reconsideration within ten calendar days of the date the City Clerk mails notice of the City's decision. Reconsideration petitions must comply with the requirements of Cupertino Municipal Code §2.08.096. Contact the City Clerk's office for more information or go to http://www.cupertino.org/cityclerk for a reconsideration petition form.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the Cupertino City Council after publication of the packet will be made available for public inspection in the City Clerk's Office located at City Hall, 10300 Torre Avenue, during normal business hours and in Council packet archives linked from the agenda/minutes page on the Cupertino web site.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights you may have on the information provided to the City.



CITY OF CUPERTINO

Agenda Item

21-9063 Agenda Date: 3/30/2021

Agenda #: 1.

<u>Subject</u>: Consider adopting a resolution approving the purchase of property at <u>10455 Torre Avenue</u>, <u>Cupertino (APN 369-40-009)</u>.

- 1. Adopt Resolution No. 21-023 approving the purchase of the property at <u>10455 Torre Avenue</u>, Assessors' Parcel Number <u>369-40-009</u>, from Rudd Charitab Stephen Unitrust (Seller), in the amount of \$4,450,000, authorizing the City Manager to execute all necessary documents and related steps to complete the acquisition.
- 2. Approve increased budget appropriation of \$4,450,000 in the General Fund-Non Departmental program for the purchase of the property.



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

Regular Meeting: March 30, 2021

SUBJECT

Adopt a resolution approving the purchase of property at 10455 Torre Avenue, Cupertino (APN 369-40-009).

RECOMMENDED ACTION

The following actions are recommended:

- 1. Adopt the draft resolution, approving purchase of the property at 10455 Torre Avenue, Assessors' Parcel Number 369-40-009, from Rudd Charitab Stephen Unitrust (Seller), in the amount of \$4,450,000, authorizing the City Manager to execute all necessary documents and related steps to complete the acquisition.
- 2. Approve increased budget appropriation of \$4,450,000 in the General Fund-Non Departmental program for the purchase of the property.

DISCUSSION

Background

The property located at 10455 Torre Avenue, Cupertino (APN 369-40-009) has been offered for sale. On March 8, 2021, the City Council met in closed session to give direction to its negotiators regarding price and terms of payment for potential acquisition of the property. The City retained Patty Steele of Newmark Knight Frank as the City's broker to represent it in the negotiations. On March 9 the City tendered a letter of intent to the seller in the amount of \$4,100,000. Seller received multiple offers. On March 10 seller sent a counter to multiple parties, including the City, of \$4,350,000 or greater, 21 days due diligence, and close of escrow in 30 days; seller gave one day to respond. On March 11the City tendered an offer of \$4,450,000 and the offer was accepted.

The City and seller negotiated the Purchase and Sale Agreement (PSA). On March 16, the Planning Commission convened a special meeting to adopt a resolution

finding that the City's potential acquisition and use of the property is in conformance with the General Plan pursuant to Government Code 65402(a), and that the acquisition and use is exempt under CEQA. On March 16, City Council authorized the Mayor to execute the Purchase and Sale Agreement (PSA) consistent with direction given on price/terms of payment and authorized Mayor and City Manager to take all actions consistent with the PSA as necessary to close escrow, so long as due diligence does not reveal an issue that the Mayor and City Manager deem material.

Description of the Property

The property is located at the northwest corner of Torre Avenue and Pacifica Drive, across the street from Library Field, and near the Civic Center (see Figure 1). County records show the lot size to approximately 20,909 sq. ft. (0.48 acres) and existing freestanding one-story building (built in 1979) is approximately 4,715 sq. ft. The project was approved as an office building in 1977 with permit no. 26-U-76. The property has 20 unisize parking spaces as well as one ADA accessible space.

The Tract Map No. 5220 (Attachment B) indicates there is a 10 foot Public Utility Easement (PUE) that runs along the easterly and southern property lines



Figure 1: Site Location

(adjacent to the public streets) with a 5 foot wide Private Storm Drain Easement that runs parallel and is adjacent to the PUE. An approximately 15-foot-wide Private Drive Easement runs along the north and west property lines (on the interior of the block). These easements allow for shared access between the properties to the north and west (see Figure 2 below). The building and the parking stalls are situated within the property and do not appear to encroach within the easement areas.

The site is within the Heart of the City Special Area. It is specifically located in the



Figure 2: Subject Site

City Center node of the City Center subarea. The uses envisioned in this subarea are identified in Policy LU-16.1.1. They include: A mix of uses including, office, hotel, retail, residential and civic uses. The ground floor of buildings along the street should be activated with pedestrian-oriented, active uses including retail, restaurants, and entries. General Plan land use designation of the site is: Commercial / Office / Residential. The zoning for the site is P(OP) (Planned Development zoning district with Professional Office uses).

Currently, records indicate the building to be fully tenanted and the occupants of the building appear to be law offices. The property is surrounded by other professional office uses such as dentists, lawyers and doctors offices.

The City's Potential Uses of the Property

City Hall was constructed in 1966 and has many building systems that are at the end of their useful life. Prior to COVID19 the occupancy of the building was at maximum while also not offering adequate community spaces. The FY21 City workplan has a project to "Investigate Alternatives to City Hall" with the objective to find alternatives to building a new City Hall at its present location. As properties have become available, the City Manager and staff have reviewed the sites with no good alternatives found to date. Finding a location close to the Civic Center and an appropriate size have been challenges. The proximity of this property to the Civic Center, and its central location within the city, lends itself for City uses, including a satellite City Hall facility, potentially reducing capacity concerns at the existing City Hall.

Due diligence work is currently underway and is scheduled to be completed prior to the due diligence period end date of April 6, 2021.

Moreover, the City may be interested in continuing the existing month-to-month private office leases of the property on an interim basis while the City completes its use plans for the property. While City staff do not yet have access to the terms of the existing leases, it is assumed that the existing leases would generate at least adequate rental income to offset the City's management and maintenance costs for

the property. The City would need to arrange adequate management of the property and its occupants to begin at closing and until the City occupies the property.

Purchase Price; Closing and Other Costs

As described above, the negotiated purchase price for the property is \$4,450,000. The purchase amount is compatible with appraisal work completed for the property.

Per the PSA, the City completed a \$100,000 deposit into escrow. If the City closes on the purchase of the property, the deposit will be applied to the purchase price. If the City elects to terminate the transaction during the 21-day due diligence period, the deposit will be returns to the City. If the City defaults under the purchase and sale agreement after the due diligence period, the seller may claim the deposit as liquidated damages.

The City will be responsible for a share of the closing costs, which are expected to be less than \$2,500. The City will also be responsible for the costs of its consultants performing due diligence (as discussed below).

As Is Acquisition; Condition of the Property

The City will purchase the property on an "as is" basis, solely in reliance on the City's own investigations of the condition of the property. The seller will not make any representations or warranties regarding the condition of the property. The City will have a 21-day period to conduct all due diligence it deems necessary and appropriate to inform itself about the condition of the property and decide whether to proceed with the transaction.

As part of the City's due diligence, City staff plan to conduct the following investigations:

- Appraisal. As described above, staff have ordered an appraisal to confirm whether the offered purchase price is consistent with the property's fair market value.
- <u>Building Inspection</u>. The condition of the existing building is not yet known and a full inspection will occur to assess the structure and public access as part of the due diligence. The scope is expected to include items such as building systems (e.g., roof, plumbing, electrical, HVAC), fire/life safety, seismic, and ADA.

- <u>Environmental</u>. The environmental condition of the property and the building are not yet known. City staff plan to have a Phase 1 environmental survey report prepared.
- Lease/Tenants/Occupancy. City staff have been told that that property is leased and that the leases are on a month-to-month basis; it appears that the tenants are primarily law offices. While City staff do not yet have access to the terms of the existing leases, it is assumed that the existing leases would generate at least adequate rental income to offset the City's management and maintenance costs for the property. It is also assumed that if the tenancies are month-to-month, the City will have wide discretion to terminate the leases when it is ready to occupy the property for its own uses but there is some risk that the tenants could dispute the City's right to terminate the leases and/or claim entitlement to relocation assistance benefits. As part of the City's due diligence, staff plans to review all of the existing leases, and confirm their terms and the City's rights and obligations as landlord. The purchase and sale agreement requires seller to deliver to City tenant estoppel certificates.
- Title. The title condition of the property has not yet been fully-vetted but the staff has received a preliminary title report and will complete its review prior to the end of the City's due diligence period.
- Operations/Use. As described above, City staff have not yet conducted a thorough assessment of uses and configurations of the property for the City's purposes. This assessment could begin during the City's due diligence period but may extend until after closing.

Staff recommends that the City Council adopt the resolution and authorize the City Manager to execute all necessary documents and related steps to complete the purchase.

Environmental Review

Pursuant to the provisions of the California Environmental Quality Act of 1970 (Public Resources Code section 21000 et seq.) ("CEQA"), together with the State CEQA Guidelines (California Code of Regulations, Title 14, Section 15000 et seq.) ("CEQA Guidelines"), the proposed acquisition of the Property is exempt from environmental review pursuant to the categorical exemption in CEQA Guidelines section 15301 (Existing Facilities) since the proposed acquisition does will not revise the existing use of the property or footprint of the existing structure. Additionally, the acquisition would be exempt from CEQA pursuant to section 15061(b)(3) because it can be seen with certainty that there is no possibility that the proposed acquisition will have a significant effect on the environment.

Sustainability Impact

No sustainability impact.

Fiscal Impact

The agreed upon purchase price is four million, four hundred fifty thousand dollars (\$4,450,000.00). Certain costs related to escrow and consultants to perform due diligence are described above. The City's unassigned fund balance (savings) in the General Fund will fund the purchase of the property. Unassigned fund balance was most recently estimated at \$33.9 million in the City's Fiscal Year 2020-21 Mid-Year Financial Report.

<u>Prepared by</u>: Angela Tsui, Economic Development Manager

Reviewed by: Piu Ghosh, Planning Manager

Roger Lee, Director of Public Works

Kristina Alfaro, Director of Administrative Services

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachment:

A – Draft Resolution

DRAFT RESOLUTION NO.

A RESOLUTION OF THE CUPERTINO CITY COUNCIL APPROVING A PURCHASE AGREEMENT BETWEEN THE CITY OF CUPERTINO AND THE RUDD CHARITAB STEPHEN UNITRUST FOR REAL PROPERTY LOCATED AT 10455 TORRE AVENUE, CUPERTINO (APN 369-40-009) IN THE AMOUNT OF \$4,450,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPLETE THE ACQUISITION

WHEREAS, the City of Cupertino seeks to acquire the real property at 10455 Torre Avenue, Cupertino (APN 369-40-009) (the "Property"); and

WHEREAS, the Property is located at the northwest corner of Torre Avenue and Pacifica Drive, across the street from Library Field, and near the Civic Center. County records show the lot size to be approximately 20,909 sq. ft. (0.48 acres) and the existing freestanding one-story building (built in 1979) is approximately 4,715 sq. ft; and

WHEREAS, the proximity of the Property to the Civic Center, and its central location within the city, lends itself for City uses, including a satellite City Hall facility; and

WHEREAS, the City Council authorized and directed the Mayor and City Manager to enter into negotiations with the owners/representatives of the Property, based on certain terms and conditions; and

WHEREAS, on March 12, 2021 the City's negotiators reached an agreement with the property owners for the purchase of the Property, consistent with City Council's authorization, and the owners have signed a Commercial Property Purchase Agreement with the City of Cupertino on behalf of the Rudd Charitab Stephen Unitrust;

NOW, THEREFORE, BE IT RESOLVED that City Council takes the following actions:

- 1. The City Council hereby approves the purchase of the property located at 10455 Torre Avenue from the Rudd Charitab Stephen Unitrust, in the amount of \$4,450,000, and upon other terms as set forth in the Commercial Property Purchase Agreement.
- The City Manager, or her designee, is authorized to execute the Commercial Property Purchase Agreement on behalf of the City of Cupertino, and to execute all of the necessary documents to complete the acquisition of the Property and record the title and deed to the Property.

Resolution No	CC 03-20-2021 13 of 71
Page 2	
Code section 21000 et seq.) ("CEQA"), togeth of Regulations, Title 14, Section 15000 et seq. the Property is exempt from environmenta CEQA Guidelines section 15301 (Existing Farevise the existing use of the property or fo acquisition would be exempt from CEQA pu	Environmental Quality Act of 1970 (Public Resources ter with the State CEQA Guidelines (California Code .) ("CEQA Guidelines"), the proposed acquisition of all review pursuant to the categorical exemption in cilities) since the proposed acquisition does will not potprint of the existing structure. Additionally, the cursuant to section 15061(b)(3) because it can be seen that the proposed acquisition will have a significant
PASSED AND ADOPTED at a special meeti 30th day of March, 2021, by the following vo	ing of the City Council of the City of Cupertino this ote:
Members of the City Council	
AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
SIGNED:	
Darcy Paul, Mayor City of Cupertino	Date

Date

ATTEST:

Kirsten Squarcia, City Clerk



CITY OF CUPERTINO

Agenda Item

21-9055 Agenda Date: 3/30/2021

Agenda #: 2.

Subject: Review Council goals and prioritize potential Fiscal Year 2021-2022 City Work Program items

Review Council goals, prioritize items for the FY 2021-2022 City Work Program, and provide input



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: March 30, 2021

Subject

Review Council goals and prioritize potential Fiscal Year 2021-2022 City Work Program items

Recommended Action

Review Council goals, prioritize items for the FY 2021-2022 City Work Program, and provide input

Discussion

Council Goals

On February 18, 2020 City Council adopted the following goals to provide a framework for the City's priorities and City Work Program:

• Public Engagement and Transparency

 Creating and maintaining key conversations and interactions with the Cupertino Community.

Transportation

- Providing access to an efficient, safe multi-modal transportation system for our community, and advocating for effective, equitable mass transit in the greater region.
 - Improving Traffic Flow and Alleviating Congestion

Housing

 Contributing meaningfully and in a balanced manner to the housing inventory in support of our community needs, including affordable housing (from extremely low-income to moderate-income level housing) and addressing homelessness.

• Sustainability & Fiscal Strategy

 Continuing Cupertino's commitment to building a sustainable and resilient community for future generations.

• Quality of Life

- o Furthering the health and well-being of all Cupertino community members.
 - Air Quality and Noise
 - Public Safety
 - Recreation
 - Access to Goods and Services

While these are intended as multi-year goals, they are reviewed annually by the City Council.

Prioritizing Potential FY 21-22 City Work Program Items

Attachment A is a prioritization list that contains the following:

- All of the FY 19-20 City Work Program items that were delayed due to COVID
- All current FY 20-21 City Work Program items
- Items suggested by councilmembers
- All items proposed by the commissions
- Additional items

The prioritization list is organized by goal category and also notes items that do not require rating as they are either complete or almost complete.

To facilitate prioritization, it is requested that each councilmember review the prioritization list and rate items according to the following process:

- Rate up to five items as high priority by putting a "5" in the first column (Priority)
- Rate up to 27 items as medium priority by putting a "3" in the first column (Priority)
- Rate up to 27 items as low priority by putting a "1" in the first column (Priority)
- Any items that a councilmember feels are no longer a priority and can be removed can be indicated by putting a "0" in the first column (Priority)
- While these allocations allow councilmembers to rate all 59 items, a rating is not required for each item
- Items labeled as "Complete" or "Almost Complete" do not require rating
- "4" and "2" were intentionally omitted to create separation between the resulting priorities

Ratings will be discussed at the March 30, 2021 Council meeting and any clarifications or additions can be made.

Once ratings are collected at the Council meeting, staff will compile the ratings to develop a prioritized list of potential FY 21-22 City Work Program items. This prioritized list will be used to draft a proposed FY 21-22 City Work Program for Council's consideration at a future meeting. The development of the proposed FY 21-22 City Work Program will take into account an item's prioritization, cost, and staff bandwidth.

Sustainability Impact

Several of these items will further the City's progress toward our climate and sustainability goals. In particular, the update to the Climate Action Plan will set the stage for sustainability initiatives in the future.

Fiscal Impact

The estimated budget for each item is indicated in Attachment A. After the prioritization process occurs, a draft FY 21-22 City Work Program will be developed, and an estimated cost will be determined at that time.

<u>Prepared by:</u> Katy Nomura, Assistant to the City Manager <u>Approved by:</u> Dianne Thompson, Assistant City Manager

Attachments:

- A FY 2021-2022 City Work Program Prioritization List
- B FY 2019-2020 City Work Program Items Delayed Due to COVID-19
- C FY 2020-2021 City Work Program Items
- D Commission and Audit Committee Proposals for FY 2021-2022 City Work Program

ATTACHMENT A

Public Engagement and Transparency

FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2019-2020 Item	s Delayed Due to COVID (More information on the	se items ca	n he found in	Attachment	RI			
		Consider New Commissions and Committees	Explore the possibility of additional commissions or committees to address City needs, such as traffic, transportation, and economic development.		FY 2020 (Delayed Due to COVID)		TBD	0	All Commissions	City Manager's Office, City Clerk/ Public Work
		FY 2020-20	21 Current Items (More information on these items	can be fou	nd in Attachr	nent C)				
		Pilot - Online Store for City- Branded Items	Explore the viability of establishing and maintaining an online store to sell City-branded merchandise.	Small	FY 2021		6/25/2021	5,000	N/A	Community Development/ City Manager's Office
		Leadership Program	To provide education to the public about City government.	Medium	FY 2021	11/9/2020	11/30/2021	0	N/A	City Manager's Office
		Roadmap Project	Publish Process Flow Chart for Public Facing Online Applications	Medium	FY 2021	7/1/2020	12/22/2021	0	N/A	Innovation Technolog
		Small Business Development Center (SBDC) Counseling Hours	Explore the viability of establishing on-site regular office hours for an SBDC counselor	Small	FY 2021	7/1/2020	6/30/2021	5,000	N/A	Community Development
			Additional Items							
		New City Seal	To create a new City seal that better reflects the Cupertino community. The first phase of the "New City Seal" Work Program item will include outreach to the community, research of future costs related to seal replacement, and development of the new seal.		FY 2022	7/5/2021	6/30/2022	75,000	N/A	City Manager's Office
		Personal Preparedness Campaign *Recommended by Public Safety Commission *Includes Revamping Block Leader	Previous: Develop a personal preparedness campaign including providing personal preparedness kits to the community. Updated: Develop a personal preparedness campaign including providing personal preparedness kits to the community. To include a revamp of the Block Leader program to encourage membership and include a preparedness focus.	Medium	FY 2022	7/1/2021	6/30/2022		Public Safety Commission	City Manager's Office
			FY 2021-2022 Items Suggested by Counc	ilmembers						
		Hybrid Zoom/In-Person Environment **Will be incorporated as part of operations	Continue zoom engagement opportunities when City Hall returns to in-person services as allowed by law.			7/1/2022	Ongoing	\$1,500 for software	N/A	Innovation Technology City Manager's Office
		Resident Engagement Activities (i.e. Coffee talks, Living Room Conversations)	Create ongoing engagement activities for residents.	Medium	FY 2022	7/1/2022	Ongoing	\$5,000 for giveaways and printing	N/A	City Manager's Office

Public Engagement and Transparency

FY 2021-2022 City Work Program Prioritization List



Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2021-2022 Comm	ission Proposals (Items not already included above	e) (Listed b	y commission	in Attachmer	nt D)			
		Fine Arts Commission Name Change *Recommended by Fine Arts Commission	Change the name of the Fine Arts Commission to broaden the reach of potential interest and align with commission goals.	Small	FY 2022	7/1/2021	9/24/2021	0	Fine Arts Commission	Parks and Recreation
		Senior Strategy *Recommended by Parks and Recreation Commission	Address the needs of seniors in collaboration with the City Council and Commissions. Needs to address include technology resources, housing, food supply, transportation, and mental and physical health and wellbeing.	Medium	FY 2022			34,000	Parks and Recreation Commission	Parks and Recreation
		Neighborhood Events **Will be incorporated as part of operations *Recommended by Parks and Recreation Commission	events program adapted for COVID to include focused programming from 2021 into 2022.	Medium	FY 2022			50,000	Parks and Recreation Commission	Parks and Recreation
		Visual and Performing Arts Event *Recommended by Fine Arts Commission	Organize and complete a community event focused on the visual and performing arts.	Medium	FY 2022			43,000	Fine Arts Commission	Parks and Recreation
			Almost Completed Items							
It	em Almost Completed	Two-Way Online Communication	Reach out to other cities to discuss their experiences with an online two-way communication service beyond traditional social media platforms, review ability to properly moderate, and then report back findings to Council.	Small	FY 2021	10/19/2020	6/16/2021	0	N/A	City Manager's Offic
			Completed Items							
	Item Completed	Commissioner Handbook Update	Revise and update the Commissioner Handbook to include provisions adopted by Council on January 21, 2020 and to make the document more user-friendly.	Medium	FY 2021	10/22/2020	1/31/2021	0	All Commissions	City Manager's Office
	Item Completed	Policies on Nonprofit Support	Review and implement policies on funding and support for nonprofit organizations, including meeting room space and office space.	Medium	FY 2021	10/19/2020	1/29/2021	0	N/A	Parks and Recreation

Sustainability and Fiscal Strategy FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2019-2020 Items Delayed Du	ve to COVID (More information on these items car	n be found	in Attachmen	it B)				
		Workforce Planning **Will be incorporated as part of operations	Use data in the City's ERP system and several City documents such as the budget, Capital Improvement Program, and City Work Program to identify key positions needed and how to attract, retain or train to ensure the availability of those positions when needed.		FY 2020 (Delayed Due to COVID)	7/1/2021	6/30/2022	5,000	N/A	Administrative Services
		FY 2020-2021 Current Ite	ems (More information on these items can be fou	nd in Attac	chment C)					
		Climate Action Plan		Large	FY 2021	7/1/2020	12/17/2021		Sustainability Commission	City Manager's Office
		Investigate Alternatives to City Hall	Look for alternatives to constructing a new City Hall at 10300 Torre Ave.	Large	FY 2021	5/1/2020	9/9/2021	25,000	N/A	Public Works
		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 November 2022.	Medium	FY 2021	11/2/2020	10/1/2022	150,000	N/A	Public Works

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Sustainability and Fiscal Strategy FY 2021-2022 City Work Program Prioritization List



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Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
	FY 2020-2021 Current It	ems (More information on these items can be fou	nd in Attac	hment C)					
	Pilot - Water Scheduling Based on Moisture Content *Recommended to cancel because the RFI did not yield quality results	Utilize IOT sensor to measure ground moisture content. Use this information to better manage water irrigation within medians. Additionally, these IOT sensors may better pinpoint water leaks.	Small	FY 2021	9/7/2020	8/5/2021	10,000	TICC	Innovation Technology
	Single-Use Plastics Ordinance *Recommended to continue by Sustainability Commission	service ware items. Engage stakeholders,	Medium	FY 2021	10/20/2020	12/31/2021		·	Public Works
		Additional Item							
	*Includes Councilmember's	opportunities of transitioning the City's streetlight infrastructure, and other City operated lights, from induction to LED fixtures.		FY 2022	7/1/2021	5/2/2022	50,000	N/A	Public Works
		Completed							
Item Completed	Review Property Tax Share	Study and evaluate ways to increase the City's Property Tax share	Medium	FY 2021	7/1/2020	1/29/2021	0 1	N/A	Administrative Services
Item Completed	Public Infrastructure Financing Strategy	several different categories of upcoming large expenses, such as New City Hall, Tenant Improvements, other public building improvements and modifications, multi-modal	Medium	FY 2021	1/1/2019	6/16/2020	50,000 I	N/A	Administrative Services
	Councilmember Notes (Feel free to use this column for your own notetaking) Item Completed	Councilmember Notes (Feel free to use this column for your own notetaking) FY 2020-2021 Current like Pilot - Water Scheduling Based on Moisture Content *Recommended to cancel because the RFI did not yield quality results Single-Use Plastics Ordinance *Recommended to continue by Sustainability Commission City Light Transition Assessment *Includes Councilmember's request to incorporate dark sky requirements Review Property Tax Share Item Completed Review Property Tax Share	Councilmember Notes (Feel free to use this column for your own notetaking) FY 2020-2021 Current Items (More information on these items can be four Pilot - Water Scheduling Based on Moisture Content *Recommended to cancel because the RFI did not yield quality results Single-Use Plastics Ordinance *Recommended to continue by Sustainability Commission City Light Transition Assessment *Includes Councilmember's request to incorporate dark sky requirements *Includes Councilmember's request to incorporate dark sky requirements. *Includes Councilmember's request to incorporate dark sky requirem	Project Size Project Project Size Project P	Project Size Project Size Fiscal Year Fiscal Y	Production Pro	Councilmember Notes (Feel free to use this column for your own noterating) FY 2020-2021 Current Items (More information on these items can be found in Attachment C) Filed - Water Scheduling Based on Molsture Content *Recommended to concellabecouse the Fill old not yield quality results Single-Use Plastics Ordinance *Recommended to continue by Sustainability Commission *Recommended to continue by Sustainability Commission *Adopt an ordinance to address single use food Medium PY 2021 Additionally, these (I) Single use food Medium PY 2021 Additionally, these (I) Single use food Medium PY 2021 Additionally, these (I) Single use food Medium PY 2021 Additionally, these	Councilmember Notes (Feel free to use this cotumn for your own noteleaking) Pf 2020-2021 Current Hems (More information on those items con be found in Allocatment C) Pflot - Worder Scheduling Based on Moisture Content "Recommended to cancel because the 8ft (all only yield qualify results singleUse Plastics Ordinance "Recommended to cancel because the 8ft (all only yield qualify results sortice was items. Engage stokeholders, andoubt a full particular or conduct public ordinates and propriet within medicins. "Recommended to confine by conduct public ordinates single-use floatists." Ordinates single-use floatists. Ordinance "Recommended to confine by conduct public ordinates single-use food Medium ordinates f	Councilmember Notes (feel fires to use this column for your own notelooking) Pr 2000-2021 Current Illems (Made information you lesson term to the footing for your own notelooking) Pr 2000-2021 Current Illems (Made information you lesson term to the footing for your for Allowance) Pr 2001-2021 Current Illems (Made information you lesson term to the footing for your for Allowance) Pr 2001-2021 Current Illems (Made information your for Allowance) Pr 2001-2021 Current Illems (Made information to the footing for your footing

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Transportation

FY 2021-2022 City Work Program Prioritization List



Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time) Commission	n Department
		FY 2020-2021 Current	Items (More information on these items car	n be found on At	tachment C)				
		Pilot - Adaptive Traffic Signaling	Utilize the City's Traffic Management System to test impact of enhanced adaptive traffic signaling. This will be done through software modifications and/or the addition of IOT devices such as intelligent cameras and sensors.	Medium	FY 2021	9/7/2020	8/19/2021	245,000 TICC	Innovation Technology
		Pilot - Multimodal Traffic Count	Utilize the City's Traffic Management System and/or IOT equipment to provide the number of vehicles, pedestrians and bike traffic that moved through a given area, e.g., intersection, roadway or trail.	Medium	FY 2021	9/7/2020	8/19/2021	40,000 TICC	Innovation Technology
		Regional Transformative Transit Projects Initiative	Previous: Work to advance the following projects as submitted to the Metropolitan Transportation Commission (MTC) as Transformative Transportation Projects: 1. Stevens Creek Corridor high Capacity Transit 2. Automated Fixed Guideway to Mountain View 3. Cupertino Station at I-280/Wolfe Road 4. Highway 85 Transit Guideway 5. Silicon Valley High Capacity Transit Loop 6. Transit Update & Funding Strategies Updated: Work to advance the following projects as submitted to the Metropolitan Transportation Commission (MTC) as Transformative Transportation Projects: 1. Stevens Creek Corridor High Capacity Transit 2. Highway 85 Transit Guideway 3. Silicon Valley High Capacity Transit Loop 4. Transit Update & Funding Strategies		FY 2021	4/12/2018	4/10/2030	TBD N/A	Public Works
		Shuttle Bus Pilot Program Implementation	Community shuttle bus 18-month pilot program to increase connectivity throughout the City, nearby medical locations, and Caltrain in Sunnyvale. Explore complimentary opportunities to expand into other cities.	Large	FY 2021	10/29/2019	11/20/2021	1,750,000 N/A	Public Works
		Traffic Congestion Map and Identify Solutions	Identify traffic congestion areas in a heat map. Identify, implement and measure effectiveness of data driven solutions to improve traffic flow in most congested areas.	Large	FY 2021	7/1/2020	6/30/2021	0 N/A	Public Works

Transportation

FY 2021-2022 City Work Program Prioritization List



Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
			Additional Items							
			Initiate and complete a feasibility study for the construction of a Traffic Garden (child-scale traffic towns that provide a safe space for children to improve their bicycling skills and learn how to safely share road space with other users).	Medium	FY 2022	7/1/2021	6/30/2022	75,000 N,	/A	Public Works
		*Recommended by Bicycle Pedestrian Commission and TICC *Includes Bicycle and Pedestrian Commission recommendation to study and propose policies to improve traffic safety around schools.	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.			7/1/2021 Attachment D	11/30/2021		cycle Pedestrian ommission	Public Works
		for facilities that encourage bicycle commuting *Recommended by Bicycle Pedestrian Commission	Review existing City building and planning codes related to the provision of bicycle and other on-site facilities intended to encourage and facilitate bicycling. Revise and supplement existing codes as necessary to achieve goals of encouraging bicycle commuting.	Medium	FY 2022				cycle Pedestrian ommission	Public Works
			with design and construction of the	Large	FY 2022				cycle Pedestrian ommission	Public Works
		Bike Lanes	Encourage staff to fund, and proceed with design and construction of the Stevens Creek Class IV Bike Lane project from Wolfe Road to Foothill.	Large	FY 2022				cycle Pedestrian ommission	Public Works



Transportation

FY 2021-2022 City Work Program Prioritization List



Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
			Almost Completed Items							
Item A	Almost Completed		Conduct a safety and operational study of the Bollinger Road corridor. Look at ways to improve vehicle, bicycle, and pedestrian safety.	Medium	FY 2021	10/27/2020	6/30/2021		Bicycle Pedestrian Commission	Public Works

Housing

FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2020-2021 Current	Items (More information on these items o	can be fou	nd on Attac	chment C)				
		*Recommended to continue by Housing Commission *Includes tying heights to Density Bonus	Explore the development of strategies that provides a variety of products across the affordability levels including updates to the City's density bonus ordinance, housing for the developmentally disabled, and moderate/low/very low/extremely low income.	Large	FY 2021	7/1/2019	6/30/2021	300,000	Housing Commission	Community Development
		Consider options to develop ELI housing units for Developmentally Disabled individuals on City-owned property along Mary Avenue (same as FY 21: Engage with Philanthropic Organizations to find a way to build moderate-income and ELI housing units for Developmentally Disabled and Engage with Habitat for Humanity) *Recommended to continue by Housing Commission	Previous: 1) Identify ways to build ELI housing units for developmentally disabled. 2) Look at possibility of building 6-8 affordable ownership townhomes. Updated: Identify ways to build ELI housing units for developmentally disabled.	Medium	FY 2021	7/1/2019	10/30/2021	200,000	Housing Commission	Community Development
		City Plan to End Homelessness (same as FY 21: Homeless Services and Facilities) *Recommended to continue by Housing Commission	Partner with non-profits/social service providers to bring mobile hygiene services to Cupertino and to accommodate the needs of homeless residents by evaluating the potential of adding amenities to future City buildings.	Large	FY 2021	7/1/2019	6/30/2022	300,000	Housing Commission	Community Development
		Study Session for the Impact and Requirement for the next RHNA Cycle; RHNA related General Plan updates and rezoning (same as FY 21: Study Session for the Impact and Requirement for next RHNA Cycle) *Recommended to continue by Planning Commission	numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-	Large	FY 2021	5/19/2020	12/30/2023	300,000	Planning Commission	Community Development

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Housing

FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2021-2022 Commission	Proposals (Items not already included o	above) (List	ted by com	mission in Att	achment D)			
		Subcommittee to identify land for affordable housing *Recommended by Housing Commission	Identify and advise City for acquisition and purchase of location for affordable housing.	Small	FY 2022			0	Housing Commission	Community Development
			Almost Completed Items							
Item A	Almost Completed	Establish Preapproved ADU Plans		Small	FY 2021	3/2/2020	4/1/2021	0	Planning Commission	Community Development
Item A	Almost Completed	Housing Program for De Anza College Students	Explore solutions for homeless and housing insecure students. Assist as appropriate in the long-term development of De-Anza student housing. Investigate partnership with De Anza on student housing and transportation solutions.	Small	FY 2021	7/1/2019	6/30/2021	25,000	Housing Commission	Community Development
Item A	Almost Completed	Housing Survey	To improve public engagement, conduct a citywide housing survey ahead of the 2023-2030 Housing Element update.	Medium	FY 2021	7/1/2019	6/30/2021	25,000	Housing Commission	Community Development
Ite	em Completed	Research Governor's pledge towards homelessness, work with local agencies and service providers to connect with local funding	Advocate for funding dedicated to Cupertino projects and programs.	Small	FY 2021	7/1/2020	6/30/2021	0	Housing Commission	Community Development
			Completed Items							
Ite	em Completed	Transportation to-from Service Providers	Research existing bus routes, 2. Provide funding to non-profits/social service providers for bus passes.	Small	FY 2021	2/28/2020	10/15/2020	7,500	Housing Commission	Community Development
lte	em Completed	Review the City's Housing and Human Services Grant (HSG) Funds	1. Review existing grant funds to determine allowable uses for emergency financial assistance programs. 2. Consider increasing BMR AHF public service and HSG funding allocations.	Small	FY 2021	7/1/2020	12/9/2020	0	Housing Commission	Community Development

FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2019-2020 Items Delayed	due to COVID (More information on these iter	ns can be	found in Attack	nment B)				
		Lawrence Mitty	Previous: Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development. Updated: Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development. Complete annexation process. Development project for Lawrence Mitty will be included in the CIP.	Medium	FY 2020 (Delayed Due to COVID)	7/1/2019	3/31/2022		Parks and Recreation Commission	Public Works/Po and Rec
		FY 2020-2021 Curren	t Items (More information on these items can b	e found ir	n Attachment C)				
		Blackberry Farm Golf Course Needs Assessment	Determine short-term and long-term improvements to the golf course and amenities.	Medium	FY 2021	8/31/2020	3/25/2022		Parks & Recreation Commission	Parks and Recreation
		Consider Policies and Related Code Amendments to Regulate Mobile Services Vendors	Develop and adopt policies to regulate mobile vendors to include a variety of use types, as well as incorporate SB 946.	Medium	FY 2021	7/1/2020	6/30/2021	47,000	Planning Commission	Community Development
		Development Accountability *Recommended to continue by Planning Commission	Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.	Medium	FY 2021	3/1/2020	6/30/2022		Planning Commission	Community Development
		Dogs Off Leash Area (DOLA)	Identify additional areas suitable for permitting dogs to be off leash and establish one such area, if the current trial period is successful.	Small	FY 2021	7/1/2019	10/1/2021		Parks and Recreation Commission	Parks and Recreation
		Parks & Recreation Dept Strategic Plan **Will be incorporated as part of operations (Part of CIP)	Complete a strategic plan that addresses the immediate and short-term opportunities identified in the Master Plan.	Small	FY 2021	7/1/2020	6/30/2021		Parks and Recreation Commission	Parks and Recreation
		Pilot - Noise Measurement	Determine effectiveness of measuring noise utilizing IOT sensors.	Small	FY 2021	9/7/2020	11/16/2021	35,000	TICC	Innovation Technology
		Pilot - Pollution Monitoring	Utilize IOT sensors to measure particulate	Small	FY 2021	9/7/2020	8/5/2021	35,000	TICC	Innovation

FY 2021-2022 City Work Program Prioritization List



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Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2020-21 Current I	tems (More information on these items can be	e found in	Attachment C)					
		Rancho Rinconada (RR)	Begin operations of aquatics programs and facility rentals, if RR is absorbed by City.	Medium	FY 2021	1/29/2020	6/30/2022	TBD	Parks and Recreation Commission	Parks and Recreation
		Residential and Mixed Use Residential Design Standards *Recommended to continue by Planning Commission	Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.	Medium	FY 2021	10/9/2020	9/1/2022	240,000	Planning Commission	Community Development
		Review and Update General Plan (GP) and Municipal Code *Recommended to continue by Planning Commission	Previous: Evaluate the General Plan and Municipal Code per industry standards for areas where objective standards and zoning/design guidelines can be provided and/or revised. Amend General Plan and Municipal Code and zoning code to provide objective standards. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards. Updated: 1. Amend General Plan & Municipal Code & zoning code to provide objective standards as identified in 2019/2020 evaluation. 2.Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.	Large	FY 2021	6/3/2019	7/31/2021	500,000	Planning Commission	Community Development
		Review Environmental Review Committee	Review the scope of the ERC.	Small	FY 2021	9/1/2020	7/16/2021		Environmental Review Committee	City Manager's Office
		Sign Ordinance Update *Recommended to Continue by Planning Commission	Update existing provisions, particularly in the temporary sign regulations.	Small	FY 2021	5/13/2020	8/30/2021		Planning Commission	Community Development
		Study Session on Regulating Diversified Retail Use	Identify ways to encourage retail diversity and vital services, find creative solutions to retenant vacant spaces and to attract independent operators. Evaluate pros and cons of Retail Formula Ordinances in other cities.	Medium	FY 2021	7/1/2020	6/30/2022	50,000	Planning Commission	Community Development

FY 2021-2022 City Work Program Prioritization List



Quality of Life			<u> </u>							
Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2021-22 Commission Pr	oposals (Items not already included above) (L	isted by co	ommission in At	achment D)				
		Revisit 5G * Recommended by TICC	Council review existing 5G policy and make alterations as they deem fit. Suggested areas to explore: 1) Spacing between small cell sites and 2) study the City's ability to mandate multi-tenant small cells	Large	FY 2022			100,000	TICC	Public Works
		Enhance public safety situational awareness * Recommended by TICC	Utilize IoT applications to bring greater situational awareness to public safety. Areas to explore include 1) license plate recognition cameras within targeted neighborhoods, and 2) Noise detection devices that can alert on breaking glass	X-Large	FY 2022			400,000 initial 50,000 annually		City Manager's Office
		Install touchless crosswalk signaling * Recommended by TICC	Enhance personal safety by installing touchless crosswalk signaling	Medium	FY 2022			150.000	TICC	Public Works
		Emergency Awareness/ Preparedness **Will be incorporated as part of operations *Recommended by Public Safety Commission	Review alert, warning, and communications plan for preparedness and emergency notification (1)	Medium	FY 2022			0	Public Safety Commission	City Manager's Office
		Wildlife Awareness *Recommended by Public Safety Commission	Install signage for wildlife awareness in high incident areas (5)	Medium	FY 2022					City Manager's Office

FY 2021-2022 City Work Program Prioritization List



Quality of Life	11 2021-20	JZZ Cily VVC	ork Program Phon	IIZGI	IOH LIS) I		45 ^{4.19} 2	COPER	
Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
		FY 2021-22 Commission Pro	pposals (Items not already included above) (Li	sted by co	mmission in Atto	achment D)				
		Catalytic Converter/ General Theft/ Vehicular Burglaries **The business owner forum will be incorporated as part of operations *Recommended by Public Safety Commission	forum to collect feedback, provide best practices, and gain collective buy-in (2) • Conduct a pilot project with Smart Cities regarding residential crime (theft) (3)	X-Large	FY 2022				Public Safety Commission	City Manager's Office
		Cupertino Union School District Collaboration for Field and Playground Space **Will be incorporated as part of operations *Recommended by Parks and Recreation Commission	Work with CUSD as they discuss the potential for school closures and assess any opportunities to incorporate their fields and playgrounds into the City.	Medium	FY 2022				Parks and Recreation Commission	Parks and Recreation
		Jollyman All Inclusive Playground **Will be incorporated as part of operations (Part of CIP) *Recommended by Parks and Recreation Commission	Execution of the funded all-inclusive playground Capital Improvement Project at Jollyman Park.	_	FY 2022				Parks and Recreation Commission	Parks and Recreation/Public Works
		Parks and Recreation Strategic Plan Long Term Implementation **Will be incorporated as part of operations *Recommended by Parks and Recreation Commission	Complete a strategic plan that addresses the long-term opportunities identified in the Parks and Recreation System Master Plan.	Large	FY 2022				Parks and Recreation Commission	Parks and Recreation
		Fiber Internet Implementation *Recommended by Teen Commission	Work with Internet Service Providers (ISP) to bring fiber internet connections to Cupertino residents.	Medium	FY 2022			60,000	Feen Commission	Public Works

FY 2021-2022 City Work Program Prioritization List



Quality of Life			ok i logialli i lloli	IIZ G		J 1		<u> </u>		
Priority	Councilmember Notes (Feel free to use this column for your own notetaking)	Name	Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
			Almost Completed Items							
ltem Alr		Lawn Buster Drought Tolerant Planting Pilot	Develop a program that allows residents to easily elect water-wise turf conversion, including pre-set landscape plans, preapproved contractors, and fixed prices.	Medium	FY 2020 (Delayed Due to COVID)	12/1/2019	5/1/2021	100,000	N/A	City Manager's Office
Item Alr		Use of Athletic Fields in Parks	Previous: Assess current Athletic Field Use policy, scheduling process, and fee schedule. Review field use policy, including Sunday reservation feasibility, scheduling, and program cost recovery. Review use of fields for use as dog off leash areas. (DOLA is a separate item under which field feasibility will be considered.) Updated: Assess current Athletic Field Use policy, scheduling process, and fee schedule. Review field use policy, including Sunday reservation feasibility, scheduling, and program cost recovery.	Medium	FY 2020 (Delayed Due to COVID)	7/1/2019	6/30/2021		Parks & Recreation Commission	Public Works/Parks and Rec
ltem Alr	most Completed	Art in Unexpected Places	To beautify City spaces, surprise and delight passers-by, and encourage the community to reflect on themes and imagery that represent the heritage, natural beauty, diversity, and creativity of the City.	Small	FY 2020 (Delayed Due to COVID)	6/1/2020	6/1/2021		Fine Arts Commission	Parks and Recreation
Item Alr	most Completed	Emergency Services Continuity of Operations Plan (COOP)	Complete plan to resume operations of the City after a major emergency.	Medium	FY 2021	12/1/2019	7/1/2021		Public Safety Commission	City Manager's Office
Item Alr		Reducing Secondhand Smoke Exposure	Revise and develop policies to reduce exposure to secondhand smoke. Potential options include smoke-free multi-unit housing, smoke-free service areas, and smoke-free public events.	Medium	FY 2021	7/1/2020	6/1/2021	27,592	N/A	City Manager's Office
Item Alr		General Plan Authorization Process	Evaluate the existing City Council authorization process for General Plan Amendment projects.	Small	FY 2021	7/7/2020	4/1/2021		Planning Commission	Community Development
ltem Alr		Dark Sky/Lights Out Policy and Bird Safe Design Guidelines	Create dark sky policy and bird safe design guidelines for the protection of public health and wellbeing and the facilitation of habitat friendly developments. Reevaluate street lighting and other lighting that can benefit residential areas.		FY 2020 (Delayed Due to COVID)	7/1/2019	4/6/2021		Planning Commission	Community Development

FY 2021-2022 City Work Program Prioritization List



Priority	Councilmember Notes (Feel free to use this column for your own notetaking)		Objective	Project Size	Fiscal Year	Start Date	Finish Date	Estimated Budget (not including staff time)	Commission	Department
			Completed							
Iter	m Completed	Short-Term Rentals (STRs)	Develop a regulatory program to regulate and collect Transient Occupancy Tax (TOT) from STRs.	Medium	FY 2020 (Delayed Due to COVID)		9/15/2020	17,000	Planning Commission	City Manager's Office/Community Development
Iter	m Completed	Public Safety Surveillance Support	Recommend best practices for residential and business use of surveillance cameras for safety and anti-crime practices. Review City's surveillance cameras.	Medium	FY 2020 (Delayed Due to COVID)	9/1/2019	8/1/2020	70,324	Public Safety Commission	City Manager's Office/Innovation & Technology
Iter	m Completed	Targeted Marketing Programs to Assist Small Businesses	Develop and launch programs to assist marketing small businesses.	Small	FY 2021	7/1/2020	2/1/2021	30,000	N/A	Community Development
Iter	m Completed	Study session on potential ordinance updates and clean up on banning gaspowered leaf blowers	Provide information and materials to consider an ordinance to ban gas powered leaf blowers.	Small	FY 2021	7/22/2019	11/2/2020	10,000	N/A	Community Development
Iter	m Completed	Comparative studies that compares standards for mixed use developments and high density residential guidelines with other cities. Specifically, on parkland, green space, and parking space requirements.	consistency with industry standards and best practices.	Small	FY 2020 (Delayed Due to COVID)	7/1/2019	3/1/2021	0	Planning Commission	Community Development

Smart City

FY 2019-2020 City Work Program Items Delayed Due to COVID-19



Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
Project completed	Public Safety Surveillance Support	residential and business use of surveillance cameras for safety and anti-crime practices. Review City's surveillance cameras.	· · · · · · · · · · · · · · · · · · ·		Project Complete		 Resources for surveillance and anti-crime best practices developed for the public. Engagement with resources available to the general public as well as specific outreach through Neighborhood Watch groups and Public Safety Commission. Evaluation and recommendation regarding City's surveillance camera system. Equipment ordered/received - waiting for SiP constraints to be lifted. 		\$70,324	\$70,324	Medium	Katy Nomura Bill Mitchell	City Manager's Office/Innovation & Technology

Public Engagement and Transparency FY 2019-2020 City Work Program Items Delayed Due to COVID-19



Update on COVID (is there still a delay decorate or has it been resolve explain)	lue to COVID red, please	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
Impacts due to COVID delayed staff time ded effort.	dicated to this Co	ommissions and ommittees	additional commissions or committees to address City needs, such as traffic, transportation, and economic development.	-Staff is exploring how to repurpose or improve the Economic Development	forming commissions. 2) Present options to Council	1) Fall 2019 2) Summer 2020 - Spring 2021	In Progress	Provide an opportunity for feedback from every impacted commission and committee with members of the public. Provide options to the Council to consider regarding new commissions or committees.	TBD	N/A	N/A	Medium	Angela Tsui Roger Lee David Stillman	City Manager's Office/City Clerk/Public Works

Operational Efficiency

FY 2019-2020 City Work Program Items Delayed Due to COVID-19



Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
A delay due to the Department's focus on COVID-19 response. Expected to be completed in FY 2021-22	Workforce Planning	budget, Capital Improvement Program, and City Work Program to identify key positions needed and how to	contracts to stay competitive, successfully recruit, and retain talent in the current job marketRetain - In the beginning stages a Succession Planning Program in	<u> </u>	•	In Progress	# of Trainings Retention Rate	June 2022	\$5,000	N/A	Medium	Kristina Alfaro	Administrative Services

Public and Private Partnerships

FY 2019-2020 City Work Program Items Delayed Due to COVID-19



Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
Artist meetings, acquiring insurance,			Fine Arts Commission has selected an	•	Summer 2020 to Spring	In Progress	Complete mural	Spring 2021	\$10,000	N/A	Small	Kelsey Christian	Parks and Recreation
contract finalization, wall prep, and			·	2) Work with Public Works to	2021								
mural painting are all effected due		and encourage the	pool and café at Blackberry Farm. The	prep mural wall									
to these steps requiring more time		community to reflect on	Fine Arts Commission and Parks and	3) Work with artist to schedule									
to implement during COVID.			Recreation Commission are	painting of the mural"									
9 9 9		<u> </u>	collaborating on the art installation.										
		beauty, diversity, and creativity	_										
		of the City.											
		or me ony.											

Community Livability

FY 2019-2020 City Work Program Items Delayed Due to COVID-19



Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	,	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
Program was re-evaluated and re- launched with a lower budget. Project is underway now and has a full pipeline of Cupertino participants.	Lawn Buster Drought Tolerant Planting Pilot	residents to easily elect waterwise turf conversion, including pre-set landscape plans, preapproved contractors, and fixed prices.	-Research has begun to evaluate best options for a Citywide pilotData collected, researched similar programsMeetings with Santa Clara Valley Water District and City of San Jose Staff who have run similar programs. Staff turnover has delayed progress. New Manager has had conversations with two interested program administrators and Valley Water. Adjusting performance goals for rest of year. Program scoped and budgeted when COVID-19 became an issue. Program partner engaged and project is underway as of Sep 2020. 31 site assessments are scheduled through January 2021. Three project agreements signed with customers.	potential partners for program admin. 2) Determine if program is feasible and impactful 3) Contracting for pilot program 4) Start pilot 5) Reach target number of completed landscape conversion projects	1) Winter 2019 2) Winter 2019 3) July - October 2020 4) July - October 2020 5) October 2020-May 2021	In Progress	Receive 2-3 responses for program administrators, launch pilot Spring 2020. Achieve 2-3 interested customers by June 2020. Achieved with 57 interested customers signed up.	May 2021	\$100,000.00	\$12,000	Medium	Andre Duurvoort	City Manager's Office
This project is now complete. Ordinance is being implemented at this time.	Short-Term Rentals (STRs)	to regulate and collect Transient Occupancy Tax (TOT) from STRs.	-Council study session on Feb. 6, 2018June 19, 2018 Council approved Voluntary Collection Agreement with AirbnbJuly 24, 2018 Planning Commission Study SessionAugust 2018 Online community surveySeptember 26, 2019 Housing Commission presentationOctober 4, 2018 Community workshop on STRsNovember 27, 2018 Draft regulations presented to Planning CommissionApril 2, 2019 Council Study Session: Staff was directed to include provisions to regulate the platformsJanuary 14, 2019 Draft regulations presented to Planning CommissionSeptember 15, ordinance adopted by Council		Project Complete	Complete	Regulations for Short-Term Rentals. Increased TOT collection.	2020	\$17,000 for ordinance outreach and up to \$376,000 for enforcement depending on enforcement level.			Katy Nomura Ben Fu Piu Ghosh Erick Serrano	City Manager's Office/Community Development

Community Livability

FY 2019-20 City Work Program Items Delayed Due to COVID-19

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Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Project Size	Staff Lead	Department
City has successfully purchased the Lawrence Mitty property.	Lawrence Mitty	Previous: Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development. Updated: Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development. Complete annexation process. Development project for Lawrence Mitty will be included in the CIP.	City has successfully purchased the Lawrence Mitty property.	Complete annexation process.	March 2022	In Progress	Acquire a parcel for park purposes in Rancho Rinconada neighborhood and complete annexation process.	March 2022	\$8,270,994 available in Developer In-Lieu Fees	Approximately \$2,800,000 to purchase the property.	Medium	Chad Mosley Joanne Magrini	Public Works/Parks and Rec
Staff has met with commissioners and the project is moving forward. Expected to be completed in Summer 2021.	Use of Athletic Fields in Parks	Field Use policy, scheduling process, and fee schedule. Review field use policy, including Sunday reservation feasibility, scheduling, and program cost recovery. Review	Feedback was collected from youth sports organizations regarding Sunday field use. Feedback was provided to the Parks and Recreation Commission The revised policy is in progress, pending analysis of youth sports organization feedback and community	completed early to mid-March. 2) Revised policy to be presented to Parks and Recreation Commission by May 3) Revised policy to go to City Council between June and August.		In Progress	Update current policy to address use of fields (Sunday use, permitting process and off leash dog compatibility), fees and scheduling process.	Summer 2021	15,000	None		Jenny Koverman Karen Levy	Parks & Recreation
Project completed	Comparative studies that compares standards for mixed use developments and high density residential guidelines with other cities. Specifically, on parkland, green space, and parking space requirements.	industry standards and best practices.	This item went to Planning Commission on January 26, 2021 and was presented to the City Council on February 2, 2021		Project completed	Complete	Production of matrix and description of research results.	Winter 2021	N/A	N/A	Small	Ben Fu Jeff Tsumura	Community Development
This project is almost completed	Dark Sky/Lights Out Policy and Bird Safe Design Guidelines		First reading of the Bird-Safe and Dark Regulations conducted on March 16th. Second reading tentatively scheduled for April 6, 2021	Ordinance is scheduled for April	Spring 2021	In Progress	Adoption of appropriate policies and guidelines.	Spring 2021	\$10,000 for outreach efforts and materials.	\$8,301		Erick Serrano Piu Ghosh	Community Development

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FY 2021-2022 City Work Program Items

Commissioner Handbook Update

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Revise and update the Commissioner Handbook to include provisions adopted by Council on January 21, 2020 and to make the document more user-friendly.	Public Engagement & Transparency	Medium	\$0	\$0	\$0	\$0	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Researched handbooks in other cities.	10/22/2020	11/6/2020	100
1.3	Outreach	Complete	Held joint commission meeting and included feedback in staff report.	10/22/2020	12/7/2020	100
1.4	Planning Phase	Complete	Drafted revised handbook with feedback incorporated.	11/4/2020	11/15/2020	100
1.5	Execution Phase	Complete	Approved by Council on 1/19/21. Commissioners will be trained on the updated handbook.	12/7/2020	1/31/2021	100

Leadership Program

Objective ▼	Category	Size		Allocated Budget	Budget Expended		Last Update
To provide education to the public about City government.	Public Engagement & Transparency	Medium	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Project put on hold due to COVID-19. Unable to move forward with program as stay at home orders don't allow people to meet and representatives from other programs are not hosting virtual leadership programs.	11/9/2020	12/18/2020	33
1.3	Planning Phase	Future		4/5/2021	8/6/2021	0
1.4	Outreach	Future		5/10/2021	7/30/2021	0
1.5	Execution Phase	Future		8/1/2021	11/30/2021	0
1.6	Closing Processes	Future		11/30/2021	11/30/2021	0



Pilot - Online Store for City-Branded Items

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Explore the viability of establishing and maintaining an online store to sell Citybranded merchandise.	Public Engagement & Transparency	Small	\$5,000	\$5,000	\$0	\$5,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Will look into quotes from vendors to identify start-up and ongoing costs. Fine Arts Commission has researched possible merchandise, and will recommend possible items at a future meeting.	11/2/2020	5/26/2021	18
1.3	Planning Phase	In Progress	Will be going to Fine Arts Commission in May	3/15/2021	6/4/2021	50
1.4	Design Phase	Future		3/26/2021	5/6/2021	0
1.5	Execution Phase	Future		5/6/2021	6/16/2021	0
1.6	Closing Processes	Future		6/16/2021	6/25/2021	0

Policies on Nonprofit Support

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Review and implement policies on funding and support for nonprofit organizations, including meeting room space and office space.	Public Engagement & Transparency	Medium	\$0	\$0	\$0	\$0	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Review the Community Funding process to highlight any concerns or possible areas for improvement.	10/19/2020	10/23/2020	100
1.3	Planning Phase	Complete	Review and draft edits to the current Community Funding Policy.	10/19/2020	10/27/2020	100
1.4	Design Phase	Complete Complete	Review with Administrative Services staff on the suggested edits to the Community Funding Policy. Presented edits to Parks and Recreation Commission for review and feedback at the November 16, 2020 special meeting.	10/28/2020	11/20/2020	100
1.5	Closing Processes	Complete	City Council reviewed and approved the proposed edits on December 1, 2020. The revised Community Funding policy and applications were posted online and the non-profit support website was established on the City's website on January 1, 2021.	12/1/2020	1/29/2021	100



Roadmap Project

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Publish Process Flow Chart for Public Facing Online Applications	Public Engagement & Transparency	Medium	\$0	\$0	\$0	\$0	2/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	In Progress	In Process - Identify online service and prioritize list. Graphics Tool (Visio) selected	7/1/2020	10/1/2021	73
1.3	Design Phase	Omplete	Design Complete - PRA Application	9/1/2020	10/30/2020	100
1.4	Execution Phase	In Progress	Development Process flow in progress and Recreation Process flow under final review	1/11/2021	12/3/2021	30
1.5	Closing Processes	Future		12/6/2021	12/22/2021	0

Small Business Development Center (SBDC) Counseling Hours

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Explore the viability of establishing on-site regular office hours for an SBDC	Public Engagement &	Small	\$5,000	\$5,000	\$0	\$5,000	3/24/2021
counselor	Transparency						

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	City facilities and use of Library's ThinkTank room are possible future options when public buildings are reopened perupdated health orders.	7/1/2020	6/1/2021	91
1.3	Outreach	In Progress	On hold per health order guidelines	7/1/2020	6/30/2021	73
1.4	Planning Phase	In Progress	On hold per health order guidelines	7/1/2020	6/30/2021	73
1.5	Execution Phase	In Progress	On hold per health order guidelines	3/1/2021	6/30/2021	0
1.6	Closing Processes	In Progress	On hold per health order guidelines	3/1/2021	6/30/2021	0



Two-Way Online Communication

Objective -	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Reach out to other cities to discuss their experiences with an online two-way communication service beyond traditional social media platforms, review ability to properly moderate, and then report back findings to Council.	Public Engagement & Transparency	Small	\$0	\$0	\$0	\$0	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete Complete	Received feedback from multiple jurisdictions regarding social media platforms and use. Will now discuss any legal issues with City Attorney and review findings with the City Manager.	10/19/2020	4/2/2021	100
1.3	Design Phase	In Progress	IT and Comms are working on a contract with an outside vendor for services.	3/1/2021	5/21/2021	50
1.4	Execution Phase	Future		6/1/2021	6/1/2021	0
1.5	Closing Processes	Future		6/15/2021	6/16/2021	0



Climate Action Plan

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Engage a consultant and commit staff time to developing CAP 2.0. California State law requires addressing climate adaptation, resiliency, transportation greenhouse gasses, and environmental justice in the next climate action plan.	Sustainability & Fiscal Strategy	Large	\$178,000	\$100,000	\$0	\$100,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Benchmark with other cities, conducted policy research	7/1/2020	10/1/2020	100
1.3	Planning Phase	Complete	City Council gave direction on draft goals and vision statement.	8/1/2020	3/12/2021	100
1.4	Execution Phase	In Progress	Project technical plan is under development.	10/1/2020	11/15/2021	26
1.5	Outreach	In Progress	Community engagement strategic plan and stakeholder outreach plans are under development.	3/10/2021	12/1/2021	20
1.6	Closing Processes	Future		8/15/2021	12/17/2021	0

Investigate Alternatives to City Hall

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Look for alternatives to constructing a new City Hall at 10300 Torre Ave.	Sustainability & Fiscal Strategy	Large	\$25,000	\$25,000	\$0	\$25,000	2/18/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Researched cost to re-build / remodel City Hall. Researching alternative locations for City Hall.	5/1/2020	8/13/2021	25
1.3	Outreach	Future		8/2/2021	8/31/2021	0
1.4	Closing Processes	Future		8/24/2021	9/9/2021	0



Municipal Water System

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
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.	Sustainability & Fiscal Strategy	Medium	\$150,000	\$50,000	\$11,956	\$38,044	2/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Researching Legal and other requirements if system is leased or sold in the future.	11/2/2020	5/3/2021	25
1.3	Planning Phase	Future		5/3/2021	9/3/2021	0
1.4	Procurement	Future		7/26/2021	12/3/2021	0
1.5	Execution Phase	Future		11/2/2021	9/12/2022	0
1.6	Closing Processes	Future		9/12/2022	10/1/2022	0

Pilot - Water Scheduling Based on Moisture Content

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Utilize IOT sensor to measure ground moisture content. Use this information to better manage water irrigation within medians. Additionally, these IOT sensors may better pinpoint water leaks.	Sustainability & Fiscal Strategy	Small	\$10,000	\$10,000	\$0	\$10,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	RFI Evaluated - No Vendor Selected because RFI did not yield quality results	9/7/2020	3/5/2021	100
1.3	Planning Phase	Future		4/1/2021	4/12/2021	0
1.4	Procurement	Future		4/12/2021	4/26/2021	0
1.5	Execution Phase	Future		4/1/2021	6/23/2021	0
1.6	Closing Processes	Future		6/24/2021	8/5/2021	0



Public Infrastructure Financing Strategy

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Present a study of financing alternative for several different categories of upcoming large expenses, such as New City Hall, Tenant Improvements, other public building improvements and modifications, multi-modal transportation improvements, etc.	Sustainability & Fiscal Strategy	Medium	\$50,000	\$50,000	\$36,770	\$13,231	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Engage financial advisor, collaborate and analyze City's budget, financial data, and future needs. Develop various financing strategies.	1/1/2019	2/11/2019	100
1.3	Execution Phase	Complete	Presented to City Council on April 2, 2019 and June 2, 2020.	4/2/2019	6/2/2020	100
1.4	Closing Processes	Complete	City Council elected not to move forward with the strategies presented. Public Infrasture Financing Strategy remained as is.	6/16/2020	6/16/2020	100

Review Property Tax Share

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Study and evaluate ways to increase the City's Property Tax share	Sustainability & Fiscal Strategy	Medium	\$0	\$0	\$0	\$0	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	© Complete	Collaborating with neighboring jurisdictions and analyzing agreements in place. Researched options the City has to amend the City's agreement with County Fire.	7/1/2020	12/15/2020	100
1.3	Execution Phase	Complete Complete	Changing property tax allocation would require legislative action and a reduction to other agency allocations. No feasible future options resulted from the research and collaboration efforts.	1/1/2021	1/29/2021	100
1.4	Closing Processes	⊘ Complete	Research and collaboration efforts have been noted, but with no feasible options to increase the City's allocation, this project is complete.	1/1/2021	1/29/2021	100



Single-Use Plastics Ordinance

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Adopt an ordinance to address single-use food service ware items. Engage stakeholders, conduct public outreach, determine CEQA requirements, work with Sustainability Commission.	Sustainability & Fiscal Strategy	Medium	\$30,000	\$30,000	\$0	\$30,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Participating in regional policy meetings, determining elements for consideration	10/20/2020	6/30/2021	72
1.3	Planning	In Progress	Developing stakeholder engagement and ordinance process plan.	11/10/2020	10/19/2021	28
1.4	Procurement	In Progress	Determine need for outside help.	3/16/2021	5/31/2021	13
1.5	Outreach	In Progress	Identifying critical stakeholders, including food service, food safety, disabled, Chamber, youth.	3/18/2021	12/31/2021	7
1.6	Design Phase	In Progress	Customizing a model framework to fit Cupertino	1/28/2021	9/28/2021	48
1.7	Execution Phase	Future		7/15/2021	12/21/2021	0
1.8	Closing Processes	Future		12/7/2021	12/31/2021	0



Bollinger Road Safety Study

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Conduct a safety and operational study of the Bollinger Road corridor. Look at ways to improve vehicle, bicycle, and pedestrian safety.	Transportation	Medium	\$100,000	\$100,000	\$322	\$99,678	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	Omplete	Final scope and fee negitiations with consultant in process	10/27/2020	11/27/2020	100
1.3	Execution Phase	In Progress	Data collection underway. Website for public participation being developed, will be published soon.	11/16/2020	5/28/2021	13
1.4	Closing Processes	Future		6/16/2021	6/30/2021	0

Pilot - Adaptive Traffic Signaling

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Utilize the City's Traffic Management System to test impact of enhanced adaptive traffic signaling. This will be done through software modifications and/or the addition of IOT devices such as intelligent cameras and sensors.	Transportation	Medium	\$245,000	\$245,000	\$0	\$245,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	Complete	Project Charter & SOW Created	3/8/2021	3/17/2021	100
1.4	Procurement	In Progress	Contracts Set - PO in Process	3/17/2021	3/31/2021	98
1.5	Execution Phase	Future		4/1/2021	6/23/2021	0
1.6	Closing Processes	Future		7/8/2021	8/19/2021	0



Pilot - Multimodal Traffic Count

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Utilize the City's Traffic Management System and/or IOT equipment to provide the number of vehicles, pedestrians and bike traffic that moved through a given area, e.g., intersection, roadway or trail.	Transportation	Medium	\$40,000	\$40,000	\$0	\$40,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	Complete	Project Charter and SOW Created	3/8/2021	3/17/2021	100
1.4	Procurement	In Progress	Contracts Set and PO in Process	3/17/2021	3/31/2021	98
1.5	Execution Phase	Future		4/1/2021	6/23/2021	0
1.6	Closing Processes	Future		7/8/2021	8/19/2021	0

Regional Transformative Transit Projects Initiative

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Work to advance the following projects as submitted to the Metropolitan Transportation Commission (MTC) as Transformative Transportation Projects: 1. Stevens Creek Corridor high Capacity Transit 2. Automated Fixed Guideway to Mountain View 3. Cupertino Station at I-280/Wolfe Road 4. Highway 85 Transit Guideway 5. Silicon Valley High Capacity Transit Loop 6. Transit Update & Funding Strategies	Transportation	Large	TBD	\$0	\$0	\$0	2/20/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	Complete Complete	Concepts were prepared by Cupertino and submitted to the MTC as part of Horizon initiative (ideas contest). Although two were selected as finalists, in the end they were deemed infeasible based on MTC scoring criteria.	4/12/2018	4/10/2021	100
1.3	Execution Phase	In Progress	Station under consideration now at SR 85 and Stevens Creek Blvd. VTA Board approved study on Highway 85 Transit Guideway and next steps awaiting prioritization among Measure B projects.	4/12/2018	4/10/2030	45



Shuttle Bus Pilot Program Implementation

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Community shuttle bus 18-month pilot program to increase connectivity throughout the City, nearby medical locations, and Caltrain in Sunnyvale. Explore complimentary opportunities to expand into other cities.	Transportation	Large	\$1,750,000	\$1,750,000	\$1,750,000	\$0	2/20/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	© Complete	Compiled research on various shuttle options, conducted community surveys, spoke with West Sacramento staff and other Via jurisdictions, met with several transit vendors.	10/29/2019	11/20/2021	100
1.3	Outreach	Complete	Conducted numerous pop-up events, including at Senior Center, library, and other locations citywide.	10/29/2019	11/30/2021	100
1.4	Planning Phase	Complete	Continued outreach to likely riders and locations of interest, Caltrain, De Anza college, etc.	10/29/2019	11/30/2021	100
1.5	Procurement	Complete	Met with various vendors including MV transportation, Altrans, chariot, etc.	10/29/2019	11/30/2021	100
1.6	Design Phase	Complete	Pilot designed.	10/29/2019	11/20/2021	100
1.7	Execution Phase	In Progress	Pilot launched 10/31, ridership grew steadily and service is currently paused due to COVID-19.	10/29/2019	11/20/2021	63
1.8	Closing Processes	Future		11/20/2021	11/20/2021	0

Traffic Congestion Map and Identify Solutions

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Identify traffic congestion areas in a heat map. Identify, implement and measure effectiveness of data driven solutions to improve traffic flow in most congested areas.	Transportation	Large	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Project requires measuring traffic congestion. On hold due to COVID-19	7/1/2020	6/30/2021	0
1.3	Design Phase	In Progress	On hold due to COVID-19	7/1/2020	6/30/2021	0
1.4	Execution Phase	In Progress	All hardware is on order and will be installed when it arrives. Solution implementation to wait until traffic increases allow solutions to be developed.	8/1/2020	6/30/2021	40
1.5	Closing Processes	Future		6/30/2021	6/30/2021	0



Affordable Housing Strategies

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Explore the development of strategies that provides a variety of products across the affordability levels including updates to the City's density bonus ordinance, housing for the developmentally disabled, and moderate/low/very low/extremely low income.	Housing	Large	\$300,000	\$50,000	\$0	\$50,000	3/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete Complete	Conducted 2019 BMR Linkage Fee Study as part of the FY 19-20 work program. City Council adopted the 2019 BMR Linkage Fee study on 5/19/20, which included an increase to 20% inclusionary requirement for ownership units.	7/1/2019	6/30/2020	100
1.3	Planning Phase	In Progress	Reviewed 2019 BMR Linkage Fee Update and ELI Memo, draft Density Bonus Ordinance, and begin Housing Element update process.	7/1/2020	6/30/2021	20
1.4	Procurement	In Progress	Draft and release RFP, select consultant for Housing Element update.	10/1/2020	4/15/2021	75

Engage with Philanthropic Organizations to find a way to build moderate-income and ELI housing units for Developmentally Disabled and Engage with Habitat for Humanity

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
1) Identify ways to build ELI housing units for developmentally disabled. 2) Look at possiblity of building 6-8 affordable ownership townhomes.	Housing	Medium	\$200,000	\$150,000	\$0	\$150,000	3/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research need for ELI developmentally disabled housing and moderate income housing and determine possible City locations.	7/1/2019	10/30/2019	100
1.3	Planning Phase	In Progress	Released FY 21-21 City and CDBG capital housing funds, scope afforable housing project with Habitat for Humanity, and work with Public Works to determine feasibility of project on City site.	7/1/2019	10/30/2021	85



Establish Preapproved ADU Plans

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Establish procedures and policies on streamlining the ADU review process.	Housing	Small	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Review City resources and information from other jurisdictions.	3/2/2020	9/1/2020	100
1.4	Closing Processes	In Progress	Finalize comments with Building and Planning. Update webpage accordingly.	12/1/2020	4/1/2021	25

Homeless Services and Facilities

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Partner with non-profits/social service providers to bring mobile hygiene services to Cupertino and to accommodate the needs of homeless residents by evaluating the potential of adding amenities to future City buildings.	Housing	Large	\$300,000	\$92,500	\$0	\$92,500	3/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Researched existing City/County programs to determine needs for homeless residents.	7/1/2019	6/30/2020	100
1.3	Planning Phase	In Progress	Worked with the County and Destination:HOME on the Community Plan to End Homelessness. Determined need for creation of City Plan to End Homelessness.	7/1/2019	12/31/2021	89
1.4	Procurement	Future	Work with consultant to draft the City Plan to End Homelessness. Provided sanitary stations to homeless encampment. Provided emergency assistance funds to Abode Services to administer program for encampment.	7/1/2021	1/22/2022	55
1.5	Execution Phase	Future		1/15/2022	6/30/2022	0
1.6	Closing Processes	Future		6/1/2022	6/30/2022	0



Housing Program for De Anza College Students

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Explore solutions for homeless and housing insecure students. Assist as appropriate in the long-term development of De-Anza student housing. Investigate partnership with De Anza on student housing and transportation solutions.	Housing	Small	\$25,000	\$25,000	\$0	\$25,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Worked with De Anza College to determine needs for student housing programs.	7/1/2019	10/16/2020	100
1.3	Planning Phase		Worked with De Anza College to develop and review program guidelines for the Housing Assistance and House Sharing Program.	9/16/2020	10/30/2020	100
1.4	Procurement	Complete	Executed contract for De Anza College housing program and wired funds to West Valley Community Services to implement program.	10/1/2020	10/30/2020	100
1.5	Execution Phase	In Progress	De Anza College launched Housing Assistance and House Sharing Program.	11/1/2020	6/30/2021	25
1.6	Closing Processes	Future		6/1/2021	6/30/2021	0

Housing Survey

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
To improve public engagement, conduct a citywide housing survey ahead of the 2023-2030 Housing Element update.	Housing	Medium	\$25,000	\$25,000	\$0	\$25,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Reviewed Spring 2020 City Housing Survey and prepared for future survey.	7/1/2019	10/30/2019	100
1.3	Procurement Phase	Complete	Selected consultant and executed contract.	1/1/2020	2/28/2020	100
1.4	Planning Phase	In Progress	Worked with Subcommittee and consultant to develop Housing Survey.	7/1/2020	6/15/2021	80
1.5	Outreach	Future	Notify community of Housing Survey project.	4/1/2021	6/3/2021	0
1.6	Execution Phase	Future	Educate community on Housing Survey. Collect data upon survey completion.	5/3/2021	6/3/2021	0
1.7	Closing Processes	Future		6/3/2021	6/30/2021	0



Research Governor's pledge towards homelessness, work with local agencies and service providers to connect with local funding

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Advocate for funding dedicated to Cupertino projects and programs.	Housing	Small	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Research needs of homeless residents and eligible funding opportunities.	7/1/2020	12/31/2020	99
1.3	Execution Phase	In Progress	Participate in Santa Clara County efforts to address homelessness and identify services and resources needed.	7/1/2020	6/30/2021	25
1.4	Outreach	In Progress	Track and apply for eligible funding sources, if any.	1/3/2020	6/30/2021	25
1.5	Closing Processes	Future		6/1/2021	6/30/2021	0

Review the City's Housing and Human Services Grant (HSG) Funds

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
1. Review existing grant funds to determine allowable uses for emergency financial assistance programs. 2. Consider increasing BMR AHF public service and HSG funding allocations.	Housing	Small	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete Complete	Researched existing City funded programs and determined need for additional General Fund HSG funds for homeless transportation services. Identified allowable uses for emergency financial assistance programs.	7/1/2020	10/30/2020	100
1.3	Outreach	Complete	Marketed FY 20-21 City HSG (public services) funds.	7/1/2020	7/1/2020	100
1.4	Planning Phase	Complete Complete	Evaluated FY 20-21 City Housing and Human Services Grant (public services) applications. Created, drafted, and launched the City's Emergency Assistance Funds program for Cupertino tenants impacted by COVID-19	10/1/2019	7/1/2020	100
1.5	Procurement	Complete	Drafted and executed contracts for the City's Emergency Assistance Funds program and the City's HSG funds.	7/1/2020	12/9/2020	100
1.6	Execution Phase	Complete	Launched the City's Emergency Assistance Funds program and the City's Housing and Human Services Grant programs.	6/1/2020	10/1/2020	100
1.7	Closing Processes	Complete	Monitored the City's Emergency Assistance Funds program and the City's Housing and Human Services Grant programs.	10/1/2020	10/30/2020	100



Study Session for the Impact and Requirement for next RHNA Cycle

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics.	Housing	Large	\$300,000	\$5,000	\$0	\$5,000	3/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	In Progress	Following regional meetings and announcements from ABAG/MTC. Schedule hearings and study sessions with Planning Commission and/or City Council as needed. Currently five meetings have already been conducted. Housing element update anticipated by 9/30/23.	5/19/2020	9/30/2023	80
1.3	Closing Processes	Future		10/1/2023	12/30/2023	0

Transportation to-from Service Providers

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
1. Research existing bus routes, 2. Provide funding to non-profits/social service providers for bus passes.	Housing	Small	\$7,500	\$7,500	\$7,500	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Researched transportation services and worked with WVCS to determine need.	2/28/2020	6/30/2020	100
1.3	Planning Phase	Complete	Released City's Housing and Human Services Grant (HSG)funds and worked with WVCS to apply for funds.	11/11/2019	2/6/2020	100
1.4	Procurement	Complete Complete	City Council increased General Fund HSG allocation to \$125,000 and WVCS was awarded General Fund HSG for transportation services.	2/7/2020	6/30/2020	100
1.5	Outreach	Complete	Promoted City Housing and Human Service Grant funds to community.	10/1/2019	11/15/2019	100
1.6	Execution Phase	Complete	WVCS providing transportation services to eligible community members.	7/1/2020	7/1/2020	100
1.7	Closing Processes	Complete	Conducted Q1 monitoring and compliance.	7/1/2020	10/15/2020	100



Blackberry Farm Golf Course Needs Assessment

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Determine short-term and long- term improvements to the golf course and amenities.	Quality of Life	Medium	\$50,000	\$50,000	\$125	\$49,875	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	Complete	Engaged previous consultant to perform a revised needs assessment of the golf course.	8/31/2020	9/4/2020	100
1.3	Research	In Progress	Research performed on local, similarly sized municipal golf courses. Reviewing Parks Master Plan for guidance on potential upgrades. Will request feedback from Parks and Recreation Commission and City Council on scope of work to provide to the consultant.	9/9/2020	6/30/2021	76
1.4	Procurement	Future	Will execute a contract with the consultant for the golf course feasibility study to include an updated scope of work.	7/1/2021	8/13/2021	0
1.5	Execution Phase	Future	Consultant will assess different options and financial impacts for golf course and present the draft study to the City for review and feedback.	8/16/2021	12/31/2021	0
1.6	Outreach	Future	Will facilitate outreach to key stakeholders about discussing future options of the golf course. Present draft study to Parks and Recreation Commission and City Council for feedback.	12/6/2021	2/25/2022	0
1.7	Closing Processes	Future	After receiving feedback and input from City Council on the draft study, resubmit for final approval and adoption. Expected completion by March of 2022.	2/28/2022	3/25/2022	0

Consider Policies and Related Code Amendments to Regulate Mobile Services Vendors

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Develop and adopt policies to regulate mobile vendors to include a variety of use types, as well as incorporate SB 946.	Quality of Life	Medium	\$47,000	\$47,000	\$0	\$47,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Research completed and ordinance drafted.	7/1/2020	10/30/2020	100
1.3	Outreach	Complete	Engaged residents and businesses to solicit feedback regarding proposed policies.	7/1/2020	10/26/2020	100
1.4	Planning Phase	Complete	Draft ordinance, findings, and guidelines for complying with SB 946 and implementing Mobile Vendors policies.	7/1/2020	12/15/2020	100
1.5	Execution Phase	Complete	Present PC recommendations to City Council.	10/27/2020	1/19/2021	100
1.6	Closing Processes	Future	Implement permit application process and schedule City Council study session on motorized vendors	5/1/2021	6/30/2021	0



Development Accountability

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.	Quality of Life	Medium	\$10,000	\$0	\$0	\$0	3/5/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Currently conducting research for the City and surrounding jurisdictions.	3/1/2020	3/1/2022	3
1.3	Planning Phase	Future	Planning phase pending research.	3/1/2022	4/1/2022	0
1.4	Design Phase	Future		4/1/2022	6/1/2022	0
1.5	Execution Phase	Future		6/1/2022	6/15/2022	0
1.6	Closing Processes	Future		6/15/2022	6/30/2022	0

Dogs Off Leash Area (DOLA)

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Identify additional areas suitable for permitting dogs to be off leash and establish one such area, if the current trial period is successful.	Quality of Life	Small	\$0	\$0	\$0	\$0	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Initial comparative analysis of neighboring cities with existing DOLAs completed.	7/1/2019	8/2/2019	100
1.3	Outreach		Survey was administered to neighboring residents (within .25 miles) of Jollyman Park. 618 responses with 78% in support of the trial. Parks and Recreation Commission approved initial trial.	7/1/2019	9/5/2019	100
1.4	Execution Phase	In Progress	Initial trial performed and extended until June 30, 2021 or until sufficient data is collected for the co-existence of youth sports groups and the DOLA. Research is complete on other potential locations for DOLAs.	9/6/2019	6/30/2021	87
1.5	Outreach	Future	Present results and request feedback on additional DOLA site location from the Parks and Recreation Commission.	5/1/2021	6/30/2021	0
1.6	Closing Processes	Future	Present trial results and recommend additional site to Parks and Recreation Commission then City Council. Determine if trial is successful, request approval and implement DOLAs.	7/1/2021	10/1/2021	0



Emergency Services Continuity of Operations Plan

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Complete plan to resume operations of the City after a major emergency.	Quality of Life	Medium	\$62,000	\$62,000	\$61,650	\$350	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Determination of need and research completed.	12/1/2019	1/14/2020	100
1.3	Planning Phase	Complete	COOP planning in progress. Departmental meeting and draft plan in progress. Minor delays due to COVID-19 response.	6/1/2020	5/28/2021	100
1.4	Procurement	Complete	Qualified vendor identified and selected.	2/4/2020	7/14/2020	100
1.5	Outreach	In Progress	The Public Safety Commission received the first report on March 11, 2021.	12/10/2020	7/1/2021	41
1.6	Execution Phase	In Progress	The kick-off meeting was held with the consultant and launched the planning process with all departments. Planning partners reviewing draft document.	1/1/2021	6/30/2021	13
1.7	Closing Processes	Future		5/3/2021	6/30/2021	0

General Plan Authorization Process

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Evaluate the existing City Council authorization process for General Plan Amendment projects.	Quality of Life	Small	\$6,500	\$6,500	\$1,145	\$5,355	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research existing documentation and processes of other jurisdictions.	7/7/2020	12/15/2020	100
1.3	Outreach	Complete	Council Study Session on 7/7/2020	7/7/2020	11/5/2020	100
1.4	Execution Phase	Complete	Prepared materials for hearings	10/1/2020	12/12/2020	100
1.5	Closing Processes	In Progress	PC hearing on 1/12/21 with recommendation presented to Council on 2/2/21	12/8/2020	4/1/2021	13



Parks & Recreation Dept Strategic Plan

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Complete a strategic plan that addresses the immediate and short-term opportunities identified in the Master Plan.	Quality of Life	Small	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	In Progress	Continue to engage with Public Works to identify ongoing routine park improvements that contribute to the strategic plan goals.	7/1/2020	6/30/2021	60
1.3	Research		Research performed on 18 sites and amenities for potential improvements. Reviewed the tot playground equipment at Creekside and Varian for possible equipment replacement, focusing on themed equipment.	7/1/2020	11/20/2020	100
1.4	Outreach	Complete Complete	Utilizing results from the Parks and Recreation System Master Plan to guide prioritization of amenity improvements. Gather feedback from staff and stakeholders on playground replacement options.	11/2/2020	12/4/2020	100
1.5	Planning Phase	In Progress	The Parks and Recreation Commission reviewed playground replacement themes. Playground designs will be presented at a future meeting. The Commission will review amenity improvements at 3 to 4 meetings from January to March 2021 for prioritization.	11/23/2020	5/26/2021	13
1.6	Closing Processes	Future	Finalize prioritization plans for park amenity improvements and playground replacement projects. Submit to the City's CIP program and Public Works Grounds Division for implementation. Include prioritization for future projects in upcoming fiscal years.	5/27/2021	6/9/2021	0

Pilot - Noise Measurement

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Determine effectiveness of measuring noise utilizing IOT sensors.	Quality of Life	Small	\$35,000	\$35,000	\$0	\$35,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	Future	In Progress - Developing SOW	4/12/2021	5/19/2021	13
1.4	Procurement	In Progress	In Progress - Ongoing Discussions with Vendor	2/1/2021	6/28/2021	15
1.5	Execution Phase	Future		6/29/2021	10/4/2021	0
1.6	Closing Processes	Future		10/5/2021	11/16/2021	0



Pilot - Pollution Monitoring

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Utilize IOT sensors to measure particulate and/or pollution levels.	Quality of Life	Small	\$35,000	\$35,000	\$0	\$35,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	Complete	Project Charter & SOW Created	3/8/2021	3/17/2021	100
1.4	Procurement	In Progress	Contract Set & PO in Process	3/17/2021	3/31/2021	98
1.5	Execution Phase	Future		4/1/2021	6/23/2021	0
1.6	Closing Processes	Future		6/24/2021	8/5/2021	0

Rancho Rinconada (RR)

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Begin operations of aquatics programs and facility rentals, if RR is absorbed by City.	Quality of Life	Medium	TBD	\$0	\$0	\$0	3/4/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete Complete	The Local Agency Formation Commission of Santa Clara County (LAFCO) completed a study of three future options for Rancho Rinconada (RR). Report was provided to staff for review.	1/29/2020	2/17/2020	100
1.3	Outreach	⊘ Complete	City Council reviewed LAFCO report, recommended options 1 and 2. The City surveyed RR residents. 50 households responded, with 65% in support of the merger. Parks and Recreation Commission recommended merger option. Staff will perform additional outreach.	2/18/2020	10/1/2020	100
1.4	Planning Phase	In Progress	Presented update to City Council. Consideration of the acquisition postponed to allow for engagement in long-term planning for aquatics facilities in the City and until RR completes their strategic visioning and outreach.	10/27/2020	10/29/2021	13
1.5	Procurement	Future	Merger application will be submitted to LAFCO for the board to review.	11/1/2021	1/3/2022	0
1.6	Execution Phase	Future	Pending approval of application from LAFCO, work on the annexation of RR into the City will begin.	1/4/2022	4/29/2022	0
1.7	Closing Processes	Future	City takes ownership of RR and finalizes operations of the site.	5/2/2022	6/30/2022	0



Reducing Secondhand Smoke Exposure

Objective ▼	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Revise and develop policies to reduce exposure to secondhand smoke. Potential options include smoke-free multi-unit housing, smoke-free service areas, and smoke-free public events.	Quality of Life	Medium	\$27,592	\$27,592	\$6,517	\$21,075	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Research of policy options in other cities completed.	7/1/2020	8/17/2020	100
1.3	Outreach	⊘ Complete	Outreach consisted of a survey, 2 virtual community meetings, postcard mailings, social media posts, enotifications, as well as direct contact with event facilitators, propety managers, the Chamber LAC, and busines owners	9/22/2020	1/4/2021	100
1.4	Planning Phase	Complete	Council study session held on 9/15/20	8/1/2020	1/31/2021	100
1.5	Execution Phase	In Progress	The 1st reading of the ordinance was held on 3/2/21. Preparing to return to Council on 4/6/21.	1/1/2021	4/30/2021	73
1.6	Closing Processes	Future		4/30/2021	6/1/2021	0

Residential and Mixed Use Residential Design Standards

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.	Quality of Life	Medium	\$240,000	\$200,000	\$0	\$200,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	In Progress	RFP sent out in Oct 2020. Proposals being evaluated. Contracts and budget amendments expected in April 2021.	10/9/2020	4/6/2021	28
1.3	Execution Phase	Future		4/15/2021	1/31/2022	0
1.4	Closing Processes	Future		8/1/2022	9/1/2022	0



Review and Update General Plan and Municipal Code

Objective

Evaluate the General Plan and Municipal Code per industry standards for areas where objective standards and zoning/design guidelines can be provided and/or revised. Amend General Plan and Municipal Code and zoning code to provide objective standards. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.

Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Quality of Life	Large	\$500,000	\$1,000,000	\$224,199	\$775,801	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Reviewed existing documentation and objective standards.	6/3/2019	10/2/2019	100
1.3	Outreach	Complete Complete	Seven meetings held with Planning Commission and two meetings held with City Council in 2019 to collect comments from public, commissioners and councilmembers. City Council delegated prioritization to City Manager.	6/3/2019	6/3/2019	100
1.4	Planning Phase	Complete	Met approximately 15 times between Oct 2019 and Sept 2020 to prioritize and discuss each suggestion made and determine next steps.	6/3/2019	6/5/2019	100
1.5	Procurem ent	© Complete	Council adopted general plan and zoning code objective standards for Vallco in August and September 2019. Council adopted zoning code objective standards for P zoning and parkland dedications in December 2019. Third Round of amendments by Spring 2021.	8/1/2019	12/3/2019	100
1.6	Execution Phase	In Progress	Anticipated to present third round of amendments in Spring 2021	6/1/2019	7/31/2021	60

Review Environmental Review Committee (ERC)

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Review the scope of the ERC.	Quality of Life	Small	\$0	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research of current scope and scope in other cities complete.	9/1/2020	11/19/2020	100
1.3	Outreach	In Progress	Preparing to present research results to Environmental Review Committee (ERC).	11/19/2020	4/30/2021	18
1.4	Planning Phase	Future		4/19/2021	5/21/2021	0
1.5	Execution Phase	Future		5/21/2021	6/14/2021	0
1.6	Closing Processes	Future		6/15/2021	7/16/2021	0



Sign Ordinance Update

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Update existing provisions, particularly in the temporary sign regulations.	Quality of Life	Small	\$25,000	\$0	\$0	\$0	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Conducting research on surrounding jurisdictions	5/13/2020	9/11/2020	60
1.3	Planning Phase	In Progress	Preparing draft ordinance amendments	12/1/2020	4/30/2021	34
1.4	Execution Phase	Future	Expected PC and CC hearing	6/1/2021	7/31/2021	0
1.5	Closing Processes	Future		8/1/2021	8/30/2021	0

Study session on potential ordinance updates and clean up on banning gas-powered leaf blowers

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Provide information and materials to consider an ordinance to ban gas powered leaf blowers.	Quality of Life	Small	\$10,000	\$10,000	\$0	\$10,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	© Complete	Memo of existing regulations and surrounding jurisdictions to City Manager, conducted research on surrounding jurisdictions.	7/22/2019	9/7/2020	100
1.3	Planning Phase	Complete	Developed matrix based on findings from research.	7/1/2020	9/7/2020	100
1.4	Design Phase	Complete	All hearing materials prepared and finalized for meetings with Council and Planning Commission.	9/7/2020	10/29/2020	100
1.5	Execution Phase	© Complete	PC voted against recommending approval, CC motioned to approve ordinance with removal of language for gas-blower ban and to regulate noise only.	9/22/2020	11/2/2020	100
1.6	Closing Processes	Complete	City Council adopted ordinance on 11/2/20.	11/2/2020	11/2/2020	100



Study Session on Regulating Diversified Retail Use

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Identify ways to encourage retail diversity and vital services, find creative solutions to retenant vacant spaces and to attract independent operators. Evaluate pros and cons of Retail Formula Ordinances in other cities.	Quality of Life	Medium	\$50,000	\$45,000	\$0	\$45,000	3/23/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Continue research to include affects of pandemic. This item must be undertaken in conjunction with review of General Plan and Heart of the City plans.	7/1/2020	5/31/2022	50
1.3	Outreach	In Progress	Carry forward to next fiscal year to coordinate with CDD as part of larger discussion related to overall City zoning, including General Plan and Heart of the City Specific Plan.	7/1/2020	9/27/2021	39
1.4	Planning Phase	Future		1/3/2022	2/2/2022	0
1.5	Execution Phase	Future		4/29/2022	6/29/2022	0
1.6	Closing Processes	Future		6/30/2022	6/30/2022	0

Targeted Marketing Programs to Assist Small Businesses

Objective	Category	Size	Estimated Budget	Allocated Budget	Budget Expended	Budget Remaining	Last Update
Develop and launch programs to assist marketing small businesses.	Quality of Life	Small	\$30,000	\$30,000	\$0	\$30,000	3/24/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Omplete	Researched various programs to assist small businesses	7/1/2020	11/2/2021	100
1.3	Outreach		Met with local businesses to gather input and ideas of what type of marketing assistance would be helpful. Used virtual meeting/phone call opportunities, email, and Business Buzz newsletter.	7/1/2020	11/3/2021	100
1.4	Planning Phase	Complete	Worked with Chamber to develop the "I Love Cupertino Community e-Gift Card" program	11/6/2020	12/21/2020	100
1.6	Closing Processes	Omplete Complete	I Love Cupertino e-Gift Card program is live	2/1/2021	2/1/2021	100

Commission and Audit Committee Proposals for FY 2021-2022 City Work Program

Housing Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Subcommittee to identify land for affordable housing	Identify and advise City for acquisition and purchase of location for affordable housing.
Homeless Services and Facilities	Partner with non-profits/social service providers to bring mobile hygiene services to Cupertino and to accommodate the needs of homeless residents by evaluating the potential of adding amenities to future City buildings. *Continued from FY 20-21 work program
Engage with Philanthropic Organizations to find a way to build moderate-income and ELI housing units for Developmentally Disabled and Engage with Habitat for Humanity (or other nonprofit) to build ownership housing	Identify ways to build ELI housing units for developmentally disabled. 2) Look at possibility of building 6-8 affordable ownership townhomes. *Continued from FY 20-21 work program
Affordable Housing Strategies	Explore the development of strategies that provides a variety of products across the affordability levels including updates to the City's density bonus ordinance, housing for the developmentally disabled, as well as those with moderate, low, very low, and extremely low income. *Continued from FY 20-21 work program

Bicycle Pedestrian Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Develop Vision Zero Program	Develop a Vision Zero policy and action plan, to serve as the foundation for future programs and projects.
Traffic Safety Around Schools	Study and propose policies to improve traffic safety around schools. This program would compliment the existing School Walk Audit project, which focuses on infrastructure improvements.
Building code assessment for facilities that encourage bicycle commuting	Review existing City building and planning codes related to the provision of bicycle and other on-site facilities intended to encourage and facilitate bicycling. Revise and supplement existing codes as necessary to achieve goals of encouraging bicycle commuting.
Carmen Road Bridge	Encourage staff to fund, and proceed with design and construction of the Carmen Road Bridge
Stevens Creek Blvd Class IV Bike Lanes of P)	Encourage staff to fund, and proceed with design and construction of the Stevens Creek Class IV Bike Lane project from Wolfe Road to Foothill.

^{**} Will be incorporated as part of operations

Planning Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Study session for the impact and requirement for the next RHNA cycle; RHNA related General Plan updates and rezoning	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 September 2023.
Development Accountability	 Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.
Sign Ordinance Update	Update existing provisions, particularly in the temporary sign regulations and gas station signage regulations.
Review and Update General Plan (GP) and Municipal Code	 Amend General Plan and Municipal Code and zoning code to provide objective standards as identified in 2019/2020 evaluation. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.
Residential and Mixed-Use Residential Design Standards	Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development, in compliance with state law.

Technology, Information, and Communication Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Revisit 5G	Council review existing 5G policy and make alterations as they deem fit. Suggested areas to explore: 1) Spacing between small cell sites and 2) study the City's ability to mandate multi-tenant small cells
Enhance public safety situational awareness	Utilize IoT applications to bring greater situational awareness to public safety. Areas to explore include 1) license plate recognition cameras within targeted neighborhoods, and 2) Noise detection devices that can alert on breaking glass
Utilize technology to support Vision Zero policy recommended by Bike/Ped Commission	1) Map historical data on bike and pedestrian accidents. 2) Expand adaptive traffic signaling to support Vision Zero, and 3) Implement "near miss" technology
Install touchless crosswalk signaling	Enhance personal safety by installing touchless crosswalk signaling

Public Safety Commission Proposals for FY 2021-2022 City Work Program

	Project/Task	Project Objective
		Develop a personal preparedness campaign including providing personal preparedness kits for those most in need (4)
**		Review alert, warning, and communications plan for preparedness and emergency notification (1)
	Wildlife Awareness	Install signage for wildlife awareness in high incident areas (5)
	Catalytic Converter/ General Theft/ Vehicular Burglaries	 Convene business owners through a forum to collect feedback, provide best practices, and gain collective buy-in (2) Conduct a pilot project with Smart Cities regarding residential crime (theft) (3)

^{**} Will be incorporated as part of operations

Sustainability Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Plan Updates	Engage a consultant and commit staff time to developing CAP 2.0. California State law requires addressing climate adaptation, resiliency, transportation greenhouse gasses, and environmental justice in the next climate action plan. One major objective is to identify the economic and community opportunities for Cupertino as California policy points towards neutral emissions in 2045, and net negative emissions in subsequent years.
_	Take part in the County model ordinance development process for addressing nonreusable food service ware items. Develop stakeholder engagement, public outreach, code development, and determine need for CEQA analysis for adopting a nonreusable food service ware items ordinance in Cupertino.

Parks and Recreation Commission Proposals for FY 2021-2022 City Work Program

	Project/Task	Project Objective
**	Cupertino Union School District Collaboration for Field and Playground Space	Work with CUSD as they discuss the potential for school closures and assess any opportunities to incorporate their fields and playgrounds into the City.
	Senior Strategy	Address the needs of seniors in collaboration with the City Council and Commissions. Needs to address include technology resources, housing, food supply, transportation, and mental and physical health and wellbeing.
	Jollyman All Inclusive Playground	Execution of the funded all-inclusive playground Capital Improvement Project at Jollyman Park.
**	Parks and Recreation Strategic Plan Long Term Implementation	Complete a strategic plan that addresses the long-term opportunities identified in the Parks and Recreation System Master Plan.
**	Neighborhood Events	Complete a comprehensive neighborhood events program adapted for COVID to include focused programming from 2021 into 2022.

^{**} Will be incorporated as part of operations

Fine Arts Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Commission Name Change	Change the name of the Fine Arts Commission to broaden the reach of potential interest and align with commission goals.
Visual and Performing Arts Event	Organize and complete a community event focused on the visual and performing arts.

Teen Commission Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
Fiber Internet Implementation	Work with Internet Service Providers (ISP) to bring fiber internet connections to Cupertino residents.

Library Commission Proposals for FY 2021-2022 City Work Program

Project Objective
No Proposals

Audit Committee Proposals for FY 2021-2022 City Work Program

Project/Task	Project Objective
No Proposals	No Proposals