CITY OF CUPERTINO

AMENDED

AGENDA OF THE CUPERTINO CITY COUNCIL

Tuesday, September 21, 2021

Televised Special Meeting (5:30) and
Regular City Council Meeting (6:45)

CITY COUNCIL
DARCY PAUL, MAYOR
LIANG CHAO, VICE MAYOR
KITTY MOORE, COUNCILMEMBER
HUNG WEI, COUNCILMEMBER
JON ROBERT WILLEY, COUNCILMEMBER

TELECONFERENCE MEETING WITHOUT A PHYSICAL LOCATION

For more information:
(408) 777-3200 | www.cupertino.org

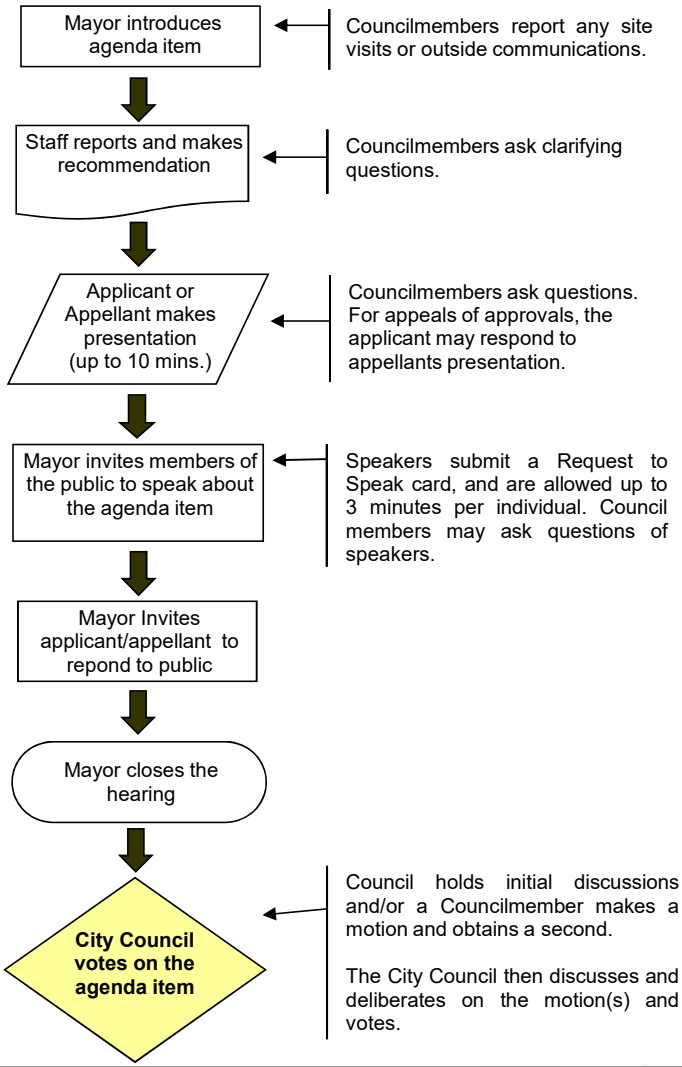
CONDUCT OF BUSINESS

The Mayor is the presiding officer of the City Council. Any member of the public may speak on any item on the agenda for up to three minutes. All statements and questions must be addressed to the Mayor.

City Council hearings serve as a venue for the discussion of sometimes divergent points of view. Please respect the opinions of others and refrain from cheering or clapping. That may delay the meeting or intimidate other persons wishing to express alternate views. Actions that disrupt the meeting will result in a warning, followed by removal if disruption continues.

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. Identifying yourself is voluntary and not required to attend the meeting or provide comments.

FLOWCHART FOR HEARING ITEMS:



PUBLIC HEARINGS

The City Council is required by law to hold public hearings on certain matters prior to making its decision. Notice to interested parties is given by legal advertisement in the local newspaper of general circulation at least 10 calendar days preceding the hearing date. Applications requiring public hearings include change of zoning, variances, use permits, and tentative maps.

COUNCIL MEETINGS

The City Council regularly meets the first and third Tuesdays of each month. These meetings are held at 6:45 p.m. Closed sessions, when needed, are normally held at 6:00 p.m. Closed sessions cover items such as personnel, litigation, or the sale , purchase, or lease of property. The law requires certain actions taken in closed session to be reported in open session.

Urgent business, holidays, or election days may trigger special or adjourned meetings. These meetings will be noticed beforehand.

AGENDAS, MINUTES, AND PACKETS AVAILABLE ON THE WEB

Agendas, minutes, and packets for current and prior City Council and Planning Commission meetings are available at www.cupertino.org, or you can purchase the items on CD.

CITY COUNCIL DECISION IS FINAL

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 www.http://www.cupertino.org/index.aspx?page=125 for a reconsideration petition form.

CITY OF CUPERTINO

AGENDA

CITY COUNCIL

This will be a teleconference meeting without a physical location.
Tuesday, September 21, 2021
5:30 PM

Amended Televised Special Meeting (5:30) and Regular City Council Meeting (6:45)

Amended at 5:15 p.m. on 09/16/2021 to update Item No. 15 Attachment B.

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 to comment on an item on the agenda may do so in the following ways:
1) E-mail comments by 4:00 p.m. on Tuesday, September 21 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:

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_WiWxZrXsSYGkmyFk9KnM5w

Phone
Dial: 669-900-6833 and enter Webinar ID: 955 5481 2493 (Type *9 to raise hand to speak, *6 to unmute yourself). 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: 955 5481 2493
SIP: 95554812493@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," or, if you are calling in, press *9. 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, September 21, 2021, commencing at 5:30 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 - 5:30 PM

STUDY SESSION

1. Subject: Study Session to provide an update on the Pre-Approved Accessory Dwelling Unit Program and Accessory Dwelling Unit implementation
Recommended Action: That City Council receive the presentation and provide comments.
Staff Report
A - Steps to a Completed ADU Handout
B - ADU FAQs Handout

ADJOURNMENT

REGULAR MEETING

PLEDGE OF ALLEGIANCE - 6:45 PM

ROLL CALL

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Proclamation recognizing September as National Suicide Prevention Month
Recommended Action: Present proclamation recognizing September as National Suicide Prevention Month

A - Proclamation

2. Subject: Proclamation recognizing September 21 as World Alzheimer's Day
Recommended Action: Present proclamation recognizing September 21 as World Alzheimer's Day
A - Proclamation

3. Subject: Certificates of recognition to the Cupertino Safe Routes to School (SR2S) Student Video Contest winners
Recommended Action: Present certificates of recognition to the Cupertino Safe Routes to School (SR2S) Student Video Contest winners
A - Certificates of Recognition

POSTPONEMENTS AND ORDERS OF THE DAY

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Council on any matter within the jurisdiction of the Council and not on the agenda. The total time for Oral Communications will ordinarily be limited to one hour. Individual speakers are limited to three (3) minutes. As necessary, the Chair may further limit the time allowed to individual speakers, or reschedule remaining comments to the end of the meeting on a first come first heard basis, with priority given to students. In most cases, State law will prohibit the Council from discussing or making any decisions with respect to a matter not listed on the agenda. A councilmember may, however, briefly respond to statements made or questions posed by speakers. A councilmember may also ask a question for clarification, provide a reference for factual information, request staff to report back concerning a matter, or request that an item be added to a future City Council agenda in response to public comment.

REPORTS BY COUNCIL AND STAFF (10 minutes)

4. Subject: Brief reports on councilmember activities and brief announcements
Recommended Action: Receive brief reports on councilmember activities and brief announcements

5. Subject: Report on Committee assignments
Recommended Action: Report on Committee assignments

6. Subject: City Manager Update
Recommended Action: Receive City Manager updates on emergency response efforts and other City business

CONSENT CALENDAR (Items 7-15)

Unless there are separate discussions and/or actions requested by council, staff or a member of the public, it is requested that items under the Consent Calendar be acted on simultaneously.

7. Subject: Approve the September 7 City Council minutes
Recommended Action: Approve the September 7 City Council minutes
A - Draft Minutes

8. Subject: Consider Accepting Accounts Payable for the period ending August 2, 2021
Recommended Action: Adopt Resolution No. 21-082 accepting Accounts Payable for the period ending August 2, 2021
A - Draft Resolution
B - AP Report

9. Subject: Consider Accepting Accounts Payable for the period ending August 9, 2021
Recommended Action: Adopt Resolution No. 21-083 accepting Accounts Payable for the period ending August 9, 2021
A - Draft Resolution
B - AP Report

10. Subject: Consider Accepting Accounts Payable for the period ending August 16, 2021
Recommended Action: Adopt Resolution No. 21-084 accepting Accounts Payable for the period ending August 16, 2021
A - Draft Resolution
B - AP Report

11. Subject: Consider Accepting Accounts Payable for the period ending August 23, 2021
Recommended Action: Adopt Resolution No. 21-085 accepting Accounts Payable for the period ending August 23, 2021
A - Draft Resolution
B - AP Report

12. Subject: Consider Accepting Accounts Payable for the period ending August 30, 2021
Recommended Action: Adopt Resolution No. 21-086 accepting Accounts Payable for the period ending August 30, 2021
A - Draft Resolution
B - AP Report

13. Subject: Consider waiving planning permit fees for landscape conversion projects participating in an official City Climate Victory Garden Pilot Program or in Santa Clara Valley Water District's Landscape Rebate Program
Recommended Action: Adopt Resolution No. 21-087 that allows planning permit fees to be waived for Climate Victory Garden Pilot projects and Santa Clara Valley Water District Landscape Rebate Program projects

Staff Report
A - Draft Resolution

14. Subject: Consider Approval of a Contract between the City of Cupertino and Miracle Play Systems, Inc. for the Purchase and Installation of Themed Playground Equipment at Creekside Park Tot Lot

Recommended Action: Authorize the City Manager to Execute a Contract between the City of Cupertino and Miracle Play Systems, Inc., Using Pricing Established through the National Cooperative Purchase Program, in the Amount of $222,194.96

Staff Report
A - Existing Creekside Tot Lot Playground Site Plan and Photos
B- Parks and Recreation System Master Plan Appendix F, Table F-3
C - Representation of Proposed Playground Equipment
D - Draft Contract

15. Subject: Initiate Sixth-Cycle General Plan Housing Element update, consider consultant agreement to complete the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law, and associated budget modification.

Recommended Action: That the City Council adopt Resolution No. 21-088 (Attachment A) to:

1. Initiate the Sixth-Cycle General Plan Housing Element update;
2. Award a consultant agreement for the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law;
3. Authorize the City Manager to execute a consultant agreement based on the scope of work with EMC Planning Group to provide these services to the City, for an amount not to exceed $748,040 (Attachment B);
4. Authorize the City Manager to approve contract change order(s) for an amount not to exceed $748,040 with EMC Planning Group; and
5. Approve Budget Modification #2122-165 to increase appropriations in 100-71-702 750-101 (page 414 of the Fiscal Year 2021-22 Adopted Budget) by $774,248 and increase revenues in 100-71-702 440-430 by $352,613 for the Sixth-Cycle General Plan Housing Element Update, related rezoning, public noticing, legal counsel, and all necessary environmental review as required under State law for the fiscal year 2021-22.

Staff Report
A - Draft Resolution
B - Draft Contract, Scope of Work, & Fee Estimate

SECOND READING OF ORDINANCES - None

PUBLIC HEARINGS - None

ORDINANCES AND ACTION ITEMS

16. Subject: Consider adopting a resolution approving the addition of a Suicide Prevention Policy
Recommended Action: Adopt Resolution No. 21-089 establishing a Suicide Prevention Policy
Staff Report
A - Draft Resolution Establishing a Suicide Prevention Policy
B - Santa Clara County Suicide Prevention Strategic Plan

17. Subject: Consider adjustments to the revised Athletic Field Use Policy
Recommended Action: Consider adjustments to the revised Athletic Field Use Policy
Staff Report
A - May 4, 2021 Staff Report Athletic Field Use Policy Update
B - Summary of Field Use Policy Changes
C - Field Permit Schedule (August 2021)

18. Subject: City Work Program Update
Recommended Action: Receive City Work Program update
Staff Report
A - FY 20-21 City Work Program Q4 Update
B - Summary Status of Each Item in FY 20-21 City Work Program
C - FY 21-22 City Work Program

ORAL COMMUNICATIONS - CONTINUED (As necessary)

COUNCIL AND STAFF COMMENTS AND FUTURE AGENDA ITEMS

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, Cupertino, California 95014, 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 section 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. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.

THE CITY COUNCIL AND STAFF

CITY COUNCIL
Cupertino is a General Law city organized under and subject to statutes of the State of California. It is governed by the five-member City Council with the Mayor as the presiding officer. City Council members are elected at-large to four-year, overlapping terms. Each November a mayor and a vice-mayor are selected by the City Council for a one-year term.

The City Council receives advice and assistance from eleven advisory bodies, which are appointed by the Council. These are the Audit Committee, Bicycle Pedestrian Commission, Fine Arts Commission, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, Public Safety Commission, Sustainability Commission, Teen Commission, and Technology, Information, and Communications Commission.

Council members also serve on a variety of regional bodies, including:
- Association of Bay Area Governments
- League of California Cities
- Santa Clara County (SCC) Cities Association
- SCC Emergency Preparedness Council
- SCC Library District
- SCC Emergency Preparedness Commission
- Santa Clara Valley Water Commission and Water District
- SCC Transportation Authoritym
- West Valley Mayors and Managers

STAFF
The City Manager and the City Attorney are appointed by the Council. The City Manager is responsible for interpreting and carrying out Council policies and direction, and as the chief administrative officer, the City Manager coordinates the many activities of the city and appoints the professional and technical staff. The City Attorney is the advisor to the City Council as a whole.

TYPES OF COUNCIL ACTIONS

ORDINANCES
Ordinances are the means by which the City enacts its local laws. Unless an urgent situation exists, ordinances will first be presented at a Council meeting as a “first reading." At a subsequent Council meeting, there will be a “second reading and adoption." Ordinances go into effect after a waiting period of thirty days, in most cases, during which time the summary of the ordinance is published in a local newspaper approved for this purpose.

RESOLUTIONS
Resolutions and minute orders are the means by which the City Council formally adopts policies or approves specific actions. These go into effect when adopted**.**

APPEALS
Any interested person, including a Council member, may appeal a Planning Commission or Director of Community Development decision to the City Council. An appeal must be submitted in writing to the City Clerk within 14 calendar days of the mailing of the notice of the decision.

RECONSIDERATION
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 www.http://www.cupertino.org/index.aspx?page=125 for a reconsideration petition form.

COMMUNICATING WITH COUNCIL

All Council members:	citycouncil@cupertino.org	
Darcy Paul	DPaul@cupertino.org	(408) 777-3195
Liang Chao	LiangChao@cupertino.org	(408) 777-3192
Kitty Moore	Kmoore@cupertino.org	(408) 777-1398
Hung Wei	HWei@cupertino.org	(408) 777-3139
Jon Robert Willey	JWilley@cupertino.org	(408) 777-3193
Executive Assistant	manager@cupertino.org	(408) 777-3212
City Hall	www.cupertino.org	(408) 777-CITY

Please note: the City Council discourages submission of written materials on the day of the meeting as this does not provide enough time to give the materials fair evaluation. If you must provide written materials on the day of the meeting, as least one copy must be given to the City Clerk for the permanent record, and ten copies are preferred.

NEWS AND NOTICES FROM CITY HALL

EMAIL
Sign up for e-notification of agendas, elections, and other news on the city website at www.cupertino.org/notify

TELEVISION
The City Channel broadcasts City Council and Planning Commission meetings , as well as agenda previews, public service announcements, and other programs of community interest, on Channel 26 in Cupertino. The meetings are shown at these times:

Tuesday	(live)	6:45 p.m.	Friday	(replay)	10:00 a.m.
Thursday	(replay)	7:00 p.m.	Saturday	(replay)	9:00 a.m.

INTERNET
City Council and Planning Commission videos are available on demand at www.cupertino.org. Select "I Want To, View City Council meetings".

News and community information can also be found at:
https://www.facebook.com/cityofcupertino/
https://twitter.com/CityofCupertino
https://www.instagram.com/cityofcupertino

AUDIO
Tune into Radio Cupertino, 1670 AM, for meeting announcements, public service messages, and emergency announcements.

USEFUL TELEPHONE NUMBERS

City of Cupertino (City Hall)	General Information and Comments	(408) 777-CITY
Fire (Emergency)	Santa Clara County Fire Dept. dispatch	911
Fire (Non-Emergency)	Santa Clara County Fire Dept.	(408) 378-4010
Garbage	Recology South Bay	(408) 725-4020
Gas & Electricity	Pacific Gas & Electric (PG&E)	1-800-743-5000
Recreation & Community Services	Quinlan Community Center	(408) 777-3120
Police (Emergency)	Santa Clara County Sheriff dispatch	911
Police (Non-Emergency)	Santa Clara County Sheriff	(408) 868-6600
Public Health	Santa Clara County Public Health	(408) 732-3720
Sanitary Sewers	Cupertino Sanitary District	(408) 253-7071
Water	San Jose Water	(408) 279-7900
	California Water	(650) 917-0152

CITY OF CUPERTINO

Legislation Text

File #: 21-9544, **Version:** 1

Subject: Study Session to provide an update on the Pre-Approved Accessory Dwelling Unit Program and Accessory Dwelling Unit implementation

That City Council receive the presentation and provide comments.

powered by Legistar™

CITY OF CUPERTINO

COMMUNITY DEVELOPMENT DEPARTMENT

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA
95014-3255 TELEPHONE: (408) 777-3308 • FAX: (408) 777-3333
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: September 21, 2021

SUBJECT

Study Session to provide an update on the Pre-Approved Accessory Dwelling Unit Program and Accessory Dwelling Unit implementation.

RECOMMENDED ACTION

That City Council receive the presentation and provide comments.

DISCUSSION

Background

The City's Housing Element encourages the increased supply of ADUs to provide affordable housing opportunities that meet the City's Regional Housing Needs Allocation (RHNA) for moderate level housing. In order to implement this General Plan policy, the City has worked to incentivize the production of Accessory Dwelling Units (ADUs) under the Community Livability and Sustainable Infrastructure sections of the FY18/19 and FY19/20 City Work Programs. As part of these efforts, the City has reduced building permit and impact fees and adopted modifications to development standards.

The direction from Council in implementing this FY20/21 City Work Program included an item to establish Pre-approved ADU plans to help property owners by reducing/eliminating design costs and creating procedures and policies on streamlining the ADU review process.

Planning Commission Review

An update on Accessory Dwelling Unit production and implementation of incentive programs was provided at a study session to the Planning Commission on June 23, 2020. At the study session, staff presented a review of programs other cities had created for pre-approved ADUs. The City of San Jose's ADU Ally Program was discussed in depth as it was successful in facilitating ADU education and development. This program offers pre-approved plans from selected vendors that helps quicken the review process while

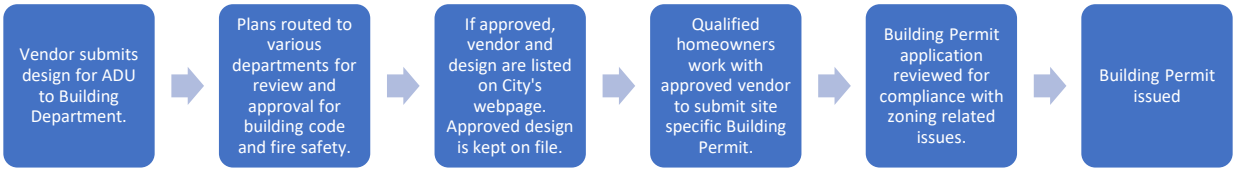
saving the applicant money.[1] The Planning Commission's direction was to return for a follow-up study session on the progress of the City's own pre-approved ADU program.

On August 24, 2021, the Planning Commission heard the Staff presentation on the update of the Pre-approved ADU program, as well as status of permitted ADU production in the city. The Planning Commission asked questions and staff received comments from the community. No substantial changes to the program were proposed.

Analysis

Pre-Approved ADU Program

Upon completion of the review of other City's programs, the discussion at the Planning Commission, Planning Staff in winter 2020 initiated the City's pre-approved ADU program in collaboration with Building Division staff. The City's webpage for the program can be viewed here. The program's process is based on the San Jose ADU Ally Program, which enables residents to choose a pre-approved ADU design from a specific vendor, saving the applicant time, and potentially money. All pre-approved ADUs must be detached but can be stick-built or prefabricated. The program functions as follows:



Any homeowner applying for a site specific pre-approved ADU must continue to submit the vendor's approved design, boundary survey, site plan, and if proposing to install an HVAC system, the specs for the outdoor condenser.

Homeowners can only qualify for a pre-approved ADU if their residence is in the Valley Floor geologic designation. This is the area that includes all relatively level valley floor terrain, primarily not adjacent to any waterways, and not included in the following categories:

- Fault Rupture
- Slope instability
- Hillside
- Liquefaction/Inundation

[1] More information about San Jose's ADU Ally Program is located online at: https://www.sanjoseca.gov/business/development-services-permit-center/accessory-dwelling-units-adus.

To assist potential applicants in identifying their property's qualification for the Program, the Program's webpage contains a mapping feature that can identify whether a parcel in the City is eligible.

Planning staff developed handouts with FAQs, basic development standards, and description of the pathway to applying for a permit and obtaining a building permit for the public. These have been attached as Attachments 1 and 2.

Accessory Dwelling Unit Development

California General Plan law requires each city and county to have land zoned to accommodate its fair share of the regional housing need as part of its Regional Housing Needs Allocation (RHNA). Over the 8-year projection period (January 1, 2014 through October 31, 2022) for the City's Housing Element, the City's fair share allocation is 1,064 new housing units, which is divided into four income categories: very low, low, moderate, and above moderate. Consistent with Government Code Section 65583(c)(1) and HCD technical guidance documents, the City is applying ADU development towards its moderate income RHNA.

Prior to 2014, the city approved an average of four ADUs per year. The current Housing Element anticipated that the same number of ADUs as that produced during the 2007-2014 cycle (32 ADUs) would be permitted in the 2014-2022 cycle. However, between 2014 and August 3, 2021, there have been 118 ADUs permitted. Please refer to Table 1 to see a year-by-year breakdown of the units permitted thus far.

Table 1 Accessory Dwelling Units Permitted by Year and Type

	2014	2015	2016	2017	2018	2019	2020	2021
Attached/ Conversion	0	1	11	9	10	8	12	18
Detached	8	4	7	3	5	7	8	7
Total	**8**	**5**	**18**	**12**	**15**	**15**	**20**	**25**

Although only midway through the 2021 calendar year, based on the data, it appears that the city has surpassed its most prolific year (20 in 2020) for ADU development.

Table 2 has a breakdown the types of ADUs and sizes of units that residents have been permitted to be built in the 2020-2021 calendar years. Under state law, conversions of garages/enclosed parking spaces into ADUs do not require replacement parking. There have been ten instances of garage conversions so far – four detached garages and six attached garages. To date, no applications for ADUs within existing multi-family developments have been received in the city, though there have been some inquiries about addition of ADUs on duplex properties.

Table 2 Types and Size of ADUs and JADUs in the City (2020 -2021)

	JADU	Detached ADU	Attached ADU	Conversion
Average Size (Size Range)	0	652 s.f. (406-995 s.f.)	625 s.f. (425-800 s.f.)	503 s.f. (395-864 s.f.)
Number	**0**	**15**	**18**	**12** [2]

Sustainability Impact
No sustainability impact.

Fiscal Impact
No fiscal impact.

Prepared by: Gian Paolo Martire, Senior Planner
Reviewed by: Piu Ghosh, Planning Manager
Benjamin Fu, Director of Community Development
Christopher Jensen, City Attorney
Approved by: Dianne Thompson, Assistant City Manager
Approved for Submission by: Greg Larson, Interim City Manager

ATTACHMENTS
A - Steps to a Completed ADU Handout
B - ADU FAQs handout

[2] Ten of these are garage conversions.

CUPERTINO

STEPS TO A COMPLETED ADU

THE PERMITTING PROCESS

www.cupertino.org/adu

1. Talk to a Planner

- Contact the Planning Division: planning@cupertino.org or (408) 777-3308; or
- Visit in-person during the Planning Counter Hours
- A Planner will advise you on how the ADU Ordinance applies to your project

2. Hire Experienced Professionals

- We advise that you hire a designer, licensed architect, and/or engineer to design the ADU and a licensed contractor to build it

3. Submit a Preliminary Review (Optional)

- We suggest that you electronically submit your architectural plans for a complementary preliminary review by the Planning Division (planning@cupertino.org)
- A Planner will review your proposal to ensure that proposal meets all requirements

4. Prepare Building Permit Submittal Package

- Prepare drawings and documents according to the Electronic Plan Submittal requirements
- Complete a Construction Permit Application
- Complete a New Address Form - Required for detached ADUs. All other ADUs may have their own address, but it is not a requirement

5. Submit Permit Package and Pay Fees

- Create your Accela Citizen Account (ACA) (www.cupertino.org/aca)
- Electronically submit the application form permitcenter@cupertino.org
- The ACA account allows Permit Center staff to link the permit to your account and generate invoices. Invoiced fees may be paid online through ACA

6. Plan Review Process

- You will be sent instructions on how to create a ProjectDox account (https://eplanreview.cupertino.org/ProjectDox/) and upload plans.
- Plans will be routed and reviewed by all applicable agencies using ProjectDox
- Use ProjectDox to track review progress, view project review comments and upload revised drawings and/or documents

7. Building Permit Issuance

- Pay any remaining invoiced fees online through ACA and notify the Permit Center (permitcenter@cupertino.org) once all fees have been paid
- Permit Center Staff will then send the permit to be signed and submitted electronically to the licensed contractor or the property owner
- Submit the signed permit electronically through ProjectDox
- The approved plans & documents will be stamped, prepared, and released in ProjectDox
- The construction and inspection phase can now begin

8. Schedule and Pass Inspection(s)

- Please review the Inspection Procedures Required for Residential Structures handout
- For JADUs, obtain a covenant from Planning staff, get your signature notarized, and record it with the Santa Clara County Recorder prior to scheduling a final building inspection
- Schedule inspection(s) online using your Accela Citizen Account or by calling the Building Division at (408) 777-3228
- After each inspection, an inspection report will be emailed to the primary contact on permit record

Congratulations!

Your ADU is now complete

CUPERTINO

ACCESSORY DWELLING UNIT
INFORMATION SHEET
www.cupertino.org/adu

TYPES OF ADUs

Internal Conversion

Detached

Attached

DEVELOPMENT STANDARDS

	Single Family				Multi Family	
	Internal Conversion	**Detached (≤ 800 s.f.)**	**Detached (> 800 s.f.)**	**Attached**	**Internal Conversion**	**Detached**
Max. Size	No size limitation[1]	800 s.f.	1 bd: 850 s.f. 2+ bd: 1,000 s.f. Must meet Floor Area Ratio and Lot Coverage	1 bd: 850 s.f. 2+ bd: 1,000 s.f. Must meet Floor Area Ratio and Lot Coverage	No size limitation[1]	1,200 s.f.
Setbacks	Per underlying zoning[2]	Front per underlying zoning; Rear and sides 4 ft	Must comply with Accessory Structure Ordinance[3]	Front per underlying zoning; Rear and sides 4 ft	No increase in size of existing structure	Front per underlying zoning; Rear and sides 4 ft
Height	No increase in height of existing structure	16 ft	Must comply with Accessory Structure Ordinance[4]	Per underlying zoning[2]	No increase in height of existing structure	16 ft
Number of Units	Two units are allowed if one is a JADU and one is a detached ≤ 800 s.f. ADU		Only one ADU of this kind is allowed. A JADU is not allowed in addition to these		The greater of: 25% of existing dwelling units or one ADU	No more than 2 ADUs
Direct Outside Access	• Independent outside access must be provided without going through the principal unit and must be on a different elevation than the entrance to the principal unit • There can be no connection with the principal unit, except for a JADU that shares a bathroom with the principal unit					

1. Please see the "Floor Area Ratio (FAR)" info box on the next page for more information.
2. If the structure is non-conforming, the rear and side setbacks must meet fire and life safety requirements.
3. On corner lots, streetside setbacks modified to 4 feet, but ADU may not encroach into required corner triangle.
4. Except that max. height of 16 feet is allowed at farthest point from the rear and side property lines.

*For detached ADUs, walls less than 5 feet from the property line may have windows if they have obscured glass or have a sill height above 5 feet from the floor (CMC 19.100.030 (2)(i)).

*Detached ADUs must be set back from the principal unit at least 5 ft from eave to eave (CMC 19.100.030(2)(c)).

FLOOR AREA RATIO (FAR)

- ADUs will count towards the FAR although all single family homes are permitted to construct an ADU ≤ 800 s.f (living area, exclusive of decks, etc.) as follows:
  - Properties at maximum FAR - ADU s.f. is not limited by lot coverage, FAR, and open space requirements
  - Properties at less than maximum FAR - ADU s.f. applies to FAR till FAR limit; ADU balance up to 800 s.f. is not limited by lot coverage, FAR, and open space requirements
- ADUs **> 800 s.f.** are limited by lot coverage, FAR, and open space requirements
- ADUs in multi-family developments are not limited by lot coverage, FAR, or open space requirements
- Internal Conversions in multi-family dwellings must be created out of space that is not used as livable space (i.e. attic, basement, storage room)

WHAT IS A JADU?

- An ADU **≤ 500 s.f.**
- Contained entirely within an existing or proposed home (not a garage)
- Must fit within the allowed 45% FAR
- Must have an efficiency kitchen at a minimum
- Bathroom may be shared or independent from principal unit
- Converted out of habitable living space

FREQUENTLY ASKED QUESTIONS

1. How many ADUs can I build, at most, on my property?
Pursuant to AB 3182, adopted in 2020, single family properties can construct a JADU and a streamlined detached ADU (≤ 800 sq. ft.) or an ADU that is a conversion of existing space built in accordance to the City of Cupertino's Municipal Code, for a total of two ADUs. Note that a JADU cannot be combined with either an attached ADU,or a detached ADU that is greater than 800 sq. ft.

For multi-family property, you can construct up to two detached ADUs and convert non-habitable spaces to construct up to 25% of the number of existing units (minimum one unit) as ADUs.

2. May I sell or rent my ADU?
An ADU may be rented, but not sold, separately from the principal dwelling unit. However, ADUs, including JADUs, may not be used for short-term rental activity. For JADUs, the owner must occupy either the principal dwelling unit or the JADU.

3. Can I have a door or any connection between my attached ADU and my primary dwelling unit?
No internal access is allowed except for a JADU that has a shared bathroom with the principal dwelling unit on property with single family uses. All other ADU's must be completely separated from the principal dwelling unit.

4. Can I have a two-story ADU?
A two-story ADU is only allowed if you are converting a portion of existing second story space into an ADU.

5. Is an ADU required to have its own address?
A detached ADU is required to have its own address. All other types of ADUs may have their own address but are not required to.

6. Can I propose a JADU and an attached ADU with my brand new single family home?
No. A JADU cannot be combined with an attached ADU.

7. Is there a replacement parking requirement for converting a garage into an ADU?
You do not need to provide replacement parking when converting a garage into an ADU.

8. Can an ADU have its own garage and/or covered patio?
Yes, as long as the garage and/or covered patio proposed meet(s) the necessary size, height, and setback regulations; as well as, the FAR and lot coverage restrictions for the property.

9. Can I convert a portion of my existing garage into an ADU and use the balance of the sq. ft. for my main home?
Existing garages can be converted into an ADU, however, the balance of the space cannot be used for the principal dwelling unit as a result of this conversion.

10. Can I convert my existing attached garage into a JADU?A JADU is created by converting space within the walls of the principal dwelling unit. Since garages are considered an accessory use to the principal dwelling unit, the resulting ADU would not be considered a JADU. In this situation, on a single family property, you could not have any other type of ADU (including a JADU).

11. I want to convert a portion of my existing home that maximizes FAR to an ADU and, concurrently, I want to add some or all of the converted sq. ft. to the primary dwelling unit in another area. Can I do this?
No. Existing square footage, once converted to an ADU, may not be added as new construction elsewhere to the primary dwelling unit. The relaxed provisions afforded by state law which reduce rear and side setbacks and eliminate floor area, lot coverage, and open space limitations, provide flexibility to add an ADU only.

12. Can I absorb the space of an ADU built under the relaxed state regulations into the principal dwelling unit?
No. The relaxed floor area and lot coverage standards are to allow additional housing units to become available, not to allow larger principal dwelling units.

13. I can add 500 s.f. before I reach the maximum FAR for my property. I want to add a 600 s.f. ADU. Can I do this?
Yes. While ADU s.f. counts toward allowable FAR, you are permitted at least 800 s.f. for an ADU even if you reach the maximum FAR. Not that once FAR is maximized (here, with 500 sq. ft. addition), while future additions to the primary dwelling unit are not permitted, 200 sq. ft. may still be added to the ADU.

14. Do I have to pay impact fees?
ADUs < 750 sq. ft. in size will not incur park, or storm drain fees. ADUs larger than this size will incur impact fees. However, ADUs of any size may be subject to school impact fees. Please contact Public Works Department at (408) 777-3354, Cupertino Union School District at (408) 252-3000 ext. 61-373, and Fremont Union High School District at (408) 522-2220 for information.

15. Will my property taxes increase if I build an ADU?
Yes. The County Assessor appraises all new construction and remodels, including ADUs, at fair market value. Please visit www.sccassessor.org for more information.

16. Is a water and/or electric meter required for my ADU?Please contact your water provider and/or PG&E to determine whether these are needed.

CITY OF CUPERTINO

Legislation Text

File #: 21-9736, **Version:** 1

Subject: Proclamation recognizing September as National Suicide Prevention Month

Present proclamation recognizing September as National Suicide Prevention Month

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CITY OF CUPERTINO

Proclamation

WHEREAS, Suicide is the 10th leading cause of death in the United States, and the National Alliance on Mental Illness reports that the overall suicide rate in the U.S. has increased by 35% since 1999 as one death occurs every 11 minutes;

WHEREAS, The United States observes National Suicide Prevention Month every September in efforts to raise awareness, spread hope, and share vital information to individuals, friends, and families;

WHEREAS, Suicide affects people of all ages and can be prevented with education, resources, and healthy discussions that are open, honest, and supportive;

WHEREAS, The City of Cupertino publicly places its full support behind those who work in the fields of mental health, education, law enforcement, and others who serve on the front lines fighting for suicide prevention and mental wellbeing;

WHEREAS, All residents of the City of Cupertino are urged to play a role in suicide prevention by learning the warning signs, learning how to get help for yourself or others, and understanding that one conversation can change and even save another's life.

THEREFORE, I, Mayor Darcy Paul, and the Cupertino City Council do hereby Proclaim the month of September 2021 as

National Suicide Prevention Month

in the City of Cupertino, and call on all residents to check in on the well-being of our families, friends, and neighbors as we work together to create a healthier, stronger, and more supportive community.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Cupertino to be affixed this Tuesday, September 21, 2021.

Darcy Paul
Mayor

CITY OF CUPERTINO

Legislation Text

File #: 21-9787, **Version:** 1

Subject: Proclamation recognizing September 21 as World Alzheimer's Day

Present proclamation recognizing September 21 as World Alzheimer's Day

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CITY OF CUPERTINO

Proclamation

WHEREAS, Every 65 seconds, an individual develops Alzheimer's disease or a related dementia; these illnesses claim more lives than breast cancer and prostate cancer combined;

WHEREAS, September 21 is World Alzheimer's Day, recognizing a disease affecting more than 50 million people worldwide, including six million Americans and 31,000 residents in Santa Clara County;

WHEREAS, The City of Cupertino recognizes that this day is meant to promote and join the global conversation about brain health, Alzheimer's disease, and other dementia as a public health crisis;

WHEREAS, People with dementia are often happier if they can live independently in their own homes in cities where more people understand dementia, include and support those living with dementia, and where there is less fear and avoidance;

WHEREAS, The City of Cupertino supports organizations like Age-Friendly Silicon Valley and Santa Clara County Healthy Brain Initiative, which help meet the needs of people in our community who are affected by Alzheimer's disease and related dementias through support, education, and advocacy.

THEREFORE, I, Mayor Darcy Paul, and the Cupertino City Council do hereby Proclaim September 21, 2021 as

World Alzheimer's Day

in the City of Cupertino and encourage residents to learn more about Alzheimer's disease and related dementias to support our families, friends, and neighbors who are impacted by these conditions.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Cupertino to be affixed this Tuesday, September 21, 2021.

Darcy Paul
Mayor

CITY OF CUPERTINO

Legislation Text

File #: 21-9764, **Version:** 1

Subject: Certificates of recognition to the Cupertino Safe Routes to School (SR2S) Student Video Contest winners

Present certificates of recognition to the Cupertino Safe Routes to School (SR2S) Student Video Contest winners

CITY OF CUPERTINO

Certificate of Recognition

Presented to

Crystal Cheng

September 21, 2021

in Recognition of winning the High School Inspirational Category of the Safe Routes to School Student Video Contest; your work is an inspiration to students to choose active modes of transportation to travel to school and to navigate the City of Cupertino's bikeways, roadways, and walkways.

Darcy Paul
Mayor

CITY OF CUPERTINO

Certificate of Recognition

Presented to

Sudisha Kumar

September 21, 2021

in Recognition of winning the Middle School Inspirational Category of the Safe Routes to School Student Video Contest; your work is an inspiration to students to choose active modes of transportation to travel to school and to navigate the City of Cupertino's bikeways, roadways, and walkways.

Darcy Paul
Mayor

CITY OF CUPERTINO

Certificate of Recognition

Presented to

Lindsey Tang

September 21, 2021

in Recognition of winning the High School Inspirational Category of the Safe Routes to School Student Video Contest; your work is an inspiration to students to choose active modes of transportation to travel to school and to navigate the City of Cupertino's bikeways, roadways, and walkways.

Darcy Paul
Mayor

CITY OF CUPERTINO

Certificate of Recognition

Presented to

Avishi Trivedi

September 21, 2021

in Recognition of winning the High School Inspirational Category of the Safe Routes to School Student Video Contest; your work is an inspiration to students to choose active modes of transportation to travel to school and to navigate the City of Cupertino's bikeways, roadways, and walkways.

Darcy Paul
Mayor

CITY OF CUPERTINO

Legislation Text

File #: 21-9114, **Version:** 1

Subject: Brief reports on councilmember activities and brief announcements

Receive brief reports on councilmember activities and brief announcements

CITY OF CUPERTINO

Legislation Text

File #: 21-9193, **Version:** 1

Subject: Report on Committee assignments

Report on Committee assignments

powered by Legistar™

CITY OF CUPERTINO

Legislation Text

File #: 21-9181, **Version:** 1

Subject: City Manager Update

Receive City Manager updates on emergency response efforts and other City business

powered by Legistar™

CITY OF CUPERTINO

Legislation Text

File #: 21-9205, **Version:** 1

Subject: Approve the September 7 City Council minutes

Approve the September 7 City Council minutes

DRAFT MINUTES
CUPERTINO CITY COUNCIL
Tuesday, September 7, 2021

REGULAR MEETING

At 6:45 p.m. Mayor Darcy Paul called the Regular City Council meeting to order. This was a teleconference meeting with no physical location.

ROLL CALL

Present: Mayor Darcy Paul, Vice Mayor Liang Chao, and Councilmembers Kitty Moore, Hung Wei, and Jon Robert Willey. Absent: None. All Councilmembers teleconferenced for the meeting.

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Proclamation recognizing September as National Preparedness Month (NPM)
Recommended Action: Present proclamation recognizing September as National Preparedness Month (NPM)

Emergency Manager Thomas Chin received the proclamation.

Mayor Paul presented the proclamation recognizing September as National Preparedness Month (NPM).

POSTPONEMENTS AND ORDERS OF THE DAY - None

ORAL COMMUNICATIONS

Jennifer Griffin opposed California Senate legislative housing bills SB 9 and SB 10 and was concerned about legislative Assembly members who are supporting the bills.

Jean Bedord opposed the new practice of conducting open session reports at the end of City Council closed session meetings and supported report outs in open session meetings.

Lisa Warren supported the Californians for Community Planning Initiative for local control of zoning and land-use and the Communities For Choice website. (Submitted written comments).

City Clerk Kirsten Squarcia read an email on behalf of Beth Ebben criticizing a comparative organizational analysis commissioned by the City to supervise and assign City staff functions.

REPORTS BY COUNCIL AND STAFF (10 minutes)

2. Subject: Brief reports on councilmember activities and brief announcements
Recommended Action: Receive brief reports on councilmember activities and brief announcements

Council received brief reports on councilmember activities and brief announcements.

3. Subject: City Manager update on emergency response efforts
Recommended Action: Receive City Manager update on emergency response efforts

Interim City Manager Greg Larson reported on COVID-19 case rates and testing locations, and unhoused population monitoring.

Council received the City Manager update on emergency response efforts.

4. Subject: Report on Committee assignments
Recommended Action: Report on Committee assignments

Councilmembers highlighted the activities of their various committees.

CONSENT CALENDAR (Items 5-10)

Willey moved and Moore seconded to approve the items on the Consent Calendar except for Item No. 9 which was pulled for discussion. Ayes: Paul, Chao, Moore, Wei, and Willey. Noes: None. Abstain: None. Absent: None.

5. Subject: Approve the August 17 City Council minutes
Recommended Action: Approve the August 17 City Council minutes

6. Subject: Approve the August 24 City Council minutes
Recommended Action: Approve the August 24 City Council minutes

7. Subject: Consider adopting a resolution allowing Sudha Kasamsetty and Adhya Kasamsetty to serve simultaneously as commissioners on the Teen Commission and Fine Arts Commission, respectively
Recommended Action: Adopt Resolution No. 21-080 allowing Sudha Kasamsetty and Adhya Kasamsetty to serve simultaneously as commissioners

8. Subject: Consider amending the Council Committee Assignments to designate a voting delegate and up to two alternate voting delegates to vote at the General Assembly during the 2021 League of California Cities Annual Conference
Recommended Action: Approve amendments to the Council Committee Assignments to designate Vice Mayor Chao as the voting delegate and Councilmember Moore and Councilmember Wei as the alternate voting delegates to vote at the General Assembly during the 2021 League of California Cities Annual Conference

9. Subject: Approve use of American Rescue Plan Act of 2021 funding allocation and approve Budget Modification #2122-162 increasing appropriations in the General Fund (100-90-001 page 583 of the FY 2021-22 Adopted Budget) by $4,847,386.50 and revenues in the General Fund by $4,847,386.50 as shown in Attachment C.
Recommended Action: Approve use of American Rescue Plan Act of 2021 funding allocation and approve Budget Modification #2122-162 increasing appropriations in the General Fund (100-90-001 page 583 of the FY 2021-22 Adopted Budget) by $4,847,386.50 and revenues in the General Fund by $4,847,386.50 as shown in Attachment C.

Finance Manager Zach Korach reviewed the staff report.

Councilmembers asked questions and made comments.

Mayor Paul opened the public comment period and the following people spoke.

Paul Soto was concerned about exclusionary zoning and supported allocations for inclusionary infrastructure.

Cathy Helgerson was interested in the homeless jobs program and allocations for unhoused residents.

Mayor Paul closed the public comment period.

Moore moved and Wei seconded to Approve the use of American Rescue Plan Act of 2021 funding allocation and approve Budget Modification #2122-162 increasing appropriations in the General Fund (100-90-001 page 583 of the FY 2021-22 Adopted Budget) by $4,847,386.50and revenues in the General Fund by $4,847,386.50 as shown in Attachment C. The motion carried unanimously.

10. Subject: Consideration of a Professional Services Agreement for Plan Check Services for the Westport Cupertino Project (Continued from August 17, 2021)
Recommended Action: That City Council consider authorizing the City Manager to sign a Professional Services Agreement with ICCI and NV5 to provide plan check services for the proposed Westport Cupertino project in the amount not-to-exceed $300,000 and, consider approving Budget Modification #2122-161 increasing appropriations by $300,000 and increasing revenues by $461,000 in the Community Development Department's Building Division (100-73-714)

Written Communications for this item included an Amended Staff Report.

SECOND READING OF ORDINANCES - None

PUBLIC HEARINGS

11. Subject: Consider approving a Vesting Tentative Map to replace a previously approved Vesting Tentative Map (TM-2018-03) for the Westport Cupertino development project to create a separate parcel for the age restricted senior below market rate building. City approval would be a Vesting Tentative Map; (Application No(s): TM-2021-002; Applicant(s): KT Urban (Mark Tersini); Location: 21267 Stevens Creek Boulevard; APN #326-27-042, -043
Recommended Action: City Council consider the evidence presented and determine whether the project can be approved in accordance with the Resolution No. 21-081 to approve the Vesting Tentative Map (TM-2021-002).

Written communications for this item included a staff presentation.

Senior Planner Gian Martire gave a presentation.

Councilmembers asked questions and made comments.

Applicant Mark Tersini of KT Urban, Senior Project Manager Mark Falgout of Kimley Horn, and Business Developer Mike Kelley of The Pacific Companies gave a presentation.

Mayor Paul opened the public hearing and the following people spoke.

Paul Soto was concerned about developers profiting from fees and supported the Council's evaluation of the project.

Jennifer Griffin was concerned about subdividing and impacts of future housing bills, and supported assurances of future building on the site.

Jean Bedord supported approval of the application to create a separate parcel for the senior below market rate housing at Westport.

Paul Bickmore supported approval of the housing project.

Mayor Paul closed the public hearing.

Moore moved and Chao seconded to adopt Resolution No. 21-081 to approve the Vesting Tentative Map (TM-2021-002) with the amendment that the Note on Sheet VTM-3, authorizing the City Manager to terminate the Public Pedestrian Access and Public Bicycle easements, shall be removed from the map. The motion carried unanimously.

Council recessed from 8:59 p.m. to 9:04 p.m.

ORDINANCES AND ACTION ITEMS

12. Subject: Status Report on the Vallco Town Center SB 35 Development Project
Recommended Action: Accept report

Written communications for this item included a staff presentation, Supplemental Staff Report with responses to Council questions, and emails to Council.

Interim City Manager Greg Larson gave a presentation.

Councilmembers asked questions and made comments.

Mayor Paul opened the public comment period and the following people spoke.

Shani Kleinhaus, on behalf of the Santa Clara Valley Audubon Society, supported Bird-Safe and Dark Sky regulations being applied to the project.

Josh Selo, on behalf of West Valley Community Services, supported affordable housing as part of the project and opposed project delays.

Anne Paulson supported affordable housing with the Vallco project and working with the County to get the project built.

Paul Soto supported approaching the process in different ways, centering equity, and factoring developer costs.

Planning Commissioner Muni Madhdhipatla (representing self) supported the soil investigation and assessing impacts prior to permit issuance.

Jennifer Griffin was concerned about contaminants on the site and housing bills eliminating CEQA requirements.

Lisa Warren was concerned about City staff doing the work of the developer and developer obligations and opposed a permit extension.

Danessa Techmanski was concerned about developer noncompliance and supported returning Vallco back to the regular approval process.

Aaron Eckhouse, on behalf of California YIMBY, supported SB35 law and the Vallco SB35 project to meet housing needs and opposed delays.

Salim Damerdji supported the Vallco project and expediting the project for affordable housing.

Kelsey Banes, on behalf of YIMBY Action, was concerned about project delays and supported facilitating the construction of affordable housing.

Ansh Shukla was concerned about segregation in Cupertino, housing prices, and potential loopholes that might impede the project.

Jean Bedord supported moving ahead quickly on the Vallco project, revising the City Work Plan, and was concerned about potential litigation expenses.

Planning Commissioner R Wang (representing self) opposed short-term housing solutions and supported ensuring the health and safety of citizens.

Vallco architect Craig Bacheller contested the soil contaminant and developer progress issues and supported a collaborative result.

Neil Park-McClintick, on behalf of Cupertino for All, supported a completed project soon, working with the developer, and laws facilitating development.

Caller 5821 was concerned whether the developer intends to build the SB35 project and supported terminating it and moving to a project alternative.

John Geis opposed delaying the SB35 project and supported Council being proactive to develop more housing and accelerating the project.

Planning Commissioner Steven Scharf (representing self) supported the approval expiring, site cleanup, and the owner applying for a new project.

Mayor Paul closed the public comment period.

Council received the Status Report on the Vallco Town Center SB 35 Development Project.

ORAL COMMUNICATIONS - CONTINUED (As necessary) – None

COUNCIL AND STAFF COMMENTS AND FUTURE AGENDA ITEMS

Councilmembers made brief comments and requested future updates on various items.

ADJOURNMENT

At 12:01 a.m., Mayor Paul adjourned the meeting.

_____

Kirsten Squarcia, City Clerk

CITY OF CUPERTINO

Legislation Text

File #: 21-9849, **Version:** 1

Subject: Consider Accepting Accounts Payable for the period ending August 2, 2021

Adopt Resolution No. 21-082 accepting Accounts Payable for the period ending August 2, 2021

RESOLUTION NO. 21-___

A RESOLUTION OF THE CUPERTINO CITY COUNCIL
CUPERTINO ALLOWING CERTAIN CLAIMS AND DEMANDS PAYABLE IN THE AMOUNTS AND FROM THE FUNDS AS HEREINAFTER DESCRIBED FOR GENERAL AND MISCELLANEOUS EXPENDITURES FOR THE PERIOD ENDING

August 2, 2021

WHEREAS, the Director of Administrative Services or her designated representative has certified to accuracy of the following claims and demands and to the availability of funds for payment hereof; and

WHEREAS, the said claims and demands have been audited as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allows the following claims and demands in the amounts and from the funds as hereinafter set forth in the attached Payment Register.

CERTIFIED: _____
Zach Korach, Finance Manager

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

Resolution No. _____
Page 2

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

Payment Register

From Payment Date: 7/24/2021 - To Payment Date: 7/30/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Main Account - Main Checking Account									
Check									
728375	07/30/2021	Open			Accounts Payable	ABOLI JAYDEEP RANADE	$148.00		
	Invoice		Date	Description			Amount		
	072821 AR		07/28/2021	July classes			$148.00		
728376	07/30/2021	Open			Accounts Payable	AMERICAN LEGAL PUBLISHING	$1,059.15		
	Invoice		Date	Description			Amount		
	9311		06/23/2021	2021 S-82 Supplement Editing Pages (Less editing)			$1,059.15		
728377	07/30/2021	Open			Accounts Payable	AMIT GOEL	$296.00		
	Invoice		Date	Description			Amount		
	072821 AG		07/28/2021	July classes			$296.00		
728378	07/30/2021	Open			Accounts Payable	CALIFORNIA WATER SERVICE	$23.11		
	Invoice		Date	Description			Amount		
	2761-071921		07/19/2021	5709802761 07/7/21-07/16/21			$23.11		
728379	07/30/2021	Open			Accounts Payable	CINTAS CORPORATION	$2,635.57		
	Invoice		Date	Description			Amount		
	4089895931		07/13/2021	UNIFORMS SAFETY APPAREL			$946.46		
	4091157639		07/27/2021	UNIFORMS SAFETY APPAREL			$1,689.11		
728380	07/30/2021	Open			Accounts Payable	HUICHEN LIN	$666.00		
	Invoice		Date	Description			Amount		
	072821 HL		07/28/2021	July classes			$666.00		
728381	07/30/2021	Open			Accounts Payable	LAUREN SAPUDAR	$55.00		
	Invoice		Date	Description			Amount		
	LaurenS071421		07/14/2021	Reimbursement (July 2021)			$55.00		
728382	07/30/2021	Open			Accounts Payable	QUENCH USA, INC.	$243.90		
	Invoice		Date	Description			Amount		
	INV03250038		08/01/2021	Equip. Charges for 2 coolers through 080121-093021			$161.29		
	INV03263420		08/01/2021	10981 Franco Ct address through 8121-93021			$82.61		
728383	07/30/2021	Open			Accounts Payable	R&B A CORE & MAIN COMPANY	$918.70		
	Invoice		Date	Description			Amount		
	P249739		07/21/2021	Grounds - Repair Kit			$918.70		
728384	07/30/2021	Open			Accounts Payable	SONIA DOGRA	$185.00		
	Invoice		Date	Description			Amount		
	072821 SD		07/28/2021	July classes			$185.00		
728385	07/30/2021	Open			Accounts Payable	Swan Entertainment Client Trust Account	$3,000.00		
	Invoice		Date	Description			Amount		
	07292021		07/29/2021	Summer Concert Series - August 12, 2021			$3,000.00		
728386	07/30/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$16.67		
	Invoice		Date	Description			Amount		
	630136539		07/21/2021	Facilities - City Hall Metal VRT			$16.67		
728387	07/30/2021	Open			Accounts Payable	TRACER GOLF USA	$300.00		
	Invoice		Date	Description			Amount		
	INV-001764		07/06/2021	merchandise for golf shop			$300.00		

****LIVE** Cupertino **LIVE****

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728388	07/30/2021	Open			Accounts Payable	VERIZON WIRELESS	$23.00		
	Invoice		Date	Description			Amount		
	9883404076		07/04/2021	EOC Phone Service - 6/5 - 7/4			$23.00		
728389	07/30/2021	Open			Accounts Payable	Acosta, Leticia	$37.50		
	Invoice		Date	Description			Amount		
	2004594.030		07/13/2021	Sr Ctr- 7.13.21- COVID-19, SIP- Hatha Yoga #11863			$37.50		
728390	07/30/2021	Open			Accounts Payable	AGGARWAL, YUGAL, K	$6,000.00		
	Invoice		Date	Description			Amount		
	266464		07/27/2021	22160 Wallace Dr. Encroachment, 266464			$6,000.00		
728391	07/30/2021	Open			Accounts Payable	CAP'T LOUI	$64.27		
	Invoice		Date	Description			Amount		
	11950		07/28/2021	Business License Refund			$64.27		
728392	07/30/2021	Open			Accounts Payable	COSTA, PAUL	$58,639.10		
	Invoice		Date	Description			Amount		
	BS000020978		07/27/2021	22826 San Juan Rd, Encroachment, BS000020978			$58,639.10		
728393	07/30/2021	Open			Accounts Payable	Egusa, Jerry	$500.00		
	Invoice		Date	Description			Amount		
	2004648.030		07/27/2021	QCC- 7.27.21- Cupertino Room Cancelation - 9.25.21			$500.00		
728394	07/30/2021	Open			Accounts Payable	HOLDER CONSTRUCTION	$10,000.00		
	Invoice		Date	Description			Amount		
	53320		07/21/2021	REFUND 6 INFINITE LOOP BLD-2019-1584 TCO BOND			$10,000.00		
728395	07/30/2021	Open			Accounts Payable	JAYA KRISHNAKUMAR	$584.00		
	Invoice		Date	Description			Amount		
	274805		07/19/2021	REFUND 7864 LILY CT BLD-2021-0976 REDUCED SCOPE OF WORK			$584.00		
728396	07/30/2021	Open			Accounts Payable	JOHN DAVIS	$171.00		
	Invoice		Date	Description			Amount		
	276151		07/15/2021	REFUND 20200 LUCILLE AVE APT#35 BLD-2021-1322 OVERPAYMENT			$171.00		
728397	07/30/2021	Open			Accounts Payable	JOHN DAVIS (PROMETHEUS REAL ESTATE GROUP, INC.)	$2,975.85		
	Invoice		Date	Description			Amount		
	276023		07/15/2021	REFUND BLD-2021-1323 PAID WRONG PERMIT			$2,975.85		
728398	07/30/2021	Open			Accounts Payable	JOHN DAVIS (PROMETHEUS REAL ESTATE GROUP, INC.)	$2,975.85		
	Invoice		Date	Description			Amount		
	56356		07/15/2021	REFUND BLD-2021-1324 PAID WRONG PERMIT			$2,975.85		
728399	07/30/2021	Open			Accounts Payable	JOHN DAVIS (PROMETHEUS REAL ESTATE GROUP, INC.)	$2,975.85		
	Invoice		Date	Description			Amount		
	276025		07/15/2021	REFUND BLD-2021-1325 PAID WRONG PERMIT			$2,975.85		

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728400	07/30/2021	Open			Accounts Payable	JOHN DAVIS (PROMETHEUS REAL ESTATE GROUP, INC.)	$2,973.85		
	Invoice		Date	Description			Amount		
	276021		07/15/2021	REFUND 20200 LUCILLE AVE APT# 35 BLD-2021-1322 PAID WRONG PERMI			$2,973.85		
728401	07/30/2021	Open			Accounts Payable	NILSENE BUILDER INC	$450.00		
	Invoice		Date	Description			Amount		
	276337		07/28/2021	REFUND 18631 BARNHART AVE R-2021-024 USER ERROR			$450.00		
728402	07/30/2021	Open			Accounts Payable	SARAH ALEXANDER (ATTN LICENSING)	$233.74		
	Invoice		Date	Description			Amount		
	275190		07/28/2021	REFUND 7593 DUMAS DR BLD-2021-1107 PROJECT CANCELED			$233.74		
728403	07/30/2021	Open			Accounts Payable	SERGEI KAZANTSEV	$426.65		
	Invoice		Date	Description			Amount		
	275999		07/13/2021	REFUND 7628 SHADOWHILL LN BLD-2021-1326 VOIDED			$426.65		
728404	07/30/2021	Open			Accounts Payable	THOMAS JAMES HOMES	$5,000.00		
	Invoice		Date	Description			Amount		
	265690		07/27/2021	10771 JOHNSON AVE, ENCROACHMENT, 265690			$5,000.00		
728405	07/30/2021	Open			Accounts Payable	WANG, PEI	$8,000.00		
	Invoice		Date	Description			Amount		
	219007		07/27/2021	22352 Palm Ave, Encroachment, 219007			$8,000.00		
728406	07/30/2021	Open			Accounts Payable	ADTAXI | BAY AREA NEWS GROUP	$3,513.35		
	Invoice		Date	Description			Amount		
	0001298601		06/30/2021	FY20-21 Legal Advertising - June 2021			$3,513.35		
728407	07/30/2021	Open			Accounts Payable	ADVANTAGE GRAFIX	$97.01		
	Invoice		Date	Description			Amount		
	45848		07/23/2021	FY20-21, Summer Bike Challenge Flyers bought on 6/24/21			$97.01		
728408	07/30/2021	Open			Accounts Payable	AT&T	$7,344.32		
	Invoice		Date	Description			Amount		
	000016588437-2		06/12/2021	FY20-21 City Clerk			$25.30		
	000016588437-23		06/12/2021	FY20-21 BBF Golf			$451.15		
	000016588437-24		06/12/2021	FY20-21 BBF Park			$451.15		
	000016588437-39		06/12/2021	FY20-21 Service Center Adm.			$22.01		
	000016588437-40		06/12/2021	FY20-21 City Hall			$660.40		
	000016588437-41		06/12/2021	FY20-21 Service Center			$98.82		
	000016588437-00		06/12/2021	FY20-21 Teeleconnect: BTN0722762181			$1,076.13		
	000016588437-44		06/12/2021	FY20-21 Monta Vista			$553.41		
	000016588437-45		06/12/2021	FY20-21 Wilson Park			$23.67		
	000016588437-51		06/12/2021	FY20-21 Street Maintenance			$23.73		
	000016588437-52		06/12/2021	FY20-21 City Hall 2343448559849 - circuit/IP services			$1,047.24		
	000016588437-58		06/12/2021	FY20-21 BBF 2343448559849 - circuit/IP services			$415.19		
	000016588437-59		06/12/2021	FY20-21 Nature Program 2343448559849 - circuit/IP services			$415.19		
	000016731774-0		07/12/2021	FY20-21 BBF Golf			$451.15		

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	000016731774-1		07/12/2021	City Hall			$0.02		
	000016731774-2		07/12/2021	FY20-21BBF Park			$451.15		
	000016731774-3		07/12/2021	FY20-21 Teeleconnect: BTN0722762181			$553.41		
	000016731774-4		07/12/2021	FY20- 21 Monta Vista			$553.41		
	000016015756		02/12/2021	FY20-21 9391023223 01/12/21 -02/11/21			$71.79		
728409	07/30/2021	Open			Accounts Payable	BASELINE ENVIRONMENTAL CONSULTING	$9,663.75		
	Invoice		Date	Description			Amount		
	19307-00.009		02/04/2021	FY20-21 Vallco Town Center #852 Peer Review 2021/01			$6,423.75		
	19307-00.010		03/04/2021	FY20-21 Vallco Town Center #852 Peer Review 2021/03			$1,980.00		
	19307-00.011		04/08/2021	FY20-21 Vallco Town Center #852 Peer Review 2021/03			$1,260.00		
728410	07/30/2021	Open			Accounts Payable	HEXAGON TRANSPORTATION CONSULTANTS	$6,500.00		
	Invoice		Date	Description			Amount		
	14887		07/16/2021	FY 20-21 10655 Mary Ave Traffic Review 2021/06			$6,500.00		
728411	07/30/2021	Open			Accounts Payable	HOME DEPOT CREDIT SERVICES	$507.89		
	Invoice		Date	Description			Amount		
	2030067		06/29/2021	FY 20-21 Streets - Chalk Kit, Tape			$86.14		
	2604987		06/29/2021	FY 20-21 Grounds - Connector			$177.74		
	3321367		06/28/2021	FY 20-21 Grounds - Pipe			$19.00		
	3610110		06/28/2021	FY 20-21 Facilities - Supplies			$47.76		
	3036300		06/28/2021	FY 20-21 Trees/ROW - Adapter			$70.03		
	1030196		06/30/2021	FY 20-21 Trees/ROW - Adapter			$19.95		
	1610775		06/30/2021	FY 20-21 Fleet - Supplies			$87.27		
728412	07/30/2021	Open			Accounts Payable	KOMPAN INC	$51,499.13		
	Invoice		Date	Description			Amount		
	INV105317		06/29/2021	FY20-21, Quinlan Preschool Cup. Shade through 063021			$51,499.13		
728413	07/30/2021	Open			Accounts Payable	LAUREN SAPUDAR	$55.00		
	Invoice		Date	Description			Amount		
	LaurenS061421		06/14/2021	FY20-21 Reimbursement (June 2021)			$55.00		
728414	07/30/2021	Open			Accounts Payable	Little Medical School	$3,899.50		
	Invoice		Date	Description			Amount		
	LMS2022-1		07/27/2021	LMS Summer2021 P2			$3,899.50		
728415	07/30/2021	Open			Accounts Payable	NORCAL GOLF BALL RECYCLERS	$300.00		
	Invoice		Date	Description			Amount		
	10001		06/23/2021	FY20-21 used golf balls			$300.00		
728416	07/30/2021	Open			Accounts Payable	OJO TECHNOLOGY	$31,188.91		
	Invoice		Date	Description			Amount		
	8129		06/28/2021	FY20-21 IP Cameras Genetec Professional System (Parts only)			$31,188.91		
728417	07/30/2021	Open			Accounts Payable	PACIFIC GAS & ELECTRIC	$34,293.48		
	Invoice		Date	Description			Amount		
	1715-052121		05/21/2021	FY20-21 4993063171-5 04/17/21-05/17/21			$17,283.49		

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	1715-062221		06/22/2021	FY20-21 4993063171-5 05/18/21-06/16/21			$17,009.99			
728418	07/30/2021	Open			Accounts Payable	PG&E		$42,401.64		

Invoice	Date	Description	Amount
5875-052121	05/21/2021	FY20-21 2012160587-5 042221 - 052021	$37.24
5875-062221	06/22/2021	FY20-21 2012160587-5 05/21/21 -06/21/2021	$19.75
8413-062921	06/29/2021	FY20-21 4685859841-3 05/24/21-06/22/21	$183.02
0349-05272021	05/27/2021	FY20-21 3042033034-9 04/22/21-05/20/21	$167.12
0349-06282021	06/28/2021	FY20-21 3042033034-9 05/21/21 -06/21/21	$183.55
6480-060221	06/02/2021	FY20-21 5587684648-0 04/27/21-05/25/21	$589.90
6480-070121	07/01/2021	FY20-21 5587684648-0 05/26/21-06/24/21	$796.52
7100-051721	05/17/2021	FY20-21 7166121710-0 04/09/21 - 05/09/21	$97.06
7100-061721	06/17/2021	FY20-21 7166121710-0 05/10/21-06/08/21	$107.27
4212-062921	06/29/2021	FY20-21 3535370421-2 05/22/21-06/22/21	$80.37
4212-052721	06/27/2021	FY20-21 3535370421-2 04/23/21 -05/21/21	$72.39
0322-061521	06/15/2021	FY 20-21 5849279032-2 05/1/21-06/08/21	$19.59
9785-052821	05/28/2021	FY20-21 2016881978-5 04/22/21 -05/20/21	$9.76
Import - 886744	07/01/2021	FY20-21 110659172 -N De Anza 455FT S/O Mariani Dr, Irrig Control	$13.96
Import - 886745	07/01/2021	FY20-21 110958527 -Randy Lane & Larry Way-Streetlights	$52.17
Import - 886746	07/01/2021	FY20-21 114315284 116367325 -21975 San Fernando Ave, Picnic Area	$2,659.23
Import - 886747	07/01/2021	FY20-21 114321565 116367416 -22601 Voss Ave	$251.73
Import - 886748	07/01/2021	FY20-21 116367001 -E27H4 Wolfe and Rte 280 NB Loc A	$49.94
Import - 886749	07/01/2021	FY20-21 116367013 -1486 S Stelling Rd, Irrigation Control	$10.51
Import - 886750	07/01/2021	FY20-21 116367025 -De Anza and Lazaneo, Traffic Signal	$76.73
Import - 886751	07/01/2021	FY20-21 116551817 WS WOLFE RD@ APPLE CAMPUS DRIVEWAY	$67.69
Import - 886752	07/01/2021	FY20-21 116367035 -De Anza Blvd and Mariani, Traffic Signal/Safe	$75.33
Import - 886753	07/01/2021	FY20-21 116367045 -De Anza Blvd and Hwy 280 S/Ramp, Traffic Sign	$73.83
Import - 886754	07/01/2021	FY20-21 116367050 -NW Corner Stevens Crk, Traffic Signals	$72.17
Import - 886755	07/01/2021	FY20-21 116367055 -Saich Wy and Stevens Crk NE Corner, Traffic S	$64.28
Import - 886756	07/01/2021	FY20-21 116367060 -E37R0 Stevens Creek and De Anza Blvd, Traffic	$97.18
Import - 886757	07/01/2021	FY20-21 116367065 -Stevens Creek Blvd E/Saich Wy, Sprinkler Cont	$11.10
Import - 886758	07/01/2021	FY20-21 116367067 -Stonydale Dr and Varian Park, walkway lightin	$79.76
Import - 886759	07/01/2021	FY20-21 116367070 -Stevens Creek and Blaney Ave., Traffic Signal	$78.07
Import - 886760	07/01/2021	FY20-21 116367071 -Linda Vista Dr / Hillside Park, Hillside Park	$27.08
Import - 886761	07/01/2021	FY20-21 116367075 -Vallco Pkwy and Perimeter Rd., Traffic Signal	$57.19

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	Import - 886762		07/01/2021	FY20-21 116367090	-Wolfe and Vallco Pkwy, Traffic Signals		$81.45			
	Import - 886763		07/01/2021	FY20-21 116367100	-E37H3 Wolfe and 280 SB Loc B, Traffic Signal		$75.12			
	Import - 886764		07/01/2021	FY20-21 116367105	-Stevens Crk and Wolfe Rd, Traffic Signals		$104.16			
	Import - 886765		07/01/2021	FY20-21 116367110	-SW Cor Stevens Crk and Portal, Traffic Signal		$70.91			
	Import - 886766		07/01/2021	FY20-21 116367113	-Miller E/S 100N off Calle De Barcelona		$68.57			
	Import - 886767		07/01/2021	FY20-21 116367115	-Stevens Crk and Perimeter Rd, Traffic Control		$68.37			
	Import - 886768		07/01/2021	FY20-21 116367120	-Vallco Prky/Tantau Ave, Traffic Signal		$77.66			
	Import - 886769		07/01/2021	FY20-21 116367125	-Stevens Crk and Tantau, Traffic Signals		$75.96			
	Import - 886770		07/01/2021	FY20-21 116367130	-NW Corner Steven Crk and Torre, Traffic Signa		$77.56			
	Import - 886771		07/01/2021	FY20-21 116367145	-10300 Torre Ave, City Hall		$7,827.76			
	Import - 886772		07/01/2021	FY20-21 116367150	-Homestead and Wolfe Road, Sunnyvale		$87.47			
	Import - 886773		07/01/2021	FY20-21 116367155	-Homestead and Blaney, Cupertino Traffic Signa		$54.65			
	Import - 886774		07/01/2021	FY20-21 116367165	-S/E Wolfe-Pruneridge, Sprinkler Control and T		$93.59			
	Import - 886775		07/01/2021	FY20-21 116367171	-10155 Barbara Ln, Irrigation and Scoreboard		$311.85			
	Import - 886776		07/01/2021	FY20-21 116367175	-S/E Corner Pruneridge and Tantau, Traffic Con		$144.31			
	Import - 886777		07/01/2021	FY20-21 116367180	-Finch and Stevens Creek, Traffic Signals		$80.31			
	Import - 886778		07/01/2021	FY20-21 116367185	-Wolfe Rd 500 Ft S/O Homestead, City/Sign Ligh		$31.51			
	Import - 886779		07/01/2021	FY20-21 116367195	-Corner Miller and Phil Ln, Traffic Signal		$60.57			
	Import - 886780		07/01/2021	FY20-21 116367200	-Homestead and De Anza Blvd, Traffic Signal/De		$81.58			
	Import - 886781		07/01/2021	FY20-21 116367205	-Homestead Rd and Franco Ct, Traffic Signals		$53.59			
	Import - 886782		07/01/2021	FY20-21 116367215	-N/Ramp De Anza Blvd, Traffic Signal		$67.73			
	Import - 886783		07/01/2021	FY20-21 116367220	-Homestead Rd and Bluejay Rd, Traffic Signals		$63.08			
	Import - 886784		07/01/2021	FY20-21 116367225	-WS Portal Btw Amhurst-Wheaton , Portal Prk Lt		$163.39			
	Import - 886785		07/01/2021	FY20-21 116367236	-Stelling Rd Median 450' S/O Stevens Crk, Land		$12.47			
	Import - 886786		07/01/2021	FY20-21 116367245	-Stevens Creek Blvd and Janice Ave, Sprinkler		$16.92			
	Import - 886787		07/01/2021	FY20-21 116367255	-Lucille and Villa De Anza, Sprinkler Control		$284.22			

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	Import - 886788		07/01/2021	116367269	-Cor/Lucille and Randy Ln, Sprinkler System (011095852		$12.13			
	Import - 886789		07/01/2021	FY20-21 116367274	-1170 Yorkshire Dr.		$11.03			
	Import - 886790		07/01/2021	FY20-21 116367280	-Stevens Creek Blvd and Fwy 85 East Ramp, Traf		$74.90			
	Import - 886791		07/01/2021	FY20-21 116971849	-21111 Stevens Creek Blvd, Sports Center		$7,078.34			
	Import - 886792		07/01/2021	116971849	-21111 Stevens Creek Blvd, Teen Center		$375.00			
	Import - 886793		07/01/2021	FY20-21 116367290	-Stevens Creek and Mary Ave, Traffic Signals		$74.68			
	Import - 886794		07/01/2021	FY20-21 116367332	-821 Bubb Rd #B/Building Concession		$58.87			
	Import - 886795		07/01/2021	116367357	-N De Anza 188 FT N/Valley Green Dr, Irrig Controller		$16.91			
	Import - 886796		07/01/2021	FY20-21 116367359	-Homestead and Heron, traffic control svc		$62.11			
	Import - 886797		07/01/2021	FY20-21 116367360	-10300 Aninworth Dr, Ball Park Stevens Creek S		$11.13			
	Import - 886798		07/01/2021	FY20-21 116367370	-Stevens Creek Blvd and Fwy 85 West Ramp, Traf		$15.77			
	Import - 886799		07/01/2021	FY20-21 116367375	-10710 Stokes Ave, Somerset Park		$43.08			
	Import - 886800		07/01/2021	FY20-21 116367380	-NE Corner Peninsula and Stevens Creek, Traffi		$71.76			
	Import - 886801		07/01/2021	FY20-21 116367385	-End/Stokes W/Wilson Crt, Sprinkler Control		$12.26			
	Import - 886802		07/01/2021	FY20-21 116367395	-N/E corner Foothill and Starling Dr, Traffic		$64.89			
	Import - 886803		07/01/2021	FY20-21 116367401	-Miller W/S N of Greenwood		$19.14			
	Import - 886804		07/01/2021	FY20-21 116367408	-Stevens Creek Bl and Mary Avenue, Memorial Pa		$64.79			
	Import - 886805		07/01/2021	FY20-21 116367437	-10455 Miller Ave, Creekside Park		$272.89			
	Import - 886806		07/01/2021	FY20-21 116367447	-Stelling Rd Median 500' S/O Peppertree Ln, La		$12.80			
	Import - 886807		07/01/2021	FY20-21 116367449	-10350 Torre Ave, Community Hall		$2,077.21			
	Import - 886808		07/01/2021	FY20-21 116367455	-E37R9 Rodriguez and De Anza Blvd, Traffic Sig		$83.91			
	Import - 886809		07/01/2021	FY20-21 116367465	-De Anza Blvd and Scofield Dr, Sprinkler Contr		$11.97			
	Import - 886810		07/01/2021	FY20-21 116367474	-10500 Ann Arbor Ave, Field-Garden Gate		$238.22			
	Import - 886811		07/01/2021	FY20-21 116367475	-Foothill and Stevens Creek, Traffic Signal		$70.65			
	Import - 886812		07/01/2021	FY20-21 116367476	-Salem Ave and Foothill Blvd, Irrigation Contr		$10.51			
	Import - 886813		07/01/2021	FY20-21 116367477	-21121 Stevens Creek Blvd, Memorial Park		$1,121.58			
	Import - 886814		07/01/2021	FY20-21 116367484	-20220 Suisun Dr, Parks and Rec Free Standing		$172.15			

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	Import - 886815		07/01/2021	FY20-21	116367493	-Dumas Dr/Jollyman Park, Jollyman Park Restroo	$565.02			
	Import - 886816		07/01/2021	FY20-21	116367505	-Stevens Crk and Stelling, Signal	$34.20			
	Import - 886817		07/01/2021	FY20-21	116367510	-Bubb Rd and Results Wy, Traffic Signal	$54.16			
	Import - 886818		07/01/2021	FY20-21	116367515	-Bubb Rd and McClellan Intersection, Traffic S	$87.47			
	Import - 886819		07/01/2021	FY20-21	116367520	-Stelling Rd and Peppertree, Traffic Signal	$59.63			
	Import - 886820		07/01/2021	FY20-21	112017763	11370 S. Stelling Road	$10.64			
	Import - 886821		07/01/2021	FY20-21	116367525	-Stelling and McClellan, Signals	$87.28			
	Import - 886822		07/01/2021	FY20-21	116367527	-Foothill Blvd 200' N/O Stevens Creek W/S, Irr	$10.59			
	Import - 886823		07/01/2021	FY20-21	116367530	-Orange Ave and Stevens Creek N/E corner, Traf	$50.00			
	Import - 886824		07/01/2021	FY20-21	116367536	-Senior Center	$3,297.33			
	Import - 886825		07/01/2021	FY20-21	116367545	-Saratoga-Sunnyvale Rd, Traffic Signal	$72.51			
	Import - 886826		07/01/2021	FY20-21	116367550	-W/S Saratoga-Sunnyvale Rd @ RT85, Traffic Sig	$65.10			
	Import - 886827		07/01/2021	FY20-21	116367559	-21011 Prospect Rd, Irrigation Control	$10.61			
	Import - 886828		07/01/2021	FY20-21	116367560	-S/E corner De Anza and Pacifica, Traffic Sign	$79.05			
	Import - 886829		07/01/2021	FY20-21	116367570	-De Anza Blvd, Sprinkler Controller *	$11.97			
	Import - 886830		07/01/2021	FY20-21	116367585	-Rainbow and Stelling, Traffic Signal	$69.65			
	Import - 886831		07/01/2021	FY20-21	116367587	-10430 S De Anza Blvd, Holiday Lighting	$36.75			
	Import - 886832		07/01/2021	FY20-21	116367590	-Saratoga Sunnyvale Rd and Hwy 85, Traffic Sig	$67.66			
	Import - 886833		07/01/2021	FY20-21	116367605	-E37C1 Prospect and Rte 85, Traffic Signal	$73.71			
	Import - 886834		07/01/2021	FY20-21	116367610	-E37R6 Kentwood/S. De Anza Blvd, Traffic Signa	$71.78			
	Import - 886835		07/01/2021	FY20-21	116367615	-Fallenleaf Ln and S De Anza Blvd, Traffic Sig	$77.86			
	Import - 886836		07/01/2021	FY20-21	116367620	-S De Anza Blvd and Sharon Dr , Irrigation Con	$17.63			
	Import - 886837		07/01/2021	FY20-21	116367625	-Stevens Creek Blvd Orange S/W Cor, Irrigation	$10.51			
	Import - 886838		07/01/2021	FY20-21	116367628	-N/W corner Alpine Dr and Foothill Blvd, Irrig	$10.51			
	Import - 886839		07/01/2021	FY20-21	116367630	-22100 Stevens Creek Blvd, Golf Pro Shop	$318.11			
	Import - 886840		07/01/2021	FY20-21	116367648	-Linda Vista Park/Linda Vista Dr, Irrigation C	$126.43			
	Import - 886841		07/01/2021	FY20-21	116367656	-Scofield and De Anza, 100HP	$12.68			
	Import - 886842		07/01/2021	FY20-21	116367677	-De Anza and Lazaneo, Sprinkler System	$10.75			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	Import - 886843		07/01/2021	FY20-21 116367685 -Ruppell Pl and Moltzen Dr, Sprinkler Control			$104.13			
	Import - 886844		07/01/2021	FY20-21 116367740 -Carmen Rd and Stevens Creek S/E corner, Irrig			$10.51			
	Import - 886845		07/01/2021	FY20-21 116367044 -10555 Mary Ave, Corp Yard			$69.18			
	Import - 886846		07/01/2021	FY20-21 116367763 -10630 S De Anza Blvd, Holiday Lighting			$39.64			
	Import - 886847		07/01/2021	FY20-21 116367782 -N/S Stevens Creek Blvd in front of 20301, Irr			$10.51			
	Import - 886848		07/01/2021	FY20-21 116367793 -101 Skyport Dr, DG A, San Jose, PGandE-Owned			$669.16			
	Import - 886849		07/01/2021	FY20-21 116367815 -19784 Wintergreen Dr			$304.02			
	Import - 886850		07/01/2021	FY20-21 116367836 -De Anza Blvd E/S S/O Lazaneo, Sprinkler Contr			$10.60			
	Import - 886851		07/01/2021	FY20-21 116367840 -community ctr -NEW			$6,777.84			
	Import - 886852		07/01/2021	FY20-21 116367902 -10246 Parkside Ln, Wilson Pk Sprinklers,Snack			$430.91			
	Import - 886853		07/01/2021	FY20-21 116367907 -S/W Corner Stelling and Green leaf, Traffic S			$73.35			
	Import - 886854		07/01/2021	FY20-21 116367925 -22601 Voss Ave, Outdoor Lighting-MV Park			$25.60			
	Import - 886855		07/01/2021	FY20-21 116367941 -7548 Donegal Dr, Irrigation Control /Hoover P			$11.16			
	Import - 886856		07/01/2021	FY20-21 116367988 -21710 McClellan Rd, Playground Reception Area			$10.51			
728419	07/30/2021	Open			Accounts Payable	SAN JOSE WATER COMPANY		$11,027.39		
	Invoice		Date	Description			Amount			
	Import - 886879		06/30/2021	FY2021 1731610000-1 - De Anza Blvd.S.			$469.95			
	Import - 886880		06/30/2021	FY2021 4862898282-8 - 10455 Torre Ave.			$468.30			
	Import - 886881		07/01/2021	FY2021 3156700000-0 - Prospect Rd.LS			$246.97			
	Import - 886882		06/30/2021	FY2021 4242600000-8 - Irrigation-Median (Bollinger Rd)			$144.03			
	Import - 886883		07/01/2021	FY2021 4676110000-0 - Rainbow Dr.LS			$210.93			
	Import - 886884		06/24/2021	FY2021 5122900000-8 - Portable Meter			$418.86			
	Import - 886885		07/01/2021	FY2021 6756510000-4 - Yorkshire Dr.LS			$8,103.56			
	Import - 886886		06/23/2021	FY2021 6875120000-4 - 21979 San Fernando Av			$142.00			
	Import - 886887		06/23/2021	FY2021 7523510000-7 - Oak Valley Road LS			$228.27			
	Import - 886888		07/01/2021	FY2021 7808300000-6 - Irrigation-Median (Westlynn Wy)			$174.90			
	Import - 886889		06/23/2021	FY2021 9118810000-1 - 21121 Stevens Ck Bl Ls			$326.86			
	Import - 886890		07/01/2021	FY2021 9511610000-9 - Donegal Dr.			$92.76			
728420	07/30/2021	Open			Accounts Payable	SLOAN SAKAI YEUNG & WONG LLP		$882.00		
	Invoice		Date	Description			Amount			
	46674		06/30/2021	FY20-21 2021 Personnel Advice			$882.00			
728421	07/30/2021	Open			Accounts Payable	SWATI SAVALE		$936.00		
	Invoice		Date	Description			Amount			
	FY 20-21 072621		07/26/2021	payment for summer classes			$936.00			

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728422	07/30/2021	Open			Accounts Payable	VERIZON WIRELESS	$5,364.30		

Invoice	Date	Description	Amount
9883362747-0	07/04/2021	FY20-21 4082025384 Travis Warner	$38.01
9883362747-1	07/04/2021	FY20-21 4082043449 Rei Delgado	$38.01
9883362747-2	07/04/2021	FY20-21 4082053349 Senior Ctr/Rafael	$33.43
9883362747-3	07/04/2021	FY20-21 4082054541 Iqraam Nabi	$38.01
9883362747-4	07/04/2021	FY20-21 4082054849 Brandon Martinez	$38.01
9883362747-5	07/04/2021	FY20-21 4082055866 Domingo Trujillo	$38.01
9883362747-6	07/04/2021	FY20-21 4082056589 Street Lights	$40.01
9883362747-7	07/04/2021	FY20-21 4082060538 Quinton Adams	$51.45
9883362747-8	07/04/2021	FY20-21 4082067434 Albert Salvador	$58.62
9883362747-9	07/04/2021	FY20-21 4082067512 Tracy Ayala/ Fleet/Mechanic Shop	$38.01
9883362747-10	07/04/2021	FY20-21 4082093255 Quinton Adams iPad	$38.01
9883362747-11	07/04/2021	FY20-21 4082340189 Bill MiFi/IT Departmnet MiFi	$38.01
9883362747-12	07/04/2021	FY20-21 4082340843 Sustainability iPad	$38.01
9883362747-13	07/04/2021	4082340978 Infrastructure Department	$38.01
9883362747-14	07/04/2021	FY20-21 4082341270 Jonathan Ferrante Medians Group #1	$38.01
9883362747-15	07/04/2021	FY20-21 4082344724 Building Attendants Quinlan	$25.22
9883362747-16	07/04/2021	FY20-21 4082348494 Roger Lee	$98.04
9883362747-17	07/04/2021	FY20-21 4083090340 Piu Ghosh	$38.26
9883362747-18	07/04/2021	FY20-21 4083092693 Paul Tognetti	$38.01
9883362747-19	07/04/2021	FY20-21 4083095709 Nicole Lee	$38.01
9883362747-20	07/04/2021	FY20-21 408-309-6398 / Lisa Cameli	$26.80
9883362747-21	07/04/2021	FY20-21 4083097042 Kristina Alfaro	$25.30
9883362747-22	07/04/2021	FY20-21 4083097640 Bob Sabich	$44.09
9883362747-23	07/04/2021	FY20-21 4083098401 Paul Sapudar	$38.01
9883362747-24	07/04/2021	FY20-21 4083099252 Antonio Torrez	$45.62
9883362747-25	07/04/2021	FY20-21 4083130045 Roberto Montez	$38.01
9883362747-26	07/04/2021	FY20-21 4083131148 Toan Quach	$39.09
9883362747-27	07/04/2021	FY20-21 4083133344 Brian Babcock	$36.36
9883362747-28	07/04/2021	FY20-21 4083133558 Street Tree Maintenance #3	$38.01
9883362747-29	07/04/2021	FY20-21 4083134364 Street Tree Maintenance #4	$38.01
9883362747-30	07/04/2021	FY20-21 4083135321 Paul Sapudar	$38.01
9883362747-31	07/04/2021	FY20-21 4083136943 Travis Warner	$38.01
9883362747-32	07/04/2021	FY20-21 4083144452 HazMat/S. Tognetti	$26.53
9883362747-33	07/04/2021	FY20-21 4083146637 Sean Hatch/ Phoung D	$48.77
9883362747-34	07/04/2021	FY20-21 4083149200 Victoria Morin	$38.01
9883362747-35	07/04/2021	FY20-21 4083153044 Jonathan Ferrante	$55.27
9883362747-36	07/04/2021	FY20-21 4083156764 Rachelle Sander Mifi	$38.01
9883362747-37	07/04/2021	FY20-21 4083158165 Brian Gathers	$38.01
9883362747-38	07/04/2021	FY20-21 4083161283 Bill Mitchell	$38.01
9883362747-39	07/04/2021	FY20-21 4083162067 Paul O Sullivan	$30.59
9883362747-40	07/04/2021	FY20-21 4083167320 Gulu Sakhrani	$38.01
9883362747-41	07/04/2021	FY20-21 4083182012 Kane Wolfe	$38.01
9883362747-42	07/04/2021	FY20-21 4083187365 Bob Sabich	$38.01
9883362747-43	07/04/2021	FY20-21 4083188726 Jason Fauth	$38.01
9883362747-44	07/04/2021	FY20-21 4083344885 Michael Kimball	$38.01
9883362747-45	07/04/2021	FY20-21 4083349082 Sean Hatch/ City of Cupertino	$32.53

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	9883362747-46		07/04/2021	FY20-21	4083403184	Peter Coglianese	$38.01			
	9883362747-47		07/04/2021	FY20-21	4083408060	Nidhi Mathur	$38.01			
	9883362747-48		07/04/2021	FY20-21	4083408128	Lori Baumgartner	$38.01			
	9883362747-49		07/04/2021	FY20-21	4083408564	Portal Park	$38.01			
	9883362747-50		07/04/2021	FY20-21	4083408648	Chad Mosley	$38.01			
	9883362747-51		07/04/2021	FY20-21	4084407136	Andy Badal	$38.01			
	9883362747-52		07/04/2021	FY20-21	4084601821	Ty Bloomquist	$61.44			
	9883362747-53		07/04/2021	FY20-21	4084664450	TOC Oncall	$38.01			
	9883362747-54		07/04/2021	FY20-21	4084664906	Kerri Heusler Housing Planner	$38.01			
	9883362747-55		07/04/2021	FY20-21	4084721568	David Stillman	$51.45			
	9883362747-56		07/04/2021	FY20-21	4084726541	John Raaymakers	$38.01			
	9883362747-57		07/04/2021	FY20-21	4084727011	Ty Bloomquist	$38.01			
	9883362747-58		07/04/2021	FY20-21	4084727295	Antonio Torrez	$38.01			
	9883362747-59		07/04/2021	FY20-21	4084727857	Paul O'Sullivan	$38.01			
	9883362747-60		07/04/2021	FY20-21	4084727927	Bill Mitchell	$38.01			
	9883362747-61		07/04/2021	FY20-21	4084728289	Jonathan Ferrante WWP	$0.37			
	9883362747-62		07/04/2021	FY20-21	4084729907	Manuel Barragan	$51.45			
	9883362747-63		07/04/2021	FY20-21	4084781999	James Lee	$41.97			
	9883362747-64		07/04/2021	FY20-21	4084825991	Benjamin Fu	$38.01			
	9883362747-65		07/04/2021	FY20-21	4084826096	Monica Diaz	$38.01			
	9883362747-66		07/04/2021	FY20-21	4084833215	Teri Gerhardt	$38.01			
	9883362747-67		07/04/2021	FY20-21	4084835672	M. Jonathan Ferrante	$38.01			
	9883362747-68		07/04/2021	FY20-21	4084837859	Shawn Tognetti	$38.01			
	9883362747-69		07/04/2021	FY20-21	4084837997	James Lee Ipad	$38.01			
	9883362747-70		07/04/2021	FY20-21	4084839976	On Call Service Center	$41.01			
	9883362747-71		07/04/2021	FY20-21	4084892932	Ross Slaney	$38.01			
	9883362747-72		07/04/2021	FY20-21	4084893224	Dianne Thompson	$34.07			
	9883362747-74		07/04/2021	FY20-21	4084899309	Jonathan Ferrante	$38.01			
	9883362747-75		07/04/2021	FY20-21	4084899310	Kevin Rieden	$38.01			
	9883362747-76		07/04/2021	FY20-21	4084933534	Jonathan Ferrante Median Crew 2	$38.01			
	9883362747-77		07/04/2021	FY20-21	4084933543	Frank Villa	$51.45			
	9883362747-78		07/04/2021	FY20-21	4084959234	Thomas Chin	$37.51			
	9883362747-79		07/04/2021	FY20-21	4084973691	Sean Filbeck	$38.01			
	9883362747-80		07/04/2021	FY20-21	4084974686	Cliff Mabutas	$38.01			
	9883362747-81		07/04/2021	FY20-21	4084974862	Jeff Trybus/IT Wireless	$38.01			
	9883362747-82		07/04/2021	FY20-21	4084977220	Colleen Ferris iPad	$38.01			
	9883362747-83		07/04/2021	FY20-21	4084978714	Joanne Magrini	$37.51			
	9883362747-84		07/04/2021	FY20-21	4084979307	David Stillman	$38.01			
	9883362747-85		07/04/2021	FY20-21	4085100198	Gilee Corral	$38.01			
	9883362747-86		07/04/2021	FY20-21	4085100622	Susan Michael	$43.06			
	9883362747-87		07/04/2021	FY20-21	4085109158	Winnie Pagan	$38.01			
	9883362747-88		07/04/2021	FY20-21	4085152301	Vanessa Guerra	$31.97			
	9883362747-89		07/04/2021	FY20-21	408-515-9374 /	Jimmy Tan	$27.23			
	9883362747-91		07/04/2021	FY20-21	4085683911	Jonathan Ferrante WWP	$38.01			
	9883362747-93		07/04/2021	FY20-21	4085994937	Ursula Syrova	$38.01			
	9883362747-94		07/04/2021	FY20-21	4086052546	Jerry Anderson	$38.01			
	9883362747-95		07/04/2021	FY20-21	4086053078	Quinton MiFi	$38.01			
	9883362747-96		07/04/2021	FY20-21	4086053905	Andrew Schmitt MiFi 2	$38.01			
	9883362747-97		07/04/2021	FY20-21	4086092453	Amanda Hui	$25.29			

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	9883362747-98		07/04/2021	FY20-21	4086094188	Alfredo Alegria	$38.01			
	9883362747-99		07/04/2021	FY20-21	4086094367	Brandon Morales	$38.01			
	9883362747-100		07/04/2021	FY20-21	4086098711	Ralph Aguinaga	$38.01			
	9883362747-101		07/04/2021	FY20-21	4086098796	Frank Villa	$38.01			
	9883362747-102		07/04/2021	FY20-21	4086098826	Domingo Santos	$38.01			
	9883362747-103		07/04/2021	FY20-21	4086100601	Paul Tognetti	$55.31			
	9883362747-104		07/04/2021	FY20-21	4086288745	Ken Tanase	$38.01			
	9883362747-105		07/04/2021	FY20-21	4086300900	Curtis Bloomquist	$22.81			
	9883362747-106		07/04/2021	FY20-21	4086301388	Monica Diaz	$48.11			
	9883362747-107		07/04/2021	FY20-21	4086424263	Alex Wykoff/IT Wireless	$38.01			
	9883362747-108		07/04/2021	FY20-21	4086424504	Kevin Green	$38.01			
	9883362747-109		07/04/2021	FY20-21	4086558680	Jeff Trybus	$51.45			
	9883362747-110		07/04/2021	FY20-21	4086558685	Alex Wykoff	$32.92			
	9883362747-111		07/04/2021	FY20-21	4086875821	Jonathan Williams	$38.01			
	9883362747-112		07/04/2021	FY20-21	408-687-8649	/ Antonio Saldana	$27.70			
	9883362747-113		07/04/2021	FY20-21	4086879445	Frankie De Leoon	$38.01			
	9883362747-114		07/04/2021	FY20-21	4086879854	John Ramos	$38.01			
	9883362747-115		07/04/2021	FY20-21	4086881613	Ricardo Alvarez	$38.01			
	9883362747-116		07/04/2021	FY20-21	4086886252	Benjamin Fu	$33.17			
	9883362747-117		07/04/2021	FY20-21	4086912466	Kane Wolfe	$51.75			
	9883362747-118		07/04/2021	FY20-21	4087070987	Richard Banda	$38.01			
	9883362747-119		07/04/2021	FY20-21	4087613636	Zach Korach	$51.45			
	9883362747-120		07/04/2021	FY20-21	4087810290	Danile Barone	$38.01			
	9883362747-121		07/04/2021	FY20-21	4087810663	Nick Alvarez/Bill Bridge	$38.01			
	9883362747-122		07/04/2021	FY20-21	4087810799	Brad Alexander Street Division #3	$38.01			
	9883362747-123		07/04/2021	FY20-21	4087811340	John Stiher	$38.01			
	9883362747-124		07/04/2021	FY20-21	4087813499	Jennifer Chu	$38.01			
	9883362747-125		07/04/2021	FY20-21	4087814139	Julia Kinst	$38.27			
	9883362747-126		07/04/2021	FY20-21	4087814360	Paul Tognetti	$38.01			
	9883362747-127		07/04/2021	FY20-21	4087816411	Compost Site	$0.23			
	9883362747-128		07/04/2021	FY20-21	4087907036	Pete	$30.14			
	9883362747-129		07/04/2021	FY20-21	4087907039	Robert Kim/Torin Scott	$33.63			
	9883362747-130		07/04/2021	FY20-21	4087907045	Rei	$23.70			
	9883362747-131		07/04/2021	FY20-21	4088289819	Kerri Heusler	$37.17			
	9883362747-132		07/04/2021	FY20-21	4088416612	C. Internet Emergncyva	$38.01			
	9883362747-134		07/04/2021	FY20-21	4088919008	Park Ranger Corridor	$27.26			
	9883362747-135		07/04/2021	FY20-21	4088919503	Rachelle Sander	$26.02			
	9883362747-136		07/04/2021	FY20-21	408-204-9056	/ Joseph Herrera	$38.01			
	9883362747-137		07/04/2021	FY20-21	4088921486	Iqraam Nabi	$80.10			
	9883362747-138		07/04/2021	FY20-21	4088925553	Albert Salvador	$38.01			
	9883362747-139		07/04/2021	FY20-21	4089660471	Brian Gathers MiFi	$38.01			
	9883362747-140		07/04/2021	FY20-21	4154256339	Kirsten Squarcia	$51.25			
	9883362747-141		07/04/2021	FY20-21	6502794300	Deborah Feng	$81.24			
Type Check Totals:						48 Transactions		$321,051.43		
EFT										
32209	07/26/2021	Open				Accounts Payable	EMPLOYMENT DEVEL DEPT	$42,657.79		

Invoice	Date	Description	Amount
07162021	07/16/2021	CA State Tax pp 7/3/21-7/16/21	$42,657.79

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32210	07/26/2021	Open			Accounts Payable	IRS	$137,083.30		
	Invoice		Date	Description			Amount		
	07162021		07/16/2021	Federal Tax pp 7/3/21-7/16/21			$137,083.30		
32211	07/29/2021	Open			Accounts Payable	P E R S	$526.36		
	Invoice		Date	Description			Amount		
	07012021		07/16/2021	PERS Council pp 7/1/21-7/31/21			$526.36		
32212	07/29/2021	Open			Accounts Payable	P E R S	$143,533.29		
	Invoice		Date	Description			Amount		
	07162021		07/16/2021	PERS pp 7/3/21-7/16/21			$143,533.29		
32213	07/30/2021	Open			Accounts Payable	ABAG:ASSOC OF BAY AREA GOVTS	$14,602.00		
	Invoice		Date	Description			Amount		
	AR026049		07/01/2021	FY21-22 ABAG Membership Due			$14,602.00		
32214	07/30/2021	Open			Accounts Payable	ARCHANA PANDA	$222.00		
	Invoice		Date	Description			Amount		
	072821 AP		07/28/2021	July classes			$222.00		
32215	07/30/2021	Open			Accounts Payable	B&H PHOTO VIDEO	$754.23		
	Invoice		Date	Description			Amount		
	191193879		07/16/2021	Epiphan 3G/HD/SD-SDI Video Grabber			$754.23		
32216	07/30/2021	Open			Accounts Payable	BIKEEP INC.	$49.00		
	Invoice		Date	Description			Amount		
	17774		07/31/2021	Monthly Bikeep Fee			$49.00		
32217	07/30/2021	Open			Accounts Payable	BKF ENGINEERS	$1,500.00		
	Invoice		Date	Description			Amount		
	21070981R		07/16/2021	On-Call Surveying Services through 052421-062721			$1,500.00		
32218	07/30/2021	Open			Accounts Payable	BRIANNE REYES	$30.86		
	Invoice		Date	Description			Amount		
	BRIANNER071921		07/19/2021	Laptop Bag Reimbursement for Brianne Reyes - Planning Division			$30.86		
32219	07/30/2021	Open			Accounts Payable	CROWE LLP	$5,000.00		
	Invoice		Date	Description			Amount		
	741-2447450		07/28/2021	PROFESSIONAL SERVICES, for the period ended July 18, 2021			$5,000.00		
32220	07/30/2021	Open			Accounts Payable	Darcy Paul	$35.23		
	Invoice		Date	Description			Amount		
	07152021		07/15/2021	Breakfast with Vice Mayor Chappie Jones of San Jose			$35.23		
32221	07/30/2021	Open			Accounts Payable	EDGES ELECTRICAL GROUP	$707.67		
	Invoice		Date	Description			Amount		
	S5320792.001		07/22/2021	fy 21-22 streets gen supplies			$707.67		
32222	07/30/2021	Open			Accounts Payable	EWING IRRIGATION PRODUCTS, INC.	$2,204.57		
	Invoice		Date	Description			Amount		
	14755354		07/16/2021	Trees/ROW - Irrigation Cabinet			$2,204.57		

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32223	07/30/2021	Open			Accounts Payable	GRACE DUVAL	$462.00		
	Invoice		Date	Description			Amount		
	07 2821 GD		07/28/2021	July classes			$462.00		
32224	07/30/2021	Open			Accounts Payable	GRANICUS, LLC	$4,186.89		
	Invoice		Date	Description			Amount		
	142191		07/26/2021	Government Transparency & Meeting Efficiency Suite 7/26-8/25, 21			$1,418.14		
	142192		07/26/2021	Legistar & Granicus Encoding Appliance Software 7/26 - 10/25, 21			$2,768.75		
32225	07/30/2021	Open			Accounts Payable	HILL, JENNIFER	$156.00		
	Invoice		Date	Description			Amount		
	072821 JH		07/28/2021	July classes			$156.00		
32226	07/30/2021	Open			Accounts Payable	INSERVH20 INC.	$787.89		
	Invoice		Date	Description			Amount		
	1429		07/05/2021	Facilities - July 2021 Water Treatment			$787.89		
32227	07/30/2021	Open			Accounts Payable	JAMES COLVIN	$750.00		
	Invoice		Date	Description			Amount		
	072821 JC		07/28/2021	July classes			$750.00		
32228	07/30/2021	Open			Accounts Payable	JULIA KINST	$55.00		
	Invoice		Date	Description			Amount		
	JuliaK07192021		07/19/2021	Cell Phone Reimbursement 062021-071921			$55.00		
32229	07/30/2021	Open			Accounts Payable	KERRI HEUSLER	$40.00		
	Invoice		Date	Description			Amount		
	KerriH072021		07/20/2021	Laptop Bag Reimbursement for Kerri Heusler - Planning Division			$40.00		
32230	07/30/2021	Open			Accounts Payable	KEVIN RIEDEN	$142.50		
	Invoice		Date	Description			Amount		
	KevinR07202021		07/20/2021	CESSWI Annual Certification			$142.50		
32231	07/30/2021	Open			Accounts Payable	KIMBALL-MIDWEST	$3,094.59		
	Invoice		Date	Description			Amount		
	8954640		06/10/2021	Fleet - FY 20-21 Credit for Invoice# 8426049			($347.70)		
	9021655		07/07/2021	Streets - Gloves, Fuse, Battery, Elec Tape			$2,225.52		
	9062243		07/22/2021	Fleet - Fuel Hose, Rivet, Pigtail			$376.91		
	9064793		07/22/2021	Streets - Flat Washer, Lock Nut			$839.86		
32232	07/30/2021	Open			Accounts Payable	MERCHANT, TEJAL	$344.00		
	Invoice		Date	Description			Amount		
	072821 TM		07/28/2021	July classes			$344.00		
32233	07/30/2021	Open			Accounts Payable	MONICA G. RANES-GOLDBERG	$480.00		
	Invoice		Date	Description			Amount		
	072821 MG		07/28/2021	July classes			$480.00		
32234	07/30/2021	Open			Accounts Payable	OFFICE DEPOT, INC.	$137.16		
	Invoice		Date	Description			Amount		
	182634309001		07/13/2021	Office Supplies, pens, in/out book			$104.48		
	180285762001		07/08/2021	Office supplies			$32.68		

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32235	07/30/2021	Open			Accounts Payable	OMEGA INDUSTRIAL SUPPLY INC	$506.69		
	Invoice		Date	Description			Amount		
	136054		07/22/2021	Streets - Gripper, Aerosol			$506.69		
32236	07/30/2021	Open			Accounts Payable	PROFESSIONAL TURF MANAGEMENT, INC.	$17,075.00		
	Invoice		Date	Description			Amount		
	1139		07/20/2021	Golf Course Monthly Maintenance Fee - July 2021			$17,000.00		
	1140		07/20/2021	Golf Course Monthly Gate Service Fee - July 2021			$75.00		
32237	07/30/2021	Open			Accounts Payable	Raaymakers , John	$55.00		
	Invoice		Date	Description			Amount		
	JohnR07192021		07/19/2021	Cell Phone Reimbursement through 062021-071921			$55.00		
32238	07/30/2021	Open			Accounts Payable	RAYCHEL RENEE BALCIONI CRUZ	$1,269.00		
	Invoice		Date	Description			Amount		
	072821 RC		07/28/2021	July classes			$1,269.00		
32239	07/30/2021	Open			Accounts Payable	RUDY LOMAS	$55.00		
	Invoice		Date	Description			Amount		
	RudyL070621		07/06/2021	Cell Phone Reimbursement - Rudy L, Jun 7 to Jul 6 2021			$55.00		
32240	07/30/2021	Open			Accounts Payable	TANASE, KEN	$55.00		
	Invoice		Date	Description			Amount		
	KenT070721		07/07/2021	Cell Phone Reimbursement - Ken T Jun 8 to Jul 7 2021			$55.00		
32241	07/30/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$507.56		
	Invoice		Date	Description			Amount		
	629939364		07/21/2021	Facilites - Park Bathroom Supplies			$507.56		
32242	07/30/2021	Open			Accounts Payable	UNDERGROUND SERVICE ALERT	$4,984.42		
	Invoice		Date	Description			Amount		
	1143482021		07/20/2021	2021 Membership fee plus NEW unique billable ticket fees			$4,984.42		
32243	07/30/2021	Open			Accounts Payable	US BANK-PURCHASING CARD PROGRAM	$14,631.57		
	Invoice		Date	Description			Amount		
	KimL071521		07/15/2021	5169 CC Charges			$28.90		
	MarilynM071521		07/15/2021	6763 CC Charges			$601.90		
	KelseyH071521		07/15/2021	1679 CC Charges			$164.89		
	ColleenF071521		07/15/2021	0798 cc charges			$333.46		
	BennyH07152021		07/15/2021	1015 CC Charges			$2,119.58		
	FrankV07152021		07/15/2021	5849 CC Charges			$320.69		
	ReiD071521		07/15/2021	9254CCCharge			$750.18		
	BrianB071521-2		07/15/2021	3634 CC Charges			$950.00		
	CherieW07152021		07/15/2021	1161 CC Charges			$42.99		
	JinG071521		07/15/2021	0175 CC Charges fy 21-22			$536.01		
	ShawnT071521		07/15/2021	7105 cc charges			$1,800.64		
	MollyJ071521A		07/15/2021	4137 CC Charges			$994.51		
	AnS071521		07/15/2021	9993 CC Charges			$72.79		
	LaurenS071521		07/15/2021	0578 CC Charges			$39.95		
	AlexC071521B		07/15/2021	0400 CC Charges			$48.20		

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	RobertD071521		07/15/2021	6680 CC Charges			$518.54		
	DomS071521		07/15/2021	7167 cc charges			$14.18		
	RicA071521		07/15/2021	9906 cc charges			$332.34		
	RudyL71521		07/15/2021	8736 CC Charges			$1,527.65		
	tyb71521		07/15/2021	6047 CC Charges			$1,880.06		
	MarielV71520		07/15/2021	8337 CC Charges			$1,554.11		
32244	07/30/2021	Open			Accounts Payable	WESTERN SITE SERVICES LLC.	$121.00		
	Invoice		Date	Description			Amount		
	30068		07/20/2021	Grounds - BBF Hand Sanitizer Rental			$121.00		
32245	07/30/2021	Open			Accounts Payable	JOYFUL MELODIES	$940.00		
	Invoice		Date	Description			Amount		
	JMS2022-1		07/27/2021	JMS Summer2021 P2			$940.00		
32246	07/30/2021	Open			Accounts Payable	ALESHIRE & WYNDER, LLP	$45,554.56		
	Invoice		Date	Description			Amount		
	63107		07/20/2021	FY20-21, Legal Services, June 1 - June 30			$45,554.56		
32247	07/30/2021	Open			Accounts Payable	ARCHKEY TECHNOLOGIES	$384.00		
	Invoice		Date	Description			Amount		
	44317-1		07/22/2021	FY20-21 TROUBLESHOOT WIRELESS ACCESS POINT TO PTZ #5			$384.00		
32248	07/30/2021	Open			Accounts Payable	AUSTIN, NATASHA	$3,408.00		
	Invoice		Date	Description			Amount		
	Natasha2022-1		07/27/2021	Natasha Summer2021 P1			$3,408.00		
32249	07/30/2021	Open			Accounts Payable	B&H PHOTO VIDEO	$3,429.14		
	Invoice		Date	Description			Amount		
	191116263		07/14/2021	FY20-21 Sony 2x Teleconverter			$3,429.14		
32250	07/30/2021	Open			Accounts Payable	BRAINVYNE	$385.00		
	Invoice		Date	Description			Amount		
	BrainVyne2022-1		07/27/2021	BrainVyne Summer2021 P2			$385.00		
32251	07/30/2021	Open			Accounts Payable	CALLANDER ASSOCIATES LANDSCAPE ARCHITECTURE	$3,484.48		
	Invoice		Date	Description			Amount		
	21025-2		07/23/2021	FY20-21, Quinlan Preschool ADA Improvements through 063021			$3,484.48		
32252	07/30/2021	Open			Accounts Payable	CODELINKD, LLC	$2,061.00		
	Invoice		Date	Description			Amount		
	CodeLinkd2022-1		07/27/2021	CodeLinkd Summer2021 P2			$2,061.00		
32253	07/30/2021	Open			Accounts Payable	CSG CONSULTANTS, INC.	$37,404.00		
	Invoice		Date	Description			Amount		
	37810		07/13/2021	FY20-21, RCT SO#4 through 063021			$34,194.00		
	37811		07/13/2021	FY20-21 Bubb Rd. Sep. Bikeway through 063021			$3,210.00		
32254	07/30/2021	Open			Accounts Payable	DAVID J. POWERS & ASSOCIATES, INC.	$424.34		
	Invoice		Date	Description			Amount		
	26861		07/22/2021	FY20-21, RCT Wildlife Mitigation through 063021			$424.34		

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32255	07/30/2021	Open			Accounts Payable	ESHERICK HOMSEY DODGE AND DAVIS, ARCHITECTS	$3,578.00		
	Invoice		Date	Description			Amount		
	21060053		06/30/2021	FY20-21, Library Expansion Project through 060121-063021			$3,578.00		
32256	07/30/2021	Open			Accounts Payable	FOLGER GRAPHICS INC	$2,155.22		
	Invoice		Date	Description			Amount		
	129524		07/19/2021	FY20-21 Climate Action Postcard Mailer			$2,155.22		
32257	07/30/2021	Open			Accounts Payable	GILBANE BUILDING COMPANY	$6,997.00		
	Invoice		Date	Description			Amount		
	24, 2018-13		07/31/2021	FY 20-21 Sport Ctr Seismic Retrofit Final Billing,			$6,997.00		
32258	07/30/2021	Open			Accounts Payable	GOLDFARB & LIPMAN	$3,198.77		
	Invoice		Date	Description			Amount		
	141060		07/12/2021	FY20-21, Legal Services, June 1 - June 30			$3,198.77		
32259	07/30/2021	Open			Accounts Payable	HMH ENGINEERS INC	$8,816.00		
	Invoice		Date	Description			Amount		
	40336		07/07/2021	FY20-21, RCT Construction Support through 062621			$8,816.00		
32260	07/30/2021	Open			Accounts Payable	INCREDIFLIX INC.	$5,421.10		
	Invoice		Date	Description			Amount		
	Incrediflix22-1		07/27/2021	Incrediflix Summer2021 P1			$5,421.10		
32261	07/30/2021	Open			Accounts Payable	KIMLEY-HORN AND ASSOCIATES, INC.	$10,992.50		
	Invoice		Date	Description			Amount		
	19137383		07/21/2021	FY20-21 Bollinger Rd Corridor services through 6/30/2021			$5,322.50		
	19252995		07/27/2021	FY 20-21 De Anza-McClellan Upgrade services through 6.30.2021			$5,670.00		
32262	07/30/2021	Open			Accounts Payable	Local Government Commission Inc	$2,363.64		
	Invoice		Date	Description			Amount		
	105628		06/30/2021	FY20-21 CivicSpark Services - June 2021 (Fellow: Brendan Norton)			$2,363.64		
32263	07/30/2021	Open			Accounts Payable	NEXINITE, LLC	$1,950.00		
	Invoice		Date	Description			Amount		
	INV-001129		07/25/2021	FY20-21 Enrollment and LMS June 2021			$1,950.00		
32264	07/30/2021	Open			Accounts Payable	OFFICE DEPOT, INC.	$446.23		
	Invoice		Date	Description			Amount		
	180340136001		06/29/2021	FY 20-21 Service Center - Pens, Ink			$179.27		
	180198227001		06/29/2021	FY20-21, Kitchen Supplies for PWs			$152.18		
	180230947001		06/29/2021	FY20-21 Kitchen Supplies for PWs			$18.52		
	179231210001		06/16/2021	FY20-21 supplies and printer ink for golf shop			$71.11		
	180230951001		06/29/2021	FY 20-21 Kitchen supplies for Downstairs			$25.15		
32265	07/30/2021	Open			Accounts Payable	QUARTIC SOLUTIONS LLC	$10,932.50		
	Invoice		Date	Description			Amount		
	2864_June2021		07/08/2021	FY20-21 June 2021 services			$10,932.50		

****LIVE** Cupertino **LIVE****

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32266	07/30/2021	Open			Accounts Payable	R & R INDUSTRIES, INC.	$1,496.13		
	Invoice		Date	Description			Amount		
	602772		07/21/2021	FY 20-21 Service Center - Uniforms Polos			$1,496.13		
32267	07/30/2021	Open			Accounts Payable	RECOLOGY SOUTH BAY	$17.29		
	Invoice		Date	Description			Amount		
	115472		06/30/2021	FY20-21 Finance Charge			$17.29		
32268	07/30/2021	Open			Accounts Payable	RRM DESIGN GROUP	$2,039.50		
	Invoice		Date	Description			Amount		
	1832-00-0621		07/13/2021	FY20-21 19191 Vallco Pkwy & 18901 Tuggle Ave design review			$2,039.50		
32269	07/30/2021	Open			Accounts Payable	RUDY LOMAS	$110.00		
	Invoice		Date	Description			Amount		
	RudyL030621		03/06/2021	FY 20-21 Cell Phone Reimbursement - Rudy L 2-7 to 3 -6 2021			$55.00		
	RudyL060621		06/06/2021	FY20-21 Cell Phone Reimbursement - Rudy L May 7 to June 6 2021			$55.00		
32270	07/30/2021	Open			Accounts Payable	SHUTE, MIHALY & WEINBERGER LLP	$94,343.16		
	Invoice		Date	Description			Amount		
	273609		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$2,194.80		
	273612		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$50,714.38		
	273613		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$12,954.80		
	273605		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$3,540.00		
	273610		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$1,744.01		
	273608		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$637.20		
	273615		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$1,023.00		
	273606		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$12,166.50		
	273616		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$2,249.45		
	273617		07/16/2021	FY20-21, Legal Services, June 1 - June 30			$228.00		
	273611		07/16/2021	FY20-21 GP Update Legal Services 2021/06			$2,938.20		
	273263		06/22/2021	FY20-21 GP Update Legal Fees 2021/05			$3,952.82		
32271	07/30/2021	Open			Accounts Payable	Snapology of Los Gatos	$3,310.00		
	Invoice		Date	Description			Amount		
	Snapology2022-2		07/27/2021	Snapology Summer2021 P2			$3,310.00		
32272	07/30/2021	Open			Accounts Payable	TENJI INC	$2,856.46		
	Invoice		Date	Description			Amount		
	3270		07/22/2021	FY 20-21 Facilities - June 2021 Library Aquarium & Fish Maint			$2,856.46		
32273	07/30/2021	Open			Accounts Payable	THERMAL MECHANICAL, INC.	$1,150.13		
	Invoice		Date	Description			Amount		
	82344		06/30/2021	FY 20-21 Faciliites - City Hall Troubleshoot Compressors			$1,150.13		
32274	07/30/2021	Open			Accounts Payable	US BANK-PURCHASING CARD PROGRAM	$48,045.84		
	Invoice		Date	Description			Amount		
	KarenL071521		07/15/2021	FY20-21 8993CCCharges			$78.94		
	KevinK071521		07/15/2021	FY 20-21 8746 CC Charge			$149.00		

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	RSander071521		07/15/2021	FY 20-21 4371 CC Charges			$177.32			
	KimL07152021		07/15/2021	FY20-21, 5169 CC Charges			$2,181.52			
	DanielM071521		07/15/2021	FY20-21 9167 CC Charges			$12.95			
	MarilynM07152021		07/15/2021	FY20-21 6763 Charges			$6,113.02			
	BrianB071521		07/15/2021	FY20-21 3634 CC Charges			$4,199.46			
	Keithw071521		07/15/2021	FY20-218803cccharges			$360.75			
	ColleenF071521-A		07/15/2021	0798 cc charges FY 20-21			$2,700.91			
	BennyH071521		07/15/2021	FY20-21 1015 CC Charges			$6,477.68			
	FY20-21Reid71521		07/15/2021	FY20-21 9254 CC Charges			$3,842.02			
	RobertK071521		07/26/2021	FY 20-21 7858 CC Charge			$50.00			
	CyrahC071521		07/15/2021	FY20-21 0363 CC Charges			$3,192.55			
	Branton071521		07/15/2021	FY 20-21 5320 CC Charges			$2,457.01			
	JindyG071521		07/15/2021	FY 20-21 0175 cc charges			$455.07			
	KevinG071521		07/15/2021	5856 fy 20-21 cc charges			$160.25			
	MollyJ071521		07/15/2021	FY 20-21 4137 CC Charges			$2,605.02			
	IkaP071521		07/15/2021	FY 20-21 8108 cc charges			$120.99			
	JonF071521		07/15/2021	fy 20-21 3969 cc charges			$37.98			
	RobG071521		07/15/2021	FY 20-21 6980 cc charges			$419.29			
	AndrewS071521		07/15/2021	fy 20-21 9993 cc charges			$744.48			
	SundariP71521		07/15/2021	FY 20-21 9702 CC Charges			$1,328.45			
	SundariP071521		07/15/2021	9702 CC Charges			($19.05)			
	AlexC07152021		07/15/2021	FY 20-21 0400 CC Charges			$18.30			
	RobertD071521A		07/15/2021	FY20-21 6680 CC Charges			$85.54			
	UrsulaS071521		07/15/2021	FY 20-21 2512 CC Charges			$274.72			
	DomingoS71521		07/15/2021	fy 20-21 7167 cc charges			$125.33			
	RicardoA71521		07/15/2021	fy 20-21 9906 cc charges			$2,390.08			
	RudyL071521		07/15/2021	fy 20-21 8736 cc charges			$20.18			
	TyB071521		07/15/2021	fy 20-21 6047 cc charges			$109.99			
	MarielaV071521		07/15/2021	FY20-21 8337 CC Charges			$3,329.00			
	JasonG071521		07/15/2021	fy 20-21 cc charges 2795			$32.60			
	BrianGa071521		07/15/2021	FY 20-21 6202 cc charges			$3,814.49			
32275	07/30/2021	Open			Accounts Payable	ZUMAR INDUSTRIES, INC.		$4,206.18		

Invoice	Date	Description	Amount
93832	07/15/2021	FY 20-21 Streets Select Punches	$4,206.18

Type EFT Totals: 67 Transactions $710,702.74

Main Account - Main Checking Account Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	$321,051.43	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	48	$321,051.43	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	67	$710,702.74	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	67	$710,702.74	$0.00

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 7/24/2021 - To Payment Date: 7/30/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source		Payee Name	Transaction Amount	Reconciled Amount	Difference
				All	Status	Count	Transaction Amount		Reconciled Amount	
					Open	115	$1,031,754.17		$0.00	
					Reconciled	0	$0.00		$0.00	
					Voided	0	$0.00		$0.00	
					Stopped	0	$0.00		$0.00	
					Total	115	$1,031,754.17		$0.00	

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	**48**	**$321,051.43**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**48**	**$321,051.43**	**$0.00**

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	**67**	**$710,702.74**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Total	**67**	**$710,702.74**	**$0.00**

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	**115**	**$1,031,754.17**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**115**	**$1,031,754.17**	**$0.00**

Approved: Beth Viajar

08.02.2021

CITY OF CUPERTINO

Legislation Text

File #: 21-9850, **Version:** 1

Subject: Consider Accepting Accounts Payable for the period ending August 9, 2021

Adopt Resolution No. 21-083 accepting Accounts Payable for the period ending August 9, 2021

RESOLUTION NO. 21-___

A RESOLUTION OF THE CUPERTINO CITY COUNCIL
CUPERTINO ALLOWING CERTAIN CLAIMS AND DEMANDS PAYABLE IN THE AMOUNTS AND FROM THE FUNDS AS HEREINAFTER DESCRIBED FOR GENERAL AND MISCELLANEOUS EXPENDITURES FOR THE PERIOD ENDING

August 9, 2021

WHEREAS, the Director of Administrative Services or her designated representative has certified to accuracy of the following claims and demands and to the availability of funds for payment hereof; and

WHEREAS, the said claims and demands have been audited as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allows the following claims and demands in the amounts and from the funds as hereinafter set forth in the attached Payment Register.

CERTIFIED: _____
Zach Korach, Finance Manager

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

Resolution No. _____
Page 2

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Main Account - Main Checking Account									
Check									
728423	08/06/2021	Open			Accounts Payable	COUNTY OF SANTA CLARA-COMMUNICATIONS DEPT. -	$303.26		
	Invoice		Date	Description			Amount		
	2107310503		08/02/2021	Portable Radio for Monica Diaz - Code Enforcement			$303.26		
728424	08/06/2021	Open			Accounts Payable	BAY AREA AIR QUALITY MGMT DIST	$404.00		
	Invoice		Date	Description			Amount		
	T128232		07/03/2021	Fleet - Permit/Renewal Gas Nozzle Fee			$404.00		
728425	08/06/2021	Open			Accounts Payable	BOSCO OIL INC DBA VALLEY OIL	$12,939.54		
	Invoice		Date	Description			Amount		
	77258		07/28/2021	Fleet - Fuel			$4,639.11		
	77758		07/28/2021	Fleet - Fuel			$8,300.43		
728426	08/06/2021	Open			Accounts Payable	BURR PLUMBING AND PUMPING INC	$398.38		
	Invoice		Date	Description			Amount		
	107233		07/02/2021	Facilities - QCC Cleared Floor Drains in Attic			$398.38		
728427	08/06/2021	Open			Accounts Payable	CALIFORNIA PRODUCTS STEWARDSHIP	$3,000.00		
	Invoice		Date	Description			Amount		
	FY22-069-AF		07/30/2021	CPSC FY 2021-2022 Associate Fees			$3,000.00		
728428	08/06/2021	Open			Accounts Payable	CINTAS CORPORATION	$1,497.95		
	Invoice		Date	Description			Amount		
	4091804716		08/03/2021	UNIFORMS SAFETY APPAREL			$1,497.95		
728429	08/06/2021	Open			Accounts Payable	CITY OF CUPERTINO	$221.00		
	Invoice		Date	Description			Amount		
	56662		07/28/2021	Plan review fee, Permit #BLD-2021-0596 QCC shade structure			$221.00		
728430	08/06/2021	Open			Accounts Payable	COMCAST BUSINESS COMMUNICATIONS, LLC	$769.24		
	Invoice		Date	Description			Amount		
	126886660		08/01/2021	Business Class Internet - Mary, Stevens Creek, Town Center, Voss			$769.24		
728431	08/06/2021	Open			Accounts Payable	Community Health Charities of California	$20.00		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	Community Health Charities pp 7/17/21-7/30/21			$20.00		
728432	08/06/2021	Open			Accounts Payable	COUNTY OF SANTA CLARA CLERK - RECORDER	$400.00		
	Invoice		Date	Description			Amount		
	DIR-2021-005		07/30/2021	Exempt Filing			$50.00		
	DIR-2021-010		07/30/2021	Exempt Filing			$50.00		
	R-2021-006		07/30/2021	Exempt Filing			$50.00		
	R-2021-008		07/30/2021	Exempt Filing			$50.00		
	RM-2021-004		07/30/2021	Exempt Filing			$50.00		
	TR-2020-050		07/30/2021	Exempt Filing			$50.00		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	TR-2021-004		07/30/2021	Exempt Filing		$50.00			
	TUP-2021-002		07/30/2021	Exempt Filing		$50.00			
728433	08/06/2021	Open			Accounts Payable	DEX SYSTEMS ENGINEERING	$2,625.00		
	Invoice		Date	Description			Amount		
	1486		08/01/2021	Install listening devices; Uninstall older unused equipment			$2,625.00		
728434	08/06/2021	Open			Accounts Payable	FRIENDS OF DEER HOLLOW FARM	$7,000.00		
	Invoice		Date	Description			Amount		
	FriendsDHF080321		08/03/2021	FY21-22 Community Funding Grant Recipient			$7,000.00		
728435	08/06/2021	Open			Accounts Payable	HOME DEPOT CREDIT SERVICES	$2,978.91		
	Invoice		Date	Description			Amount		
	4103759		07/07/2021	Grounds - Pump			$10.92		
	4510740		07/07/2021	Grounds - Pump			$126.67		
	4510772		07/07/2021	Grounds - Pump			$122.41		
	8032302		07/13/2021	Streets - Roller Frame			$153.50		
	8371206		07/13/2021	Grounds - Washer, Blacktop Patch			$233.60		
	5612666		07/06/2021	Facilities - Coupling			$32.87		
	7030909		07/04/2021	Facilities - Faucet Grease			$32.55		
	3511074		07/08/2021	Fleet - Hole Step Bit			$54.65		
	8371211		07/13/2021	Grounds - Traffic Yard Fence			$53.26		
	1393894		07/20/2021	Grounds - Lag Screws, Washer			$42.72		
	2393891		07/19/2021	Grounds - Supplies			$142.95		
	2514504		07/19/2021	Grounds - Connector			$11.33		
	7094033		07/14/2021	Facilities - Clamp			$100.61		
	2033191		07/19/2021	Trees/ROW - Sheet Metal			$6.60		
	1323494		07/20/2021	Trees/ROW - Sleeves			$89.74		
	9032147		07/12/2021	Trees/ROW - Irrigation			$39.57		
	371243		07/21/2021	Grounds - Supplies			$76.87		
	33398		07/21/2021	Trees/ROW - Bricks			$28.59		
	33452		07/21/2021	Trees/ROW - Bricks			$25.86		
	4034111		07/27/2021	Facilities - Traps			$795.03		
	4393932		07/27/2021	Grounds - Supplies			$503.15		
	611258		07/21/2021	Grounds - Supplies			$257.23		
	9033532		07/22/2021	Grounds - Supplies			$38.23		
728436	08/06/2021	Open			Accounts Payable	ICMA MEMBERSHIP RENEWALS	$1,400.00		
	Invoice		Date	Description			Amount		
	945129-2021		08/05/2021	FY21-22 Kristina Alfaro ICMA Membership Renewal			$1,400.00		
728437	08/06/2021	Open			Accounts Payable	INTERSTATE BATTERY SYSTEM SAN JOSE INC.	$839.54		
	Invoice		Date	Description			Amount		
	10301663		07/13/2021	Fleet - Supplies			$839.54		
728438	08/06/2021	Open			Accounts Payable	KELLY-MOORE PAINT CO INC	$252.75		
	Invoice		Date	Description			Amount		
	811-00000527909		07/27/2021	Grounds - Green Paint			$252.75		
728439	08/06/2021	Open			Accounts Payable	LESLIE'S POOL SUPPLIES INC	$172.18		
	Invoice		Date	Description			Amount		
	00015-02-034607		07/30/2021	Facilities - BBF Pool Supplies Med Scrubber w/Pad			$23.69		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	00015-02-034606		07/30/2021	Facilities - BBF Pool Supplies Acid		$148.49			
728440	08/06/2021	Open			Accounts Payable	O'REILLY AUTO PARTS	$469.54		
	Invoice		Date	Description		Amount			
	2591-149822		07/15/2021	Fleet - Purge Valve		$35.63			
	2591-149823		07/15/2021	Fleet - Purge Valve		$35.63			
	2591-150946		07/20/2021	Fleet - Sensor		$58.84			
	2591-148606		07/09/2021	Fleet - Lift Support		$110.04			
	2591-148649		07/09/2021	Fleet - Air Filter		$111.22			
	2591-150027		07/16/2021	Fleet - Oil Filter		$118.18			
728441	08/06/2021	Open			Accounts Payable	Operating Engineer #3	$1,431.62		
	Invoice		Date	Description		Amount			
	07302021		07/30/2021	Union Dues pp 7/17/21-7/30/21		$1,431.62			
728442	08/06/2021	Open			Accounts Payable	PIONEER LIQUID TRANSPORT INC	$1,000.00		
	Invoice		Date	Description		Amount			
	046585		07/26/2021	Fac: Grease trap cleaning		$100.00			
	046584		07/26/2021	Fac: Grease trap cleaning		$300.00			
	046583		07/26/2021	Fac: Grease trap cleaning		$300.00			
	046586		07/26/2021	Fac: Grease trap cleaning qcc		$300.00			
728443	08/06/2021	Open			Accounts Payable	QUENCH USA, INC.	$82.61		
	Invoice		Date	Description		Amount			
	INV03271246		08/01/2021	Service Center - Water Cooler		$82.61			
728444	08/06/2021	Open			Accounts Payable	R&B A CORE & MAIN COMPANY	$19.06		
	Invoice		Date	Description		Amount			
	P269532		07/21/2021	Grounds - Comp Flag		$19.06			
728445	08/06/2021	Open			Accounts Payable	SUE AND KATHY LINE DANCE	$630.00		
	Invoice		Date	Description		Amount			
	080221		08/02/2021	Line Dance Beg (7.8-7.29) & Int (7.-7.27) 16 & 29 students		$630.00			
728446	08/06/2021	Open			Accounts Payable	THE GOODYEAR TIRE & RUBBER COMPANY	$966.81		
	Invoice		Date	Description		Amount			
	189-1107045		08/02/2021	Fleet - Tires		$966.81			
728447	08/06/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$320.15		
	Invoice		Date	Description		Amount			
	631814340		07/29/2021	Facilities - Rebuild Kit, Flush Valve		$320.15			
728448	08/06/2021	Open			Accounts Payable	TURF & INDUSTRIAL EQUIPMENT CO.	$161.10		
	Invoice		Date	Description		Amount			
	IV39797		07/19/2021	Fleet - Tube, Cap Screw		$161.10			
728449	08/06/2021	Open			Accounts Payable	AMY CHAN	$48.00		
	Invoice		Date	Description		Amount			
	11941		08/04/2021	CH COMMERCIAL, LLC BL refund		$48.00			
728450	08/06/2021	Open			Accounts Payable	BEST BRAINS	$107.63		
	Invoice		Date	Description		Amount			
	95014		08/04/2021	BEST BRAINS BL refund		$107.63			

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728451	08/06/2021	Open			Accounts Payable	BESTCRAFT BUILDERS, INC	$5,000.00		
	Invoice		Date	Description			Amount		
	220551		08/03/2021	10405 Calvert Dr. , Encroachment, 220551			$5,000.00		
728452	08/06/2021	Open			Accounts Payable	KONG, MEI	$8,000.00		
	Invoice		Date	Description			Amount		
	266142		08/03/2021	18828 Tuggle Ave, Encroachment, 266142			$8,000.00		
728453	08/06/2021	Open			Accounts Payable	LENIHAN DIGITAL DESIGN LLC	$82.60		
	Invoice		Date	Description			Amount		
	11971		08/04/2021	LENIHAN DIGITAL DESIGN LLC BL refund			$82.60		
728454	08/06/2021	Open			Accounts Payable	Randazzo Ridley, Eliana	$30.00		
	Invoice		Date	Description			Amount		
	Randazzo072221		07/29/2021	Live Scan and Fingerprinting Reimbursement			$30.00		
728455	08/06/2021	Open			Accounts Payable	ROTO-ROOTER SERVICES COMPANY	$155.00		
	Invoice		Date	Description			Amount		
	11891		08/04/2021	ROTO-ROOTER SERVICES COMPANY BL refund			$155.00		
728456	08/06/2021	Open			Accounts Payable	TES COMPANY	$155.00		
	Invoice		Date	Description			Amount		
	11978		08/04/2021	TES COMPANY BL refund			$155.00		
728457	08/06/2021	Open			Accounts Payable	Vakada, Satwik	$30.00		
	Invoice		Date	Description			Amount		
	Vadaka072221		07/22/2021	Live Scan and Fingerprinting Reimbursement			$30.00		
728458	08/06/2021	Open			Accounts Payable	COLLEEN LOPEZ	$2,160.00		
	Invoice		Date	Description			Amount		
	2021-3		07/30/2021	FY 20-21 Housing Consultant 2021/06			$960.00		
	2019-18		07/30/2021	FY 20-21 CDBG-CV Consultant 2021/06			$1,200.00		
728459	08/06/2021	Open			Accounts Payable	FAUTH, JASON	$9.04		
	Invoice		Date	Description			Amount		
	Refund-Hartford		07/02/2021	Refund for Hartford Vol Life After Tax			$9.04		
Type Check Totals:					37 Transactions		$56,079.91		
EFT									
32276	08/02/2021	Open			Accounts Payable	STATE BOARD OF EQUALIZATION	$798.00		
	Invoice		Date	Description			Amount		
	QTR2 -2021		07/28/2021	SR GH 026-818149 Sales/Use Tax Apr'21 - June'21			$798.00		
32277	08/06/2021	Open			Accounts Payable	Colonial Life & Accident Insurance	$29.16		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	Colonial Products pp 7/17/21-7/30/21			$29.16		
32278	08/06/2021	Open			Accounts Payable	Employment Development	$8,868.16		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	State Disability Insurance pp 7/17/21-7/30/21			$8,868.16		
32279	08/06/2021	Open			Accounts Payable	PERS-457K	$7,754.69		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	PERS Deferred Comp pp 7/17/21-7/30/21			$7,754.69		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32280	08/03/2021	Open			Accounts Payable	SQUARE, INC.	$101.61		
	Invoice		Date	Description			Amount		
	Square080221		08/04/2021	Square Billing - Team Plus			$101.61		
32281	08/06/2021	Open			Accounts Payable	California Public Employees' Retirement System	$353,359.11		
	Invoice		Date	Description			Amount		
	7158-07142021		07/14/2021	Health Premiums			$353,359.11		
32282	08/06/2021	Open			Accounts Payable	ABAG POWER- ASSOCIATION OF BAY AREA GOVERNMENTS	$3,980.00		
	Invoice		Date	Description			Amount		
	AR026290		08/01/2021	CUPACPC001 FY22-LEVELIZED CHARGE-NAY GAS			$3,980.00		
32283	08/06/2021	Open			Accounts Payable	AMAZON WEB SERVICES, INC.	$756.06		
	Invoice		Date	Description			Amount		
	814937513		08/03/2021	AWS - July 2021 GIS			$756.06		
32284	08/06/2021	Open			Accounts Payable	B&H PHOTO VIDEO	$523.61		
	Invoice		Date	Description			Amount		
	191560885		07/27/2021	Sony AS7III Digital Camera Accessories			$523.61		
32285	08/06/2021	Open			Accounts Payable	BAY AREA PRINTER AND DATA SERVICES	$468.10		
	Invoice		Date	Description			Amount		
	338994		07/30/2021	Toner July 2021			$422.32		
	338995		07/30/2021	Samsung Pro Xpress 1x			$45.78		
32286	08/06/2021	Open			Accounts Payable	CLEARBLU ENVIRONMENTAL	$656.25		
	Invoice		Date	Description			Amount		
	25574		07/23/2021	Streets: July Service			$656.25		
32287	08/06/2021	Open			Accounts Payable	Commercial Media Systems, Inc.	$125.00		
	Invoice		Date	Description			Amount		
	13784		08/02/2021	Tech Support for DSP routing adn changes			$125.00		
32288	08/06/2021	Open			Accounts Payable	CSG CONSULTANTS, INC.	$46,797.96		
	Invoice		Date	Description			Amount		
	B210932		07/01/2021	Building Plan Review Services 2021/07			$4,402.10		
	B210930		07/01/2021	Building Plan Review Services 2021/07			$16,791.18		
	B210931		07/01/2021	Building Plan Review Services 6/1/2021 - 6/30/2021			$25,604.68		
32289	08/06/2021	Open			Accounts Payable	CYXTERA COMMUNICATIONS LLC	$737.43		
	Invoice		Date	Description			Amount		
	B1-2220829		08/01/2021	Colocation services September 2021			$737.43		
32290	08/06/2021	Open			Accounts Payable	Eflex Group, Inc	$4,227.63		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	FSA Employee Health pp 7/17/21-7/30/21			$4,227.63		
32291	08/06/2021	Open			Accounts Payable	GEOTAB USA, INC.	$2,617.75		
	Invoice		Date	Description			Amount		
	IN282406		07/31/2021	ProPlus Plan, Support, & Asset Tracker July 2021			$2,617.75		
32292	08/06/2021	Open			Accounts Payable	GRACE DUVAL	$382.20		
	Invoice		Date	Description			Amount		
	080221		08/02/2021	Zumba Gold (7.7-7.28) 26 Students			$382.20		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32293	08/06/2021	Open			Accounts Payable	GRAINGER INC	$111.78		
	Invoice		Date	Description			Amount		
	9001751719		07/26/2021	Grounds - Float Ball			$59.34		
	9007209647		07/30/2021	Facilities - Sports Center Timer			$52.44		
32294	08/06/2021	Open			Accounts Payable	HDL COREN & CONE	$4,468.97		
	Invoice		Date	Description			Amount		
	SIN010210		08/01/2021	Contract Services Property Tax: July - September 2021			$4,468.97		
32295	08/06/2021	Open			Accounts Payable	ICMA Retirement Trust-457	$25,218.80		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	ICMA Deferred Comp pp 7/17/21-7/30/21			$25,218.80		
32296	08/06/2021	Open			Accounts Payable	ICONIX WATERWORKS (US) INC.	$214.04		
	Invoice		Date	Description			Amount		
	U2116036504		07/22/2021	Grounds: SADDLE PIPE SUPPORT			$214.04		
32297	08/06/2021	Open			Accounts Payable	IFPTE LOCAL 21	$1,976.08		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	Association Dues - CEA pp 7/17/21-7/30/21			$1,976.08		
32298	08/06/2021	Open			Accounts Payable	IMPERIAL SPRINKLER SUPPLY, INC	$1,419.73		
	Invoice		Date	Description			Amount		
	4731872-00		07/13/2021	Trees/ROW - Coupling			$139.32		
	4747597-00		07/21/2021	Grounds - Adapter			$180.57		
	4751701-00		07/22/2021	Trees/ROW - Hex Bolt, Flush Cover			$299.56		
	4760368-00		07/29/2021	Grounds - Rainbird 5006 Plus			$446.35		
	4760422-00		07/29/2021	Trees/ROW Irrigation Supplies			$353.93		
32299	08/06/2021	Open			Accounts Payable	INDEPENDENT CODE CONSULTANTS, INC.	$39,385.34		
	Invoice		Date	Description			Amount		
	1460		08/02/2021	Building Plan Review Services			$39,385.34		
32300	08/06/2021	Open			Accounts Payable	KEVIN GREENE	$55.00		
	Invoice		Date	Description			Amount		
	KevinG071821		07/18/2021	Cell Phone Reimbursement - Kevin G 6-19-21 to 7-18-21			$55.00		
32301	08/06/2021	Open			Accounts Payable	KIMBALL-MIDWEST	$403.11		
	Invoice		Date	Description			Amount		
	9092107		08/02/2021	Fleet: Fuel Hoses			$120.61		
	9077752		07/28/2021	Streets: Street Sign supplies			$282.50		
32302	08/06/2021	Open			Accounts Payable	National Deferred (ROTH)	$6,079.75		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	Nationwide Roth pp 7/17/21-7/30/21			$6,079.75		
32303	08/06/2021	Open			Accounts Payable	National Deferred Compensatin	$28,476.83		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	Nationwide Deferred Compensation pp 7/17/21-7/30/21			$28,476.83		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32304	08/06/2021	Open			Accounts Payable	OFFICE DEPOT, INC.	$1,020.23		
	Invoice		Date	Description			Amount		
	180146250001		07/01/2021	Service Center - Desk Chairs			$542.43		
	182636923001		07/08/2021	Service Center - Notebooks			$18.66		
	182711420001		07/08/2021	Service Center - Kitchen Supplies			$307.25		
	182713673001		07/08/2021	Service Center - Kitchen Supplies			$151.89		
32305	08/06/2021	Open			Accounts Payable	OMEGA INDUSTRIAL SUPPLY INC	$879.62		
	Invoice		Date	Description			Amount		
	136055		07/23/2021	Grounds - All Wipes, D-Gum,			$879.62		
32306	08/06/2021	Open			Accounts Payable	PARS/City of Cupertino	$4,421.17		
	Invoice		Date	Description			Amount		
	07302021		07/30/2021	PARS Employee pp 7/17/21-7/30/21			$4,421.17		
32307	08/06/2021	Open			Accounts Payable	RECOLOGY SOUTH BAY	$57,172.67		
	Invoice		Date	Description			Amount		
	Jul-21 RY1		07/31/2021	City Payment per FA Rate Year 2/1/21- 1/31/22- July 2021			$57,172.67		
32308	08/06/2021	Open			Accounts Payable	SHI INTERNATIONAL CORP	$42,420.90		
	Invoice		Date	Description			Amount		
	B13833227		07/27/2021	Customer Svc Solution for CDD 7/23/21 - 7/23/22			$42,420.90		
32309	08/06/2021	Open			Accounts Payable	STATEWIDE TRAFFIC SAFETY AND SIGNS	$846.98		
	Invoice		Date	Description			Amount		
	05034632		07/29/2021	Streets - Aquaphalt Bucket 4.0 and 6.0			$846.98		
32310	08/06/2021	Open			Accounts Payable	SUNNYVALE FORD	$623.19		
	Invoice		Date	Description			Amount		
	189586		06/30/2021	FY 20-21 Fleet - Touch-U1			$16.31		
	CM189200		06/29/2021	FY 20-21 Fleet - Credit for Invoice# 189200			($31.20)		
	188730		07/09/2021	Fleet - KIT V4 HV			$192.23		
	191158		07/28/2021	Fleet - Hose 1HV			$36.87		
	191151-1		07/28/2021	Fleet - KIT V4 HV			$72.09		
	191268		07/28/2021	Fleet - Filter			$59.32		
	191189		07/27/2021	Fleet - Nut W1 HV			$10.48		
	191247		07/28/2021	Fleet - Kit V4 HV			$72.09		
	191147		07/27/2021	Fleet - Hose 1HV			$69.70		
	CM191147		07/27/2021	Fleet - Credit for Invoice# 191147			($69.70)		
	FOCS829599		05/14/2021	Fleet - Oil Leak Vin# 42503			$195.00		
32311	08/06/2021	Open			Accounts Payable	TERRYBERRY COMPANY LLC	$1,105.33		
	Invoice		Date	Description			Amount		
	143069-21826		07/31/2021	Consolidated Invoice			$1,105.33		
32312	08/06/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$491.70		
	Invoice		Date	Description			Amount		
	631605797		07/29/2021	Facilities - Park Bathroom Supplies			$491.70		
32313	08/06/2021	Open			Accounts Payable	US BANK-PURCHASING CARD PROGRAM	$2,788.60		
	Invoice		Date	Description			Amount		
	AshleyS071521(2)		07/15/2021	7654 CC charges			$2,788.60		

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32314	08/06/2021	Open			Accounts Payable	WEST VALLEY COMMUNITY SVCS AGENCY	$10,000.00		

Invoice	Date	Description	Amount
WestVCSA080321	08/03/2021	FY21-22 Community Funding Grant Recipient	$10,000.00

32315	08/06/2021	Open			Accounts Payable	WOWzy Creation Corp. DBA First Place Inc.	$50.15		

Invoice	Date	Description	Amount
94970	08/02/2021	Nameplates - Araceli & Chris	$50.15

32316	08/06/2021	Open			Accounts Payable	CSG CONSULTANTS, INC.	$1,080.00		

Invoice	Date	Description	Amount
37725	07/12/2021	FY 20-21 Code Enforcement Services 2021/06	$1,080.00

32317	08/06/2021	Open			Accounts Payable	US BANK-PURCHASING CARD PROGRAM	$2,200.00		

Invoice	Date	Description	Amount
AshleyS071521	07/15/2021	FY 20-21 7654 CC Charges	$2,200.00

Type EFT Totals:					42 Transactions		$665,092.69		

Main Account - Main Checking Account Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	37	$56,079.91	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	37	$56,079.91	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	42	$665,092.69	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	42	$665,092.69	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	79	$721,172.60	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 7/31/2021 - To Payment Date: 8/6/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source		Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total	79		$721,172.60	$0.00	

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	37	$56,079.91	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	37	$56,079.91	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	42	$665,092.69	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	42	$665,092.69	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	79	$721,172.60	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	79	$721,172.60	$0.00

Approved: Beth Viajar
08.09.2021

CITY OF CUPERTINO

Legislation Text

File #: 21-9851, **Version:** 1

Subject: Consider Accepting Accounts Payable for the period ending August 16, 2021

Adopt Resolution No. 21-084 accepting Accounts Payable for the period ending August 16, 2021

RESOLUTION NO. 21-___

A RESOLUTION OF THE CUPERTINO CITY COUNCIL
CUPERTINO ALLOWING CERTAIN CLAIMS AND DEMANDS PAYABLE IN THE AMOUNTS AND FROM THE FUNDS AS HEREINAFTER DESCRIBED FOR GENERAL AND MISCELLANEOUS EXPENDITURES FOR THE PERIOD ENDING

August 16, 2021

WHEREAS, the Director of Administrative Services or her designated representative has certified to accuracy of the following claims and demands and to the availability of funds for payment hereof; and

WHEREAS, the said claims and demands have been audited as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allows the following claims and demands in the amounts and from the funds as hereinafter set forth in the attached Payment Register.

CERTIFIED: _____
Zach Korach, Finance Manager

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

Resolution No. _____
Page 2

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

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Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Main Account - Main Checking Account									
Check									
728460	08/13/2021	Open			Accounts Payable	ADTAXI | BAY AREA NEWS GROUP	$1,379.00		
	Invoice		Date	Description			Amount		
	0001302294		07/31/2021	Legal Advertising - July 2021			$1,379.00		
728461	08/13/2021	Open			Accounts Payable	ALHAMBRA & SIERRA SPRINGS	$62.39		
	Invoice		Date	Description			Amount		
	21589707 080521		08/05/2021	Service Center staff water service			$62.39		
728462	08/13/2021	Open			Accounts Payable	ALTA LANGUAGE SERVICES, INC.	$68.00		
	Invoice		Date	Description			Amount		
	IS532604		05/31/2021	Listening & Speaking Test (Live)			$68.00		
728463	08/13/2021	Open			Accounts Payable	AVOCETTE TECHNOLOGIES INC.	$10,075.00		
	Invoice		Date	Description			Amount		
	2107CU1		07/31/2021	Configuration services & Business Lic project July & Aug 2021			$10,075.00		
728464	08/13/2021	Open			Accounts Payable	BOETHING TREELAND FARMS INC	$319.01		
	Invoice		Date	Description			Amount		
	SI-1285160		08/09/2021	Trees/ROW: trees and plants			$319.01		
728465	08/13/2021	Open			Accounts Payable	BURR PLUMBING AND PUMPING INC	$975.00		
	Invoice		Date	Description			Amount		
	107412		07/23/2021	Facilities: QCC attic waste drain stoppage			$975.00		
728466	08/13/2021	Open			Accounts Payable	CALIF ASSOC OF CODE ENFORCEMENT	$350.00		
	Invoice		Date	Description			Amount		
	200017565		07/30/2021	CACEO 2021 Annual Seminar Registration for Gulu			$350.00		
728467	08/13/2021	Open			Accounts Payable	CHINESE AMERICAN COALITION COMPASSIONATE CARE	$12,000.00		
	Invoice		Date	Description			Amount		
	ChineseACCC80521		08/05/2021	FY 21-22 Community Funding Grant Recipient			$12,000.00		
728468	08/13/2021	Open			Accounts Payable	CINTAS CORPORATION	$1,039.99		
	Invoice		Date	Description			Amount		
	4092482132		08/10/2021	Service Center Uniforms 8-10-21			$1,039.99		
728469	08/13/2021	Open			Accounts Payable	CITY OF CUPERTINO	$10,303.65		
	Invoice		Date	Description			Amount		
	2022- 00000004		08/09/2021	Billing for January-June 2021 Clean Water			$10,303.65		
728470	08/13/2021	Open			Accounts Payable	COMCAST	$2,162.67		
	Invoice		Date	Description			Amount		
	3310-080721		08/07/2021	8155 40 065 0183310 - 080721			$2,162.67		
728471	08/13/2021	Open			Accounts Payable	COUNTY OF SANTA CLARA	$7,896.00		
	Invoice		Date	Description			Amount		
	080621		08/06/2021	Weed Abatement Inspections passed in Cupertino			$7,896.00		
728472	08/13/2021	Open			Accounts Payable	CUPERTINO ROTARY CLUB	$12,000.00		
	Invoice		Date	Description			Amount		
	CupeRotary080521		08/05/2021	FY 21-22 Community Funding Grant Recipient			$12,000.00		

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728473	08/13/2021	Open			Accounts Payable	EMPLOYMENT DEVELOPMENT DEPARTMENT	$5,424.00		

Invoice	Date	Description	Amount
L1114102800	07/28/2021	Unemployment Insurance Benefit Charge June 30 2021	$5,424.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728474	08/13/2021	Open			Accounts Payable	FOSTER BROS SECURITY SYSTEMS INC	$908.05		

Invoice	Date	Description	Amount
329219	07/29/2021	Fac: Franco Park Crash Bar Installation	$778.05
329222	07/29/2021	Fac: Sports Center Front Door Repair	$130.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728475	08/13/2021	Open			Accounts Payable	INTERSTATE BATTERY SYSTEM SAN JOSE INC.	$731.53		

Invoice	Date	Description	Amount
10302055	08/03/2021	Fleet: auto parts	$243.52
10302168	08/10/2021	Fleet: auto parts	$488.01

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728476	08/13/2021	Open			Accounts Payable	IRON MOUNTAIN RECORDS MGMNT	$1,168.83		

Invoice	Date	Description	Amount
DVNB824	07/31/2021	City Clerk Office Storage - August 2021	$1,168.83

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728477	08/13/2021	Open			Accounts Payable	KELLY-MOORE PAINT CO INC	$312.97		

Invoice	Date	Description	Amount
811-00000528583	08/04/2021	Facilities: paint	$74.80
808-00000818107	08/09/2021	Streets: graffiti abatement paint	$238.17

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728478	08/13/2021	Open			Accounts Payable	LESLIE'S POOL SUPPLIES INC	$222.73		

Invoice	Date	Description	Amount
00015-02-034819	08/04/2021	Fac: pool chlor 4x1	$185.59
00015-02-034820	08/04/2021	Fac: Pool Chlor CREDIT and Acid Purchase	$37.14

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728479	08/13/2021	Open			Accounts Payable	LIEBERT CASSIDY WHITMORE	$4,005.00		

Invoice	Date	Description	Amount
1520721	05/04/2021	BAY AREA EMPLOYMENT RELATIONS CONSORTIUM	$4,005.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728480	08/13/2021	Open			Accounts Payable	MAMI WEBER	$672.00		

Invoice	Date	Description	Amount
Weber2022-1	08/04/2021	Mami Weber Summer 2021 Payment	$672.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728481	08/13/2021	Open			Accounts Payable	MICHELE WESTLAKEN	$112.00		

Invoice	Date	Description	Amount
081021	08/10/2021	Feldenkrais (7.13-8.3) 10 Students	$112.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728482	08/13/2021	Open			Accounts Payable	MISSION ACADEMY OF MUSIC	$378.00		

Invoice	Date	Description	Amount
MAM2022-1	08/10/2021	MAM Summer2021 Payment	$378.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728483	08/13/2021	Open			Accounts Payable	Monica Diaz	$40.00		

Invoice	Date	Description	Amount
MonicaD07222021	07/22/2021	Laptop Bag Reimbursement for Monica Diaz - Code Enforcement	$40.00

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728484	08/13/2021	Open			Accounts Payable	Monta Vista High School Speech Boosters Inc.	$3,000.00		
	Invoice		Date	Description			Amount		
	MontaVHSSB080521		08/05/2021	FY 21-22 Community Funding Grant Recipient			$3,000.00		
728485	08/13/2021	Open			Accounts Payable	MOUNTAIN VIEW GARDEN CENTER	$140.77		
	Invoice		Date	Description			Amount		
	107412		08/02/2021	Trees/ROW: topsoil			$93.85		
	107283		07/20/2021	Grounds: Topsoil			$46.92		
728486	08/13/2021	Open			Accounts Payable	NAPA AUTO PARTS #388	$1,184.29		
	Invoice		Date	Description			Amount		
	645174		07/27/2021	Fleet: auto parts			$22.35		
	645018		07/25/2021	Fleet: Auto Parts			$210.77		
	645514		07/30/2021	Fleet: auto parts			$872.15		
	646082		08/05/2021	Fleet: beam blades			$79.02		
728487	08/13/2021	Open			Accounts Payable	Northern CA's Emergency Vehicle Installations	$345.00		
	Invoice		Date	Description			Amount		
	5235		03/10/2021	Fleet: radio installations			$345.00		
728488	08/13/2021	Open			Accounts Payable	O'REILLY AUTO PARTS	$18.51		
	Invoice		Date	Description			Amount		
	2591-153832		08/04/2021	Fleet: filters			$18.51		
728489	08/13/2021	Open			Accounts Payable	QUADIENT, INC.	$80.44		
	Invoice		Date	Description			Amount		
	58616305		07/24/2021	Standard Maintenance for Postage Machine (Aug 2021 - Nov 2021)			$80.44		
728490	08/13/2021	Open			Accounts Payable	ROADLINE PRODUCTS INC	$854.68		
	Invoice		Date	Description			Amount		
	16741		08/02/2021	Fleet: Auto Parts			$854.68		
728491	08/13/2021	Open			Accounts Payable	SSB EDUCATION LLC	$3,450.00		
	Invoice		Date	Description			Amount		
	E4K2022-1		08/10/2021	Summer 2021 Payment 2			$3,450.00		
728492	08/13/2021	Open			Accounts Payable	TEAMVIEWER GMBH	$3,945.60		
	Invoice		Date	Description			Amount		
	R00855715		08/06/2021	Fy22 Renewal 06 August, 2021 to 05 August, 2022			$3,945.60		
728493	08/13/2021	Open			Accounts Payable	The Cupertino Library Foundation	$15,000.00		
	Invoice		Date	Description			Amount		
	CLF080521		08/05/2021	FY 21-22 Community Funding Grant Recipient			$15,000.00		
728494	08/13/2021	Open			Accounts Payable	Tian Hong Foundation	$3,000.00		
	Invoice		Date	Description			Amount		
	TianHF080521		08/05/2021	FY 21-22 Community Funding Grant Recipient			$3,000.00		
728495	08/13/2021	Open			Accounts Payable	TPX COMMUNICATIONS	$2,097.26		
	Invoice		Date	Description			Amount		
	145773686-0		07/31/2021	Telephone Service for new VoIP System July 2021			$2,097.26		

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728496	08/13/2021	Open			Accounts Payable	LEVEL 10 CONSTRUCTION	$10,000.00		
	Invoice		Date	Description		Amount			
	274871		07/22/2021	REFUND 19319 STEVENS CREEK BLVD BLD-2020-1480 TCO BOND		$10,000.00			
728497	08/13/2021	Open			Accounts Payable	HELLO HOUSING	$13,484.00		
	Invoice		Date	Description		Amount			
	1005-47		04/30/2021	Ownership BMR Affordable Housing 2021/04		$2,516.00			
	1006-47		04/30/2021	Rental BMR Affordable Housing 2021/04		$10,968.00			
Type Check Totals:					38 Transactions		$129,206.37		
EFT									
32318	08/09/2021	Open			Accounts Payable	EMPLOYMENT DEVEL DEPT	$44,879.82		
	Invoice		Date	Description		Amount			
	07302021		07/30/2021	CA State Tax pp 7/17/21-7/30/21		$44,879.82			
32319	08/09/2021	Open			Accounts Payable	IRS	$141,655.96		
	Invoice		Date	Description		Amount			
	07302021		07/30/2021	Federal Tax pp 7/17/21-7/30/21		$141,655.96			
32320	08/12/2021	Open			Accounts Payable	P E R S	$487,890.75		
	Invoice		Date	Description		Amount			
	07302021		07/30/2021	PERS pp 7/17/21-7/30/21		$487,890.75			
32321	08/12/2021	Open			Accounts Payable	TASC	$199.75		
	Invoice		Date	Description		Amount			
	IN2088431		08/11/2021	FSA Admin Fees 1/1/2021 - 1/31/2021		$199.75			
32322	08/12/2021	Open			Accounts Payable	TASC	$572.88		
	Invoice		Date	Description		Amount			
	IN2088419		08/11/2021	HRA 8/1/2021 - 8/31/2021		$572.88			
32323	08/13/2021	Open			Accounts Payable	ADVANCED CHEMICAL TRANSPORT, INC.	$1,633.41		
	Invoice		Date	Description		Amount			
	348517		07/31/2021	Streets: Haz Mat Waste collection and fees		$1,633.41			
32324	08/13/2021	Open			Accounts Payable	AIR PRODUCTS GROUP INC	$6,394.48		
	Invoice		Date	Description		Amount			
	125164		08/06/2021	Facilities: High Capacity Filters		$6,394.48			
32325	08/13/2021	Open			Accounts Payable	ALESHIRE & WYNDER, LLP	$6,150.00		
	Invoice		Date	Description		Amount			
	63108		07/20/2021	Legal Services rendered through 6/30/21		$6,150.00			
32326	08/13/2021	Open			Accounts Payable	ALTEC INDUSTRIES INC	$5,264.82		
	Invoice		Date	Description		Amount			
	50819995		08/04/2021	Fleet: Veh 403 VIN 1FDUF5GT0HEC47932 inspection		$1,143.42			
	50820652		08/05/2021	Fleet: 1FVACXDT9GHGT1454 VEH 450		$1,623.63			
	50820638		08/05/2021	Fleet: VIN 1FDAF56R19EA42503 D57		$1,166.64			
	50821301		08/06/2021	Fleet: VIN 1FVACXDT8GHHA4972 inspection		$1,331.13			
32327	08/13/2021	Open			Accounts Payable	AMAZON WEB SERVICES, INC.	$1,482.63		
	Invoice		Date	Description		Amount			
	815669417		08/03/2021	AWS - July 2021 Applications		$1,482.63			

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32328	08/13/2021	Open			Accounts Payable	AUSTIN, NATASHA	$2,840.00		
	Invoice		Date	Description			Amount		
	Natasha2022-2		08/10/2021	Summer 2021 Payment 2			$2,840.00		
32329	08/13/2021	Open			Accounts Payable	BRAINVYNE	$1,170.40		
	Invoice		Date	Description			Amount		
	BrainVyne2022-2		08/10/2021	Summer 2021 Payment 2			$1,170.40		
32330	08/13/2021	Open			Accounts Payable	CAROL KORADE	$160.70		
	Invoice		Date	Description			Amount		
	August2021		08/11/2021	Retiree Health Reimbursement August 2021			$160.70		
32331	08/13/2021	Open			Accounts Payable	CODELINKD, LLC	$525.00		
	Invoice		Date	Description			Amount		
	CodeLinkd2022-2		08/10/2021	Summer 2021 Payment 2			$525.00		
32332	08/13/2021	Open			Accounts Payable	CUBIC ITS, INC.	$6,600.00		
	Invoice		Date	Description			Amount		
	90091529		07/31/2021	Traffic Signaling & Multimodal Ct SynchroGreen Project Integrati			$6,600.00		
32333	08/13/2021	Open			Accounts Payable	DASHER TECHNOLOGIES, A CONVERGE COMPANY	$29,965.50		
	Invoice		Date	Description			Amount		
	361329		08/05/2021	Dasher Technologies Professional Services			$29,965.50		
32334	08/13/2021	Open			Accounts Payable	ECOLOGY ACTION OF SANTA CRUZ	$20,562.85		
	Invoice		Date	Description			Amount		
	67579		06/30/2021	Cupertino Climate Victory Gardens Program (April - June 2021)			$20,562.85		
32335	08/13/2021	Open			Accounts Payable	FIRE & RISK ALLIANCE, LLC	$600.00		
	Invoice		Date	Description			Amount		
	142-001-45		07/31/2021	Building Plan Review Services 2021/07			$600.00		
32336	08/13/2021	Open			Accounts Payable	GRAINGER INC	$2,079.20		
	Invoice		Date	Description			Amount		
	9010214725		08/03/2021	Facilities: Sport center fans			$1,754.18		
	9013306288		08/05/2021	Streets: ribbon paint, cordless grease			$325.02		
32337	08/13/2021	Open			Accounts Payable	Health Care Employees Dental Trust	$27,660.60		
	Invoice		Date	Description			Amount		
	299511-299512		08/02/2021	August 2021 Dental Benefit			$27,660.60		
32338	08/13/2021	Open			Accounts Payable	IMPEC GROUP INC,.	$74,257.41		
	Invoice		Date	Description			Amount		
	2107123		07/31/2021	Fac: janitorial svc library weekend porter			$1,643.26		
	2107122		07/31/2021	Facilities: Janitorial Services			$72,614.15		
32339	08/13/2021	Open			Accounts Payable	KIMBALL-MIDWEST	$642.98		
	Invoice		Date	Description			Amount		
	9110327		08/09/2021	Fleet: Supplies			$642.98		

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32340	08/13/2021	Open			Accounts Payable	LIFE INSURANCE COMPANY OF NORTH AMERICA	$7,440.61		
	Invoice		Date	Description			Amount		
	15487_080121		08/11/2021	August 2021 CIGNA			$7,440.61		
32341	08/13/2021	Open			Accounts Payable	Local Government Commission Inc	$2,363.60		
	Invoice		Date	Description			Amount		
	105714		07/31/2021	CivicSpark Services - July 2021 Final Billing			$2,363.60		
32342	08/13/2021	Open			Accounts Payable	Managed Health Network Inc	$748.88		
	Invoice		Date	Description			Amount		
	PRM-064430		07/17/2021	August 2021 EAP BENEFIT			$748.88		
32343	08/13/2021	Open			Accounts Payable	MESITI-MILLER ENGINEERING, INC.	$6,020.00		
	Invoice		Date	Description			Amount		
	0721010		07/30/2021	CE/SE for Regnart Road Improvement Ph. 1 through 072521			$6,020.00		
32344	08/13/2021	Open			Accounts Payable	NI GOVERNMENT SERVICES INC.	$79.04		
	Invoice		Date	Description			Amount		
	21072907051		08/01/2021	Satellite Cell Phone Services - July 2021			$79.04		
32345	08/13/2021	Open			Accounts Payable	PACIFIC WEST SECURITY, INC.	$243.00		
	Invoice		Date	Description			Amount		
	49345		07/01/2021	Facilities: Security July Wilson Park			$243.00		
32346	08/13/2021	Open			Accounts Payable	RED WING BUSINESS ADVANTAGE ACCOUNT	$8,758.60		
	Invoice		Date	Description			Amount		
	20210810074592		08/10/2021	Service Center OE3 Staff Boots			$8,758.60		
32347	08/13/2021	Open			Accounts Payable	REDGWICK CONSTRUCTION COMPANY	$24,051.06		
	Invoice		Date	Description			Amount		
	6, 4582		06/30/2021	Linda Vista Trail through 06302021			$24,051.06		
32348	08/13/2021	Open			Accounts Payable	RINCON CONSULTANTS, INC.	$19,903.09		
	Invoice		Date	Description			Amount		
	32399		08/06/2021	Project 21-10845 Cupertino CAP Update (June - July 2021)			$19,903.09		
32349	08/13/2021	Open			Accounts Payable	SAVANT SOLUTIONS, INC.	$22,828.00		
	Invoice		Date	Description			Amount		
	SS-0445		07/09/2021	Upgrade from PAN 3YR to 5 YR			$22,828.00		
32350	08/13/2021	Open			Accounts Payable	Sedgwick Claims Management Services, Inc.	$4,594.84		
	Invoice		Date	Description			Amount		
	400000067119		07/31/2021	07/01/2021 - 07/31/2021 Workers' Compensation Claims			$2,297.42		
	400000067540		08/07/2021	08/01/2021 - 08/31/2021 Workers' Compensation Claims			$2,297.42		
32351	08/13/2021	Open			Accounts Payable	SUNNYVALE FORD	$800.20		
	Invoice		Date	Description			Amount		
	FOCS830574		06/02/2021	Fleet: VIN B79771 service			$715.88		

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From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	191151		07/27/2021	Fleet: 4 V4 HV Kits		$48.06			
	191750		08/05/2021	Fleet: Auto parts veh 495		$36.26			
32352	08/13/2021	Open			Accounts Payable	THE HARTFORD	$10,881.39		
	Invoice		Date	Description		Amount			
	656348511028		08/11/2021	August 2021 Life and AD&D Benefit		$10,675.20			
	756348550727		08/11/2021	August 2021		$206.19			
32353	08/13/2021	Open			Accounts Payable	TOWNSEND PUBLIC AFFAIRS, INC	$6,000.00		
	Invoice		Date	Description		Amount			
	17316		07/01/2021	Consulting Services - July 2021		$6,000.00			
32354	08/13/2021	Open			Accounts Payable	UNDERGROUND SERVICE ALERT	$2,996.29		
	Invoice		Date	Description		Amount			
	21DIG114348		08/02/2021	Streets/Traffic: California State Fee for Regulatory Costs		$2,996.29			
32355	08/13/2021	Open			Accounts Payable	Vision Service Plan (CA)	$229.92		
	Invoice		Date	Description		Amount			
	812835047		07/19/2021	August 2021 Vision Benefit		$229.92			
32356	08/13/2021	Open			Accounts Payable	Vision Service Plan (CA)	$2,810.48		
	Invoice		Date	Description		Amount			
	812835039		07/19/2021	August 2021 Vision Benefit		$2,810.48			
32357	08/13/2021	Open			Accounts Payable	Vision Service Plan (CA)	$866.02		
	Invoice		Date	Description		Amount			
	812848530		07/21/2021	August 2021 Vision Benefit		$866.02			
32358	08/13/2021	Open			Accounts Payable	ZAYO GROUP, LLC	$2,683.46		
	Invoice		Date	Description		Amount			
	2021080030583		08/01/2021	Disaster Recovery Telecom services August 2021		$2,683.46			
Type EFT Totals:					41 Transactions		$987,487.62		
Main Account - Main Checking Account Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	$129,206.37	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	38	$129,206.37	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	41	$987,487.62	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	41	$987,487.62	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	79	$1,116,693.99	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 8/7/2021 - To Payment Date: 8/13/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source		Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total	79	$1,116,693.99		$0.00	

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	38	$129,206.37	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	38	$129,206.37	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	41	$987,487.62	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	41	$987,487.62	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	79	$1,116,693.99	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	79	$1,116,693.99	$0.00

Approved: Beth Viajar

08.16.2021

CITY OF CUPERTINO

Legislation Text

File #: 21-9852, **Version:** 1

Subject: Consider Accepting Accounts Payable for the period ending August 23, 2021

Adopt Resolution No. 21-085 accepting Accounts Payable for the period ending August 23, 2021

RESOLUTION NO. 21-___

A RESOLUTION OF THE CUPERTINO CITY COUNCIL
CUPERTINO ALLOWING CERTAIN CLAIMS AND DEMANDS PAYABLE IN THE AMOUNTS AND FROM THE FUNDS AS HEREINAFTER DESCRIBED FOR GENERAL AND MISCELLANEOUS EXPENDITURES FOR THE PERIOD ENDING

August 23, 2021

WHEREAS, the Director of Administrative Services or her designated representative has certified to accuracy of the following claims and demands and to the availability of funds for payment hereof; and

WHEREAS, the said claims and demands have been audited as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allows the following claims and demands in the amounts and from the funds as hereinafter set forth in the attached Payment Register.

CERTIFIED: _____
Zach Korach, Finance Manager

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

Resolution No. _____
Page 2

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Main Account - Main Checking Account									
Check									
728498	08/20/2021	Open			Accounts Payable	ADVANTAGE GRAFIX	$2,632.72		
	Invoice		Date	Description			Amount		
	45902		08/13/2021	Garage Sale Postcard Advertisements			$107.70		
	45906		08/13/2021	Business cards for Manny B.			$53.47		
	45891		08/13/2021	Back to School Flyers & Posters			$2,471.55		
728499	08/20/2021	Open			Accounts Payable	AT&T	$297.12		
	Invoice		Date	Description			Amount		
	000016876202		08/12/2021	911 Emergency Phone Lines 07/12/2021 - 08/11/2021			$297.12		
728500	08/20/2021	Open			Accounts Payable	BOETHING TREELAND FARMS INC	$1,452.53		
	Invoice		Date	Description			Amount		
	SI-1285440		08/11/2021	Trees/Row 55 Tulbaghia violacea			$720.51		
	SI-1285823		08/13/2021	Trees/Row plants			$732.02		
728501	08/20/2021	Open			Accounts Payable	CINTAS CORPORATION	$949.17		
	Invoice		Date	Description			Amount		
	4093140368		08/17/2021	Service Center Uniforms			$949.17		
728502	08/20/2021	Open			Accounts Payable	Community Health Charities of California	$20.00		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Community Health Charities pp 7/31/21-8/13/21			$20.00		
728503	08/20/2021	Open			Accounts Payable	DEPT OF CONSUMER AFFAIRS	$180.00		
	Invoice		Date	Description			Amount		
	C 62323		07/17/2021	Professional Engineer License - John Raaymakers			$180.00		
728504	08/20/2021	Open			Accounts Payable	GOT GOPHERS, INC.	$1,675.00		
	Invoice		Date	Description			Amount		
	17251		07/31/2021	Medians: Pest Control Initial Clean Out 5/20/21			$750.00		
	16926		07/31/2021	Grounds: pest control monthly maint			$925.00		
728505	08/20/2021	Open			Accounts Payable	GRADETECH, INC.	$45,257.93		
	Invoice		Date	Description			Amount		
	11, 2017-15		06/25/2021	McClellan Ranch Preserve Comm Garden Improv Release of Retention			$45,257.93		
728506	08/20/2021	Open			Accounts Payable	HAUSRATH ECONOMICS GROUP	$13,162.50		
	Invoice		Date	Description			Amount		
	4484		08/09/2021	Professional Svcs, June 1 2021 - August 6 2021 - 2031.1			$13,162.50		
728507	08/20/2021	Open			Accounts Payable	INTERSTATE BATTERY SYSTEM SAN JOSE INC.	$255.30		
	Invoice		Date	Description			Amount		
	70252842		08/10/2021	Fleet: batteries			$255.30		
728508	08/20/2021	Open			Accounts Payable	KNORR SYSTEMS, INC.	$647.24		
	Invoice		Date	Description			Amount		
	SI232626		08/10/2021	Facilities: BBF Chlorine			$647.24		
728509	08/20/2021	Open			Accounts Payable	M.T. TIRE SERVICE	$956.96		
	Invoice		Date	Description			Amount		
	17184		08/10/2021	Fleet: tire services			$530.98		

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	17185		08/10/2021	Fleet: tire services			$425.98		
728510	08/20/2021	Open			Accounts Payable	MAHAN AND SONS INC	$1,200.00		
	Invoice		Date	Description			Amount		
	1851		08/05/2021	July 2021 Varian Park Orchard Maintenance			$1,200.00		
728511	08/20/2021	Open			Accounts Payable	MOUNTAIN VIEW GARDEN CENTER	$227.19		
	Invoice		Date	Description			Amount		
	107528		08/12/2021	Trees/ROW: street trees			$227.19		
728512	08/20/2021	Open			Accounts Payable	O'REILLY AUTO PARTS	$52.29		
	Invoice		Date	Description			Amount		
	2591-155635		08/12/2021	Fleet: supplies			$52.29		
728513	08/20/2021	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDIC	$469.50		
	Invoice		Date	Description			Amount		
	71621453		06/01/2021	TB Screening and DOT Phys Recert			$297.50		
	71484546		05/24/2021	TB Screening			$29.50		
	72227778		07/29/2021	TB Screening			$29.50		
	72149772		07/23/2021	TB Screening			$113.00		
728514	08/20/2021	Open			Accounts Payable	Operating Engineer #3	$1,431.62		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Union Dues pp 7/31/21-8/13/21			$1,431.62		
728515	08/20/2021	Open			Accounts Payable	PINE CONE LUMBER CO	$1,947.09		
	Invoice		Date	Description			Amount		
	112306		08/11/2021	Grounds: park supplies			$1,947.09		
728516	08/20/2021	Open			Accounts Payable	PTS COMMUNICATIONS	$543.00		
	Invoice		Date	Description			Amount		
	2070694		07/08/2021	payphone svcs 2020 08/1/21-08/31/21			$543.00		
728517	08/20/2021	Open			Accounts Payable	Resources Recycling and Recovery	$12,610.03		
	Invoice		Date	Description			Amount		
	0000001383379		07/30/2021	Beverage Container Recycling Payment Program, 7.1.18-6.30.19			$12,610.03		
728518	08/20/2021	Open			Accounts Payable	RPM EXTERMINATORS INC	$1,050.00		
	Invoice		Date	Description			Amount		
	0088342		07/29/2021	Facilities: Bait Change			$1,050.00		
728519	08/20/2021	Open			Accounts Payable	SAN JOSE WATER COMPANY	$1,550.00		
	Invoice		Date	Description			Amount		
	SJW08192021		08/19/2021	Portable Water Meter for Storm Drain VAC truck			$1,550.00		
728520	08/20/2021	Open			Accounts Payable	STATE CONTROLLER, STATE OF CALIF	$150.00		
	Invoice		Date	Description			Amount		
	SCO08172021		08/17/2021	State Controller's Office Audit Confirmation (Sales Tax)			$150.00		
728521	08/20/2021	Open			Accounts Payable	T-MOBILE USA INC.	$114.72		
	Invoice		Date	Description			Amount		
	4158-072121		07/21/2021	T-Mobile 966594158 - 072121			$114.72		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728522	08/20/2021	Open			Accounts Payable	TASC	$175.00		
	Invoice		Date	Description			Amount		
	IN2086933		08/04/2021	Non-discrimination Testing			$175.00		
728523	08/20/2021	Open			Accounts Payable	TransUnion Risk & Alternative Data Solutions, Inc.	$60.00		
	Invoice		Date	Description			Amount		
	6110432-202107-1		08/01/2021	TLo July 2021 Services			$60.00		
728524	08/20/2021	Open			Accounts Payable	UNITED SITE SERVICES INC.	$323.59		
	Invoice		Date	Description			Amount		
	114-12252524		08/05/2021	portable toilet at compost site August 2021			$323.59		
728525	08/20/2021	Open			Accounts Payable	DEVCON CONSTRUCTION	$10,000.00		
	Invoice		Date	Description			Amount		
	276079		08/09/2021	REFUND 10500 N TANTAU AVE BLD-2019-1273 TCO BOND			$10,000.00		
728526	08/20/2021	Open			Accounts Payable	ENERGUY	$155.00		
	Invoice		Date	Description			Amount		
	12007		08/18/2021	HUSSEY BROS BL refund			$155.00		
728527	08/20/2021	Open			Accounts Payable	Gore, Terence	$72.00		
	Invoice		Date	Description			Amount		
	Gore081921		08/19/2021	Live Scan and Fingerprinting Reimbursement			$72.00		
728528	08/20/2021	Open			Accounts Payable	Kam, Robert	$750.00		
	Invoice		Date	Description			Amount		
	Kam08182021		08/18/2021	Security Deposit Refund for 10455 Torre Ave Tenant			$750.00		
728529	08/20/2021	Open			Accounts Payable	LI, YAN	$8,000.00		
	Invoice		Date	Description			Amount		
	267334		08/10/2021	19315 Calle De Barcelona, Encroachment, 267334			$8,000.00		
728530	08/20/2021	Open			Accounts Payable	Lopez, Larry	$72.00		
	Invoice		Date	Description			Amount		
	410577957		08/17/2021	Live Scan and Fingerprinting Reimbursement			$72.00		
728531	08/20/2021	Open			Accounts Payable	MID PENINSULA PLUMBING	$155.00		
	Invoice		Date	Description			Amount		
	12083		08/18/2021	MID PENINSULA PLUMBING BL refund			$155.00		
728532	08/20/2021	Open			Accounts Payable	NGAI, JOHNNY	$2,460.00		
	Invoice		Date	Description			Amount		
	272605		08/10/2021	10648 Gascoigne Dr , Encroachment, 272605			$2,460.00		
728533	08/20/2021	Open			Accounts Payable	THOMAS JAMES HOMES	$33,300.00		
	Invoice		Date	Description			Amount		
	269874		08/16/2021	10206&10208 Orange Ave, FP Bond, 269874			$33,300.00		
Type Check Totals:					36 Transactions		$144,354.50		
EFT									
32359	08/20/2021	Open			Accounts Payable	Colonial Life & Accident Insurance	$29.16		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Colonial Products pp 7/31/21-8/13/21			$29.16		

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32360	08/20/2021	Open			Accounts Payable	Employment Development	$8,724.32		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	State Disability Insurance pp 7/31/21-8/13/21			$8,724.32		
32361	08/20/2021	Open			Accounts Payable	PERS-457K	$7,739.69		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	PERS Deferred Comp pp 7/31/21-8/13/21			$7,739.69		
32362	08/20/2021	Open			Accounts Payable	State Disbursement Unit	$254.30		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Child Support pp 7/31/21-8/13/21			$254.30		
32363	08/20/2021	Open			Accounts Payable	4 PAWS GOOSE CONTROL	$1,850.00		
	Invoice		Date	Description			Amount		
	1593		08/01/2021	Grounds: Memorial Park July Service			$1,850.00		
32364	08/20/2021	Open			Accounts Payable	AIRGAS USA LLC	$72.50		
	Invoice		Date	Description			Amount		
	9981816691		07/31/2021	Fleet: Cylinder Rental			$72.50		
32365	08/20/2021	Open			Accounts Payable	ALTEC INDUSTRIES INC	$2,616.53		
	Invoice		Date	Description			Amount		
	50823210		08/11/2021	Fleet: Veh 468 VIN 1FDUF5GT1GEC05896			$1,102.50		
	50823985		08/12/2021	Fleet: Repairs from inspection VIN 1FVACXDT9GHGT1454 VEH 450			$493.40		
	50823974		08/12/2021	Fleet: Inspection VIN 1FDAF56P16ED53598 VEH D38			$1,020.63		
32366	08/20/2021	Open			Accounts Payable	BEST BEST & KRIEGER LLP	$225.00		
	Invoice		Date	Description			Amount		
	912487		08/16/2021	For Professional Services Rendered Through July 31, 2021			$225.00		
32367	08/20/2021	Open			Accounts Payable	BKF ENGINEERS	$9,935.00		
	Invoice		Date	Description			Amount		
	21080726		08/10/2021	Junipero Serra Trail SO#1 through 062821-072521			$9,935.00		
32368	08/20/2021	Open			Accounts Payable	BRIAN GATHERS	$55.00		
	Invoice		Date	Description			Amount		
	BrianG08042021		08/04/2021	Cell phone reimbursement 7.4-8.4.21			$55.00		
32369	08/20/2021	Open			Accounts Payable	CLEANSTREET, INC.	$17,381.62		
	Invoice		Date	Description			Amount		
	100746CS		07/31/2021	Street Sweeping July 2021			$17,381.62		
32370	08/20/2021	Open			Accounts Payable	CORELOGIC SOLUTIONS, LLC	$912.91		
	Invoice		Date	Description			Amount		
	82092692		07/31/2021	Metro scan July 2021			$912.91		
32371	08/20/2021	Open			Accounts Payable	CUPERTINO SUPPLY INC	$157.38		
	Invoice		Date	Description			Amount		
	266181		08/10/2021	Trees/ROW: supplies			$21.39		
	266179		08/10/2021	Trees/ROW: sand cloth			$17.67		
	266367		08/12/2021	Facilities BBF Pools			$118.32		
32372	08/20/2021	Open			Accounts Payable	ECOLOGICAL CONCERNS INC	$880.00		
	Invoice		Date	Description			Amount		
	28693		08/05/2021	Phase 2 Maintenance STCM-14 through 072021			$880.00		

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32373	08/20/2021	Open			Accounts Payable	Eflex Group, Inc	$4,227.63		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	FSA Employee Health pp 7/31/21-8/13/21			$4,227.63		
32374	08/20/2021	Open			Accounts Payable	Environmental Innovations, Inc	$4,070.00		
	Invoice		Date	Description			Amount		
	1441		07/31/2021	Task #1 develop outreach and engagement plan			$4,070.00		
32375	08/20/2021	Open			Accounts Payable	ESHERICK HOMSEY DODGE AND DAVIS, ARCHITECTS	$19,355.00		
	Invoice		Date	Description			Amount		
	21070035		07/31/2021	Cupertino Library Expansion Project 070121-073121			$19,355.00		
32376	08/20/2021	Open			Accounts Payable	FOLGER GRAPHICS INC	$1,906.00		
	Invoice		Date	Description			Amount		
	129236		06/08/2021	CWP Mailer for Housing Survey			$1,906.00		
32377	08/20/2021	Open			Accounts Payable	GARDENLAND POWER EQUIPMENT	$589.14		
	Invoice		Date	Description			Amount		
	876223		08/17/2021	grounds: edger and flat/round files			$589.14		
32378	08/20/2021	Open			Accounts Payable	GRAINGER INC	$666.12		
	Invoice		Date	Description			Amount		
	9012950672		08/05/2021	Streets: 6 PAIL,SCREW TOP,ROUND,2.5 GAL,HDPE,WHITE			$79.42		
	9013130241		08/05/2021	Streets: supplies			$193.06		
	9013130258		08/05/2021	Streets: RECIPROCATING SAW BLADE			$155.98		
	9018020041		08/10/2021	Streets: tissues, tear lab			$67.97		
	9019373134		08/11/2021	Facilities: Coupler			$60.02		
	9021819132		08/13/2021	Facilities: wrenches			$109.67		
32379	08/20/2021	Open			Accounts Payable	GRANICUS, LLC	$6,153.77		
	Invoice		Date	Description			Amount		
	142850		08/17/2021	Votecast & Ecomment addition			$6,153.77		
32380	08/20/2021	Open			Accounts Payable	GRANITE FINANCIAL SOLUTIONS, INC	$9,609.44		
	Invoice		Date	Description			Amount		
	IN69277-1		08/09/2021	8 Dell Latitude 5420			$9,609.44		
32381	08/20/2021	Open			Accounts Payable	GULU SAKHRANI	$55.00		
	Invoice		Date	Description			Amount		
	GuluS081221		08/12/2021	Cell Phone Charge Reimbursement for Gulu - Code Enforcement			$55.00		
32382	08/20/2021	Open			Accounts Payable	ICMA Retirement Trust-457	$13,624.59		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	ICMA Deferred Comp pp 7/31/21-8/13/21			$13,624.59		
32383	08/20/2021	Open			Accounts Payable	IFPTE LOCAL 21	$1,955.76		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Association Dues - CEA pp 7/31/21-8/13/21			$1,955.76		
32384	08/20/2021	Open			Accounts Payable	IMPEC GROUP INC,.	$2,120.41		
	Invoice		Date	Description			Amount		
	2107228		07/31/2021	Facilities: snack shack clean up 7-26-21			$1,200.00		

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	2107230		07/31/2021	Facilities: Cupertino and Homestead HS Gates			$160.00		
	2107229		07/31/2021	Facilities: linda vista trail gate			$760.41		
32385	08/20/2021	Open			Accounts Payable	IMPERIAL SPRINKLER SUPPLY, INC	$1,882.62		
	Invoice		Date	Description			Amount		
	4768605-00		08/04/2021	Grounds: memorial park supplies			$318.63		
	4769923-00		08/05/2021	Trees/ROW: split PO and on-po supplies			$1,563.99		
32386	08/20/2021	Open			Accounts Payable	KIMBALL-MIDWEST	$342.85		
	Invoice		Date	Description			Amount		
	9078835		07/28/2021	Streets: Streetlight supplies			$342.85		
32387	08/20/2021	Open			Accounts Payable	National Deferred (ROTH)	$4,000.70		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Nationwide Roth pp 7/31/21-8/13/21			$4,000.70		
32388	08/20/2021	Open			Accounts Payable	National Deferred Compensatin	$29,735.51		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Nationwide Deferred Compensation pp 7/31/21-8/13/21			$29,735.51		
32389	08/20/2021	Open			Accounts Payable	OFFICE DEPOT, INC.	$418.76		
	Invoice		Date	Description			Amount		
	185140974001		08/04/2021	service center kitchen supplies			$30.60		
	184912843001		07/29/2021	Service Center Ink			$74.72		
	182354251001		07/16/2021	Service Center ink and laminator pouches			$262.06		
	184245653001		07/21/2021	Service Center paper			$51.38		
32390	08/20/2021	Open			Accounts Payable	OMEGA INDUSTRIAL SUPPLY INC	$244.02		
	Invoice		Date	Description			Amount		
	136090		08/02/2021	grounds: supplies			$244.02		
32391	08/20/2021	Open			Accounts Payable	PARS/City of Cupertino	$4,116.58		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	PARS Employee pp 7/31/21-8/13/21			$4,116.58		
32392	08/20/2021	Open			Accounts Payable	PAVEMENT ENGINEERING INC	$2,400.00		
	Invoice		Date	Description			Amount		
	2107-012		08/05/2021	2020 Pavement Maintenance - Ph. 1 through 073121			$2,400.00		
32393	08/20/2021	Open			Accounts Payable	PLACEWORKS, INC	$6,284.49		
	Invoice		Date	Description			Amount		
	75966		07/31/2021	1655 S De Anza Environmental Review 2021/07			$3,479.48		
	76059		07/31/2021	Environmental Service 2021/07 Cupertino Apple Office Project			$2,805.01		
32394	08/20/2021	Open			Accounts Payable	RANEY PLANNING & MANAGEMENT, INC.	$280.00		
	Invoice		Date	Description			Amount		
	1973E-8		08/10/2021	21750 Rainbow Dr Environmental Review 2021/07			$280.00		
32395	08/20/2021	Open			Accounts Payable	REDWOOD ENGINEERING CONSTRUCTION	$131,137.74		
	Invoice		Date	Description			Amount		
	6, 2020-13		08/12/2021	Regnart Creek Trail Project through July 2021			$131,137.74		

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32396	08/20/2021	Open			Accounts Payable	RIDEAMIGOS	$15,000.00		
	Invoice		Date	Description			Amount		
	02425		08/17/2021	FY22 Annual Subscription to RideAmigos Platform			$15,000.00		
32397	08/20/2021	Open			Accounts Payable	RRM DESIGN GROUP	$4,382.50		
	Invoice		Date	Description			Amount		
	2132-01-0721		08/09/2021	Mixed Use Design Review Standards 2021/07			$4,382.50		
32398	08/20/2021	Open			Accounts Payable	SABRO COMMUNICATIONS, INC.	$4,750.00		
	Invoice		Date	Description			Amount		
	2417-C		08/11/2021	Cabling for Quinlan phones in activity rooms			$4,750.00		
32399	08/20/2021	Open			Accounts Payable	SAN JOSE CONSERVATION CORPS	$3,838.00		
	Invoice		Date	Description			Amount		
	7599		07/31/2021	Compost Site Attendants- July 2021			$3,838.00		
32400	08/20/2021	Open			Accounts Payable	SDI PRESENCE LLC	$4,725.00		
	Invoice		Date	Description			Amount		
	7139		07/31/2021	Strategic Planning Services July 2021			$4,725.00		
32401	08/20/2021	Open			Accounts Payable	STARBIRD CONSULTING LLC	$900.00		
	Invoice		Date	Description			Amount		
	0150		08/13/2021	Environ. Con. Svcs. Regnart Rd. Improv through 073121			$900.00		
32402	08/20/2021	Open			Accounts Payable	SUNNYVALE FORD	$797.64		
	Invoice		Date	Description			Amount		
	192335		08/16/2021	Fleet: VIN CEA66750 VEH 491			$32.74		
	192047		08/11/2021	Fleet: VEH 410 VIN GR234464			$329.15		
	192163		08/12/2021	Fleet: VEH 416 VIN EEB02765			$435.75		
32403	08/20/2021	Open			Accounts Payable	TANASE, KEN	$55.00		
	Invoice		Date	Description			Amount		
	KenT080721		08/07/2021	Cell phone reimbursement 7.8 - 8.7.21			$55.00		
32404	08/20/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$314.84		
	Invoice		Date	Description			Amount		
	634457097		08/12/2021	Facilities: park bathroom supplies			$314.84		
32405	08/20/2021	Open			Accounts Payable	TOWNSEND PUBLIC AFFAIRS, INC	$6,000.00		
	Invoice		Date	Description			Amount		
	17435		08/01/2021	Consulting Services - August 2021			$6,000.00		
32406	08/20/2021	Open			Accounts Payable	TRIP STOP SIDEWALK REPAIR INC.	$1,347.00		
	Invoice		Date	Description			Amount		
	3390		08/05/2021	Trip hazard removal BBF / McClellan			$1,347.00		
32407	08/20/2021	Open			Accounts Payable	WEST COAST ARBORISTS, INC.	$1,760.00		
	Invoice		Date	Description			Amount		
	1-6694		03/16/2021	10080 United Pl Arborist Review			$1,280.00		
	1-6842		05/05/2021	21771 Stevens Creek Blvd Arborist Review			$480.00		
32408	08/20/2021	Open			Accounts Payable	WOWzy Creation Corp. DBA First Place Inc.	$50.15		
	Invoice		Date	Description			Amount		
	94973		08/02/2021	Name Wall Signs for Victoria M. and Nicole L			$50.15		
Type EFT Totals:					50 Transactions		$339,929.67		

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 8/14/2021 - To Payment Date: 8/20/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference

Main Account - Main Checking Account Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	36	$144,354.50	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	36	$144,354.50	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	50	$339,929.67	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	50	$339,929.67	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	86	$484,284.17	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	86	$484,284.17	$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	**36**	**$144,354.50**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**36**	**$144,354.50**	**$0.00**

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	**50**	**$339,929.67**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Total	**50**	**$339,929.67**	**$0.00**

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	**86**	**$484,284.17**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**86**	**$484,284.17**	**$0.00**

Approved:

Beth Viajar

08.23.2021

CITY OF CUPERTINO

Legislation Text

File #: 21-9853, **Version:** 1

Subject: Consider Accepting Accounts Payable for the period ending August 30, 2021

Adopt Resolution No. 21-086 accepting Accounts Payable for the period ending August 30, 2021

RESOLUTION NO. 21-___

A RESOLUTION OF THE CUPERTINO CITY COUNCIL
CUPERTINO ALLOWING CERTAIN CLAIMS AND DEMANDS PAYABLE IN THE AMOUNTS AND FROM THE FUNDS AS HEREINAFTER DESCRIBED FOR GENERAL AND MISCELLANEOUS EXPENDITURES FOR THE PERIOD ENDING

August 30, 2021

WHEREAS, the Director of Administrative Services or her designated representative has certified to accuracy of the following claims and demands and to the availability of funds for payment hereof; and

WHEREAS, the said claims and demands have been audited as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allows the following claims and demands in the amounts and from the funds as hereinafter set forth in the attached Payment Register.

CERTIFIED: _____
Zach Korach, Finance Manager

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

Resolution No. _____
Page 2

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

****LIVE** Cupertino **LIVE****

Payment Register

From Payment Date: 8/21/2021 - To Payment Date: 8/27/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Main Account - Main Checking Account									
Check									
728534	08/27/2021	Open			Accounts Payable	ABOLI JAYDEEP RANADE	$259.00		
	Invoice		Date	Description			Amount		
	082321 AR		08/23/2021	August classes			$259.00		
728535	08/27/2021	Open			Accounts Payable	ADVANTAGE GRAFIX	$3,001.04		
	Invoice		Date	Description			Amount		
	45369		11/05/2020	FY 20-21 Minimum Wage Notice Mailer 11/2020			$3,001.04		
728536	08/27/2021	Open			Accounts Payable	ALHAMBRA & SIERRA SPRINGS	$110.32		
	Invoice		Date	Description			Amount		
	4984729 080721		08/07/2021	water service for QCC			$110.32		
728537	08/27/2021	Open			Accounts Payable	AMIT GOEL	$296.00		
	Invoice		Date	Description			Amount		
	082321 AG		08/23/2021	August classes			$296.00		
728538	08/27/2021	Open			Accounts Payable	ASBURY ENVIRONMENTAL SERVICES	$95.00		
	Invoice		Date	Description			Amount		
	I500-00744211		08/17/2021	Streets: used oil service			$95.00		
728539	08/27/2021	Open			Accounts Payable	AT & T	$122.15		
	Invoice		Date	Description			Amount		
	5558 -07282021		07/28/2021	960 731-7142 555 8			$122.15		
728540	08/27/2021	Open			Accounts Payable	BAY AREA SELF STORAGE - CUPERTINO	$646.00		
	Invoice		Date	Description			Amount		
	16942		08/17/2021	September rental fees			$646.00		
728541	08/27/2021	Open			Accounts Payable	BSN SPORTS LLC	$1,818.43		
	Invoice		Date	Description			Amount		
	913278137		07/29/2021	Grounds: tennis court nets			$1,818.43		
728542	08/27/2021	Open			Accounts Payable	CAL-LINE EQUIPMENT CO INC	$140.79		
	Invoice		Date	Description			Amount		
	04001125		08/19/2021	Fleet: Split chip curt (on/off BO)			$140.79		
728543	08/27/2021	Open			Accounts Payable	CALIF BUILDING OFFICIALS (CALBO)	$45.00		
	Invoice		Date	Description			Amount		
	14493		08/19/2021	CALBO website job ad - Permit Technician			$45.00		
728544	08/27/2021	Open			Accounts Payable	California Chapter, American Planning Association	$200.00		
	Invoice		Date	Description			Amount		
	BRIANNER081221		08/12/2021	Cal APA Conference Registration for Brianne Reyes			$200.00		
728545	08/27/2021	Open			Accounts Payable	CALIFORNIA WATER SERVICE	$42,575.46		
	Invoice		Date	Description			Amount		
	3333-082321		08/23/2021	5926633333 7/15/21- 8/13/21			$42,575.46		
728546	08/27/2021	Open			Accounts Payable	Capitol Barricade, Inc.	$642.77		
	Invoice		Date	Description			Amount		
	137928		08/13/2021	Streets: Elephant Armor Concrete Repair			$642.77		

Payment Register

From Payment Date: 8/21/2021 - To Payment Date: 8/27/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728547	08/27/2021	Open			Accounts Payable	CITY OF SUNNYVALE	$515.92		
	Invoice		Date	Description			Amount		
	73066-080421		08/04/2021	Sewer Service Fees			$515.92		
728548	08/27/2021	Open			Accounts Payable	COLANTUONO, HIGHSMITH & WHATLEY, PC	$481.96		
	Invoice		Date	Description			Amount		
	48791		08/12/2021	Legal Services, April through July 2021			$481.96		
728549	08/27/2021	Open			Accounts Payable	COUNTY OF SANTA CLARA	$2,580,914.50		
	Invoice		Date	Description			Amount		
	1800077765		07/19/2021	Law Enforcement Services (Jul 2021)			$1,290,457.25		
	1800077976		08/02/2021	Law Enforcement Services (Aug 2021)			$1,290,457.25		
728550	08/27/2021	Open			Accounts Payable	COUNTY OF SANTA CLARA	$574.00		
	Invoice		Date	Description			Amount		
	IN1232960		06/15/2021	7/1/21 data reporting, haz mat, waste gen fees FA0200704			$574.00		
728551	08/27/2021	Open			Accounts Payable	DEPARTMENT OF TRANSPORTATION	$551.45		
	Invoice		Date	Description			Amount		
	SL220163		07/27/2021	Signals & Lighting Billing through 072721			$551.45		
728552	08/27/2021	Open			Accounts Payable	DEPT OF INDUSTRIAL RELATIONS	$225.00		
	Invoice		Date	Description			Amount		
	E 1820257 SJ		08/11/2021	Fac: Elevator inspection fee #135530			$225.00		
728553	08/27/2021	Open			Accounts Payable	DIGITAL PRINT	$606.23		
	Invoice		Date	Description			Amount		
	21445		07/13/2021	Business Cards for Commissions and Staff			$606.23		
728554	08/27/2021	Open			Accounts Payable	FEDEX	$96.63		
	Invoice		Date	Description			Amount		
	3-403-51552		08/06/2021	Shipping Charges			$12.26		
	7-452-96691		07/30/2021	Shipping Charges			$45.38		
	7-445-27925		07/23/2021	Shipping Charges			$38.99		
728555	08/27/2021	Open			Accounts Payable	FHDA CCD EUPHRAT MUSEUM DE ANZA COLLEGE	$15,000.00		
	Invoice		Date	Description			Amount		
	EuphratMOA081921		08/19/2021	FY 21-22 Community Funding Grant Recipient			$15,000.00		
728556	08/27/2021	Open			Accounts Payable	HUICHEN LIN	$703.00		
	Invoice		Date	Description			Amount		
	082321 HL		08/23/2021	August classes			$703.00		
728557	08/27/2021	Open			Accounts Payable	KELLY-MOORE PAINT CO INC	$228.17		
	Invoice		Date	Description			Amount		
	808-00000819906		08/23/2021	Grounds: paint			$228.17		
728558	08/27/2021	Open			Accounts Payable	KNORR SYSTEMS, INC.	$1,381.91		
	Invoice		Date	Description			Amount		
	SI232746		08/20/2021	BBF: CHLORINE, MURIATIC ACID, SODIUM BICARBONATE			$1,381.91		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728559	08/27/2021	Open			Accounts Payable	M.T. TIRE SERVICE	$946.03		
	Invoice		Date	Description			Amount		
	17202		08/18/2021	Fleet: tires plus services			$946.03		
728560	08/27/2021	Open			Accounts Payable	MAD SCIENCE OF THE BAY AREA	$11,031.00		
	Invoice		Date	Description			Amount		
	MScienceSu2021-2		08/16/2021	Mad Science Summer 2021 Payment II			$11,031.00		
728561	08/27/2021	Open			Accounts Payable	MOLARO, LISA	$11,445.60		
	Invoice		Date	Description			Amount		
	MolaroSu2021-2		08/16/2021	Lisa Molaro Summer 2021 Payment II			$11,445.60		
728562	08/27/2021	Open			Accounts Payable	MOOD MEDIA	$217.80		
	Invoice		Date	Description			Amount		
	56289220		08/01/2021	MOOD MEDIA Recurring Services from 1-Aug to 31-AUG			$108.90		
	56344178		09/01/2021	MOOD MEDIA Recurring Services from 1-SEP to 30-SEP			$108.90		
728563	08/27/2021	Open			Accounts Payable	NOR CAL SIGNAL SUPPLY	$2,847.63		
	Invoice		Date	Description			Amount		
	1090-1		08/18/2021	Blankout Sign and SV-1 Mount Green			$2,847.63		
728564	08/27/2021	Open			Accounts Payable	O'REILLY AUTO PARTS	$20.24		
	Invoice		Date	Description			Amount		
	2591-157905		08/23/2021	Fleet: auto parts			$20.24		
728565	08/27/2021	Open			Accounts Payable	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A MEDIC	$165.00		
	Invoice		Date	Description			Amount		
	72302091		08/06/2021	TB Screening and DOT Phys Recert			$165.00		
728566	08/27/2021	Open			Accounts Payable	PG&E	$48.23		
	Invoice		Date	Description			Amount		
	0719-072721		07/27/2021	9223068071-9 06/21/21-07/20/21			$27.35		
	1937-072821		07/28/2021	8754273193-7 06/23/21-07/22/21			$20.88		
728567	08/27/2021	Open			Accounts Payable	PLAY-WELL TEKNOLOGIES	$1,500.00		
	Invoice		Date	Description			Amount		
	PlayWell2022-1		08/16/2021	PlayWell Summer 2021 Payment			$1,500.00		
728568	08/27/2021	Open			Accounts Payable	QUADIENT FINANCE USA, INC,	$4,616.01		
	Invoice		Date	Description			Amount		
	08032021		08/03/2021	Postage, Supplies			$4,616.01		
728569	08/27/2021	Open			Accounts Payable	SONIA DOGRA	$185.00		
	Invoice		Date	Description			Amount		
	082321 SD		08/23/2021	August classes			$185.00		
728570	08/27/2021	Open			Accounts Payable	SRIXON/CLEVELAND GOLF/XXIO	$202.16		
	Invoice		Date	Description			Amount		
	6535209 SO		07/28/2021	Srixon golf balls			$102.08		
	6551131 SO		08/06/2021	golf balls for pro shop			$100.08		
728571	08/27/2021	Open			Accounts Payable	SWANK MOTION PICTURES, INC.	$894.75		
	Invoice		Date	Description			Amount		
	RG 3062592		08/16/2021	Movie License Swank, Summer 2021			$425.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	RG 3061969		08/13/2021	Movie License Swank, Summer 2021			$469.75		
728572	08/27/2021	Open			Accounts Payable	SYSCO - SAN FRANCISCO	$647.27		
	Invoice		Date	Description			Amount		
	450390558		07/28/2021	Food for BBF Cafe			$647.27		
728573	08/27/2021	Open			Accounts Payable	T-MOBILE USA INC.	$114.72		
	Invoice		Date	Description			Amount		
	4158-082221		08/22/2021	966 594 158 - 08/22/21			$114.72		
728574	08/27/2021	Open			Accounts Payable	THE CUPERTINO HISTORICAL SOCIETY	$20,000.00		
	Invoice		Date	Description			Amount		
	CHS082421		08/24/2021	FY 21-22 Community Funding Grant Recipient			$20,000.00		
728575	08/27/2021	Open			Accounts Payable	THE GOODYEAR TIRE & RUBBER COMPANY	$269.27		
	Invoice		Date	Description			Amount		
	189-1107223		08/23/2021	Fleet: tires			$269.27		
728576	08/27/2021	Open			Accounts Payable	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA	$502.77		
	Invoice		Date	Description			Amount		
	11026487		08/05/2021	CA Municipal Law Handbook			$502.77		
728577	08/27/2021	Open			Accounts Payable	TURF & INDUSTRIAL EQUIPMENT CO.	$1,450.72		
	Invoice		Date	Description			Amount		
	IV39041		08/17/2021	Fleet: equip parts			$215.82		
	IV40074		08/17/2021	Fleet: equip parts			$1,234.90		
728578	08/27/2021	Open			Accounts Payable	VERIZON WIRELESS	$23.00		
	Invoice		Date	Description			Amount		
	9885572895		08/04/2021	EOC Phone Service - 7/5 - 8/4			$23.00		
728579	08/27/2021	Open			Accounts Payable	DEVCON CONSTRUCTION	$10,000.00		
	Invoice		Date	Description			Amount		
	271871		08/19/2021	REFUND 10100 N TANTAU AVE BLD-2020-0317 TCO BOND			$10,000.00		
728580	08/27/2021	Open			Accounts Payable	GUNTURI, SRIMANTH	$7,287.00		
	Invoice		Date	Description			Amount		
	273999		08/23/2021	1469 PRIMROSE WAY, ENCROACHMENT BOND & FEES, 273999			$7,287.00		
728581	08/27/2021	Open			Accounts Payable	ILANA TEPMAN	$838.50		
	Invoice		Date	Description			Amount		
	272136		08/20/2021	REFUND 21610 RAINBOW DR BLD-2021-0205 WITHDRAWN			$838.50		
728582	08/27/2021	Open			Accounts Payable	Jacobs, Paul	$49.00		
	Invoice		Date	Description			Amount		
	2004662.030		08/02/2021	QCC-8..02.21- Retirement Planning #14316			$49.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
728583	08/27/2021	Open			Accounts Payable	KIM, CAROLINE	$923.00		
	Invoice		Date	Description			Amount		
	2004671.030		08/03/2021	refund from account credit, orig. class cancel due to COVID			$923.00		
728584	08/27/2021	Open			Accounts Payable	SRIMANTH GUNTURI	$2,662.00		
	Invoice		Date	Description			Amount		
	273124		08/19/2021	REFUND 1469 PRIMROSE WAY BLD-2021-0515 WITHDRAWN			$2,662.00		
Type Check Totals:					51 Transactions		$2,730,117.43		
EFT									
32410	08/23/2021	Open			Accounts Payable	EMPLOYMENT DEVEL DEPT	$43,393.54		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	CA State Tax pp 7/31/21-8/13/21			$43,393.54		
32411	08/23/2021	Open			Accounts Payable	IRS	$137,786.12		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	Federal Tax pp 7/31/21-8/13/21			$137,786.12		
32412	08/26/2021	Open			Accounts Payable	P E R S	$144,623.38		
	Invoice		Date	Description			Amount		
	08132021		08/13/2021	PERS pp 7/31/21-8/13/21			$144,623.38		
32413	08/26/2021	Open			Accounts Payable	P E R S	$526.36		
	Invoice		Date	Description			Amount		
	08012021		08/13/2021	PERS Council pp 8/1/21-8/31/21			$526.36		
32414	08/27/2021	Open			Accounts Payable	JOYFUL MELODIES	$1,175.00		
	Invoice		Date	Description			Amount		
	JMS2022-2		08/16/2021	Summer 2021 Payment 2			$1,175.00		
32415	08/27/2021	Open			Accounts Payable	ABIGAIL AYENDE	$150.00		
	Invoice		Date	Description			Amount		
	200010664		08/10/2021	Reimbursement for CSMFO Training - Abigail Ayende			$150.00		
32416	08/27/2021	Open			Accounts Payable	ALL CITY MANAGEMENT SERVICES	$6,982.14		
	Invoice		Date	Description			Amount		
	71102		06/16/2021	School Crossing Guard Services for 5.30.21 thru 6.12.2021			$6,982.14		
32417	08/27/2021	Open			Accounts Payable	ARCHANA PANDA	$296.00		
	Invoice		Date	Description			Amount		
	082321 AP		08/23/2021	August classes			$296.00		
32418	08/27/2021	Open			Accounts Payable	BEST BEST & KRIEGER LLP	$5,760.00		
	Invoice		Date	Description			Amount		
	910031		07/12/2021	For Professional Services Rendered Through June 30, 2021			$5,760.00		
32419	08/27/2021	Open			Accounts Payable	COLLEEN FERRIS	$55.00		
	Invoice		Date	Description			Amount		
	ColleenF081121		08/11/2021	cell phone 07/12-08/11			$55.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32420	08/27/2021	Open			Accounts Payable	COMMUNICATION ACADEMY	$5,883.50		
	Invoice		Date	Description			Amount		
	CASu2021-2		08/16/2021	Communication Academy Summer 2021 June to August		Payment	$5,883.50		
32421	08/27/2021	Open			Accounts Payable	CSG CONSULTANTS, INC.	$531.25		
	Invoice		Date	Description			Amount		
	B211126		08/02/2021	Building Plan Review Services 07/2021			$250.00		
	B211128		08/02/2021	Building Plan Review Services 07/2021			$281.25		
32422	08/27/2021	Open			Accounts Payable	CUPERTINO SUPPLY INC	$61.83		
	Invoice		Date	Description			Amount		
	266622		08/16/2021	grounds: TWO-BOLT REPAIR COUPLING			$61.83		
32423	08/27/2021	Open			Accounts Payable	Darcy Paul	$116.56		
	Invoice		Date	Description			Amount		
	DarcyP072821		07/28/2021	Reimbursement phone bill 06-29-2021 to 07-28-2021			$116.56		
32424	08/27/2021	Open			Accounts Payable	EWING IRRIGATION PRODUCTS, INC.	$717.27		
	Invoice		Date	Description			Amount		
	15042708		08/23/2021	Grounds: neighborhood parks supplies			$717.27		
32425	08/27/2021	Open			Accounts Payable	FOLGER GRAPHICS INC	$2,784.54		
	Invoice		Date	Description			Amount		
	129784		08/23/2021	Fall 2021 Brochure Postcards			$2,784.54		
32426	08/27/2021	Open			Accounts Payable	GIULIANI & KULL - SAN JOSE, INC.	$280.00		
	Invoice		Date	Description			Amount		
	16662		07/30/2021	Job #18169 Rainbow Court Legal Description 06012021-063021			$280.00		
32427	08/27/2021	Open			Accounts Payable	GRACE DUVAL	$630.00		
	Invoice		Date	Description			Amount		
	082321 GD		08/23/2021	August classes			$630.00		
32428	08/27/2021	Open			Accounts Payable	GRAINGER INC	$1,031.17		
	Invoice		Date	Description			Amount		
	9028101245		08/19/2021	Grounds: float valve			$77.94		
	9029500114		08/20/2021	Facilities: Step ladder			$676.01		
	9031266027		08/23/2021	Facilities: FLUORESCENT BALLAST order 5642			$121.80		
	9031266019		08/23/2021	Facilities: ty center punch, laser pointer training materials			$155.42		
32429	08/27/2021	Open			Accounts Payable	GRANICUS, LLC	$1,418.14		
	Invoice		Date	Description			Amount		
	142935		08/26/2021	Govt. Transparency and Meeting Efficiency suite 9/2021			$1,418.14		
32430	08/27/2021	Open			Accounts Payable	HILL, JENNIFER	$312.00		
	Invoice		Date	Description			Amount		
	082321 JH		08/23/2021	August classes			$312.00		
32431	08/27/2021	Open			Accounts Payable	HINDERLITER, DE LLAMAS & ASSOCIATES	$25,567.23		
	Invoice		Date	Description			Amount		
	SIN010594		08/06/2021	Contract Services Sales Tax (July - September 2021)			$25,567.23		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32432	08/27/2021	Open			Accounts Payable	HMH ENGINEERS INC	$8,280.58		
	Invoice		Date	Description			Amount		
	40642		08/11/2021	RCT Construction through 07312021			$5,008.50		
	40564		08/10/2021	RCT - PS&E through 07312021			$3,272.08		
32433	08/27/2021	Open			Accounts Payable	IMPERIAL SPRINKLER SUPPLY, INC	$89.62		
	Invoice		Date	Description			Amount		
	4777953-00		08/11/2021	Grounds: sports field supplies			$89.62		
32434	08/27/2021	Open			Accounts Payable	INSERVH20 INC.	$787.89		
	Invoice		Date	Description			Amount		
	1482		08/06/2021	Facilities: water treatment agreement 8/2021			$787.89		
32435	08/27/2021	Open			Accounts Payable	JAMES COLVIN	$350.00		
	Invoice		Date	Description			Amount		
	082321 JC		08/23/2021	PT for August			$350.00		
32436	08/27/2021	Open			Accounts Payable	JARVIS, FAY & GIBSON, LLP	$174.00		
	Invoice		Date	Description			Amount		
	15518		07/31/2021	Legal Services, July 2021			$174.00		
32437	08/27/2021	Open			Accounts Payable	JULIA KINST	$55.00		
	Invoice		Date	Description			Amount		
	JuliaK08192021		08/19/2021	Cell Phone Reimbursement through 072021-081921			$55.00		
32438	08/27/2021	Open			Accounts Payable	KEVIN GREENE	$55.00		
	Invoice		Date	Description			Amount		
	KevinG081821		08/18/2021	Cell phone reimbursement 7.19.21-8.18.21			$55.00		
32439	08/27/2021	Open			Accounts Payable	KIMBALL-MIDWEST	$210.80		
	Invoice		Date	Description			Amount		
	9139291		08/19/2021	Streets: long lag shields and punches			$210.80		
32440	08/27/2021	Open			Accounts Payable	KMVT COMMUNITY TELEVISION	$5,817.94		
	Invoice		Date	Description			Amount		
	7682		08/31/2021	KMVT Community TV July 2021			$5,817.94		
32441	08/27/2021	Open			Accounts Payable	MERCHANT, TEJAL	$387.00		
	Invoice		Date	Description			Amount		
	082321 TM		08/23/2021	August classes			$387.00		
32442	08/27/2021	Open			Accounts Payable	MONICA G. RANES-GOLDBERG	$600.00		
	Invoice		Date	Description			Amount		
	082321 MG		08/23/2021	August classes			$600.00		
32443	08/27/2021	Open			Accounts Payable	OFFICE DEPOT, INC.	$501.32		
	Invoice		Date	Description			Amount		
	178460985001		07/01/2021	Office Supplies			$128.60		
	185207864001		08/11/2021	Service Center Advil			$47.14		
	187219645001		08/06/2021	Service Center Pens (Fleet + Front Office)			$36.33		
	187220125001		08/06/2021	Service Center Paper Clips			$4.82		
	188215313001		08/10/2021	service center kitchen supplies			$284.43		
32444	08/27/2021	Open			Accounts Payable	PLACEWORKS, INC	$7,118.34		
	Invoice		Date	Description			Amount		
	75949		07/31/2021	Cupertino Objective Environmental Standards 07/2021			$3,497.34		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	75948		07/31/2021	Cupertino General Plan EIR Addendum #4 07/2021			$3,621.00		
32445	08/27/2021	Open			Accounts Payable	PLAN JPA	$5,533.76		
	Invoice		Date	Description			Amount		
	PLAN-2021-719		08/11/2021	General Liability Claims - July 2021			$5,533.76		
32446	08/27/2021	Open			Accounts Payable	PROFESSIONAL TURF MANAGEMENT, INC.	$17,000.00		
	Invoice		Date	Description			Amount		
	1145		08/20/2021	August golf course maintenance			$17,000.00		
32447	08/27/2021	Open			Accounts Payable	RAYCHEL RENEE BALCIONI CRUZ	$705.00		
	Invoice		Date	Description			Amount		
	082321 RC		08/23/2021	August classes			$705.00		
32448	08/27/2021	Open			Accounts Payable	ROBERT OSTENBERG	$700.00		
	Invoice		Date	Description			Amount		
	OstenbergSum21		08/16/2021	Robert Ostenberg Summer 2021			$700.00		
32449	08/27/2021	Open			Accounts Payable	RRM DESIGN GROUP	$5,279.75		
	Invoice		Date	Description			Amount		
	1832-00-0721		08/20/2021	Architectural Review Services 18901 Tuggle Ave			$3,315.50		
	1832-00-0521		06/22/2021	Architectural Review Services- 19191 Vallco Parkway			$1,964.25		
32450	08/27/2021	Open			Accounts Payable	SABRE BACKFLOW LLC	$119.55		
	Invoice		Date	Description			Amount		
	2392		08/24/2021	grounds: Calibration Accuracy Check			$119.55		
32451	08/27/2021	Open			Accounts Payable	SLANEY, ROSS	$165.00		
	Invoice		Date	Description			Amount		
	RossS082621		08/26/2021	Reimbursement - Microsoft certification Power Platform Developer			$165.00		
32452	08/27/2021	Open			Accounts Payable	STAPLES BUSINESS ADVANTAGE	$27.69		
	Invoice		Date	Description			Amount		
	3482298785		07/18/2021	coffee creamer for QCC			$27.69		
	3482899152		07/28/2021	coffee creamer for QCC - CREDIT			($27.96)		
	3482666800		07/24/2021	coffee creamer for QCC			$27.96		
32453	08/27/2021	Open			Accounts Payable	SUNNYVALE FORD	$56.33		
	Invoice		Date	Description			Amount		
	192550		08/19/2021	Fleet: auto parts			$56.33		
32454	08/27/2021	Open			Accounts Payable	THE HOME DEPOT PRO	$461.82		
	Invoice		Date	Description			Amount		
	635781586		08/18/2021	Park Bathroom Supplies			$461.82		
32455	08/27/2021	Open			Accounts Payable	Tripepi, Smith and Associates, Inc	$458.75		
	Invoice		Date	Description			Amount		
	6715		08/24/2021	BAAG English			$458.75		
32456	08/27/2021	Open			Accounts Payable	WEST COAST ARBORISTS, INC.	$1,200.00		
	Invoice		Date	Description			Amount		
	1-7151		08/16/2021	20632 Cheryl Dr. : Peer Review of Arborist Report 08/2021			$1,200.00		

****LIVE** Cupertino **LIVE****

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
32457	08/27/2021	Open			Accounts Payable	WESTERN SITE SERVICES LLC.	$605.63		

Invoice	Date	Description	Amount
30999	08/13/2021	Aug Varian Park Sanitizer Rental per CMO COVID	$242.25
30998	08/13/2021	Aug Hoover Park Sanitizer Rental per CMO COVID	$242.25
31147	08/17/2021	BBF Hand Sanitizer Rental per CMO COVID	$121.13

Type EFT Totals: 48 Transactions $436,821.80

Main Account - Main Checking Account Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	51	$2,730,117.43	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	51	$2,730,117.43	$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	48	$436,821.80	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Total	48	$436,821.80	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	99	$3,166,939.23	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	99	$3,166,939.23	$0.00

Grand Totals:

Checks	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**51**	**$2,730,117.43**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**51**	**$2,730,117.43**	**$0.00**

EFTs	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**48**	**$436,821.80**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Total	**48**	**$436,821.80**	**$0.00**

All	**Status**	**Count**	**Transaction Amount**	**Reconciled Amount**
	Open	**99**	**$3,166,939.23**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**99**	**$3,166,939.23**	**$0.00**

Approved: Beth Viajar

08.30.2021

CITY OF CUPERTINO

Legislation Text

File #: 21-9847, **Version:** 1

Subject: Consider waiving planning permit fees for landscape conversion projects participating in an official City Climate Victory Garden Pilot Program or in Santa Clara Valley Water District's Landscape Rebate Program

Adopt Resolution No. 21-087 that allows planning permit fees to be waived for Climate Victory Garden Pilot projects and Santa Clara Valley Water District Landscape Rebate Program projects

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CITY OF CUPERTINO

SUSTAINABILITY DIVISION

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
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CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: September 21, 2021

Subject

Consider waiving planning permit fees for landscape conversion projects participating in the City's Climate Victory Garden Pilot Program or in Santa Clara Valley Water District's Landscape Rebate Program

Recommended Action

Adopt Resolution No. _____ that allows planning permit fees to be waived for Climate Victory Garden Pilot projects and Santa Clara Valley Water District Landscape Rebate Program projects

Background

In California, outdoor water use is the largest portion of residential water use, especially in hotter inland areas and cities with larger lots. As part of the FY 2018-2019 and FY 2019-2020 City Work Program, the City Council set in motion a pilot program to streamline water conservation projects by reducing barriers that property owners face to convert their water-intensive grass to a drought-tolerant garden that is more appropriate for California's dry summers.

This pilot program was launched as the Climate Victory Gardens Program[1] in October 2020 and offers full-service project management services to help residents, HOAs, and property management organizations with the landscape retrofit design and installation process. The pilot was designed to complement the existing Landscape Rebate Program offered by Santa Clara Valley Water District. As of August 2021, 30 landscape consultations have been delivered with 26 active conversion projects and another 47 projects on the waitlist. Of the projects active in the program, 13 have been constructed, converting 10,694 ft² of turf, saving approximately 213,880 gallons of water annually.

Discussion

Throughout the duration of this program, a key lesson learned is that permitting fees are a barrier to turf conversions for larger sites. These larger sites are critical to the cost

[1] cupertino.org/climategarden

effectiveness of the program as each site has a relatively fixed administrative cost, but the more landscape that is converted results in increased water savings. Non-residential, mixed-use residential, and multi-family residential projects are required to have review and approval of any changes to landscaping and site improvements pursuant to Municipal Code Sections 14.15.020[2], 19.12.030[3], and 19.168.020[4]. Due to this, larger projects seeking to conserve water by converting irrigated turf to drought-tolerant plantings would be subject to one of the following review processes and fees as set by the fee schedule:

Process	Fee	Notes
Minor Architectural Site Approval	$13,223	If landscape change is considered significant in a development located in a zone that requires review.
Director's Minor Modification	$4,710	If landscape change is considered minor in a development located in a zone that requires review.

*These planning fees are set by City Council resolution but may be waived by the City Council.

The fees may negatively impact the ability of the Climate Gardens Program to deliver reductions in water conversation goals. For example, there is a 40-acre HOA interested in converting roughly 13,000 ft^2 of turf landscape and is willing to make the necessary investment of up to $66,750 for the lawn conversion. However, they were not anticipating the required fee for the Director's Minor Modification Permit (DIR) which represents about a 7% increase in the cost of the work. These additional fees have caused them to be unable to move forward with the project. Other large projects which may consider landscape conversion include a fire station and a church property.

Granting fee waivers for qualifying landscape projects can incentivize the larger projects to invest in lawn conversion, resulting in thousands of gallons saved annually, while still allowing the appropriate planning review. In some cases, a turf removal project may conflict with existing planning entitlements. For example, the Heart of the City/N. De Anza Blvd Landscape Easement may specify certain areas as turf. Also, some multi-family developments have approved Private Open Space which may require a certain amount of turfed area because they received a credit for parkland dedication. Therefore, planning review would still be required to determine whether the proposed changes would impact the previously approved project.

These planning fees are based on the expenditure of staff time for review and do not include pass-through costs. Waiving the fees would not result in additional costs to the General Fund as staff time is already fully accounted for. However, there would be a reduction in outside revenue collected in account 100-71-701 450-401. If planning fees are

[2] https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-88495
[3] https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-93582
[4] https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-96153

waived, it is recommended that the General Fund revenues reimburse this program for any lost revenue for transparency and compliance with California Proposition 26. To accomplish this, a true-up will be presented for City Council's consideration during the quarterly budget adjustments and will be based on the amount of fees waived during that quarter. Council is not being asked to take any action on the true-up at this time.

Sustainability Impact

Drought-tolerant gardens, especially at larger and prominent properties, save water but also increase the ecological benefits offered by more diverse landscapes. Studies show that most turf removal projects replace a single species of turf grass with between 6-20 distinct species of plants, resulting in a more beneficial habitat for local pollinators, birds, and other wildlife. Well-designed urban landscapes can also help infiltrate water and reduce stormwater runoff.

Fiscal Impact

If fee waivers are granted, it is estimated to be $4,710 in waived fees per project if the landscape change is considered minor in a development located in a zone that requires review, or $13,223 if turf removal is considered significant in a development located in a zone that requires review. It is anticipated that most of the projects that request a waiver will be considered minor landscape changes. These fees are based on the expenditure of staff time for review and do not include pass-through costs. Waiving the fees would not directly result in additional costs to the General Fund as staff time is already fully accounted for. However, there would be a reduction in outside revenue collected in the Planning Division's account 100-71-701 450-401. If these fees are waived, it is recommended that the General Fund reimburse this program for any lost revenue for transparency and compliance with California Proposition 26. To accomplish this, a true-up will be presented for City Council's consideration during the quarterly budget adjustments and will be based on the amount of fees waived during that quarter.

Prepared by: Andre Duurvoort, Sustainability Manager
Reviewed by: Dianne Thompson, Assistant City Manager
Katy Nomura, Deputy City Manager
Approved for Submission by: Greg Larson, Interim City Manager
Attachments:
A – Draft Resolution Waiving Planning Permit Fees for Qualifying Landscape Conversion Projects

RESOLUTION NO. _____

A RESOLUTION OF THE CUPERTINO CITY COUNCIL ALLOWING PLANNING PERMIT FEES TO BE WAIVED FOR CLIMATE VICTORY GARDEN PILOT PROJECTS AND SANTA CLARA VALLEY WATER DISTRICT LANDSCAPE REBATE PROGRAM PROJECTS

WHEREAS, in June 2021 the Santa Clara Valley Water District Board of Directors declared a water shortage emergency condition, calling on water retailers to achieve a 15% reduction in water usage from 2019 levels; and

WHEREAS, on August 17, 2021 the City Council issued a proclamation in support of Local Water Conservation Efforts; and

WHEREAS, the City provides cost sharing funds to support the Santa Clara Valley Water District's Landscape Rebate Program to promote efficient use of water resources in Cupertino properties; and

WHEREAS, as part of the FY 2018-2019 and FY 2019-2020 City Work Programs, the City Council launched a pilot program to streamline water conservation projects by reducing barriers that property owners face to convert their water-intensive grass to a drought-tolerant garden (Climate Victory Gardens Pilot); and

WHEREAS, many large parcels in Cupertino were originally entitled with a significant amount of irrigated turf that would require a modification to that entitlement to convert the landscape, and most larger projects (i.e. projects not located within an R1, RHS, or R2 zoning district) seeking to conserve water by converting irrigated turf to drought-tolerant plantings would be subject to planning permits and associated fees pursuant to Municipal Code Sections 14.15.020, 19.12.030, and 19.168.020 and the fee schedule (currently between $4,710 and $13,223) for review processes; and

WHEREAS, City Council desires to reduce barriers for property owners to participate in City-funded water conservation programs and improve cost effectiveness of water conservation projects;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino hereby authorizes the City Manager to waive

planning permit fees for Climate Victory Garden Pilot projects and Santa Clara Valley Water District Landscape Rebate Program projects.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	 _____ Date
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

CITY OF CUPERTINO

Legislation Text

File #: 21-9704, **Version:** 1

Subject: Consider Approval of a Contract between the City of Cupertino and Miracle Play Systems, Inc. for the Purchase and Installation of Themed Playground Equipment at Creekside Park Tot Lot

Authorize the City Manager to Execute a Contract between the City of Cupertino and Miracle Play Systems, Inc., Using Pricing Established through the National Cooperative Purchase Program, in the Amount of $222,194.96

CITY OF CUPERTINO

PUBLIC WORKS DEPARTMENT

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3354 • FAX: (408) 777-3333
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CITY COUNCIL STAFF REPORT
Meeting: September 21, 2021

Subject

Consider Approval of a Contract between the City of Cupertino and Miracle Play Systems, Inc. for the Purchase and Installation of Themed Playground Equipment at Creekside Park Tot Lot.

Recommended Action

Authorize the City Manager to execute a contract between the City of Cupertino and Miracle Play Systems, Inc., using pricing established through the National Cooperative Purchase Program, in the amount of $222,194.96.

Background

The Annual Playground Equipment Replacement Project (Project) was authorized for $300,000 in the FY 2020-2021 Capital Improvement Budget (Account # 420-99-085). The purpose of the Project is to replace older playground equipment that is dated and worn. The Creekside Park Tot Lot Playground was selected to be among the first of the replacement projects due to its age and condition. Photos of the playground are attached (Attachment A). Due to scheduling impacts caused in part by the COVID-19 pandemic and the solicitation of community input, this project has just now progressed to the proposed award of contract, which will enable construction of the Project.

Discussion

Prior to selecting replacement playground equipment, input was gathered from the public and the Parks and Recreation Commission regarding the users of the equipment and whether a "theme" was desired to compliment the area where the playground is located.

The Parks and Recreation System Master Plan calls for support of all-inclusive and universal play by providing a destination for an all-inclusive play area and by adding additional inclusive elements at existing play areas (Attachment B.) Inclusive elements allow users with special needs or sensory challenges to have access to enjoyable recreation opportunities. The playground equipment that will be installed in this project exceeds the Americans with Disabilities Act (ADA) requirements. It also meets the Master Plan goal to build new parks and to repair existing parks, which will increase the level of service

while allowing a specific demographic to have an equal opportunity to play using specialized equipment.

Various themed playground equipment was considered. Via an online community survey in November of 2020, a "creek" theme was selected by popular vote. The themed playground equipment works to address the Master Plan recommendation to incorporate thematic play areas as part of an identified opportunity for outdoor recreation diversity.

On July 1, 2021, the proposed layouts, inclusive elements, and themes were presented to the Parks and Recreation Commission for input. At that meeting the Commission selected two inclusive pieces, which are included in the design. Attachment C is an illustrative depiction of the proposed playground equipment.

Competitive pricing for playground equipment purchases and installation for this Project was provided via the National Cooperative Purchase Program. This program allows State and local agencies to contract with qualified suppliers without further competitive bidding. Miracle Play Systems Inc. (Miracle Play) is a qualified supplier for this program and best offers the type and themed equipment desired. Work to be completed by Miracle Play includes design, manufacturing, installation of all playground equipment, plus the installation of the play area and ground surfacing.

Award of this project using the National Cooperative Purchase Program pricing meets all public contract code requirements. As an option, the City could decide to bid the project through the typical Request for Proposal (RFP) process, which would take additional time and is unlikely to result in increased savings.

Accessibility improvements to the pathway from the playground and accessible parking spaces will be required as work on this Project progresses. This additional work will be contracted out and implemented separate from this Project.

Sustainability Impact

This Project increases the level and diversity of services within walking distance of many homes. Increasing amenities that are accessed by walkers, people with strollers, and having wheelchair access is consistent with the Climate Action Plan Goal 2 – Encourage Alternative Transportation.

Fiscal Impact

No additional funding is needed, as allocated funds in FY21 have been carried forward to FY22 as part of the year-end closing process. All carryovers will be presented to City Council as part of the First Quarter Financial Report in November 2021. Approving this item will expend $222,194.96 of the $300,000 budgeted for playground equipment in the FY 2020-2021 Capital Improvement Budget (Account # 420-99-085). Additional accessibility improvements completed under a separate agreement are expected to be less than $50,000.

Prepared by: Evelyn Moran, Project Manager
Reviewed by: Roger Lee, Public Works Director
Reviewed by: Dianne Thompson, Assistant City Manager
Approved for Submission by: Greg Larson, Interim City Manager
Attachments:
A – Existing Creekside Tot Lot Playground Site Plan and Photos
B – Parks and Recreation System Master Plan Appendix F, Table F-3
C – Representation of Proposed Playground Equipment
D - Draft Contract

Creekside Park - Tot Lot

March 2021

Attachment B- Parks and Recreation System Master Plan Appendix F, Table F-3

Table F-3: Opportunities for Added Recreation Elements

Revised 10/03/2019

			Siting/ Distribution	Project Approach	Potential City-Managed Locations																Potential Alternate Locations				
					Community/Large Neighborhood Parks																				
	Opportunity	Potential Elements [Amenities, program options and uses will be determined through site master plans, facility business plans, and market studies]	Site Selection and Distribution	Phasing/Options**	Memorial Park	Creekside Park	Jollyman Park	Wilson Park	Stevens Creek Corridor Park	Portal Park	Monta Vista Park	Linda Vista Park	Hoover Park	Varian Park	Civic Center/Library Field	Three Oaks Park	Somerset Park	Other Small Neighborhood Parks	Trail Corridors	School Fields	Potential Acquisition	Public-private partnership	Other/Repurposed Building	Joint-Use Facility	Planning Level Project Cost Estimate (per project)
Potential Added Recreation Facilities																									
Nature Play Areas	Provide nature play elements in parks to connect people to nature and support experiential play.	-climbable elements such as logs, stumps, boulders, mounds and trees -water features or water play features (hand pump, e.g.) -sand, mud, wood chips, rocks -movable pieces, such as branches for fort-building -other natural play elements consistent with the site character -plants and trees -butterfly gardens	Develop 3 to 4 geographically dispersed across the city. Provide play areas in a mix of community parks, large neighborhood parks, smaller parks and trail corridors. Locate at least one in a more natural site and in a park where natural elements/native plantings exist or are being added. These may replace an existing play area at the end of its lifecycle. Create at least one destination nature play facility in a more centralized, accessible location.	Short Term: Create a pilot program at one site, considering a park with good tree canopy and natural features. Evaluate and pursue opportunities for a destination nature play area that incorporates water play elements.	X	X		X		X		X				X			X							$300,000
				Longer Term: Build a permanent nature play area. Develop 2-3 additional nature play areas at parks or along trail corridors that are geographically distributed.	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X					
Universal/All-Inclusive Play Areas	Support all-inclusive and universal play by providing a destination universal / all-inclusive play area and adding additional inclusive elements at existing play areas.	-play area designed for all ages and abilities -stimulation for multiple senses (tactile/touch; auditory/hearing; visual/sight; gustatory/taste; olfactory/smell; proprioception [body awareness]; vestibular processing [understanding changes in location, orientation in space, and balance]; and interception) -parallel play with different levels of challenge -shade -accessible and diverse seating arrangements	Provide one that is centrally located in a community park or large neighborhood park. Accessible parking necessary and nearby transit access desirable. Pursue integrating other universal play elements in additional parks.	Short Term: Plan, design and build a destination all-inclusive play area. Incorporate Feasibility Study findings. Evaluate and pursue opportunities to add inclusive play options citywide at additional park sites that are geographically distributed.			X																	$1,000,000-5,000,000
				Longer Term: Implement opportunities to integrate other universal play elements (e.g., swings, slides) that are geographically distributed at existing play areas when replacing play equipment at the end of its lifecycle or renovating a park site. Emphasize community parks and large neighborhood parks for installation of more extensive universal/all-inclusive elements.	X	X	X	X		X	X	X	X	X		X	X								
Water Play	Integrate a variety of water play opportunities at existing parks.	-interactive water play feature -playable water channel -spray play areas -splash pads -hand pump and sand play area	Geographically distribute 3-4 different types of water play opportunities. Consider adding to community parks and large neighborhood parks, taking into account the existing interactive fountain at Community Hall and a potential new water play feature in Memorial Park renovations or at a new Aquatics Facility. Provide one destination water play feature in a community park that is centralized for easy access.	Short Term: Consider as part of the Memorial Park Master Plan. Develop an action play to identify top sites and prioritization for implementing at least one new water play area in the short term.	X																			$1,000,000-2,000,000
				Longer Term: Consider opportunities in community parks and large neighborhood parks to add water play features. These may be stand-alone new areas or integrated into existing play areas.		X	X	X	X	X	X	X	X	X										
Improved Outdoor Event Space -- Citywide Events	Provide event space to support large group events and programs (500+ people).	-infrastructure -utilities (electricity, water, restrooms, lighting) -staging areas -loading and unloading zones -large group amphitheaters -event hardscape or lawn -portable stage and other equipment -improved park circulation -support amenities (mix of permanent and portable elements, including shade, seating, restrooms, parking, bike parking, drinking fountains, trash receptacles)	Focus on improvements to existing event space, such as Memorial Park and the Civic Center, to take advantage of the existing amenities, centralized location and transit access. Improve pedestrian/bike access and infrastructure.	Short Term: Include better event infrastructure and amphitheater and circulation improvements in the Memorial Park Master Plan. Begin improvements, phased as per the site master planning timeline. Longer term: Evaluate options and improve Creekside Park and the Civic Center for events and markets.	X	X									X									$200,000-1,500,000
Improved Outdoor Event Space-- Neighborhood Events	Provide event space to support small group events, programs and outdoor classes (50-500 people). Smaller event spaces could accommodate neighborhood movies, small performances, cultural events, meet-up group activities, mobile programming and outdoor classes, such as yoga and tai chi, and 'art in the park' activities.	-hardscape -utilities -sloped hillside and stage -portable stage, screen and other equipment -lawn area -shade -pavilion or outdoor classroom with movable chairs and tables for flexible program use -support amenities such as restrooms and parking	Parking, electrical power, restrooms, room to accommodate stage(s) and attendees, bike parking, and seating are considerations. Nearby transit is desirable.	Short Term: Develop one pilot project. Provide hardscape/softscape areas and access to power. Longer Term: Identify and plan projects for 1-2 additional sites. Include an outdoor pavilion or space to accommodate a portable stage.	X	X	X	X		X	X	X	X	X		X					X		X	$200,000-1,500,000

Revised 10/03/2019

	Opportunity	Potential Elements [Amenities, program options and uses will be determined through site master plans, facility business plans, and market studies]	Siting/ Distribution: Site Selection and Distribution	Project Approach: Phasing/Options**	Potential City-Managed Locations: Community/Large Neighborhood Parks: Memorial Park	Creekside Park	Jollyman Park	Wilson Park	Stevens Creek Corridor Park	Portal Park	Monta Vista Park	Linda Vista Park	Hoover Park	Varian Park	Civic Center/Library Field	Three Oaks Park	Somerset Park	Other Small Neighborhood Parks	Trail Corridors	School Fields	Potential Alternate Locations: Potential Acquisition	Public-private partnership	Other/Repurposed Building	Joint-Use Facility	Planning Level Project Cost Estimate (per project)
Potential Added Recreation Facilities Cont.																									
Gardens	Provide more opportunities for community gardens. Pursue a healing garden. Consider opportunities for gardens of other types in parks, such as demonstration gardens, rain gardens and orchards.	For community gardens: -combination of in-ground, raised beds, and accessible planting areas -individual reservable plots and group spaces -fencing, water, composting/green waste recycling -native plant hedges or hedgerows -seating, shade For Healing garden: -garden showcasing healing plants -informational/educational elements Other gardens: -demonstration garden showcasing methods of gardening or different plant palettes such as organic gardening techniques, xeriscaping, native species, plantings for pollinators, birds and wildlife -bird baths and bird houses -rain garden and stormwater garden elements -orchards or permaculture plantings -sister city-inspired gardens	Provide 1-2 or more new community gardens at site(s) agriculturally suitable for growing, based on aspects such as soil conditions, topography and solar access. Geographically disperse from existing facility at McClellan Ranch. Consider locations suitable to support educational and social use, such as near a school or senior center. Consider areas of higher residential density with less access to gardening space. Consider smaller, neighborhood-scale gardens at more numerous locations. Identify a venue for a healing garden that is agriculturally suitable and can accommodate intended features and visitorship.	Short Term: Develop a community garden implementation plan that renovates in a timely manner the existing site at McClellan Ranch and identifies suitable sites and priorities for implementation. Add at least one or more community gardens in an underutilized area or unneeded lawn area within a park, preferably in an area with higher density population. Longer Term: Evaluate demand and needs for additional community gardens. Implement additional community gardens accordingly. Select a location and support implementation of a healing garden. Consider development of other types of horticultural gardens.		X	X	X	X	X	X	X	X		X	X							X		$500,000 for community garden
Outdoor Recreation Diversity	Provide a broader range of outdoor recreation opportunities, including facilities that support individual and group activities, with a broad range of varied challenge levels. Diversify facilities to appeal to Cupertino's diverse population and reflect Cupertino's unique character.	-loop paths & mile markers -outdoor fitness equipment -bocce, lawn bowling or petanque -outdoor table tennis (ping pong) -outdoor chess -badminton -volleyball -pickleball -futsal -tai chi -disc golf -bike skills area/pump track -parkour obstacle course -climbing spire -zip line -outdoor "living rooms" -family-style long tables -thematic play areas -sound garden -self-directed hike/app stations -other facilities to respond to new trends and diverse cultural needs	Provide at least one unique feature or facility at every community park and large neighborhood park. Consider smaller unique elements at other sites, or use art, colors, and facility choices to create different recreation and play experiences.	Short Term: Plan and develop one pilot project at one park to add diversity elements in the first year. Then rotate through parks and update one to two parks a year with new elements. Implement an outdoor table tennis pilot program at 1-2 sites by year 2 to evaluate usage and interest. Identify a suitable site and implement installation of outdoor fitness equipment during years 2-5. Longer Term: Continue rotating through parks and update one to two parks a year. Evaluate options to add more diverse and unique features whenever existing facilities are renovated or replaced.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					$100,000/year
Improved Comfort & Amenities	Provide amenities to create welcoming, inclusive, safe, and comfortable parks for people of all ages and cultural groups. Integrate amenities to reflect park character.	-seating with shade through structures or plantings -shade shelters (with movable tables/chairs, picnic tables, or other seating) -variety of seating options and groupings -restrooms where appropriate -drinking fountains/ bottle fillers/ dog drinking dishes -lighting -trash/recycling receptacles -parking -permeable paving -bike racks, docking stations -alternative transportation pickup/drop offs -art (playable, integrated, stand-alone, and/or temporary displays) -signage and wayfinding -interpretive elements, information kiosks -wifi -co-working stations/outdoor work space -multilingual or icon-based signage	Consider needs at all parks. (Small neighborhood parks may not need restrooms or parking, e.g.)	Short Term: Update amenities and furnishings at 1-2 sites in conjunction with other park projects. Prioritize parks with trails, with active walkers and that lack shade. Longer Term: Seek to provide comfort improvements at one site every year, distributed throughout the system.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					$100,000/year

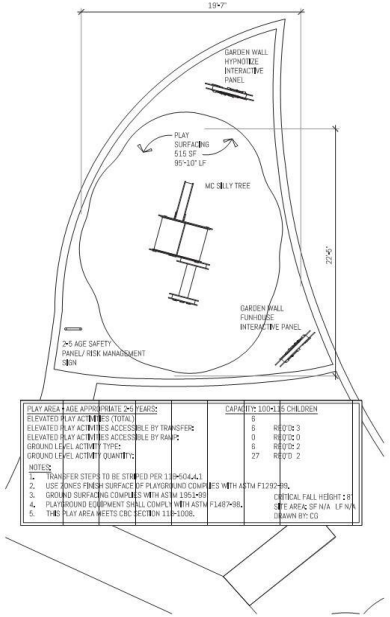
Playground Design

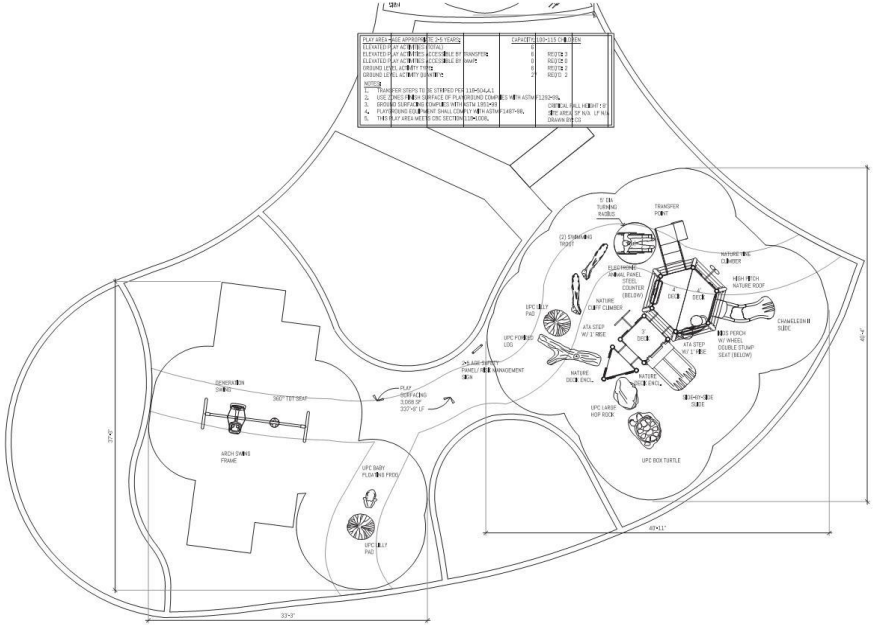
Creekside Tot Lot: “Creek” theme

Playground Design

Creekside Tot Lot: “Creek” theme

Playground Design





IPEMA CERTIFIED ASTM F1487

ASTM INTERNATIONAL

ADA Compliant

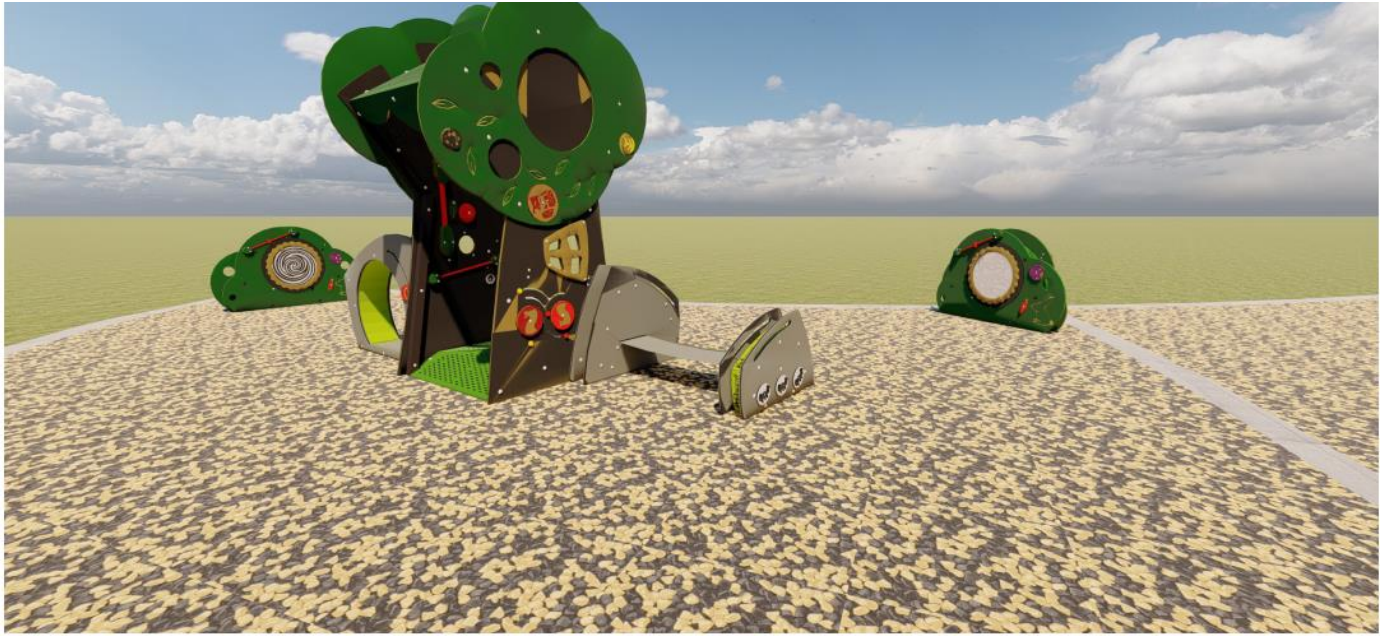
05/27/2021
21_0334_Creekside_003

Creating Fun Play Environments to Enrich Communities

MIRACLE playsystems DESIGNING PLAY

Playground Design - Inclusive Elements

Creekside Tot Lot: “Creek” theme



Playground Design - Inclusive Elements

- Ground-level play that's accessible to everyone.
- Manipulative objects placed within reach range for 2–5-year old's

CITY OF CUPERTINO

PUBLIC WORKS CONTRACT

1. PARTIES

This public works contract ("Contract") is made by and between the City of Cupertino ("City"), and Miracle Playsystems, a Corporation ("Contractor") for Playground Equipment Replacement Project Number 2021-02, and is effective on the last date signed below ("Effective Date").

2. SCOPE OF WORK

Contractor will perform and provide all labor, materials, equipment, supplies, transportation and any other items or work necessary to perform and complete the work required for the Project ("Work"), as required in the Scope of Work, attached here and incorporated as **Exhibit A**, and in accordance with the terms and conditions of this Contract. Contractor further agrees to carry out its work in compliance with any applicable local, State, or Federal order regarding COVID-19.

3. TIME FOR COMPLETION

3.1 Term. This Contract begins on the Effective Date and ends on June 30, 2022 ("Contract Time") unless terminated earlier as provided herein. Contractor's Work shall begin on the date shown on a written Notice to Proceed ("NTP") and must be fully completed within the Contract Time or on the date specifically provided in the Notice to Proceed. The City Engineer will not issue a NTP until the Contract is fully executed by both parties and City has received satisfactory proof of insurance and any performance and payment bonds that may be required. The Director of Public Works may authorize the extension of the Contract Time by up to sixty (60) calendar days through a written amendment to this Agreement, provided such extension does not include additional contract funds.

3.2 Time is of the essence for Contractor's performance and completion of the Work. Contractor must have sufficient time, resources, and qualified staff to deliver the work on time.

3.3 Liquidated damages of $200.00 will be charged for each day of unexcused delay, or City may deduct the amount from Contractor's payments. Liquidated damages are based on reasonably foreseeable consequences of delay and may include intangible losses which the Parties agree may be difficult to ascertain, such as loss of public confidence in City and its contractors, interference or loss of use of public facilities, and extended disruption to the public.

4. COMPENSATION

4.1 Maximum Compensation. City will pay Contractor for satisfactory performance of the Work an amount that will based on actual costs but that will be capped so as not to exceed

$222,194.96 ("Contract Price"), for all of Contractor's direct and indirect costs, including all labor, materials, supplies, equipment, taxes, insurance, bonds, and all overhead costs.

4.2 Invoices and Payments. Contractor must submit an invoice on the first day of each month, describing the Work performed during the preceding month, itemizing labor, materials, equipment and any incidental costs incurred. Contractor will be paid ninety-five percent (95%) of the undisputed amounts billed within thirty (30) days after City receives a properly submitted invoice. Any retained amounts will be included with Contractor's final payment within sixty (60) days of City's acceptance of the Work as complete.

5. INDEPENDENT CONTRACTOR

5.1 Status. Contractor is an independent contractor and not an employee of City. Contractor is solely responsible for the means and methods of performing the Work and for the persons under this employment. Contractor is not entitled to worker's compensation or any other City benefits.

5.2 Contractor's Qualifications. Contractor warrants on behalf of itself and its subcontractors that they have the qualifications and skills to perform the Work in a competent and professional manner and according to the highest standards and best practices in the industry.

5.3 Permits and Licenses. Contractor warrants on behalf of itself and its subcontractors that they are properly licensed, registered, and/or certified to perform the Work as required by law, and have procured a City Business License, if required by the Cupertino Municipal Code. Contractor shall possess a California Contractor's License in good standing for the following classification(s): B - General Building , which must remain valid for the entire Contract Time.

5.4 Subcontractors. Only Contractor's employees are authorized to work under this Contract. Prior written approval from City is required for any subcontractor, and the terms and conditions of this Contract will apply to any approved subcontractor.

5.5 Tools, Materials, and Equipment. Contractor will supply all tools, materials and equipment required to perform the Work under this Contract.

5.6 Payment of Benefits and Taxes. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. Contractor and any of its employees, agents, and subcontractors shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, fees, contributions, or charges applicable to Contractor's business including, but not limited to, federal and state income taxes. City shall have no obligation whatsoever to pay or withhold any taxes or benefits on behalf of Contractor. Should any court, arbitrator, or administrative authority, including but not limited to the California Public Employees Retirement System (PERS), the Internal Revenue Service or the State Employment Development Division, determine that Contractor, or any of its employees, agents, or subcontractors, is an employee for any purpose, then Contractor agrees to a reduction in amounts payable under this Agreement, or to promptly remint to City any payments due by the City as a

result of such determination, so that the City's total expenses under this Agreement are not greater than they would have been had the determination not been made.

6. CHANGE ORDERS

Amendments and change orders must be in writing and signed by City and Contractor. Contractor's request for a change order must specify the proposed changes in the Work, Contract Price, and Contract Time. Each request must include all the supporting documentation, including but not limited to plans/drawings, detailed cost estimates, and impacts on schedule and completion date.

7. ASSIGNMENTS; SUCCESSORS

Contractor shall not assign, hypothecate, or transfer this Contract or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of City. Any attempt to do so will be null and void. Any changes related to the financial control or business nature of Contractor as a legal entity is considered an assignment of the Contract and subject to City approval, which shall not be unreasonably withheld. Control means fifty percent (50%) or more of the voting power of the business entity. This Contract is binding on Contractor, its heirs, successors, and permitted assigns.

8. PUBLICITY / SIGNS

Any publicity generated by Contractor for the Project during the Contract Time, and for one (1) year thereafter must credit City contributions to the Project. The words "City of Cupertino" must be displayed in all pieces of publicity, flyers, press releases, posters, brochures, interviews, public service announcements, and newspaper articles. No signs may be posted or displayed on or about City property, except signage required by law or this Contract, without prior written approval from the City.

9. SUBCONTRACTORS

9.1 Contractor must perform all the Work with its own forces, except that Contractor may hire qualified subcontractors to perform up to 0% of the Work, provided that each subcontractor is required by contract to be bound by the provisions of this Contract. Contractor must provide City with written proof of compliance with this provision upon request.

9.2 City may reject any subcontractor of any tier and bar a subcontractor from performing Work on the Project, if City in its sole discretion determines that subcontractor's Work falls short of the requirements of this Contract or constitutes grounds for rejection under the Public Contract Code. If City rejects a subcontractor, Contractor at its own expense must perform the subcontractor's Work or hire a new subcontractor that is acceptable to City. A Notice of Completion must be recorded within fifteen (15) days after City accepts the Work if the Contract involves work by subcontractors.

10. RECORDS AND DAILY REPORTS

10.1 Contractor must maintain daily reports of the Work and submit them to City upon request and at completion of Project. The reports must describe the Work and specific tasks performed, the number of workers, the hours, the equipment, the weather conditions, and any circumstances affecting performance. City will have ownership of the reports, but Contractor will be permitted to retain copies.

10.2 If applicable, Contractor must keep a separate set of as-built drawings showing changes and updates to the Scope of Work or the original drawings as changes occur. Actual locations to scale must be identified for all major components of the Work, including mechanical, electrical and plumbing work; HVAC systems; utilities and utility connections; and any other components City determines should be included in the final drawings of the Project. Deviations from the original drawings must be shown in detail, and the location of all main runs, piping, conduit, ductwork, and drain lines must be shown by dimension and elevation.

10.3 Contractor must maintain complete and accurate accounting records of its Work, in accordance with generally accepted accounting principles, which must be available for City review and audit, kept separate from other records, and maintained for four (4) years from the date of City's final payment.

11. INDEMNIFICATION

11.1 To the fullest extent allowed by law, and except for losses caused by the sole and active negligence or willful misconduct of City personnel, Contractor shall indemnify, defend, and hold harmless City, its City Council, boards and commissions, officers, officials, employees, agents, servants, volunteers and consultants ("Indemnitees"), through legal counsel acceptable to City, from and against any and all liability, damages, claims, stop notices, actions, causes of action, demands, charges, losses and expenses (including attorney fees, legal costs, and expenses related to litigation and dispute resolution proceedings), of every nature arising directly or indirectly from this Contract or in any manner relating to any of the following:

(a) Breach of contract, obligations, representations or warranties;
(b) Performance or nonperformance of the Work or of any obligations under the Contract by Contractor, its employees, agents, servants, subcontractors or subcontractors;
(c) Payment or nonpayment by Contractor or its subcontractors or sub-subcontractors for Work performed on or off the Project Site; and
(d) Personal injury, property damage, or economic loss resulting from the work or performance of Contractor or its subcontractors or sub-subcontractors.

11.2 Contractor must pay the costs City incurs in enforcing this provision. Contractor must accept a tender of defense upon receiving notice from City of a third-party claim, in accordance with California Public Contract Code Section 9201. At City's request, Contractor will assist City in the defense of a claim, dispute, or lawsuit arising out of this Contract.

11.3 Contractor's duties under this entire Section 11 are not limited to Contract Price, Workers' Compensation, or other employee benefits, or the insurance and bond coverage required in this Contract. Nothing in the Contract shall be construed to give rise to any implied right of indemnity in favor of Contractor against City or any other Indemnitee.

11.4 Contractor's payments may be deducted or offset to cover any money the City lost due to a claim or counterclaim arising out of this Contract, a purchase order or other transaction.

11.5 Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor, or any other person or

entity involved by, for, with, or on behalf of Contractor in the performance of this Agreement. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder.

11.6 This Section 11 shall survive termination of the Contract.

12. INSURANCE

Contractor shall comply with the Insurance Requirements, attached and incorporated here as **Exhibit B**. Contractor must provide satisfactory proof of insurance and maintain it for the Contract Time or longer as required by City. City will not execute the Contract until City has approved receipt of satisfactory certificates of insurance and endorsements evidencing the type, amount, class of operations covered, and the effective and expiration dates of coverage. Failure to comply with this provision may result in City, at its sole discretion and without notice, purchasing insurance at Contractor's expense, deducting the costs from Contractor's compensation, or terminating the Contract.

13. COMPLIANCE WITH LAWS

13.1 General Laws. Contractor shall comply with all laws and regulations applicable to this Contract. Contractor will promptly notify City of changes in the law or other conditions that may affect the Project or Contractor's ability to perform. Contractor is responsible for verifying the employment status of employees performing the Work, as required by the Immigration Reform and Control Act

13.2 Labor Laws.

(a) The following provisions apply to contracts of $1,000 or more:

(i) **In General.** For purposes of California labor law, this is a public works contract subject to the provisions of Part 7 of Division 2 of the California Labor Code (Sections 1720 et seq.). In accordance with Labor Code Section 1771, Contractor and all subcontractors shall pay not less than current prevailing wage rates as determined by the California Department of Industrial Relations ("DIR") to all workers employed on this project. In accordance with Labor Code Section 1815, Contractor and all subcontractors shall pay all workers employed on this project 1 ½ the basic rate of pay for work performed in excess specified hour limitations. The work performed pursuant to this Contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

(ii) **Registration**. Contractor and all subcontractors shall not engage in the performance of any work under this Contract unless currently registered and qualified to perform public work pursuant to section 1725.5 of the California Labor Code. Contractor represents and warrants that it is registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code and will provide its DIR registration number, along with the registration numbers of any subcontractors as required, to the City.

(iii) **Posting**. Contractor shall post at the job site the determination of the DIR director of the prevailing rate of per diem wages together with all job notices that are required by regulations of the DIR.

(iv) **Reporting.** Contractor and any subcontractors shall keep accurate payroll records in accordance with Section 1776 of the Labor Code and shall furnish the payroll records directly to the Labor Commissioner in accordance with the law.

(v) **Report on Prevailing Rate of Wages**. The City has obtained the general prevailing rate of per diem wages in the vicinity of the project for each type of worker needed, a copy of which is on file at the City of Cupertino City Hall, and shall be made available to any interested party upon request.

(vi) **Employment of Apprentices.** Contractor's attention is directed to the provisions in Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any subcontractor. It shall be the responsibility of the Contractor to effectuate compliance on the part of itself and any subcontractors with the requirements of said sections in the employment of apprentices. Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

(vii) **Penalties.** Contractor's attention is directed to provisions in Labor Code Sections 1775 and 1813. In accordance with Labor Code Section 1775, Contractor and subcontractors may be subject to penalties for Contractor's and subcontractors' failure to pay prevailing wage rates. In accordance with Labor Code Section 1813, Contractor or subcontractors may be subject to penalties for Contractor's or subcontractors' failure to pay overtime pay rates for hours worked by workers employed on this project in excess specified hour limitations.

(b) Contractor must compensate workers who are paid less than prevailing wages or required to work more than a legal day's work. Contractor will also be required to pay City a penalty of $200.00 per worker for each day of violation.

(c) As required by Labor Code Section 1861, by signing this Contract Contractor certifies as follows: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the work of this contract."

13.3 Discrimination Laws. Contractor shall not discriminate on the basis of race, religious creed, color, ancestry, national origin, ethnicity, handicap, disability, marital status, pregnancy, age, sex, gender, sexual orientation, gender identity, Acquired-Immune Deficiency Syndrome (AIDS), or any other protected classification. Contractor shall comply with all anti-discrimination laws, including Government Code Sections 12900 and 11135, and Labor Code Sections 1735, 1777, and 3077.5.

Consistent with City policy prohibiting harassment and discrimination, Contractor understands that harassment and discrimination directed toward a job applicant, an employee, a City employee, or any other person, by Contractor or Contractor's employees or sub-contractors will not be tolerated. Contractor agrees to provide records and documentation to the City on request necessary to monitor compliance with this provision.

13.4 Conflicts of Interest. Contractor, its employees, subcontractors, servants and agents, may not have, maintain or acquire a conflict of interest in relation to this Contract in violation of law, including Government Code section 1090 and Government Code section 81000 and their accompanying regulations. No officer, official, employee, consultant, or other agent of the City ("City Representative") may have, maintain, or acquire a "financial interest" in the Contract, as that term is defined by state law, or in violation of a City ordinance or policy while serving as a City Representative or for one year thereafter. Contractor, its employees, subcontractors, servants, and agents warrant they are not employees of City nor do they have any relationship with City officials, officers, or employees that creates a conflict of interest. Contractor may be required to file a conflict of interest form if it makes certain governmental decisions or serves in a staff capacity, as defined in Section 18700 of Title 2 of the California Code of Regulations. Contractor agrees to abide by City rules governing gifts to public officials and employees.

13.5 Remedies. Any violation of Section 13 constitutes a material breach and may result in City suspending payments, requiring reimbursement, or terminating the Contract. City reserves all rights and remedies under the law and this Contract, including seeking indemnification.

14. BONDS

For contracts of $25,000 or more, Contractor must obtain a payment bond and a performance bond, each in the penal sum of 100% of the Contract Price, using the Bond Forms attached and incorporated here as **Exhibit C**. Each bond must be issued by a surety admitted in California, with a financial rating from A.M. Best Company of Class A- or higher, or as otherwise acceptable to City. If an issuing surety cancels a bond or becomes insolvent, Contractor must provide a substitute bond from a surety acceptable to City within seven (7) calendar days after written notice from City. If Contractor fails to do so, City may in its sole discretion and without prior notice, purchase bonds at Contractor's expense, deduct the cost from payments due Contractor, or terminate the Contract. City will not execute the Contract nor issue the NTP until the required bonds are submitted.

15. UTILITIES, TRENCHING, AND EXCAVATION

15.1 Contractor must call the Underground Service Alert ("USA") 811 hotline and request marking of utility locations before digging or commencing Work. For underground service alerts for street lighting and traffic signal conduits, City's Service Center must be called at (408) 777-3269. Government Code Section 4215 requires Contractor to notify City and Utility in writing if it discovers utilities or utility facilities not identified in the Contract.

15.2 Pursuant to Government Code Section 7104, Contractor must stop work, notify City in writing, and wait for instructions if one of the conditions below is found at the worksite. City will work with Contractor to amend the Contract or issue a change order if the discovered conditions materially change the Work/Performance, Contract Time or Contract Price.

(a) Material believed to be hazardous waste under Health and Safety Code Section 25117, and which requires removal to a Class I, Class II, or Class III disposal site pursuant to law;
(b) Subsurface or latent physical conditions at the Project worksite differing from those indicated by information about the worksite made available to Contractor; and
(c) Unknown physical conditions at the Project worksite of any unusual nature, materially different from those ordinarily encountered and from those generally recognized as inherent in the character of the Work.

15.3 For contracts $25,000 or higher that require excavation or involve trenches five feet or more in depth, Contractor must submit a detailed plan for City approval, per Labor Code Section 6705, prior to commencing work. The plan must show the design of shoring, bracing, sloping, and other provisions for worker protection from caving ground and other hazards. The protective system must comply with all Construction Safety Orders. If the plan varies from shoring system standards, it must be prepared by a registered civil or structural engineer.

16. URBAN RUNOFF MANAGEMENT

16.1 All Work must fully comply with federal, state, and local laws and regulations concerning storm water management. Contractor must avoid creating excess dust when breaking asphalt or concrete and during excavation and grading. If water is used for dust control, Contractor will use only the amount of water necessary to dampen the dust. Contractor will take all steps necessary to keep wash water out of the streets, gutters, and storm drains. Prior to the start of the Work, Contractor will implement erosion and sediment controls to prevent pollution of storm drains, and must upgrade and maintain these controls based on weather conditions or as otherwise required by City. These controls must be in place during the entire Contract Time and must be removed at the end of construction and completion of the Work. Such controls must include, but will not be limited to, the following requirements:

(a) Install storm drain inlet protection devices such as sand bag barriers, filter fabric fences, and block and gravel filters at all drain inlets impacted by construction. During the annual rainy season, October 15 through June 15, storm drain inlets impacted by construction work must be filter-protected from onsite de-watering activities and saw-cutting activities. Shovel or vacuum saw-cut slurry and remove from the Work site;
(b) Cover exposed piles of soil or construction material with plastic sheeting. Store all construction materials in containers;
(c) Sweep and remove all materials from paved surfaces that drain to streets, gutters and storm drains prior to rain and at the end of each work day. When the Work is completed, wash the streets, collect and dispose of the wash water offsite in lawful manner;
(d) After breaking old pavement, remove debris to avoid contact with rainfall/runoff;
(e) Maintain a clean work area by removing trash, litter, and debris at the end of each work day and when Work is completed. Clean up any leaks, drips, and other spills as they occur.

16.2 These requirements must be used in conjunction with the California Stormwater Quality Association and California Best Management Practices Municipal and Construction Handbooks, local program guidance materials from municipalities, and any other applicable documents on stormwater quality controls for construction. Contractor's failure to comply with this Section will result in the issuance of noncompliance notices, citations, Work stop orders and regulatory fines.

17. PROJECT COORDINATION

City Project Manager. City assigns Evelyn Moran as the City representative for all purposes under this Contract, with authority to require compliance with the Scope of Work. City may substitute Project Managers at any time and without prior notice to Contractor.

Contractor Project Manager. Subject to City approval, Contractor assigns Kit Steven as its single representative for all purposes under this Contract, with the responsibility to ensure progress with the Work. Contractor's Project Manager is responsible for coordinating and scheduling the Work and must regularly update the City Project Manager about the status and any delays with the Work, consistent with the Scope of Work. Any substitutions must be approved in writing by City.

18. ABANDONMENT AND TERMINATION

18.1 City may abandon or postpone the Project or parts therefor at any time. Contractor will be compensated for satisfactory Work performed through the date of abandonment and will be given reasonable time to close out the Work. With City's pre-approval in writing, the time spent in closing out the Work will be compensated up to ten percent (10%) of the total time expended in performing the Work.

18.2 City may terminate the Contract for cause or without cause at any time. Contractor will be paid for satisfactory Work rendered through the termination date and will be given reasonable time to close out the Work.

18.3 Final payment will not be made until Contractor delivers the Work and provides records documenting the Work, products and deliverables completed. Nothing in the Section below is intended to delay, abridge or bar City's right under this Section.

19. GOVERNING LAW, VENUE AND DISPUTE RESOLUTION

This Contract is governed by the laws of State of California. Venue for any legal action shall be the Superior Court of the County of Santa Clara, California. The dispute resolution procedures of Public Contract Code Section 20104, et seq., incorporated here by reference, apply to this Contract and Contractor is required to continue the Work pending resolution of any dispute. Prior to filing a lawsuit, Contractor must comply with the claim filing requirements of the California Government Code. If the Parties elect arbitration, the arbitrator's award must be supported by law and substantial evidence and include detailed written findings of law and fact.

20. ATTORNEY FEES

If City initiates legal action, files a complaint or cross-complaint, or pursues arbitration, appeal, or other proceedings to enforce its rights or a judgment in connection with this Contract, the prevailing party will be entitled to reasonable attorney fees and costs.

21. SIGNS/ADVERTISEMENT

No signs may be displayed on or about City's property, except signage which is required by law or by the Contract, without City's prior written approval as to size, design and location.

22. THIRD PARTY BENEFICIARIES

There are no intended third party beneficiaries of this Contract.

23. WAIVER

Neither acceptance of the Work nor payment thereof shall constitute a waiver of any contract provision. City waiver of any breach shall not constitute waiver of another provision or breach.

24. WARRANTY

Contractor warrants that materials and equipment used will be new, of good quality, and free from defective workmanship and materials, and that the Work will be free from material defects not intrinsic in the design or materials. All Work, materials and equipment should pass to City free of claims, liens or encumbrances. Contractor warrants the Work and materials for one year from the date of City's acceptance of the Work as complete ("Warranty Period"), except when a longer guarantee is provided by a supplier, manufacturer or is required by this Contract. During the Warranty Period, Contractor will repair or replace any Work defects or materials, including damage that arises from Contractor's Warranty Work, except any wear and tear or damage resulting from improper use or maintenance.

25. ENTIRE CONTRACT

This Contract and the attachments, documents, and statutes attached, referenced, or expressly incorporated herein, including authorized amendments or change orders constitute the final and complete contract between City and Contractor with respect to the Work and the Project. No oral contract or implied covenant will be enforceable against City. If there is any inconsistency between any term, clause, or provision of the main Contract and any term, clause, or provision of the attachments or exhibits thereto, the terms of the main Contract shall prevail and be controlling.

26. SEVERABILITY/PARTIAL INVALIDITY

If a court finds any term or provision of this Contract to be illegal, invalid, or unenforceable, the legal portion of said provision and all other contract provisions will remain in full force and effect.

27. SURVIVAL

The contract provisions which by their nature should survive the Contract or Completion of Project, including without limitation all provisions regarding warranties, indemnities, payment obligations, insurance, and bonds, shall remain in full force and effect after the Work is completed or Contract ends.

28. INSERTED PROVISIONS

Each provision and clause required by law to be inserted in this Contract will be deemed to be included and will be inferred herein. Either party may request an amendment to cure mistaken insertions or omissions of required provisions.

29. CAPTIONS

The captions, titles, and headings in this Contract are for convenience only and may not be used in the construction or interpretation of the Contract or for any other purpose.

30. COUNTERPARTS

This Contract may be executed in counterparts, each of which is an original and all of which taken together shall form one single document.

31. NOTICES

All notices, requests, and approvals must be sent in writing to the persons below and will be considered effective on the date of personal delivery, the date confirmed by a reputable overnight delivery service, on the fifth (5th) calendar day after deposit in the United States Mail, postage prepaid, registered or certified, or the next business day following electronic submission:

To City of Cupertino: Office of the City Manager 10300 Torre Ave. Cupertino, CA 95014 cc: Representative/Coordinator: Evelyn Moran Email: evelynm@cupertino.org	**To Contractor:** Miracle Playsystems PO Box 263 Alamo, CA 94507 cc: Representative/Coordinator: Kit Steven Email: kit@miracleplaygroup.com

32. EXECUTION

The persons signing below warrant they have the authority to enter into this Contract and to legally bind their respective Parties. If Contractor is a corporation, signatures from two officers of the corporation are required pursuant to California Corporations Code Section 313.

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties have caused this Contract to be executed as of the Execution Date first above written.

CITY OF CUPERTINO, a Municipal Corporation	**Miracle Playsystems**
By: _____	By: Kit Steven
Title: _____	Title: President
Signature Date: _____	Signature Date: Sep 14, 2021

APPROVED AS TO FORM:

By: _____
CHRISTOPHER D. JENSEN
Cupertino City Attorney

ATTEST:

By: _____
KIRSTEN SQUARCIA
City Clerk

Date: _____

CITY OF CUPERTINO

Legislation Text

File #: 21-9861, **Version:** 1

Subject: Initiate Sixth-Cycle General Plan Housing Element update, consider consultant agreement to complete the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law, and associated budget modification.

That the City Council adopt Resolution No. 21-088 (Attachment A) to:

1. Initiate the Sixth-Cycle General Plan Housing Element update;
2. Award a consultant agreement for the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law;
3. Authorize the City Manager to execute a consultant agreement based on the scope of work with EMC Planning Group to provide these services to the City, for an amount not to exceed $748,040 (Attachment B);
4. Authorize the City Manager to approve contract change order(s) for an amount not to exceed $748,040 with EMC Planning Group; and
5. Approve Budget Modification #2122-165 to increase appropriations in 100-71-702 750-101 (page 414 of the Fiscal Year 2021-22 Adopted Budget) by $774,248 and increase revenues in 100-71-702 440-430 by $352,613 for the Sixth-Cycle General Plan Housing Element Update, related rezoning, public noticing, legal counsel, and all necessary environmental review as required under State law for the fiscal year 2021-22.

CITY OF CUPERTINO

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3308 • FAX: (408) 777-3333
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: September 21, 2021

Subject

Initiate Sixth-Cycle General Plan Housing Element update, consider awarding a consultant agreement to complete the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law, and associated budget modification.

Recommended Action

That the City Council adopt Resolution No. ____ (Attachment A) to:

1. Initiate the Sixth-Cycle General Plan Housing Element update;
2. Award a consultant agreement for the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law;
3. Authorize the City Manager to execute a consultant agreement based on the scope of work with EMC Planning Group to provide these services to the City, for an amount not to exceed $748,040 (Attachment B);
4. Authorize the City Manager to approve no-cost contract change order(s) with EMC Planning Group; and
5. Approve Budget Modification #2122-165 to increase appropriations in 100-71-702 750-101 (page 414 of the Fiscal Year 2021-22 Adopted Budget) by $774,248 and increase revenues in 100-71-702 440-430 by $352,613 for the Sixth-Cycle General Plan Housing Element Update, related rezoning, public noticing, legal counsel, and all necessary environmental review as required under State law for the fiscal year 2021-22.

Discussion

State law requires all jurisdictions to periodically update their Housing Element in the General Plan. The City is currently required to update its Housing Element every eight years. The current update of the Housing Element is considered the 6th Cycle update and is due to be completed by January 31, 2023.

In order to complete the 6th Cycle update in a timely manner, and avoid being placed on a four-year Housing Element update cycle and litigation risk, the City needs to begin preparing the update at this time. As such, staff is recommending that the Council authorize initiation of the Housing Element update. Additional background on the Housing Element and the City's current draft Regional Housing Needs Allocation (RHNA) obligations to accommodate and plan for housing in the 2023-2031 period have been detailed in prior staff reports dated April 27, 2021[1] and May 11, 2021[2].

In order to assist the City, proposals were requested from qualified consultants or consultant teams to complete a Housing Element update, related rezoning, and all necessary environmental review as required under State law, in a manner consistent with the Regional Housing Needs Allocation 6 (RHNA 6) planning period (2023-2031) and in compliance with AB 686 - Affirmatively Furthering Fair Housing (AFFH).

The scope of the consultant services requested include the following:

- Project management and coordination
- Community education and engagement
- Rezone and modify applicable land use documents that will require revisions in response to the Housing Element update. These may include:
  - The Heart of the City Specific Plan
  - The City of Cupertino Municipal Code
- Prepare CEQA documentation
- Attend and present at public hearings
- Complete an Assessment of Affirmatively Furthering Fair Housing (possibly)
- Identify potential and actual governmental and non-governmental housing constraints
- Review the existing Housing Element and assess successes and progress of goals, policies, or programs
- Prepare a Sites Inventory in consultation with the City
- Prepare draft housing goals, policies, programs, and quantified objectives
- Prepare the Draft Housing Element and Final Housing Element documents
- Conduct final draft hearings, final adoption, and HCD certification
- Update the Safety and Land Use Elements of the General Plan, as required by State law concurrent with a Housing Element update

[1] 4/27/21 staff report available online at:
https://cupertino.legistar.com/LegislationDetail.aspx?ID=4920241&GUID=0529920D-3BC8-4A7B-AFEE-759CA6E1C0EC&Options=&Search=

[2] 5/11/21 staff report available online at:
https://cupertino.legistar.com/LegislationDetail.aspx?ID=4939554&GUID=CB446516-C871-412D-9BBD-BF6A6B0AD561&Options=&Search=

Consultant Planning firms were invited to submit proposals between April and July 2021, and interviews with the most qualified firms that submitted responses were conducted mid-August. Staff conducted a thorough review of proposals and is recommending EMC Planning Group as the lead consultant for this project. Since the contract amount is greater than $175,000, City Council approval is required to authorize the City Manager to execute the contract (see Attachment B).

Sustainability Impact

No sustainability impact.

Fiscal Impact

The City has already budgeted $295,000 for the 6th Cycle Housing Element update as part of the Adopted Budget 100-71-702 750-101 (page 414 of the FY 2021-22 Adopted Budget). However, the proposal (see Attachment B) and associated project expense estimates exceed the existing project budget; therefore, staff is requesting Budget Modification No. 2122-165 to increase project appropriations in 100-71-702 750-101 by $774,248 to account for estimated consultant project costs, project noticing (e.g., citywide postcards, legal ads, etc.), legal review fees, and a 20% project contingency. Additional appropriations will be funded from the unassigned fund balance in the General Fund that was estimated at $35.7 million (page 147 of the FY 2021-22 Adopted Budget).

It should be noted that the City has also been awarded $300,000 in Local Early Action Program (LEAP) grant funds from the California Department of Housing and Community Development (HCD) and $52,613 in Regional Early Impact Planning (REAP) non-competitive grant funds from the Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) for assistance with preparation of the Housing Element for a total of $352,613.

LEAP and REAP grants are reimbursement-based funds and are to be applied to the Housing Element update process, including, but not limited to covering the costs of consultant(s) connected to public outreach, re-zoning, and CEQA review. All work relating to the LEAP and REAP funding must be completed by September 30, 2023. Therefore, it is recommended that the Council record the revenues from the two grants that have been awarded.

A project estimate is indicated on the next page.

Item	Budget	Estimates	Difference
Revenue			
Estimated Grant Funds	$0	$352,613	+$352,613
LEAP	$0	+$300,000	+$300,000
REAP	$0	+$52,613	+$52,613

Expenses			
Estimate (*100-71-702 750-101*)	$295,000		$0
Consultant (EMC) Contract[3]		$748,040	($748,040)
Citywide Noticing – Newspaper Legal Ad; Postcard and Postage		$18,000	($18,000)
Legal Review Fees		$125,000	($125,000)
Project Contingency (20%)[4]		$178,208	($178,208)
Totals	**$295,000**	**$1,069,248**	**($774,248)**

Next Steps

Upon authorization from the Council, the City Manager will execute the contract and the consultant will be authorized to commence the activities outlined in their scope of work to prepare a compliant Housing Element by the statutory deadline.

Prepared by: Gian Paolo Martire, Senior Planner
Erika Poveda, Associate Planner
Piu Ghosh, Planning Manager
Reviewed by: Benjamin Fu, Director of Community Development
Dianne Thompson, Assistant City Manager
Christopher Jensen, City Attorney
Approved by: Greg Larson, Interim City Manager

Attachments:
A - Draft Resolution
B - Contract, Scope of Work, & Fee Estimate

[3] Consultant total includes CEQA EIR (Optional Task L) and Rezoning Heart of the City Specific Plan (Optional Task M) and 20% contingency.
[4] Project contingency to account for additional meetings, noticing, and/or subconsultants.

RESOLUTION NO. _____

A RESOLUTION OF THE CUPERTINO CITY COUNCIL INITIATING THE SIXTH-CYCLE GENERAL PLAN HOUSING ELEMENT UPDATE, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT AGREEMENT WITH EMC PLANNING GROUP, AND APPROVING BUDGET MODIFICATION #2122-165 FOR THE SIXTH-CYCLE GENERAL PLAN HOUSING ELEMENT UPDATE FOR THE FISCAL YEAR 2022-21.

WHEREAS, the Housing Element of the General Plan is required to be updated every eight years per California State Law; and

WHEREAS, consultant planning firms were invited to submit proposals between April and July 2021 for the Sixth-Cycle General Plan Housing Element update; and

WHEREAS, on August 6, 2021, EMC Planning Group submitted a Housing Element update proposal in accordance with the City's Request for Proposals; and

WHEREAS, on September 1, 2021, staff conducted a thorough review and selected EMC Planning Group as the preferred lead consultant for the project; and

WHEREAS, staff is recommending that the Council initiate the Sixth-Cycle General Plan Housing Element update; and

WHEREAS, staff is recommending that the Council award a consultant agreement for the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law; and

WHEREAS, staff is recommending that Council authorize the City Manager to execute a consultant agreement based on the scope of work with EMC Planning Group to provide services to the City, for an amount not to exceed $748,040; and

WHEREAS, staff is recommending that Council authorize the City Manager to approve contract change order(s) for an amount not to exceed $748,040 with EMC Planning Group; and

WHEREAS, staff is requesting Budget Modification #2122-165 to increase appropriations in 100-71-702 750-101 (page 414 of the Fiscal Year 2021-22 Adopted Budget) by $774,248 and increase revenues in 100-71-702 440-430 by $352,613 for

the Sixth-Cycle General Plan Housing Element Update, related rezoning, public noticing, legal counsel, and all necessary environmental review as required under State law for the fiscal year 2021-22; and

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby

1. Initiate the 6th Cycle General Plan Housing Element update to comply with State law;

2. Award a consultant agreement for the Sixth-Cycle General Plan Housing Element update, related rezoning, and all necessary environmental review as required under State law;

3. Authorize the City Manager to execute a consultant agreement based on the scope of work with EMC Planning Group to provide these services to the City, for an amount not to exceed $748,040; and

4. Authorize the City Manager to approve contract change order(s) for an amount not to exceed $748,040 with EMC Planning Group; and

5. Approve Budget Modification #2122-165 to increase appropriations in 100-71-702 750-101 (page 414 of the Fiscal Year 2021-22 Adopted Budget) by $774,248 and increase revenues in 100-71-702 440-430 by $352,613 for the Sixth-Cycle General Plan Housing Element Update, related rezoning, public noticing, legal counsel, and all necessary environmental review as required under State law for the fiscal year 2021-22.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September, 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor	 _____ Date

City of Cupertino	
ATTEST: _____ Kirsten Squarcia, City Clerk	 _____ Date

PROFESSIONAL/CONSULTING SERVICES AGREEMENT

1. PARTIES

This Agreement is made by and between the City of Cupertino, a municipal corporation ("City"), and EMC Planning Group, Inc ("Contractor"), a corporation for the Housing Element Update 2023-2031 and is effective on the last date signed below ("Effective Date").

2. SERVICES

Contractor agrees to provide the services and perform the tasks ("Services") set forth in detail in Scope of Services, attached here and incorporated as **Exhibit A**. Contractor further agrees to carry out its work in compliance with any applicable local, State, or Federal order regarding COVID-19.

3. TIME OF PERFORMANCE

3.1 This Agreement begins on the Effective Date and ends on June 30, 2023 ("Contract Time"), unless terminated earlier as provided herein. Contractor's Services shall begin on effective date and shall be completed by June 30, 2023 . The City's appropriate department head or the City Manager may extend the Contract Time through a written amendment to this Agreement, provided such extension does not include additional contract funds. Extensions requiring additional contract funds are subject to the City's purchasing policy.

3.2 Schedule of Performance. Contractor must deliver the Services in accordance with the Schedule of Performance, attached and incorporated here **Exhibit B**.

3.3 Time is of the essence for the performance of all the Services. Contractor must have sufficient time, resources, and qualified staff to deliver the Services on time.

4. COMPENSATION

4.1 Maximum Compensation. City will pay Contractor for satisfactory performance of the Services an amount that will based on actual costs but that will be capped so as not to exceed $ 748,040 ("Contract Price"), based upon the scope of services in **Exhibit A** and the budget and rates included in **Exhibit C,** Compensation attached and incorporated here. The maximum compensation includes all expenses and reimbursements and will remain in place even if Contractor's actual costs exceed the capped amount. No extra work or payment is permitted without prior written approval of City.

4.2 Invoices and Payments. Monthly invoices must state a description of the deliverable completed and the amount due for the preceding month. Within sixty (60) days of completion of Services, Contractor must submit a requisition for final and complete payment of costs and pending claims for City approval. Failure to timely submit a complete and accurate payment requisition relieves City of any further payment or other obligations under the Agreement.

5. INDEPENDENT CONTRACTOR

5.1 Status. Contractor is an independent contractor and not an employee, partner, or joint venture of City. Contractor is solely responsible for the means and methods of performing the Services and for the persons hired to work under this Agreement. Contractor is not entitled to health benefits, worker's compensation, or other benefits from the City.

5.2 Contractor's Qualifications. Contractor warrants on behalf of itself and its subcontractors that they have the qualifications and skills to perform the Services in a competent and professional manner and according to the highest standards and best practices in the industry.

5.3 Permits and Licenses. Contractor warrants on behalf of itself and its subcontractors that they are properly licensed, registered, and/or certified to perform the Services as required by law and have procured a City Business License, if required by the Cupertino Municipal Code.

5.4 Subcontractors. Only Contractor's employees are authorized to work under this Agreement. Prior written approval from City is required for any subcontractor, and the terms and conditions of this Agreement will apply to any approved subcontractor.

5.5 Tools, Materials, and Equipment. Contractor will supply all tools, materials and equipment required to perform the Services under this Agreement.

5.6 Payment of Benefits and Taxes. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes. Contractor and any of its employees, agents, and subcontractors shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, fees, contributions, or charges applicable to Contractor's business including, but not limited to, federal and state income taxes. City shall have no obligation whatsoever to pay or withhold any taxes or benefits on behalf of Contractor. Should any court, arbitrator, or administrative authority, including but not limited to the California Public Employees Retirement System (PERS), the Internal Revenue Service or the State Employment Development Division, determine that Contractor, or any of its employees, agents, or subcontractors, is an employee for any purpose, then Contractor agrees to a reduction in amounts payable under this Agreement, or to promptly remint to City any payments due by the City as a result of such determination, so that the City's total expenses under this Agreement are not greater than they would have been had the determination not been made.

6. PROPRIETARY/CONFIDENTIAL INFORMATION

In performing this Agreement, Contractor may have access to private or confidential information owned or controlled by the City, which may contain proprietary or confidential details the disclosure of which to third parties may be damaging to City. Contractor shall hold in confidence all City information provided by City to Contractor and use it only to perform this Agreement. Contractor shall exercise the same standard of care to protect City information as a reasonably prudent contractor would use to protect its own proprietary data.

7. OWNERSHIP OF MATERIALS

7.1 Property Rights. Any interest (including copyright interests) of Contractor in any product, memoranda, study, report, map, plan, drawing, specification, data, record, document, or other information or work, in any medium (collectively, "Work Product"), prepared by Contractor in connection with this Agreement will be the exclusive property of the City upon completion of the work to be performed hereunder or upon termination of this Agreement, to the extent requested by City. In any case, no Work Product shall be shown to any third-party without prior written approval of City.

7.2 Copyright. To the extent permitted by Title 17 of the U.S. Code, all Work Product arising out of this Agreement is considered "works for hire" and all copyrights to the Work Product will be the property of City. Alternatively, Contractor assigns to City all Work Product copyrights. Contractor may use copies of the Work Product for promotion only with City's written approval.

7.3 Patents and Licenses. Contractor must pay royalties or license fees required for authorized use of any third party intellectual property, including but not limited to patented, trademarked, or copyrighted intellectual property if incorporated into the Services or Work Product of this Agreement.

7.4 Re-Use of Work Product. Unless prohibited by law and without waiving any rights, City may use or modify the Work Product of Contractor or its sub-contractors prepared or created under this Agreement, to execute or implement any of the following:

(a) The original Services for which Contractor was hired;
(b) Completion of the original Services by others;
(c) Subsequent additions to the original Services; and/or
(d) Other City projects.

7.5 Deliverables and Format. Contractor must provide electronic and hard copies of the Work Product, on recycled paper and copied on both sides, except for one single-sided original.

8. RECORDS

Contractor must maintain complete and accurate accounting records relating to its performance in accordance with generally accepted accounting principles. The records must include detailed information of Contractor's performance, benchmarks and deliverables, which must be available

to City for review and audit. The records and supporting documents must be kept separate from other records and must be maintained for four (4) years from the date of City's final payment.

9. ASSIGNMENT

Contractor shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of City. Any attempt to do so will be null and void. Any changes related to the financial control or business nature of Contractor as a legal entity is considered an assignment of the Agreement and subject to City approval, which shall not be unreasonably withheld. Control means fifty percent (50%) or more of the voting power of the business entity.

10. PUBLICITY / SIGNS

Any publicity generated by Contractor for the project under this Agreement, during the term of this Agreement and for one year thereafter, will reference the City's contributions in making the project possible. The words "City of Cupertino" will be displayed in all pieces of publicity, including flyers, press releases, posters, brochures, public service announcements, interviews and newspaper articles. No signs may be posted, exhibited or displayed on or about City property, except signage required by law or this Contract, without prior written approval from the City.

11. INDEMNIFICATION

11.1 To the fullest extent allowed by law, and except for losses caused by the sole and active negligence or willful misconduct of City personnel, Contractor shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, officials, employees, agents, servants, volunteers, and consultants ("Indemnitees"), through legal counsel acceptable to City, from and against any and all liability, damages, claims, actions, causes of action, demands, charges, losses, costs, and expenses (including attorney fees, legal costs, and expenses related to litigation and dispute resolution proceedings) of every nature, arising directly or indirectly from this Agreement or in any manner relating to any of the following:

(a) Breach of contract, obligations, representations, or warranties;
(b) Negligent or willful acts or omissions committed during performance of the Services;
(c) Personal injury, property damage, or economic loss resulting from the work or performance of Contractor or its subcontractors or sub-subcontractors;
(d) Unauthorized use or disclosure of City's confidential and proprietary Information;
(e) Claim of infringement or violation of a U.S. patent or copyright, trade secret, trademark, or service mark or other proprietary or intellectual property rights of any third party.

11.2 Contractor must pay the costs City incurs in enforcing this provision. Contractor must accept a tender of defense upon receiving notice from City of a third-party claim. At City's request, Contractor will assist City in the defense of a claim, dispute, or lawsuit arising out of this Agreement.

11.3 Contractor's duties under this section are not limited to the Contract Price, workers'

compensation payments, or the insurance or bond amounts required in the Agreement. Nothing in the Agreement shall be construed to give rise to an implied right of indemnity in favor of Contractor against City or any Indemnitee.

11.4. Contractor's payments may be deducted or offset to cover any money the City lost due to a claim or counterclaim arising out of this Agreement, a purchase order, or other transaction.

11.5. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor, or any other person or entity involved by, for, with, or on behalf of Contractor in the performance of this Agreement. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder.

11.6. This Section 11 shall survive termination of the Agreement.

12. INSURANCE

Contractor shall comply with the Insurance Requirements, attached and incorporated here as **Exhibit D**, and must maintain the insurance for the duration of the Agreement, or longer as required by City. Contractor will provide proof of satisfactory certificates of insurance and endorsements evidencing the type, amount, class of operations covered, and the effective and expiration dates of coverage within 14 days of execution of the Agreement. Failure to comply with this provision may result in City, at its sole discretion and without notice, purchasing insurance for Contractor and deducting the costs from Contractor's compensation or immediately terminating the Agreement.

13. COMPLIANCE WITH LAWS

13.1 General Laws. Contractor shall comply with all local, state, and federal laws and regulations applicable to this Agreement. Contractor will promptly notify City of changes in the law or other conditions that may affect the Project or Contractor's ability to perform. Contractor is responsible for verifying the employment authorization of employees performing the Services, as required by the Immigration Reform and Control Act.

13.2 Labor Laws. Contractor shall comply with all labor laws applicable to this Agreement. If the Scope of Services includes a "public works" component, Contractor is required to comply with prevailing wage laws under Labor Code Section 1720 and other labor laws.

13.3 Discrimination Laws. Contractor shall not discriminate on the basis of race, religious creed, color, ancestry, national origin, ethnicity, handicap, disability, marital status, pregnancy, age, sex, gender, sexual orientation, gender identity, Acquired-Immune Deficiency Syndrome (AIDS), or any other protected classification. Contractor shall comply with all anti-discrimination laws, including Government Code Sections 12900 and 11135, and Labor Code Sections 1735, 1777, and 3077.5. Consistent with City policy prohibiting harassment and discrimination, Contractor understands that harassment and discrimination directed toward a job applicant, an employee, a City employee, or any other person, by Contractor or its employees or sub-contractors will not be tolerated. Contractor agrees to provide records and documentation to the City on request necessary to monitor compliance with this provision.

13.4 Conflicts of Interest. Contractor shall comply with all conflict of interest laws applicable to this Agreement and must avoid any conflict of interest. Contractor warrants that no public official, employee, or member of a City board or commission who might have been involved in the making of this Agreement, has or will receive a direct or indirect financial interest in this Agreement, in violation of California Government Code Section 1090 et seq. Contractor may be required to file a conflict of interest form if Contractor makes certain governmental decisions or serves in a staff capacity, as defined in Section 18700 of Title 2 of the California Code of Regulations. Contractor agrees to abide by the City's rules governing gifts to public officials and employees.

13.5 Remedies. Any violation of Section 13 constitutes a material breach and may result in City suspending payments, requiring reimbursements or terminating this Agreement. City reserves all other rights and remedies available under the law and this Agreement, including the right to seek indemnification under Section 11 of this Agreement.

14. PROJECT COORDINATION

City Project Manager. The City assigns Piu Ghosh, Planning Manager as the City's representative for all purposes under this Agreement, with authority to oversee the progress and performance of the Scope of Services. City reserves the right to substitute another Project manager at any time, and without prior notice to Contractor.

Contractor Project Manager. Subject to City approval, Contractor assigns Ande Flower, Principal Planner as its single Representative for all purposes under this Agreement, with authority to oversee the progress and performance of the Scope of Services. Contractor's Project manager is responsible for coordinating and scheduling the Services in accordance with the Scope of Services and the Schedule of Performance. Contractor must regularly update the City's Project Manager about the progress with the work or any delays, as required under the Scope of Services. City written approval is required prior to substituting a new Representative.

15. ABANDONMENT OF PROJECT

City may abandon or postpone the Project or parts therefor at any time. Contractor will be compensated for satisfactory Services performed through the date of abandonment, and will be given reasonable time to assemble the work and close out the Services. With City's pre-approval in writing, the time spent in closing out the Services will be compensated up to a maximum of ten percent (10%) of the total time expended to date in the performance of the Services.

16. TERMINATION

City may terminate this Agreement for cause or without cause at any time. Contractor will be paid for satisfactory Services rendered through the date of termination, but final payment will not be made until Contractor closes out the Services and delivers the Work Product.

17. GOVERNING LAW, VENUE, AND DISPUTE RESOLUTION

This Agreement is governed by the laws of the State of California. Any lawsuits filed related to this Agreement must be filed with the Superior Court for the County of Santa Clara, State of California. Contractor must comply with the claims filing requirements under the Government Code prior to filing a civil action in court. If a dispute arises, Contractor must continue to provide the Services pending resolution of the dispute. If the Parties elect arbitration, the arbitrator's award must be supported by law and substantial evidence and include detailed written findings of law and fact.

18. ATTORNEY FEES

If City initiates legal action, files a complaint or cross-complaint, or pursues arbitration, appeal, or other proceedings to enforce its rights or a judgment in connection with this Agreement, the prevailing party will be entitled to reasonable attorney fees and costs.

19. THIRD PARTY BENEFICIARIES

There are no intended third party beneficiaries of this Agreement.

20. WAIVER

Neither acceptance of the Services nor payment thereof shall constitute a waiver of any contract provision. City's waiver of a breach shall not constitute waiver of another provision or breach.

21. ENTIRE AGREEMENT

This Agreement represents the full and complete understanding of every kind or nature between the Parties, and supersedes any other agreement(s) and understanding(s), either oral or written, between the Parties. Any modification of this Agreement will be effective only if in writing and signed by each Party's authorized representative. No verbal agreement or implied covenant will be valid to amend or abridge this Agreement. If there is any inconsistency between any term, clause, or provision of the main Agreement and any term, clause, or provision of the attachments or exhibits thereto, the terms of the main Agreement shall prevail and be controlling.

22. INSERTED PROVISIONS

Each provision and clause required by law for this Agreement is deemed to be included and will be inferred herein. Either party may request an amendment to cure mistaken insertions or omissions of required provisions. The Parties will collaborate to implement this Section, as appropriate.

23. HEADINGS

The headings in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit, or amplify the terms or provisions of this Agreement.

24. SEVERABILITY/PARTIAL INVALIDITY

If any term or provision of this Agreement, or their application to a particular situation, is found by the court to be void, invalid, illegal, or unenforceable, such term or provision shall remain in force and effect to the extent allowed by such ruling. All other terms and provisions of this Agreement or their application to specific situations shall remain in full force and effect. The Parties agree to work in good faith to amend this Agreement to carry out its intent.

25. SURVIVAL

All provisions which by their nature must continue after the Agreement expires or is terminated, including the Indemnification, Ownership of Materials/Work Product, Records, Governing Law, and Attorney Fees, shall survive the Agreement and remain in full force and effect.

26. NOTICES

All notices, requests and approvals must be sent in writing to the persons below, which will be considered effective on the date of personal delivery or the date confirmed by a reputable overnight delivery service, on the fifth calendar day after deposit in the United States Mail, postage prepaid, registered or certified, or the next business day following electronic submission:

To City of Cupertino Attention: Piu Ghosh Email: piug@cupertino.org	To Contractor: EMC Planning Group Inc 301 Lighthouse Ave., Suite C Monterey, CA 93940 Attention: Ande Flower Email: flower@emcplanning.com

27. EXECUTION

The person executing this Agreement on behalf of Contractor represents and warrants that Contractor has full right, power, and authority to enter into and carry out all actions contemplated by this Agreement and that he or she is authorized to execute this Agreement, which constitutes a legally binding obligation of Contractor. This Agreement may be executed in counterparts, each one of which is deemed an original and all of which, taken together, constitute a single binding instrument.

SIGNATURES CONTINUE ON THE FOLLOWING PAGE

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed.

CITY OF CUPERTINO
A Municipal Corporation

By_____

Name_____

Title_____

Date_____

CONTRACTOR

By Teri Wissler Adam

Name Teri Wissler Adam

Title Vice President

Date Sep 16, 2021

APPROVED AS TO FORM:

_____
CHRISTOPHER D. JENSEN
Cupertino City Attorney

ATTEST:

_____
KIRSTEN SQUARCIA
City Clerk

DATE:_____

Proposal

Housing Element Update (2023-2031)

City of Cupertino

Revised September 15, 2021

Prepared by

EMC Planning Group

CITY OF CUPERTINO

Housing Element Update (2023-2031)

Proposal

Prepared for

CITY OF CUPERTINO

GIAN MARTINE, SENIOR PLANNER

10300 TORRE AVE.

CUPERTINO, CA 95014

Prepared by

EMC PLANNING GROUP INC.

301 LIGHTHOUSE AVENUE, SUITE C

MONTEREY, CA 93940

TEL 831.649.1799

FAX 831.649.8399

ANDE FLOWER, AICP, MUP – PRINCIPAL PLANNER

FLOWER@EMCPLANNING.COM

WWW.EMCPLANNING.COM

REVISED SEPTEMBER 15, 2021

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Appendix A EMC Planning Group Resumes

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1.0
EXECUTIVE SUMMARY

EMC Planning Group team is pleased to submit this proposal for City of Cupertino ("City") Housing Element Update (2023-2031). We understand the challenge posed by the draft 6th-cycle regional housing needs allocation (RHNA) equaling approximately 4,588 units for the City of Cupertino. We have tailored a work program and approach that welcomes solution-oriented community involvement through an iterative process to involve decision-makers with each major milestone. We have assembled a team of consultants whose expertise dovetail to provide a full scope of services, including updates to the housing element, the Heart of the City Specific Plan, and full CEQA environmental review responsive to the subsequent project. Our team has demonstrated competence in working successfully with residents and other members of the public in formulating goals and building consensus.

Our outreach will be digital-first and immersive with community needs. With a location in the heart of Silicon Valley, our team is prepared to accommodate and encourage a variety of ways for everyone to have their voices heard and incorporated into the process of plan-building for the future of Cupertino. There is room for everyone at the discussion table.

EMC Planning Group has prepared housing elements for jurisdictions in various parts of California, including several recently completed and certified elements, as well as on-going preparation of 6th Cycle element updates with the Towns of Fairfax and Los Gatos and the City of Monte Sereno. Cupertino presents unique challenges and surprising opportunities to meet state requirements for affirmatively furthering fair housing. Through learning from community leaders, our process will encourage a vision for Cupertino's future that sustains the heart of the community while making room for more people to call Cupertino home.

We look forward to working with the City of Cupertino to achieve HCD certification for the 6th Cycle Housing Element update.

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2.0
QUALIFICATIONS AND EXPERIENCE

2.1 General Information

EMC Planning Group is a full-service land use and environmental planning firm located in Monterey. The firm, which is celebrating 43 years of providing land use and environmental planning consulting services to public and private clients throughout California, is a California S-Corporation, a state-certified Small Business Enterprise (#15769), and a locally certified Green Business. EMC Planning Group has provided award-winning deliverables throughout the state. Our years of experience in California contribute to a deep comprehension of development and environmental challenges that affect Santa Clara County and the City of Cupertino.

The quality of EMC Planning Group's deliverables is not solely dependent on the work of its staff. Our staff has created quality relationships with responsible agencies, technical experts, public and private interests. The caliber and defensibility of our documents is often enhanced by our extended team's contribution.

2.2 EMC Planning Group Staff

The following staff are expected to work on this project. Full resumes can be found in Attachment A.

Teri Wissler Adam, Vice-President and Senior Principal

Teri joined the firm in 1991 and has been a principal since 2001. Her area of expertise is in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance. Ms. Wissler Adam's workload includes oversight of all CEQA-focused workload for the firm. Teri will provide high-level project oversight and lead on tasks associated with CEQA compliance.

Ande Flower, AICP, MUP, Principal Planner, Project Manager

Mr. Flower will be project manager and primary contact for the City of Cupertino housing element update. He will take the lead on facilitating stakeholder groups and making presentations to the City Council, Planning Commission, and focus groups. Mr. Flower has been working in the planning field since 2005 and has a particular focus on innovative ways to create housing opportunities for all segments of the community. His professional experience includes project management in the municipal and private sectors. Ande is skilled in the analysis of complex development requests, housing ordinance updates, and the delivery of compelling presentations to commissions, city council, agencies, the business community, and residents.

Martin Carver, AICP, MRP, Principal

Martin will be in an advisory role to provide high-level management support for Mr. James and Mr. Flower and assist with the early lead on preparing the housing element document. He has expertise in comprehensive plans, housing elements, land use planning, energy and climate analysis, and zoning regulation. Mr. Carver's resume includes project management for the University of California Santa Cruz (UCSC) Marine Science Campus Coastal Long Land Development Plan, UCSC's Silicon Valley Center Master Plan (NASA Ames/Moffett Field), and UCSC's Science Hill Master Plan. It also includes development of the Gonzales General Plan, General Plan EIR, and Climate Action Plan. Finally, it includes numerous housing elements, CEQA initial studies, and zoning/municipal code revisions. Mr. Carver recently completed work on housing elements for San Juan Bautista, Gustine, and Dos Palos and is preparing zoning code revisions for each of these cities as well. He has also prepared SB 2 applications for the City of Dos Palos and the City of Gustine.

Richard K. James, AICP, MUP, Principal

Richard has been with the firm for 22 years and has significant experience in preparing housing elements. He recently prepared the housing element updates for the cities of Sand City, San Juan Bautista, Greenfield, and Atwater and has prepared several other housing elements in the past. Richard also has experience preparing CEQA review documents, economic planning documents, and in managing complex projects. Richard's workload for the next two years will focus on management of housing element updates throughout California. Mr. James will support Ande Flower with project management and lead Safety Element efforts.

Shoshana Wangerin, Associate Planner

Shoshana will assist with preparation of the zoning updates and any potential associated CEQA documentation. Ms. Wangerin has been with the firm for four years and assisted with the preparation of the housing element update for the City of San Juan Bautista. She assisted with preparation of the Sand City Vibrancy Plan, and also assists the City of Sand City with its annual progress reports as required by the Department of Housing and Community Development

2.3 Sub-Consultants

Hexagon Transportation Consultants, Inc.

Since 1982, Gary Black, AICP, has directed a number of transportation planning, traffic engineering, parking, and transit studies. Mr. Black has prepared traffic studies for new development in most cities within the Bay Area. Gary Black will provide transportation analysis for CEQA review, and evacuation analysis for the Safety Element update.

Metta Urban Design

Samantha Suter's woman-owned firm specializes in tailored branding, high end graphics, visionary plans, and implementable solutions, with public engagement integrated throughout her work. Samantha's team will make sure that our messaging is tailored to Cupertino's needs.

ELS Architecture and Urban Design

Throughout its 53-year history, the leaders of ELS Architecture and Urban Design have focused on "putting the pieces together" – designing places and spaces that bring the public and private interests together, and doing so in a way that benefits all stakeholders. Ryan Call and David Masenten will support general site analysis, facilitate public workshops, and provide in-depth site analysis with renderings as an optional task.

Circle Up, Equity Education

Lea Robinson facilitates coaching, training, and consulting services to further equity understanding, equity approaches, and to check equity assumptions. Circle up strives to cultivate happy, thriving, and stress-free communities by developing a less oppressed and divided world for future generations and to inspire deeper connection and inclusion. Lea will support required equity focus throughout the scope of the project, including public workshop introduction, and analysis of programs.

Non-violent Communication (NVC)

Kristin Masters is a CNVC Certified Trainer who is committed to creating a world that works for everyone. She has long been a group facilitator and diversity trainer, and loves helping groups find ways of moving more easily toward the goals of the good work they're doing. Public Workshops will begin with Kristin's recognition of ground rules to support civil, meaningful engagement.

Website Content Management

Rachel Cain will manage, program, and report analytics for the online platform, Engagement HQ (Bang the Table), and Balancing Act (density simulation tool). Rachel will facilitate the iterative community engagement plan via the online tools to encourage participation over time, and create reports that assist decision-makers in comprehending the full volume of voices shared throughout the community.

Language Connections

Since its inception in 1993, Language Connections (LC) has become a leading provider of language services. Their capabilities include translation, interpreting, desktop publishing in multiple languages. LC is also a recognized, long-time provider of services to various urban planning and housing authorities.

2.4 Relevant Experience

EMC Planning Group has prepared housing element updates for numerous jurisdictions in California. EMC Planning Group customized the public outreach and prepared innovative adjustments that reflect community goals for each unique city. For each of these projects, EMC Planning Group staff established and maintained positive working relationships with both the city and Department of Housing and Community Development (HCD) staff to successfully meet each city's needs. Recent examples of our work are summarized below.

San Juan Bautista Housing Element (2019)

EMC Planning Group completed the City of San Juan Bautista's 5th cycle housing element update. Prior to working with EMC Planning Group, the city had missed the due date for its 5th cycle housing element and was required to prepare four-year elements. With HCD approval, EMC Planning Group developed a schedule to complete the first four-year housing element in the summer of 2019, concurrent with the city's adoption of several critical implementation ordinances. EMC Planning Group then initiated the second four-year housing element, negotiated an expedited review by HCD, and brought the second four-year housing element to City Council for adoption at its December 2019 meeting. The second four-year housing element was certified by HCD in January 2020, and the City of San Juan Bautista is now in compliance. San Juan Bautista's housing element was highlighted in an HCD press release.

Link to Element:
http://www.emcplanning.com/projects/pdf/San_Juan_Bautista_HE.pdf
Reference: Don Reynolds, City of San Juan Bautista City Manager
(831) 623-4661 citymanager@san-juan-bautista.ca.us
Work performed: January 22, 2019 – March 12, 2020

City of Atwater Housing Element Updates (2017)

EMC Planning Group prepared 2007-2014 and 2015-2023 updates to the Atwater Housing Element to bring the element into compliance with state requirements. EMC Planning Group worked with HCD and the City to review 5th cycle regional housing needs allocation (RHNA) numbers for Merced County and the unaccommodated share of fourth cycle RHNA numbers, and determined to bypass the fourth cycle housing element and prepare the fifth cycle element. EMC Planning Group worked with the Housing and Community Development Department to achieve state certification of the Housing Element.

Link to Element:
https://www.atwater.org/docs/2014-2023%205th%20Cycle%20Housing%20Element.pdf
Reference: Scott McBride, City of Merced Director of Development Services (formerly with Atwater)
(209) 388-7000 McBrideS@Cityofmerced.org

City of Sand City Housing Element (2016)

EMC Planning Group prepared the 5th cycle housing element for Sand City. The city has only 300 residents, but needed to provide room for about 45 additional housing units during the planning period. EMC Planning Group also prepared a CEQA negative declaration for the project. The housing element was approved by the City Council and certified by HCD within the state deadline. EMC Planning Group has assisted with zoning changes to implement housing element policy, and assists the City with its annual progress reports as required by the Department of Housing and Community Development.

Link to Element:
http://www.emcplanning.com/projects/pdf/Sand_City_Housing_Element_FINAL_Adoption_2016.pdf
Reference: Charles Pooler, City of Sand City Planner
(831) 394-3054 Chuck@SandCityCA.org

City of Greenfield Housing Element (2012 and 2016 Update)

In 2016, EMC Planning Group prepared the 5th cycle and completed the City of Greenfield 4th cycle housing element update for the City of Greenfield. The focus of the 5th Cycle included creation of a balanced housing vision for the city and a categorized and prioritized implementation program. EMC Planning Group also prepared an initial study for updated housing element. The housing element was approved by the City Council and certified by the Department of Housing and Community Development in full compliance with state housing law within the state deadline.

Link to Element:
https://ci.greenfield.ca.us/DocumentCenter/View/161/06-Housing-Element-2014-2023---General-Plan--PDF
Reference: Brent Slama, City of Soledad Community Development Director (formerly with Greenfield)
(831) 674-559 bslama@Cityofsoledad.com

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Exhibit A

3.0 APPROACH

3.1 Project Management

Ande Flower will manage the project with an incredible team of advisors, support staff, and exceptional sub-consultants. EMC Planning Group recognizes that the most significant work effort for Cupertino's Housing Element Update (2023-2031) will be preparing a site inventory that accommodates Cupertino's regional housing needs allocation (RHNA), through a robust community engagement process.

EMC Planning Group's culture and management style are founded on teamwork and collaboration. The firm believes that teamwork is vital to achieving the goals of our clients. Within the firm, we support each other and test ideas in a continual effort to ensure that the quality of our work remains ahead of the curve – technically, legally, and functionally. Our teams meet regularly to facilitate the flow of information, articulate and share ideas on issues, brainstorm approaches and solutions to analysis, and ensure process efficiency. We work together to deliver services and products that represent the best of the firm's collective experience and skills.

A housing element update can be a very challenging process for local jurisdictions, and with the 331% increase in RHNA numbers for the 6th Cycle, we expect it to generate a lot of public interest. EMC Planning Group understands that the success of this effort hinges on an effective public participation program that includes active engagement with Cupertino residents, stakeholders, elected and appointed officials, and HCD. The flowchart shown with Figure 1 illustrates our comprehension of the importance of community engagement, guidance from HCD, Council, and Commissions, with the ultimate goal of certification.

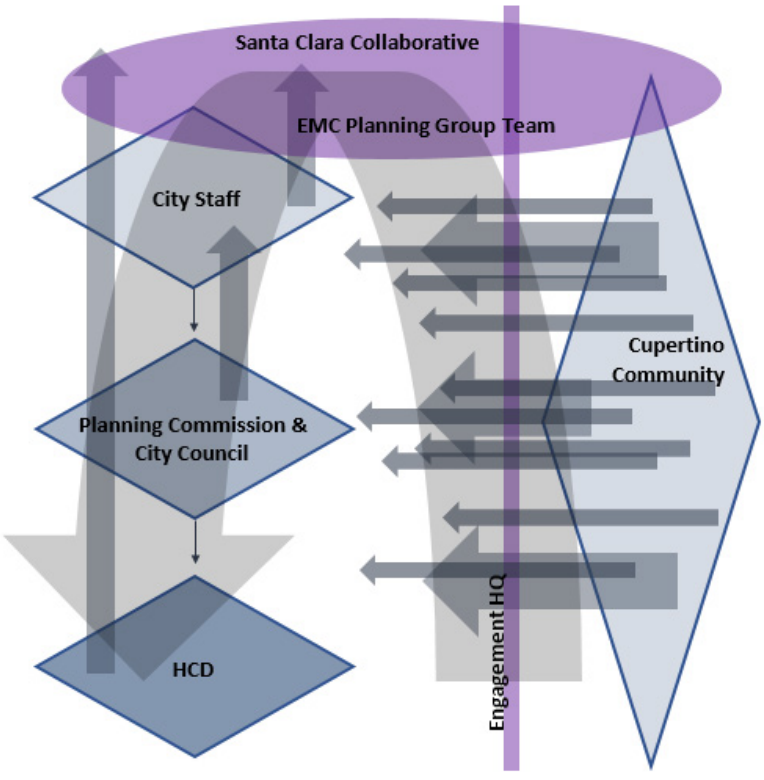

Figure 1: Decision-making flow chart

We note that Cupertino is included with a countywide collaborative led by the ABAG/MTC Regional Housing Technical Assistance Program. Our work program and budget have been trimmed in anticipation of reduced costs for certain data collection tasks, including support from a half-time technical assistant provided by the countywide collaborative.

EMC Planning Group's Ande Flower has been actively involved the ABAG/MTC process and has working knowledge of housing element site selection (HESS) tool.. His effort will also provide invaluable feedback to ABAG/MTC as it works to improve the nascent tool. We are confident that with the EMC Planning Group team, City staff, and regional collaborators working together, Cupertino can be assured of a successful update process that garners wide community support and timely certification of its updated housing element.

3.2 Schedule

EMC Planning Group anticipates an approximately 16-month effort to draft, adopt, and obtain HCD certification of Cupertino's Housing Element Update (2023-2031). The final scope of work will be subject to refinement and mutual agreement following the project's launch and further discussion. This schedule assumes the use of an initial study/mitigated negative declaration for CEQA review.

Tasks	Time Frame
Task A – Project Management & Coordination	Ongoing through completion of project
Task B – Community Education and Engagement	Fall 2021 thru Winter 2022
Task C – Housing and Special Housing Needs	Fall 2021 thru Fall 2022
Task D – Housing Constraints	Fall and Winter 2021
Task E – Existing Housing Element	Fall 2021 through Spring 2022
Task F –Sites Inventory	Fall 2021 thru Spring 2022
Task G – Goals, Policies, Programs and Quantified Objectives	Fall 2021 thru Spring 2022
Task H – Rezoning [Optional Task at City's discretion]	Fall 2021 thru Spring 2022
Task I – Draft Housing Element and Public Hearings	Summer 2022 thru December 31, 2022
Task J – Final Draft Hearings, Final Adoption and Certification	Fall 2021 thru December 31, 2022
Task K – CEQA Documentation	Fall 2021 thru December 31, 2022
Total	**Approximately 16 months**

3.3 Scope of Services

EMC Planning Group will undertake the following work program to deliver a certified housing element, an updated safety element, and appropriate environmental review for the City of Cupertino.

Task A – Project Management & Coordination

This task also includes project management and covers communication and coordination between the EMC Planning Group team, City staff, regional collaborators, and HCD. It includes meetings, phone conferences, email exchanges, and other communications. The EMC Planning Group team will attend one (1) kickoff meeting with staff to discuss project goals, issues, availability of reference materials, work product expectations, communications protocols, public outreach program, and site inventory. The team will also meet with staff weekly, and on days that coincide with community outreach and engagement. Finally, this task includes consultation with HCD, which is typically handled with regular phone calls to HCD staff. City staff is expected to be available for meetings with the EMC Planning Group team, to take regular coordination phone calls, and to provide City documents as needed.

Coordination will be initiated detailed, and maintained through development of a timeline/schedule, with milestones, that will lead to HCD certification of the housing element by December 31, 2022. This work will include scheduling for:

- Kickoff meeting with staff to refine the scope of services;
- Identification of major milestones, meetings, and work products;
- Development of strategies to meet the City's RHNA 6 and the housing element update;
- Response to HCD review comments and City staff review times; and
- Delivery of a draft and final draft housing element, including any subsequent updates to other general plan elements as required by State law.
- Project coordination through certification and finalization of all associated project materials.

Deliverables:

- Weekly Meetings with City Staff
- Workplan/ Schedule

Task B – Community Education and Engagement

This task involves measures that EMC Planning Group will take to engage the Cupertino community in the housing element update process. The 6th cycle regional housing needs allocation (RHNA) numbers are a sea change for all California communities, and the success of the update process hinges in part on a community outreach and engagement program that is robust, inclusive, and meaningful. COVID-19 has complicated community outreach efforts, but the pandemic has also catalyzed the development of new digital tools that have brought interactive engagement to a new level. One such tool is an all-in-one digital community engagement platform tool called Engagement HQ, or Bang the Table. Additional strategies will evolve specific to the needs of Cupertino, to ensure broad inclusion, particularly of

hard-to-reach groups and special needs populations, with special attention given to communicating information so it is accessible and easy to understand. The Community Engagement Plan will identify translation needs and highlight potential translation services and/or protocols to utilize throughout the housing element update process.

AB 686 law obligates Housing Element updates to incorporate an affirmatively further fair housing (AFFH) approach. With this law, steps must be taken to proactively address segregation in programs and activities related to housing and community development. The regulation mandates that local governments identify meaningful goals to address the location-specific impacts of systemic issues such as residential segregation, housing cost burden, and unequal educational or employment opportunities to the extent these issues create and/or perpetuate discrimination against protected groups.

AB 686 analysis will be incorporated with community education and engagement, with source a portion of material supplied by ABAG on a Countywide basis. Messaging, outreach, contextual awareness, and analysis of proposed meaningful actions are examples of work efforts intended to evolve throughout the process of this update to meet state standards for affirmatively further fair housing.

EMC Planning Group is partnering with Metta Urban Design and Rachel Cain as a cornerstone of its community outreach and engagement program. Using Engagement HQ, the EMC Team will work with City staff to design an interactive engagement plan that allows community members to engage on their own time. Community workshops can span days and include customizable discussion forums, and through the digital platform, discussions can be made available in multiple languages and moderated to weed out any personal attacks, profanity, or off-topic comments. This platform will serve as the internet portal for information regarding the housing element update, key documents, and interactive activities to solicit input at various stages of the process. Engagement on important topics such as policy ideas, site options, the draft Housing Element and environmental reviews will be continuous throughout the process of developing the Housing Element update project.

The following are a sample of the tools available through the *Engagement HQ* platform:

- **Forums.** A safe and interactive space for Cupertino community-members to discuss and debate pertinent issues. The site is moderated to assure safety.
- **Ideas.** These "virtual post-it notes" are a way for Cupertino community-members to share what inspires them. EMC Planning Group staff can then assist in creating virtual stakeholder groups to help the community "grow" their ideas.
- **Places.** Gather feedback and photos directly on a map with a simple "pin" drop.
- **Stories.** Help your community better understand, empathize, and relate to others and to all that contributes to contemplating additional housing in the community.
- **Guestbook**. Simple, streamlined, and moderated space for Cupertino community-members to upload comments.

- **Q&A.** Receive questions in a managed space that accommodates messages through the iterative brainstorming process.
- **Polls**. Ask a single question and get immediate insight with this quick and targeted tool.
- **Surveys**. Encourage Cupertino community-members to voice their opinions in a convenient way that can also help us understand what areas of city need more encouragement to participate. Aggregate data can help the city understand generally who is participating with the outreach tools.

EMC Planning Group's community engagement program will include the following key meetings/ consultations:

- Branding & Participation Incentives
- Stakeholder Meetings
- Community Workshops
- Online Focus Groups
- Digital Communication. EMC Planning Group will develop an online engagement platform with content that includes information about the Housing Element/Housing needs, rezoning, environmental review (CEQA), tools and widgets to invite engagement, and an interactive scenario mapping exercise.
- Enhanced and incentivized participation. Web-based tools such as Balancing Act for alternatives mapping, Konveio for interactive document commentary, printing of branded materials, and Giftly local business certificates for raffle and photo contest prizes are included with public engagement expenses. These activities and subscriptions are reflected in the proposed budget.

Meetings:

- Initial Study Session – The project will include one initial joint Planning Commission and City Council Study Session.
- Housing Commission, Planning Commission, and City Council Study Sessions. Housing Commission, Planning Commission and City Council study sessions (two (2) meeting each for a total of six (6) public meetings prior to adoption hearings;
- Stakeholder focus group meeting. Up to three (3) stakeholder focus group meetings. Stakeholder outreach is anticipated to include developers and property owners, citizen groups, block group leaders, and Chamber of Commerce. EMC Planning Group is expected to provide facilitation services, background material, graphics, and presentations. City staff support is assumed for selection of stakeholder group.
- Community Meetings/Workshops. Up to two (2) facilitated community meetings/workshops. Each meeting is anticipated to have an educational element to provide background regarding the housing element update and be organized in a manner that allows for feedback and engagement of break-out groups. EMC Planning Group team to provide facilitation services, background material, graphics, and presentations.

- ABAG/REAP supported Housing Technical Assistance Program and County Collaborative. EMC Planning Group team will coordinate with City staff to make outreach materials available to the public. It is anticipated that the Collaborative will provide a City-specific newsletter and general housing element documents.
- Up to four (4) public hearings (two (2) Planning Commission and two (2) City Council);
- Tribal consultation in compliance with SB 18, including preparing all notices and mailings.
- Optional meetings in addition to the 15 total public meetings listed above are available according to the cost listed with the proposed budget.

As part of this effort, EMC Planning Group will work with City staff to develop a list of organizations that will be contacted to participate in the update process. City staff will be responsible for identifying and/or confirming focus group members and providing EMC Planning Group with appropriate contact information.

Deliverables:

- Website launch & maintenance
- Announcements for workshops & public hearings
- Draft Community Engagement Plan (Microsoft Word)
- Final Community Engagement Plan ((InDesign and PDF)

Task C – Housing and Special Housing Needs

This task involves quantifying Cupertino's existing and projected housing needs for all income levels based on the City's share of the regional housing needs allocation in accordance with Section 65584 of the Government Code.

It is assumed that ABAG's Regional Housing Technical Assistance Program will provide jurisdiction-specific tables, charts, and a text summary for all required data, including population, demographic, housing, market conditions, and regional comparisons. ABAG/REAP funded County Collaboratives will also provide county-level narratives, which expand on key themes. Data received from ABAG Technical Assistance Program has been created via algorithms. While most of the data is correct and correlates within data sets, there may be some unintentional misstatements. EMC Planning Group will cross-check obvious anomolies in the data, work with staff to verify any questionable assertions, and will pursue verifiable facts when data is crucial to analysis. EMC Planning Group will tailor the data narrative to the City's specific circumstances, at their discretion and guidance.

EMC Planning Group will also analyze special housing needs based on data from Census 2020 and interviews with social service agencies in the area. Special housing needs will be evaluated for the disabled, elderly, large families, farmworkers, families with female heads of households, and families and persons in need of emergency shelter.

Deliverables:

- Draft Housing and Special Housing Needs Analysis (Microsoft Word)
- Final Housing and Special Housing Needs Analysis (InDesign and PDF)

Task D – Housing Constraints

This task includes identification of potential and actual governmental and nongovernmental constraints to the preservation, protection, and production of housing across income levels within the city. This task assumes that ABAG's Regional Housing Technical Assistance Program will provide cross-jurisdictional comparisons necessary for this task, including the comparison of development and permitting fees and processing times. It will also provide write ups of typical countywide non-governmental constraints, including community opposition to housing, cost of construction, limited availability of land and other topics. As is the case with the assessment of housing needs described above, EMC Planning Group anticipates some limited amount of time to tailor the work provided by regional collaborators.

Deliverables:

- Draft Assessment of Constraints (Microsoft Word)
- Final Assessment of Constraints (InDesign and PDF)

Task E – Existing Housing Element

This task involves the review of Cupertino's current housing element to identify the City's success in accomplishing/implementing housing goals, policies and programs. This review includes explanations and updates for goals, policies, or programs that are in progress, that have been abandoned, or that have proven ineffective. EMC Planning Group will make use of materials provided in the City's annual progress report to HCD.

Deliverables:

- Document Research
- Draft Review of Existing Housing Element (Microsoft Word)
- Final Review of Existing Housing Element (InDesign and PDF)

Task F – Housing Sites Inventory

This task involves the preparation of an inventory of vacant and underutilized sites that demonstrates Cupertino's capacity to accommodate it RHNA. This includes identifying safe assumptions, evaluating sites, and analyzing potential policy strategies to increase site capacity, demonstrating development viability and inputting the information into HCD's electronic form for submittal (via ABAG's site selection tool: HESS) with the updated element. As discussed in the Approach and Methodology section above, EMC Planning Group anticipates that this will be the most significant area of work for the update process, and EMC's Ande Flower will use his familiarity with the HESS tool to its best advantage. With each iteration of the tool, opportunities emerge for education and analysis for using the maps and exported data files from the HESS tool. Evolution of the tool will expand options for tool communication effectiveness over time.

In consultation with staff and elected and appointed officials, EMC Planning Group will prepare the sites inventory section of the Housing Element, demonstrating how Cupertino will satisfy its RHNA in each income category, complying with AFFH rules. This includes identifying safe assumptions, evaluating sites, analyzing potential policy strategies, and proposing context-based updates to development standards to increase site capacity and demonstrate development viability (per State law).

Deliverables:

- Incorporation of potential sites into the Balancing Act for public input for strategy prioritization
- Presence at up to 6 public hearings (Housing Commission, Planning Commission, City Council)
- Preparation of Sites Inventory
- Electronic submittal to HCD

Task G – Goals, Policies, Programs and Quantified Objectives

This task involves the review of Cupertino's current housing element to identify the City's success in accomplishing/implementing housing goals, policies and programs. This review includes explanations and updates for goals, policies, or programs that are in progress, that have been abandoned, or that have proven ineffective. EMC Planning Group will make use of materials provided in the City's annual progress report to HCD.

This task involves preparation of the housing element document, which includes collating materials developed in the previous tasks, plus:

- Updating housing, population, demographic, and employment data to coincide with recent ABAG growth projections and Census data;
- Undertaking an analysis that affirmatively furthers fair housing, in compliance with Assembly Bill 686 (Affirmatively Furthering Fair Housing);

- Updating housing goals and policies to address compliance with State law and effectively responds to the housing needs, constraints, and key priorities identified through data gathering and analysis and the public participation process; and
- Preparing an implementation program, including quantified objectives, to address housing needs for all income levels, seniors, veterans, populations with disabilities, or special needs, and those experiencing homelessness.

EMC Planning Group will prepare and submit an administrative draft housing element for City staff review. City Staff will provide a comprehensive set of recommended changes. Once edits are complete, the team will then prepare a public review draft housing element that is made available to the public and presented to Housing Commission, Planning Commission, and City Council. EMC Planning Group will prepare PowerPoint presentations and attend meetings/hearings. Based on Housing Commission, Planning Commission, and City Council input, the team will then prepare a HCD review draft and submit it to HCD for the mandated review.

This task involves working closely with HCD and City Staff to respond to comments and produce a final draft housing element for final adoption. EMC Planning Group will prepare PowerPoint presentations and present the final draft document at public hearings before the Planning Commission and before the City Council (three (3) hearings total). The team will then prepare the final adopted housing element, including any changes from the public hearings, and submit it to HCD for final certification. It will also distribute the document to the applicable water/sewer district and the California Office of Planning and Research.

Deliverables:

- Draft Policy & Program Recommendations (Microsoft Word)
- Final Policy & Program Recommendations (InDesign and PDF)

Task H – Rezoning [Optional Task at City's discretion]

This task Based on the sites analysis, the consultant will work with City staff to identify potential areas for rezoning, if necessary. This must include consideration of the State requirement for maintaining an adequate housing sites inventory throughout the eight-year planning period. Zoning updates associated with the Heart of the City Specific Plan may be necessary for the City's primary commercial corridor to ensure that all sites that are identified as Priority Housing Sites are appropriately situated for housing development projects. The extent of rezoning is unclear at this point, but it is anticipated that rezoning will be necessary to maintain a sites inventory throughout the eight-year planning period.

Deliverables:

- Community Outreach including Public Workshops
- Elected & Appointed Official Engagement

- Assessment of the Heart of the City planning area
- Draft Update to Zoning and Heart of the City Specific Plan (Word)
- Final Update to Zoning and Heart of the City Specific Plan (InDesign and PDF)

Task I – Draft Housing Element and Public Hearings

This task involves preparation of the housing element document, which includes collating materials developed in the previous tasks, plus:

- Updating housing, population, demographic, and employment data to coincide with recent ABAG growth projections and Census data;
- Undertaking an analysis that affirmatively furthers fair housing, in compliance with Assembly Bill 686;
- Updating housing goals and policies to address compliance with State law and effectively responds to the housing needs, constraints, and key priorities identified through data gathering and analysis and the public participation process;
- Notifying the State Clearinghouse; and
- Preparing an implementation program, including quantified objectives, to address housing needs for all income levels, seniors, veterans, populations with disabilities, or special needs, and those experiencing homelessness.

EMC Planning Group will prepare and submit an administrative draft housing element for City staff review. At City Staff's request, the draft Housing Element may be submitted to the City in different sections to accommodate the City's schedule. City Staff will provide a single comprehensive set of recommended changes. Once edits are complete, the team will then prepare a public review draft housing element that is made available to the public and presented to Housing Commission, Planning Commission, and City Council. EMC Planning Group will prepare PowerPoint presentations and attend meetings/hearings. Based on Planning Commission, and City Council input, the team will then prepare a HCD review draft and submit it to HCD for the mandated review. The Planning Department staff and/or City Attorney shall review all material prior to distribution and provide direction on local practice & City process.

This task involves working closely with HCD and City Staff to respond to comments and produce a final draft housing element for final adoption. EMC Planning Group will prepare PowerPoint presentations and present the final draft document at public hearings before the Planning Commission and before the City Council (two (2) hearings total). Optional additional meetings of each of these types are included with the budget proposal.

EMC Planning Group will then prepare the final adopted housing element, including any changes from the public hearings, and submit it to HCD for final certification. EMC Planning Group will also distribute the document to the applicable water/sewer district and the California Office of Planning and Research.

Deliverables:

- Administrative Draft (Microsoft Word)
- Draft Housing Element (InDesign and PDF)
- PowerPoint Presentations
- Public Hearings (2 Housing Commission, 2 Planning Commission)
- Submittal to HCD
- Finalization of Documentation

Task J – Final Draft Hearings, Final Adoption and Certification

This task involves working closely with HCD and City Staff to respond to comments and produce a final draft housing element for final adoption. EMC Planning Group will prepare PowerPointpresentations and present the final draft document at public hearings before the Planning Commission and before the City Council (two (2) hearings total). The team will then prepare the final adopted housing element, including any changes from the public hearings, and submit it to HCD for final certification. It will also distribute the document to the applicable water/sewer district and the California Office of Planning and Research.

Deliverables:

- Draft Final Housing Element (Microsoft Word)
- Final Housing Element for publication (InDesign and PDF)
- PowerPoint Presentations
- 2 City Council Public Hearings
- Submittal of Housing Element to HCD and required agencies
- Submittal of electronic sites inventory to HCD

Task K – CEQA Documentation

This task involves the preparation, posting, and filing all the appropriate environmental documents for compliance with the California Environmental Quality Act (CEQA), including the Initial Study, Notice of Intent to Adopt a Mitigated Negative Declaration (or other CEQA determinations as applicable), response to comments, mitigation measures, mitigation monitoring program, and notice of completion to be filed with Governor's Office of Planning and Research and the Santa Clara County Clerk. In addition, the Consultant or Consultant Team will be responsible for preparing all notices and mailings for AB 52 (Tribal Consultation in CEQA process). This proposal assumes that CEQA review will be limited to the preparation of an initial study/mitigated negative declaration, with an optional contingency budget to cover costs for a full Environmental Impact Report.

Deliverables:

- Technical reports required for CEQA analysis
- Draft CEQA documentation (Microsoft Word)
- Final CEQA documentation (InDesign and PDF)

Exhibit B

4.0 DELIVERABLES

Work Products

The following are deliverable details that EMC Planning Group is committed to providing through the course of its work program.

1. Workplan/ Schedule – The EMC Planning Group team will develop a schedule with goals and timeframes, to be updated quarterly.

2. Public Outreach & Education – The EMC Planning Group team will work with staff to develop a public engagement plan that includes project roles, outreach activities, target audiences, and schedule. EMC Planning Group will produce a draft and final public engagement plan in word. Particular emphasis will be given to support participation of residents & others who do not typically attend public meetings and become involved in City issues.

3. Meeting Facilitation– The EMC Planning Group team will work with staff to identify the appropriate number of meetings with City staff, educational workshops with community groups, and Planning Commission & City Council workshops & public hearings.

4. Preparation of any background technical reports. The EMC Planning Group team will identify whether technical background reports will be prepared in-house or by subcontractors. The majority of technical reports required for CEQA analysis will be prepared in-house, with the exception of transportation analysis, which will be provided by subconsultant Hexagon Transportation Inc.

5. Preparation of Announcements – The EMC Planning Group team will prepare announcements for workshops & public hearings. City staff will be responsible for preparing official notices, drafting staff reports for hearings, resolutions & ordinances. The Planning Department staff and/or City Attorney shall review all administrative draft documents prior to distribution & provide direction on local practice & City process.

6. Environmental Review – Completion of all CEQA analysis will be provided by The EMC Planning Group team, including the discussion of all issue areas, evaluation of environmental impacts, identification of potential mitigation measures, analysis of appropriate project alternatives, statement of facts & findings, and Statement of Overriding Considerations, if required.

7. Draft Housing Element – The EMC Planning Group team will work with City staff, the City Council and the Planning Commission in drafting the update to the Housing Element. Clear concise graphics, charts, and maps are necessary to communicate the policy concepts to the Community. The EMC Planning Group team will develop a program to encourage public review of draft Housing Element & Environmental/CEQA analysis.

8. Adoption of Housing Element – The EMC Planning Group team will present the Housing Element Update to the Planning Commission at up to two (2) public hearings. Additional hearings may be provided according to the optional task listed with the proposed budget. The consultant shall present the Final Draft of the Housing Element Update for up to two (2) presentations to the Council, having incorporated the public comments received with a single comprehensive set of recommended changes provided by City Staff following the Planning Commission hearings. City Council presentations beyond two (2) will be provided according to the optional task listed with the proposed budget.

9. Preparation of the Final Housing Element – The EMC Planning Group team will make all necessary revisions to the Housing Element Update document as guided with a single comprehensive set of recommended changes provided by City Staff.

10. Format of the Final Housing Element – The EMC Planning Group team will prepare a final, camera-ready copy of the Housing Element text, a copy of the same on a disk in a Word version format. Final Plan text, maps, and illustrations shall be submitted in an electronic format (Adobe pdf).

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Exhibit C

5.0 BUDGET

5.1 Budget Narrative

The EMC Planning Group budget includes estimated hours and not-to-exceed fees related to each task listed, and software mentioned in Section 3.3 for EMC Planning Group staff and sub-consultants. EMC Planning Group invoices according to time and materials. The full support role that ABAG and the Santa Clara Collaborative may serve to enable cost savings remains unknown at the drafting of this proposal. Future cost-savings to be realized from regional support mentioned above will be carried over and credited to the City of Cupertino.

5.2 Optional Services

EMC Planning Group Team offers the following optional services that may be instrumental in successfully achieving consensus, and/or certification through this planning process to update the housing element.

Task L – CEQA Environmental Impact Report (EIR)

This task would only be recommended in the event that a full Environmental Impact Report will be necessary for zoning and/or General Plan updates. A scope for preparation of the EIR is available upon request. This fee proposal includes a not-to-exceed dollar amount for EIR completion.

Task M – Rezoning

This task would only be recommended in the event that programs for the Housing Element update include necessary updates to the General Plan Land Use Element, a specific plan such as the Heart of the City Specific Plan, and/or zoning code.

Task N – In-depth Site Analysis

This task is recommended for visualizing sites with alternative development approaches to make informed decisions rooted in an understanding of feasibility and character. The fee amount relates to each unique site.

Task O – Additional Community Workshop Meetings

Meetings in addition to the Community Workshop meetings listed within Section 3.3 for any timeline for the project may be requested at City Staff's discretion.

Task P – Additional Stakeholder, Commission, or Council Meetings

Meetings in addition to the Stakeholder, Housing Commission, Planning Commission, or City Council meetings listed within Section 3.3 for any timeline for the project may be requested at City Staff's discretion.

5.3 Conflict of Interest Disclaimer

EMC Planning Group has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under an Agreement resulting from this proposal.

Cupertino Housing Element Budget

	LABOR (HOURS)																	EXPENSES		BUDGET					
	EMC Planning Group						ELS			Circle Up	Metta	NV-Communication		Rachel	Translation	Gela	Hexagon								
	Senior Principal	Principal	Principal Planner	Associate Planner	CEQA Staff	Production	Principal in Charge	Principal	Associate	Equity Educator	Graphic Design/ Branding	Communication Specialist	Communication Support	Digital Content & Communications Management	Language Connections	Video Production	Transportation Analyst President			Labor ($)	Expenses ($)	Subtotal ($)	10% Markup*	20% Contingency	Subtotal ($)
	$250	$225	$200	$150	$155	$115	$185	$185	$155	$200	$120	$250	$115	$145	$80	$150	$290	Expense	Cost						
Task A – Project Management & Coordination																									
Subtotal Task 1 (Hours)		6	120	50		12	5	5		10	50	10	8	50	4	5	2								
Subtotal Task 1 (Cost)		$1,350	$24,000	$7,500		$1,380	$925	$925		$2,000	$6,000	$2,500	$920	$7,250	$320	$750	$580			$56,400	$0	$56,400	$2,355	$11,280	**$70,035**
Task B – Community Education and Engagement																									
Subtotal Task 2 (Hours)		27	112	85		25	20	26	18	60	80	18	8	390	100	85		Tech,							
Subtotal Task 2 (Cost)		$6,075	$22,400	$12,750		$2,875	$3,700	$4,810	$2,790	$12,000	$9,600	$4,500	$920	$56,550	$8,000	$12,750		certificates,	$21,000	$159,720	$21,000	$180,720	$13,950	$36,144	**$230,814**
Task C – Housing and Special Housing Needs																									
Subtotal Task 3 (Hours)		11	64	59			8			12															
Subtotal Task 3 (Cost)		$2,475	$12,800	$8,850			$1,480			$2,400										$28,005	$0	$28,005	$388	$5,601	**$33,994**
Task D – Housing Constraints																									
Subtotal Task 4 (Hours)		6	35							15		15	5	8											
Subtotal Task 4 (Cost)		$1,350	$7,000							$3,000		$3,750	$575	$1,160						$16,835	$0	$16,835	$849	$3,367	**$21,051**
Task E – Existing Housing Element																									
Subtotal Task 5 (Hours)		5	36	28						9															
Subtotal Task 5 (Cost)		$1,125	$7,200	$4,200						$1,800										$14,325	$0	$14,325	$180	$2,865	**$17,370**
Task F –Sites Inventory																									
Subtotal Task 6 (Hours)		20	140	65										36											
Subtotal Task 6 (Cost)		$4,500	$28,000	$9,750										$5,220						$47,470	$0	$47,470	$522	$9,494	**$57,486**
Task G – Goals, Policies, Programs and Quantified Objectives																									
Subtotal Task 7 (Hours)	1	20	60	40		12																			
Subtotal Task 7 (Cost)	$250	$4,500	$12,000	$6,000		$1,380														$24,130	$0	$24,130	$138	$4,826	**$29,094**
Task H – Rezoning [Optional Task at City's discretion-see Tasks O & P for budget]																									
Subtotal Task 8 (Hours)	[Optional Task at City's discretion-see Tasks O & P for budget]																								
Subtotal Task 8 (Cost)																									
Task I – Draft Housing Element and Public Hearings																									
Subtotal Task 9 (Hours)	2	12	90	50		30					20														
Subtotal Task 9 (Cost)	$500	$2,700	$18,000	$7,500		$3,450					$2,400							Travel & stay	$5,000	$34,550	$5,000	$39,550	$1,085	$7,910	**$48,545**
Task K – CEQA Documentation																								$0	
Subtotal Task 10 (Hours)	6	5	4	9	290	15								12			40							$0	
Subtotal Task 10 (Cost)	$1,500	$1,125	$800	$1,350	$44,950	$1,725								$1,740			$11,600			$64,790	$0	$64,790	$1,507	$12,958	**$79,255**
TOTAL ESTIMATED HOURS	**#REF!**	**112**	**661**	**386**	**290**	**94**	**33**	**31**	**18**	**106**	**150**	**43**	**21**	**496**	**104**	**90**	**42**							**$0**	
TOTAL ESTIMATED LABOR BUDGET	**$2,250**	**$25,200**	**$132,200**	**$57,900**	**$44,950**	**$10,810**	**$6,105**	**$5,735**	**$2,790**	**$21,200**	**$18,000**	**$10,750**	**$2,415**	**$71,920**	**$8,320**	**$13,500**	**$12,180**			**$446,225**	**$26,000**	**$472,225**	**$20,973**	**$47,223**	**$587,643**
TOTAL LABOR BUDGET PER FIRM						**$273,310**			**$14,630**	**$21,200**	**$18,000**	**$10,750**	**$13,165**	**$71,920**	**$8,320**	**$13,500**	**$12,180**								

OPTIONAL TASKS																									
Task L - CEQA Environmental Impact Report																									
Provide complete analysis for EIR																									
Subtotal Task 11 (Hours)	1	3	40	20	450												7								
Subtotal Task 11 (Cost)	$250	$675	$8,000	$3,000	$69,750												$2,030		$0	$83,705	$0	$83,705	$203	$8,371	**$92,279**
TOTAL OPTIONAL TASK U PER FIRM						**$81,675**																			
Task M - Rezoning *Heart of the City* Specific Plan																								$0	
Provide updates to zoning and Land Use Element consistent with Housing Element update (cost assumes project in tandem with Housing Element update).																									
Subtotal Task 12 (Hours)	1	75	95	100		60					25														
Subtotal Task 12 (Cost)	$250	$16,875	$19,000	$15,000		$6,900					$3,000								$0	$61,025	$0	$61,025	$990	$6,103	**$68,118**
TOTAL OPTIONAL TASK W PER FIRM						**$58,025**					**$9,900**														
Task N - In-depth site analysis																								$0	
Provide yield redevelopment analysis for commercial sites (cost per site).																									
Subtotal Task 13 (Hours)							17	30	9																
Subtotal Task 13 (Cost)							$3,145	$5,550	$1,395									Printing	$250	$10,090	$250	$10,340	$1,034	$1,034	**$12,408**
TOTAL OPTIONAL TASK W PER FIRM									**$10,090**																
Task O - Additional Community Workshop meetings (cost per meeting)																									
Provide additional meetings (cost per meeting).																									
Subtotal Task 13 (Hours)	1	10	20	15		10	12	20	9	8	12	10	4	6	10										
Subtotal Task 13 (Cost)	$250	$2,250	$4,000	$2,250		$1,150	$2,220	$3,700	$1,395	$1,600	$1,440	$2,500	$460	$870	$800			Printing	$250	$24,885	$250	$25,135	$1,639	$2,514	**$29,287**
TOTAL OPTIONAL TASK W PER FIRM						**$9,900**			**$7,315**	**$1,600**	**$1,440**		**$2,960**	**$870**	**$800**										
Task P - Additional Stakeholder, Commission, or Council meetings (cost per meeting)																									
Provide additional meetings (cost per meeting).																									
Subtotal Task 13 (Hours)	1	8	12	12		3																			
Subtotal Task 13 (Cost)	$250	$1,800	$2,400	$1,800		$345												Printing	$250	$6,595	$250	$6,845	$60	$685	**$7,589**
TOTAL OPTIONAL TASK X PER FIRM						**$6,595**																			

NOTES:

a. 10% Markup does not include EMC Planning Group labor.

b. This proposal is valid for 90 days

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EMC Planning Group Resumes

A
APPENDIX

Teri Wissler Adam

VICE PRESIDENT/SENIOR PRINCIPAL

PROFESSIONAL EXPERIENCE

Ms. Wissler Adam joined the firm in 1991 and has been a principal since 2001. Her area of expertise is in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance.

Ms. Wissler Adam directs the CEQA and NEPA compliance projects for the firm. She has been responsible for a large variety of private projects, including residential, commercial, industrial, mixed-use, and large specific plan and general plan projects. She has also managed several projects for public facilities, such as recycled water projects, roadway projects, bikeway projects, bridge projects, elementary schools, high schools, and college campuses, and other public facilities, such as health clinics, landfills, child development centers, and federal research facilities. She has represented public clients throughout Monterey County, San Benito County, Santa Clara County, Merced County, San Luis Obispo County, San Mateo County, Santa Cruz County, and as far south as Los Angeles County.

EDUCATION

B.S. California Polytechnic State University at San Luis Obispo, Business Administration, Concentration in Environmental Management, 1991

PROFESSIONAL ACHIEVEMENTS

- Presenter, CEQA Seminar, Lorman Education Services
- Presenter, CEQA Workshop, Association of Environmental Professionals
- Member, Association of Environmental Professionals
- Contributor, *Environmental Mitigation Handbook*, California's Coalition for Adequate School Housing, February 2009
- Past Director/President/Newsletter Editor, Monterey Bay Area Chapter, Association of Environmental Professionals

PROFESSIONAL ASSOCIATION

- Member, Association of Environmental Professionals

Ande Flower, AICP, MUP

PRINCIPAL PLANNER

PROFESSIONAL EXPERIENCE

Mr. Flower joined EMC Planning Group in 2021, and has been working in the planning field since 2005. His professional experience includes project management in the municipal and private sectors. Ande is skilled in the analysis of complex development requests, ordinance updates, and the delivery of compelling presentations to Commissions, City Council, agencies, the business community, and residents.

Prior to joining the company, Ande was principal planner for the cities of Monterey, CA and Lake Forest Park, WA where he gained extensive hands-on experience in processing review for mixed-use housing developments. In each City, reviews resulted in well-regarded design with evolved community support.

While working with the City of Monterey, he created opportunities for affordable housing in Monterey with new Overlay districts, access to water through advocacy, and relationship-building with developers and community leaders. During his tenure at City of Lake Forest Park, he managed both long range and current planning activities to effectively encourage infill development proposals while respecting ecological habitat. In the private sector of Seattle (MAKERS), Ande spearheaded creation of objective design standards for Vancouver, WA.

EDUCATION

M.U.P. University of Washington at Seattle, WA, Urban Planning, 2006

B.A. University of Washington at Tacoma, WA (Graduated Magna Cum Laude), Urban Studies, 2004

University of Florida at Gainesville, FL, Architecture Coursework, 1989 - 1993

PROFESSIONAL ACHIEVEMENTS

- HUD-sponsored Design-Build for Yakama Nation, led by architect Michael Pyatok

CERTIFICATES AND TRAINING

- Urban Design Certificate, University of Washington – Seattle
- Historic Preservation Certificate, University of Washington – Seattle
- GIS Certificate, University of Washington – Tacoma
- AICP - American Institute of Certified Planners, Professional Certification, since 2015

Martin Carver, MRP, AICP

PRINCIPAL

PROFESSIONAL EXPERIENCE

Mr. Carver joined EMC Planning Group in 2019 on a part-time basis, after years of providing services to EMC Planning Group on an ad hoc basis. Mr. Carver is a certified planning professional with over 35 years of professional planning and project management experience. His experience has focused on the preparation of comprehensive plans, housing elements, land use planning, energy and climate analysis, and zoning regulation. It also includes development of the Gonzales General Plan, General Plan EIR, and Climate Action Plan, as well as housing elements, CEQA initial studies, and zoning/municipal code revisions. Finally, Mr. Carver has years of CEQA and NEPA experience and has prepared a full range of environmental documentation for local jurisdictions.

Mr. Carver is currently working on the San Juan Bautista Housing Element Update, San Juan Bautista zoning code revisions, a supplemental EIR for King City's Downtown Addition Specific Plan, SB 2 applications for Sand City and the City of Gustine, and various smaller projects. His project responsibilities include project management, municipal code revisions, and public participation.

EDUCATION

M.R.P. Cornell University, Ithaca, New York, Regional Planning

B.A. University of California, Santa Cruz, Environmental Studies

B.A. University of California, Santa Cruz, Politics

PROFESSIONAL CERTIFICATION

AICP - American Institute of Certified Planners, Professional Certification

PROFESSIONAL ASSOCIATIONS

- Member, American Institute of Certified Planners
- Member, American Planning Association

Richard K. James, AICP, MUP

PRINCIPAL

PROFESSIONAL EXPERIENCE

Mr. James has been with the firm since 1998 and has been a principal since 2016. He manages planning, design, and environmental projects. His experience includes preparation of zoning and coastal implementation codes, housing elements, environmental documents in compliance with the California Environmental Quality Act (CEQA), policy documents, fee and economic development studies, and community design standards, as well as municipal project management. Mr. James manages project budgets, work flow, schedules, and sub-consultants. He provides ongoing client and stakeholder contact as project manager, conducts research, writes and edits documents, and presents project reports at public hearings.

Mr. James's specific expertise includes air quality, housing, landscaping, alternative transportation, land use, water supply, and water quality. His environmental documents have analyzed a wide variety of projects and issues, including residential, commercial, and mixed use developments; annexations and area plans; golf courses; park and school facilities; and public works improvements, among others. Mr. James has represented private development projects and overseen the municipal end of processing land development projects.

EDUCATION

M.U.P. San Jose State University, Urban Planning, 1997

B.S. California Polytechnic State University at San Luis Obispo, Ornamental Horticulture, 1980

PROFESSIONAL CERTIFICATION

AICP - American Institute of Certified Planners, Professional Certification, 2002-Present

PROFESSIONAL ACHIEVEMENT AND AWARD

- Award, *Sand City Vibrancy Plan*, 2020
  - Economic and Planning Development Award of Merit-American Planning Association, California Chapter, Northern Section, 2020
- Award, *Fort Ord Reuse Plan Reassessment*, 2012
  - Best Practices Award of Merit-American Planning Association, California Chapter, Northern Section, 2013

PROFESSIONAL ASSOCIATIONS

- Member, American Institute of Certified Planners
- Member, American Planning Association
- Member, Association of Pedestrian and Bicycle Professionals

Shoshana Wangerin

ASSOCIATE PLANNER

PROFESSIONAL EXPERIENCE

Ms. Wangerin joined the firm in 2017. Her responsibilities include writing initial studies and environmental impact reports in compliance with the California Environmental Quality Act (CEQA), providing contract staff support to governmental agencies, assisting with public outreach programs, and providing private clients with permit processing and entitlement assistance, constraints analysis, land use assessments, and feasibility analyses.

Prior to joining EMC Planning Group, Ms. Wangerin worked for the City of Carmel-by-the-Sea in the Community Planning and Building Department. Her responsibilities included assisting with preliminary plan check review for building and planning applications, conducting preliminary site assessments on residential properties, and conducting preliminary design reviews in residential and commercial areas. Ms. Wangerin's experience also includes completing an internship with BuildingWise, LLC, a private consulting firm that assists organizations with commercial structures' LEED certification.

EDUCATION

B.S. California State University Monterey Bay, Environmental Science Technology and Policy, Emphasis in Ecology and Natural Resources, 2014

TRAINING

- ESRI ArcGIS Map Making and Spatial Analysis Course

PROFESSIONAL ASSOCIATION

- Member, Association of Environmental Professionals

EXHIBIT D
Insurance Requirements
Design Professionals & Consultants Contracts

Consultant shall procure prior to commencement of Services and maintain for the duration of the contract, at its own cost and expense, the following insurance policies and coverage with companies doing business in California and acceptable to City.

INSURANCE POLICIES AND MINIMUMS REQUIRED

1. ***Commercial General Liability*** (CGL) for bodily injury, property damage, personal injury liability for premises operations, products and completed operations, contractual liability, and personal and advertising injury with limits no less than **$2,000,000** per occurrence (ISO Form CG 00 01). If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO Form CG 25 03 or 25 04) or it shall be twice the required occurrence limit.

   a. It shall be a requirement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be made available to the Additional Insured and shall be (i) the minimum coverage/limits specified in this agreement; or (ii) the broader coverage and maximum limits of coverage of any insurance policy, whichever is greater.

   b. Additional Insured coverage under Consultant's policy shall be "primary and non-contributory," will not seek contribution from City's insurance/self-insurance, and shall be at least as broad as ISO Form CG 20 10 (04/13).

   c. The limits of insurance required may be satisfied by a combination of primary and umbrella or excess insurance, provided each policy complies with the requirements set forth in this Contract. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect City as a named insured.

2. ***Automobile Liability*****:** ISO CA 00 01 covering any auto (including owned, hired, and non-owned autos) with limits no less than **$1,000,000** per accident for bodily injury and property damage.

3. ***Workers' Compensation*****:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance of no less than **$1,000,000** per occurrence for bodily injury or disease.
   ☑ *Not required. Consultant has provided written verification of no employees.*

4. ***Professional Liability*** for professional acts, errors and omissions, as appropriate to Consultant's profession, with limits no less than **$2,000,000** per occurrence or **$2,000,000** aggregate. If written on a claims made form:

   a. The Retroactive Date must be shown and must be before the Effective Date of the Contract.
   b. Insurance must be maintained for at least five (5) years after completion of the Services.
   c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract Effective Date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of the Services.

OTHER INSURANCE PROVISIONS

The aforementioned insurance shall be endorsed and have all the following conditions and provisions:

Additional Insured Status

The City of Cupertino, its City Council, officers, officials, employees, agents, servants and volunteers ("Additional Insureds") are to be covered as additional insureds on Consultant's CGL and automobile liability policies. General Liability coverage can be provided in the form of an endorsement to Consultant's insurance (at least as broad as ISO Form CG 20 10 (11/ 85) or both CG 20 10 and CG 20 37 forms, if later editions are used).

Primary Coverage

Coverage afforded to City/Additional Insureds shall be primary insurance. Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of Consultant's insurance and shall not contribute to it.

Notice of Cancellation

Each insurance policy shall state that coverage shall not be canceled or allowed to expire, except with written notice to City 30 days in advance or 10 days in advance if due to non-payment of premiums.

Waiver of Subrogation

Consultant waives any right to subrogation against City/Additional Insureds for recovery of damages to the extent said losses are covered by the insurance policies required herein. Specifically, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of City for all work performed by Consultant, its employees, agents and subconsultants. This provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the City. At City's option, either: the insurer must reduce or eliminate the deductible or self-insured retentions as respects the City/Additional Insureds; or Consultant must show proof of ability to pay losses and costs related investigations, claim administration and defense expenses. The policy shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the insured or the City.

Acceptability of Insurers

Insurers must be licensed to do business in California with an A.M. Best Rating of A-VII, or better.

Verification of Coverage

Consultant must furnish acceptable insurance certificates and mandatory endorsements (or copies of the policies effecting the coverage required by this Contract), and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements prior to commencement of the Contract. City retains the right to demand verification of compliance at any time during the Contract term.

Subconsultants

Consultant shall require and verify that all subconsultants maintain insurance that meet the requirements of this Contract, including naming the City as an additional insured on subconsultant's insurance policies.

Higher Insurance Limits

If Consultant maintains broader coverage and/or higher limits than the minimums shown above, City shall be entitled to coverage for the higher insurance limits maintained by Consultant.

Adequacy of Coverage

City reserves the right to modify these insurance requirements/coverage based on the nature of the risk, prior experience, insurer or other special circumstances, with not less than ninety (90) days prior written notice.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Carmel Insurance Agency San Carlos 2 NW of 8th P.O. Box 6117 Carmel CA 93921-6117	**CONTACT NAME:** Monique Thanos, CIC **PHONE (A/C, No, Ext):** (831) 624-1234 **FAX (A/C, No):** (831) 624-4605 **E-MAIL ADDRESS:** moniquet@carmelinsurance.com
INSURED EMC Planning Group, Inc. 301 Lighthouse Avenue Suite C Monterey CA 93940	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Admiral Insurance Company **INSURER B :** Nationwide Mutual — 23787 **INSURER C :** Republic Indemnity — 9999 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** GL, Auto, WC. Excess **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] $10,000 Deductible/Occurrence GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			FEIECC2432503	12/01/2020	12/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 50,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			ACP3098546333	12/01/2020	12/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 1,000,000 $ $ $ $ 5,000
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			FEIEXS2432603	12/01/2020	12/01/2021	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		18205511	12/01/2020	12/01/2021	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability Claims Made Retroactive Date 8/22/02			FEIECC2432503	12/01/2020	12/01/2021	Each Wrongful Act/Claim General Aggregate Limit Deductible/Wrongful Act	$2,000,000 $2,000,000 $10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

EMC Planning Group, Inc.
301 Lighthouse Avenue, Suite C
Monterey CA 93940

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew A. Ritter

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CITY OF CUPERTINO

Legislation Text

File #: 21-9836, **Version:** 2

Subject: Consider adopting a resolution approving the addition of a Suicide Prevention Policy

Adopt Resolution No. 21-089 establishing a Suicide Prevention Policy

CITY OF CUPERTINO

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: September 21, 2021

Subject

Consider adopting a resolution establishing a Suicide Prevention Policy

Recommended Action

Adopt Resolution No. ____ establishing a Suicide Prevention Policy

Background

In June 2010, the Santa Clara County Suicide Prevention Advisory Committee presented its Suicide Prevention Strategic Plan. The Committee and Plan were formed as a result of a recommendation from the County Mental Health Department, now known as County Behavioral Health Services, to create a local planning group for the purpose of developing a local suicide prevention plan. The issue of suicide was brought to the forefront of communities' attention in 2009, when four adolescents died by suicide in a less than a six-month period. The Suicide Prevention Strategic Plan was adopted by the Santa Clara County Board of Supervisors in August 2010 and revised in March 2011. The Strategic Plan identifies the following five strategies:

> **Strategy One** - Implement and coordinate suicide prevention and intervention programs and services for targeted high-risk populations
> **Strategy Two** - Implement a community education and information campaign to increase public awareness of suicide and suicide prevention
> **Strategy Three** - Develop local communication "best practices" to improve media coverage and public dialogue related to suicide
> **Strategy Four** - Implement policy and governance advocacy to promote systems change in suicide awareness and prevention
> **Strategy Five** - Establish a robust data collection and monitoring system to increase the scope and availability of suicide-related data and to evaluate suicide prevention efforts

Annually, County Behavioral Health Services publishes a Suicide Prevention Annual Report to measure the effectiveness of its Strategic Plan. The most recent annual report includes the following table, which shows that Cupertino's reported suicide rate has been declining since 2012 and in 2018 it had a reported suicide rate of zero per 100,000 residents.

Suicide Rates by City of Residence

	Death Rate per 100,000				
	Year				
City	2012	2013	2014	2015	2018
Campbell	7.60	20.07	14.88	9.83	4.71
Cupertino	8.56	5.08	5.02	4.99	0.00
Gilroy	6.14	14.07	5.91	11.62	8.51
Los Altos	13.73	6.81	3.36	0.00	5.12
Los Gatos	10.16	13.42	13.26	16.45	6.52
Milpitas	2.99	8.86	8.65	5.59	7.46
Monte Sereno	0.00	0.00	0.00	0.00	0.00
Morgan Hill	13.15	10.30	5.02	14.68	13.29
Mountain View	4.03	6.62	14.33	3.85	8.40
Palo Alto	12.40	13.80	9.09	15.04	7.50
San Jose	6.18	6.71	7.40	6.59	7.86
Santa Clara	10.32	5.94	11.71	6.59	4.63
Saratoga	9.98	6.59	6.53	6.49	13.07
Sunnyvale	12.05	9.07	6.85	6.75	7.18

Source: U.S. Census Bureau, 2014-2018 American Community Survey 5-Year Estimates
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates
Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey
Source: U.S. Census Bureau, 2008-2012 American Community Survey

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Data for years 2016 and 2017 had various City of Residence labeled as "unknown" and therefore could not be reported on the heath map.

By adopting the proposed resolution, the City Council can support the County's Strategic Plan in its vision to prevent death by suicide and create a healthier and safer community.

Discussion

In support of the County's Suicide Prevention Strategic Plan, eight cities in Santa Clara County have adopted Suicide Prevention Policies, including Morgan Hill, Sunnyvale, Milpitas, Palo Alto, Mountain View, Los Gatos, San Jose, and Campbell. The City of Cupertino understands the significance of its role in implementing policy to raise public awareness, promote resources and support mental health care. The City Council is committed to supporting mental health as demonstrated by the Mental Health Support item in the Council-approved FY 2021-2022 City Work Program, as well as in the City's 2021 Legislative Platform which includes support for state and federal legislation that provides services to those experiencing mental health challenges. Drawing upon the best practices and policy models in nearby cities, the attached policy is presented to the City Council for review and consideration.

Under the proposed policy, the City will promote strategies and resources provided by Santa Clara County and directly outreach to City employees and residents. This City policy will also formalize public safety protocols governing the City's response to a suicide attempt in City facilities. Specifically, the policy calls for the following actions:

City Employees

Annually, the City Manager or designee will share with its current employees information that helps staff gain a better understanding of the causes of suicide and learn the appropriate methods for identifying and preventing the loss of life. The Human Resources Division will work with the County's Behavioral Health

Services Suicide Prevention Program to ensure that information shared reflects current research. The City shall provide a copy of this policy to all employees.

City Facilities

The City Manager or designee will develop public safety protocols governing a response to a suicide attempt on City facilities and will ensure that those protocols are reviewed annually. This review of protocols will seek to update internal procedures and address any needed support for employees that may witness such events. The City Manager or designee will further ensure an appropriate communications strategy is in place if a suicide attempt occurs in a City facility. The communication strategy will reflect best practices for reporting on suicide, as provided by the County.

City Residents

The City will link to the County's Behavioral Health Services webpage[1] and actively collaborate with the County to disseminate information including event information and resources as they become available. The City Council will also raise awareness by recognizing National Suicide Prevention Month annually in September and support state and/or federal legislation aimed at increasing awareness and reducing deaths by suicide.

Implementation of this policy will occur through regular communication with the County's Behavioral Health Services. Employees will be provided the following resources to learn more about suicide prevention:

- Santa Clara County Behavioral Health Services – Suicide Prevention & Crisis www.sccbhd.org/suicideprevention
- Santa Clara County Suicide Prevention Strategic Plan https://www.sccgov.org/sites/bhd/Services/SP/Documents/2018/sp-strategic-plan-rev-03-2011-final.pdf
- California Mental Health Services Authority https://calmhsa.org/
- Centers for Disease Control and Prevention – Violence Prevention – Suicide https://www.cdc.gov/violenceprevention/suicide/index.html
- U.S. Department of Health & Human Services – Office of the Surgeon General https://www.hhs.gov/surgeongeneral/reports-and-publications/suicide-prevention/index.html
- Suicide Prevention Resource Center https://www.sprc.org/
- American Foundation for Suicide Prevention https://afsp.org/
- National Suicide Prevention Lifeline 800-273-8255 (800-273-TALK)
- Suicide Prevention Chat Services (www.SuicidePreventionLifeline.org)
- Veterans Crisis Line 800-273-8255, 1, Text: 838255

[1] https://bhsd.sccgov.org/home

The existence of several established resources will facilitate implementation of this policy. County Behavioral Health Services agency will be a key partner to assist with the identification of mental health resources and safe messaging practices. City staff will reach out to Behavioral Health Services staff to coordinate a training / education session that can be offered to all City staff. Additionally, the City Council will recognize via a proclamation that September is National Suicide Prevention Month and thus provide a relevant opportunity to launch the City's suicide prevention and education efforts.

Sustainability Impact

No sustainability impact.

Fiscal Impact

This policy will require additional staff time, particularly within the Human Resources Division, to implement the addition of a new policy to review during employee onboardings, as well as the gathering and distribution of suicide prevention information to staff. The City Manager or designee will also require additional time to develop the public safety protocols and communication strategy. These costs can be absorbed by the departmental budgets.

Prepared by: Astrid Robles, Management Analyst
Reviewed by: Dianne Thompson, Assistant City Manager
Katy Nomura, Deputy City Manager
Approved for Submission by: Greg Larson, Interim City Manager
Attachments:
A – Draft Resolution Establishing a Suicide Prevention Policy
B – Santa Clara County Suicide Prevention Strategic Plan

RESOLUTION NO. 21-_____

A RESOLUTION OF THE CUPERTINO CITY COUNCIL ESTABLISHING A SUICIDE PREVENTION POLICY

WHEREAS, the City of Cupertino recognizes suicide as a public health issue, evidenced by Santa Clara County Behavioral Health Services data which shows that after a three-year decline in the suicide rate in the County, suicide rates increased in 2018 and 2019; and

WHEREAS, the Suicide Prevention Policy seeks to support the strategies recommended by the Santa Clara County Suicide Prevention Strategic Plan; and

WHEREAS, educating the community on suicide risk factors, warning signs, how to report threats of suicide or those showing signs of becoming at risk, and removing the stigma about mental health treatment, recovery, and resiliency, is good public policy; and

WHEREAS, the Suicide Prevention Policy formalizes a process by which general resources are shared and safe messaging best practices are followed when communicating with employees and the community; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino adopts and approves the attached Suicide Prevention Policy, as the official suicide prevention policy of the City of Cupertino.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 21st day of September 2021, by the following vote:

Members of the City Council

AYES:
NOES:
ABSENT:
ABSTAIN:

SIGNED: _____ Darcy Paul, Mayor City of Cupertino	_____ Date

Resolution No. _____

ATTEST: _____ Kirsten Squarcia, City Clerk	_____ Date

CITY OF CUPERTINO
SUICIDE PREVENTION POLICY

Purpose
This policy reflects an ongoing commitment to increase awareness of suicide as a public health problem. The framework in this policy promotes the planning, implementation and evaluation of strategies for suicide prevention and intervention, as well as encouraging mental health care.

Policy
This policy shall advance current strategies and best practices of the Santa Clara County Behavioral Health Services, National Council for Behavioral Health, National Alliance on Mental Illness, and the World Health Organization.

This policy shall call for the collaboration between the City of Cupertino and local and regional organizations, to provide information to employees and residents to gain a better understanding of the causes of suicide, learn the appropriate methods for identifying those at risk, and learn how to report threats of suicide or those showing signs of becoming at risk to the appropriate authorities.

The City will promote strategies and resources provided by the County as well as the Suicide Prevention Resource Center[1] under the following guiding framework:

City Employees
Annually, the City Manager or designee will share with its current employees information that helps staff and gain a better understanding of the causes of suicide and learn the appropriate methods for identifying and preventing the loss of life. The Human Resources Division will work with the County's Behavioral Health Services Suicide Prevention Program to ensure that information shared reflects current research. The City shall provide a copy of this policy to all employees.

City Facilities
The City Manager or designee will develop public safety protocols governing a response to a suicide attempt on City facilities and will ensure that those protocols are reviewed annually. This review of protocols will seek to update internal procedures and address any needed support for employees that may witness such events. The City Manager or designee will further ensure an appropriate communications strategy is in place if a suicide attempt occurs in a City facility. The

[1] https://www.sprc.org/

communication strategy will reflect best practices for reporting on suicide, as provided by the County.

City Residents

The City will link to the County's Behavioral Health Services webpage[2] and actively collaborate with the County to disseminate information including event information and resources as they become available. The City Council will also raise awareness by recognizing National Suicide Prevention Month annually in September and support state and/or federal legislation aimed at increasing awareness and reducing deaths by suicide.

[2] https://bhsd.sccgov.org/home

suicide prevention strategic plan

SANTA CLARA COUNTY SUICIDE PREVENTION ADVISORY COMMITTEE | JUNE 2010

SANTA CLARA VALLEY HEALTH & HOSPITAL SYSTEM

connect empower transform
SANTA CLARA COUNTY MENTAL HEALTH SERVICES ACT

THE COUNTY OF SANTA CLARA

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

This document is dedicated to Santa Clara County residents who have lost their lives to suicide, those who have experienced the tragic loss of a loved one by suicide, those who are survivors of suicide attempts, and those who may contemplate suicide now or in the future. May this document serve to inspire individuals, organizations and communities to implement strategies needed to protect our county's greatest resource—our residents.

This work is intended to honor and memorialize all whose loss and struggle has inspired us to take action.

Santa Clara County Suicide Prevention Advisory Committee

Co-Chairs
Hon. Liz Kniss, Santa Clara County Supervisor, District 5
Victor Ojakian, Santa Clara County Mental Health Board Member

Santa Clara County Board of Supervisors
Hon. Ken Yeager, District 4, President
Hon. Dave Cortese, District 3, Vice President
Hon. Donald F. Gage, District 1
Hon. George Shirakawa, District 2
Hon. Liz Kniss, District 5

County Executive
Dr. Jeffrey Smith

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

If you or someone you know or love is in crisis, there are services, resources and help available at Santa Clara County's -

Suicide and Crisis Services (SACS) Hotline
Toll-Free
1-855-278-4204

National Suicide Prevention Lifeline

1-800-273-TALK (8255)

For Veterans

1-800-273-TALK (8255) press 1

Additional resources also are listed on the Santa Clara County's Mental Health Department website: www.sccgov.org/spac under the Suicide Prevention and Local Resources section on the Suicide Prevention Resources page.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Giving People Help and Hope

Santa Clara County Suicide Prevention Action Plan

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A Message from County Supervisor Liz Kniss and Victor Ojakian
Co-Chairs, Suicide Prevention Advisory Committee

Suicide devastates families and takes a tremendous toll within communities. Our nation loses approximately 30,000 lives to this tragedy each year. Every 16 to 18 minutes another person dies by self-inflicted causes. In Santa Clara County, death by suicide occurs, on average, every three days.

When someone dies by suicide, the tragedy isn't limited to the loss of life and human potential. The heartbreaking pain, intense grief and overwhelming sorrow loved ones experience are complicated by feelings of anger, shock, and second-guessing.

The issue of suicide was brought to the forefront of our communities' attention in 2009, prompted by the suicide of four adolescents in a less than six-month period. With a renewed focus on coordinated and effective suicide prevention services throughout Santa Clara County, the Board of Supervisors supported development of an action based strategy through a broad-based group of expert-professionals from a wide range of fields.

Vic Ojakian and I are pleased to have served as Co-Chairs of this dynamic group of individuals and organizational representatives. Vic is a member of the Santa Clara County Mental Health Board, a former Mayor of Palo Alto and, along with his wife Mary, a national advocate for improved prevention services since they lost their son to suicide in 2004.

The Suicide Prevention Advisory Committee diligently reviewed data, listened to experts and community members, and studied best practices in prevention and response in order to formulate an action plan in Santa Clara County. We would like to extend our sincere gratitude to the individuals who served on this committee for their significant contribution to the development of this draft plan.

In addition, we thank members of the public who attended committee meetings and/or participated in the April 28, 2009, Public Forum at which the data, deliberative process and preliminary conclusions of the Suicide Prevention Advisory Committee were enriched. Our thanks go out to each and every one of you who devoted your time, energy and expertise to this critically important endeavor.

While the current plan is a working document that is subject to change as it continues to be reviewed by the community – it is nevertheless an important blueprint for next steps. I urge all Santa Clara County residents to read this plan, think about ways in which you can add to its recommendations and/or help to implement its recommendations, and become active in this vital effort to save lives.

Hon. Liz Kniss, Supervisor, District 5 Victor Ojakian

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

SANTA CLARA COUNTY SUICIDE PREVENTION ADVISORY COMMITTEE

This broad and diverse group of individuals, representing a cross-section of our county, dedicated six months to create this plan. The work of this committee was imbued with the passion that comes, in large part, from personal experience with the pain of suicide. More than 60% of the individuals in this committee have either lost a loved one or friend to suicide or have attempted to take their own lives but, fortunately for us, lived so they could share their knowledge and achieve our goal to reduce the number of deaths by suicide.

Members:

Jeff Arnold, M.D.
Santa Clara Valley Medical Center Emergency Room

Maryann Barry
Santa Clara County Custody Health Services

Dennis Burns
Palo Alto Police Department

Ginny Cutler
EMQFF Child and Adolescent Mobile Crisis Program

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Michael Haberecht, M.D., Ph.D.
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Hope Holland
Suicide Attempt Survivor / California Network of Mental Health Clients/ Santa Clara Chapter of National Alliance on Mental Illness

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Mental Health Department's Ethnic and Cultural Community Advisory Committee

Jennifer Jones
Suicide Attempt Survivor / Santa Clara County Mental Health Department's Consumer Affairs

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Santa Clara County Public Health Department

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Town of Los Gatos,
Santa Clara County Cities Association

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211 Santa Clara County, United Way Silicon Valley

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Suicide Attempt Survivor/ Community Member

Wiggsy Sivertsen
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Palo Alto Unified School District

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Hospital Council of Northern and Central California

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Veterans Administration Hospital, Trauma Recovery

Nicole Squires
Policy Aide to Supervisor Kniss

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Momentum

Kris Wang, Alternate
Santa Clara County Cities Association

Lorraine Zeller, Alternate
Survivor and Peer Mentor

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Jean McCorquodale, **Mental Health Department Consultant**

Tracy Hern McGreevy, **Photographer**

And, with Special Thanks to:

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Christine Nguyen for assistance at the public forum

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MIG, Inc. for graphic design and meeting facilitation

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Introduction

When someone dies by suicide, the loss of that precious human life and the loss of that person's potential is only one of the anguishing outcomes: There can be no more heartbreaking pain than having a loved one end his or her life. Along with intense grief from the gaping hole in one's life, there is overwhelming sorrow about the loss that is typically mixed with a surplus of other tormenting emotions.

In Santa Clara County, death by suicide is the 10th leading cause of death. Our County ranks 54th out of California's 58 counties (with 58 being the worst) in the rate of adolescent self-inflicted injury.[1] Death by suicide occurs, on average, every three days; and there are 2 suicide attempts every day, and an estimated 14 suicidal gestures every day in Santa Clara County.

This troubling reality of suicide in Santa Clara County stands in stark contrast to our positive identity—to our sense of pride in being the largest member of the economic region called Silicon Valley, a world leader in development of new technologies and industries, where our cities are frequently ranked among the highest in the nation in overall health and safety. We pride ourselves as being civic-minded and welcoming of all who choose Santa Clara Valley as their home; and yet, one out of every ten deaths is the result of someone taking their own life.

This plan is the effort of many who endeavor to understand the enigma of suicide in Silicon Valley and to take a stand, together as a community, to prevent it. Our belief is one death by suicide is one death too many. One person struggling with despair and the contemplation of taking his/ her own life is one person too many.

Our mission is to bring community awareness to the issue of suicide and to engage a community effort to stop it. Additionally, as we do so, we hope to enlist the public in our effort to contribute to the success of other communities that endeavor to take action to prevent suicide.

We have organized the following report so that you, the reader, will understand how we went about our planning work, what we learned about suicide as we planned, and how we arrived at the five overarching recommendations of this Plan. Those recommendations, discussed in detail in Section V. What We Recommend, focus on community-wide education, policy development, data collection and evaluation, communication and media practices, and an array of suicide prevention programs and services. Some of the services recommended for all ages include:

- Screening and referral resources in primary care and other caregiving settings
- Training for professionals, service providers and community members on identification and response to individuals at risk
- Crisis Hotline and a single, countywide access point/telephone number
- Accessible, affordable and appropriate crisis, counseling and support services
- Mobile crisis unit
- Self-help centers in communities

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

- Phone consultation services
- Post-incident care for individuals and families after a 5150 episode (involuntary admission to residential psychiatric care for up to 72 hours)
- Public recognition of individuals who connect people at risk of suicide to resources
- Incorporating individuals who have survived their own attempts to die by suicide and individuals who have lost a loved one to suicide in the efforts to increase awareness and prevention

The Suicide Prevention Advisory Committee is proposing broad recommendations to:

One: ***Implement and coordinate suicide intervention programs and services for targeted high risk populations***

Two: ***Implement a community education and information campaign to increase public awareness of suicide and suicide prevention***

Three: ***Develop local communication "best practices" to improve media coverage and public dialogue related to suicide***

Four: ***Implement a policy and governance advocacy initiative to promote systems change in suicide awareness and prevention***

Five: ***Establish a robust data collection and monitoring system to increase the scope and availability of suicide-related data and evaluate suicide prevention efforts***

Each of these broad recommendations, once endorsed by the Mental Health Board and local stakeholders and approved by the Board of Supervisors, will be developed into implementation plans, including well defined deliverables with budgets and specific procurement recommendations. It is expected that a significant portion of the funding for the plan components will be funded through Mental Health Services Act (MHSA) Prevention and Early Intervention Statewide Project funds; however, it also is anticipated that funding will be sought from other community resources, insuring this is truly a community-supported effort.

These recommendations and strategies are described in more detail beginning on page 63. In response to public feedback, this document has been designed to provide an overview in the introduction of the recommendations, followed by the details of how these recommendations were selected, and culminating in a more detailed explanation of each strategy and next steps. The Next Steps section of this document begins on page 85.

Please join us in a community-wide education and action campaign to reduce the unnecessary loss of life from suicides. Join us in choosing hope and action over hopelessness and inaction. **You can help** by learning about warning signs, reaching out to friends and family who are in distress with encouragement and information about ways to seek help, breaking the taboo by discussing suicide, and sharing the most important assets we have as human beings: empathy, comfort, support for our fellow human beings and the knowledge and ability to act as needed.

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I. Why We Care

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

I. Why We Care

Most people are surprised to learn that **every year** more than one million deaths worldwide are caused by suicides; and **every year** there are an additional 10 to 20 million suicide attempts, often accompanied by serious injuries. Even in our own County, suicide is the leading cause of death by fatal injury.[2] The numbers are truly too large for us to ignore.

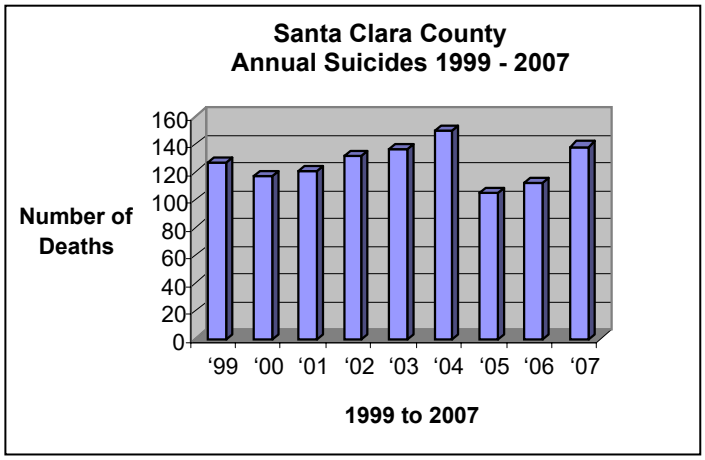
While suicide is confounding, **suicide is usually preventable**, given the right education, services and supports. Prevention for natural disasters and communicable diseases is typically centered on risk reduction. Likewise, prevention for suicide must be centered on risk reduction through a variety of means. Suicide is most often a fatal complication of different types of mental illnesses which are treatable. Just as with diseases of the body, the earlier treatment is sought, generally the better the outcome and the lower the risk of other complications. We are inspired by the success Australia has had in reducing the number of deaths among youth ages 16-24 by 57%[3] and of the total national population by 30%[4] between 1999-2005. We know that we, too, can make a difference in reducing suicide deaths in Santa Clara County.

As we did our planning, we learned that most services focus on intervention during a crisis, such as counseling someone who talks about taking their life, rather than on true prevention and earlier intervention. Most programs that play a role in preventing suicides do so only indirectly. As we did our research, it became clear that an effective community suicide prevention effort must consist of multiple strategies that knit together a comprehensive effort to impact suicide through broad, community-level education, public policies, formal media communication practices, and an array of coordinated and accessible culturally and socially relevant services. Fundamentally, the most significant prevention strategy is for a troubled person to be able to seek help and talk about how they are feeling with someone they trust. Offering this support and encouragement to get help is something we are all capable of doing. (Suicide and Crisis Services (SACS) Hotline, Toll-Free 1-855-278-4204; National Suicide Prevention Lifeline – 1-800-273-TALK [8255]).

The Impact of Suicide in Santa Clara County

An important step in our process was gaining an understanding about suicide in Santa Clara County.

In 2007, the most recent year for which this data is available, the suicide rate in Santa Clara County was 7.8 per 100,000.[5] In contrast to the 7.8 suicide rate, the homicide rate in the same year was 2.6 per 100,000.[6] **Many more people kill themselves than are killed by others** and



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this is consistent with national data that show suicide is the 8th leading cause of death in the U.S., compared to homicide which is the 13th leading cause of death.

The 7.8 per 100,000 suicide rate equates to 140 individuals[7] who lost their lives in 2007 due to their personal despair and loss of hope. Among older people (65+ years), the rate jumps to 14.8 per 100,000.[8] Among males, the rate soars to 18.5 per 100,000.[9]

In addition, over the period 1999 through 2006, there were 5,971 suicide attempts, an average of 750 suicide attempts per year. Most attempt survivors had used poisoning or cutting/piercing as the means. Whites lead in the number of attempters (3,435 or 58% of attempters), followed by Hispanics (1,142 or 19%), and Asians (912 or 15%). Females attempted at almost twice the rate of males (3,925 to 2,046). Almost half of all attempters were in the age group of 21 to 44 years old.

In Santa Clara County, the hospitalization rate for self-inflicted injury among children and youth ages 5 to 20 is 30.6 per 100,000.[10] This is the rate of self-inflicted but non-fatal injury hospitalizations and includes suicide attempts well as self-mutilation. This equates to more than 100 children and youth each year who so seriously hurt themselves or try to kill themselves that they require hospitalization.

A Closer Look at Who We Are

- Santa Clara County population 1,857,621; sixth largest county in California; largest among 9 Bay Area counties
- 95% of the population is urban
- 15 cities
- San Jose is the largest city: population 1,006,892; 3rd largest city in California; 10th largest city in the U.S.
- Santa Clara County residents are:
  - 7.5% under 5 years of age,
  - 16.8% 5 to 17 years,
  - 64.9% 18 to 64 years,
  - 10.8% 65 years and over,
  - median age is 34.
  - 7,000 people are homeless in Santa Clara County
- Ethnicity:
  - White (Non Hispanic) 38%
  - Asian 31.2%
  - Hispanic 26%
  - Black 2.9%
  - American Indian and Alaska Native .8%
  - Native Hawaiian and Other Pacific Islander .4%
  - Two or More Races 2.7%
  - More than 100 languages and dialects are spoken
- In 2007, SCC became one of only 10 counties in the U.S. where more than 50% of residents speak a language other than English at home.
- A community-wide survey of the county's five largest immigrant groups revealed that immigrants from China (60%), Mexico (48.9%) and Vietnam (47.6%) were most likely to report not enough English as a barrier to obtaining services and education.

This above data alone should serve as the community's "wake-up call" because we know, too, that 30% to 40% of persons who complete suicide have made a previous attempt. Although the majority of people who die by suicide have not tried before to take their life, nevertheless, a serious suicide attempt is a clear risk factor for suicide death.[11] The risk of completed suicide is more than 100 times greater than average in the first year after an attempt—80 times greater for women, 200 times greater for men, 200 times greater for people over 45, and 300 times greater for white men over 65.[12]

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

II. What We Did

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

II. What We Did

The Committee Planning Process

The **Santa Clara County Suicide Prevention Advisory Committee** (SPAC) is a 36-member, broad-based group of experts in the field; professionals in related fields such as educators and school administrators, law enforcement, public transportation, public officials, and many others; specialists in various age groups; mental health consumers and family members from diverse cultures and backgrounds; suicide attempt survivors; individuals surviving the death of a loved one by suicide; and concerned members of the public. More than 60% of the members have personal experience with either the loss of a loved one to suicide or as suicide attempt survivors. The personal knowledge of loss by suicide infused the committee's efforts with a particularly deep commitment to saving lives.

The SPAC was formed as a result of a recommendation from the Mental Health Department to create a local planning group for the purpose of developing a local suicide prevention plan and the acceptance of this recommendation by the Board of Supervisors' Health and Hospital Committee at its meeting of September 16, 2009. Already Santa Clara County, like other California counties, had contributed substantial amounts of its local MHSA Prevention and Early Intervention funding allocation to the California Department of Mental Health (DMH) to support state-administered, statewide projects. In December 2008, the Board of Supervisors assigned $1.9 million in PEI funds to DMH annually for four years. One of these statewide projects was the development of the *California Strategic Plan on Suicide Prevention.* The *Strategic Plan* was intended to guide the development of future statewide as well as local suicide prevention efforts. Thus, with Board of Supervisors approval and under the leadership of the Health and Hospital Committee Chairperson Liz Kniss, the SPAC was established to create a local Santa Clara County suicide prevention plan.

The SPAC held its first meeting on December 9, 2009. Between December 2009 and May 2010, the committee met the second and fourth Wednesday of every month. Members of the public also attended the meetings and their participation was welcomed in all of the discussions and deliberations, including the "break-out" sessions which followed the whole-group dialogues and focused on needs and strategies by age categories.

On April 28, 2010, the SPAC's findings and preliminarily selected strategies were shared more broadly with the community at an extensively publicized and well attended Public Forum. Translators provided live translations from English into Santa Clara County's additional four threshold languages (Mandarin, Vietnamese, Spanish and Tagalog) and one of the break-out groups was conducted entirely in Vietnamese to better insure that all who wished to contribute were able to do so.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

The Mental Health Department website was an important, ongoing communication link between SPAC members, staff and the public. On the website's Suicide Prevention page, meetings were publicized; all data and information that was shared at the SPAC meetings were available on an ongoing basis; and summaries of steps taken and preliminary decisions were presented. During the six-month SPAC planning period, the website received a total of 4,291 visits for a combined total of 6,954 "views," which is defined as the number of times visitors viewed particular pages.

The final plan will be forwarded to the Santa Clara County Mental Health Board in July 2010 for its review and further solicitation of public comment. It is anticipated that the plan will be submitted for review by the Board of Supervisors in August 2010. Implementation efforts will commence after formal approval by the Board of Supervisors.

The Planning Approach

The SPAC members were informed by the California Suicide Prevention Plan and studied both its approach and recommendations. They also were informed by each other and the vast experience of the group and other participants who came to share personal stories and information. It was clear at the onset of the planning process that the work was a matter of the heart as much as it was strictly an effort in strategic planning. From the first evening, members moved through the planning process in a way that honored the deep emotional impact of suicide while they absorbed data and information and brainstormed about the needs in our community. This quality within the planning group resulted in guiding values for the planning work that were arrived at from the beginning of the process.

Guiding Values

1. ***Suicide is a community problem. It cannot be addressed effectively by only one system or agency.***
2. ***The plan should be informed by the people most affected by suicide—the survivors, the family members, the loved ones.***
3. ***People involved in this work should feel engaged.***
4. ***Suicide risk factors should be considered for every age group across the lifespan.***

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

5. ***The resulting plan should not duplicate existing efforts but rather leverage them.***
6. ***The community should own this plan.***
7. ***The work must be culturally sensitive and competent.***
8. ***The plan and efforts must be focused on continuous process improvement.***
9. ***It is important that the plan is informed by public input.***

Planning Goals

Also, early in the process SPAC members agreed upon the following goals for the prevention plan:

1. **Reduce deaths from suicide in Santa Clara County.**
2. **Increase awareness of why people contemplate suicide and how to access available resources.**
3. **Improve monitoring of suicides using clear and comprehensive data.**
4. **Empower people to respond to a person who is considering suicide through training and education.**

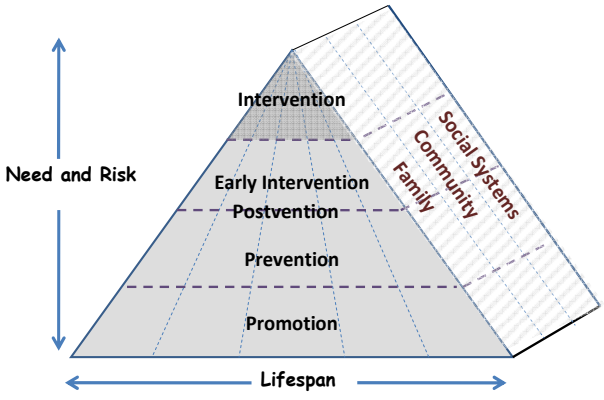
Conceptual Framework

During the process of developing a planning approach, the committee members were offered a conceptual framework to assist their thinking about suicide prevention that had proven successful with the County Mental Health Department's (MHD) public planning efforts related to the Mental Health Services Act. The approach incorporates a lifespan perspective within an adapted public health model that aligns a continuum of health needs (in this case suicide) with levels of **promotion**, **prevention**, **postvention, early intervention**, and **intervention strategies.** The postvention strategy was added to the standard public health model to accommodate a strategy unique to suicide which is described below**.**

This framework allowed the committee and other stakeholders to consider suicide prevention needs from multiple perspectives—age, need and risk, intervention strategies, and recipient or target of the strategies discussed.

Working definitions of various types of interventions were utilized, again drawing from public health definitions used to differentiate types and intensities of

Public Health Model for Suicide Prevention Planning:



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interventions. The committee also was informed that, generally speaking, strategies that are more preventive in nature are usually less expensive per individual served and can reach many more individuals than intervention strategies. By their nature, strategies that are more intervention focused serve fewer people for a higher cost per person served.

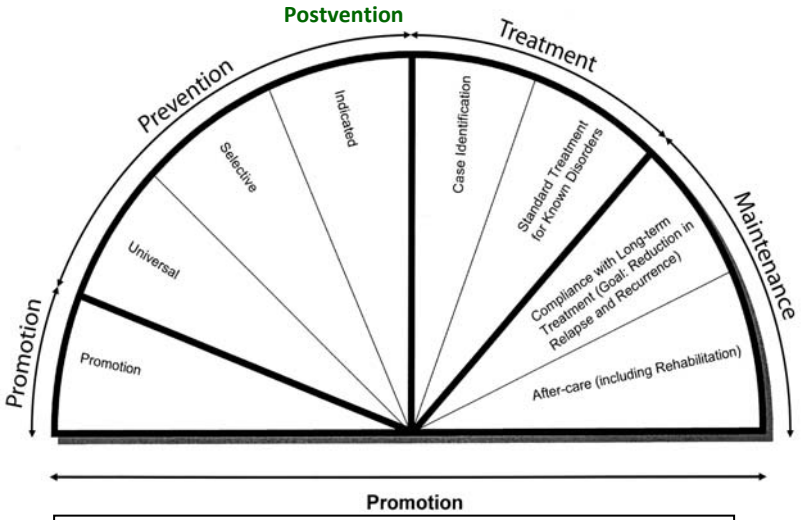
Promotion. While there is no precise, universally accepted definition of health ***promotion,*** the MHD utilizes the common characterization of promotion as "the enhancement of the capacity of individuals, families, groups or communities to strengthen or support positive emotional, cognitive and related experiences."[13] Strategies for mental health promotion are related to improving the quality of life and potential for health rather than amelioration of symptoms and deficits.

Prevention is concerned with avoiding disease, while promotion is about advancing health and well-being. Promotion and prevention overlap and should be complementary activities. "To prevent," of course, means "to keep something from happening." The Institute of Medicine prevention category is divided into three classifications—universal, selective and indicated. Universal prevention strategies address the entire population (local communities, schools, neighborhoods). In the context of mental health, selective prevention strategies target subsets of the total population that are deemed to be at risk for mental illness by virtue of their membership in a particular population segment (victims of child abuse, witnesses to traumatic events, etc.) Indicated prevention strategies are designed to prevent the onset of mental illness in individuals who do not meet diagnostic criteria for mental illness but who are showing early signs of distress (changes in thoughts, emotions or conduct).

Postvention consists of interventions after a suicide has occurred aimed at reducing the impact of suicide on surviving friends and relatives, as being exposed to the death of a loved one by suicide is itself a risk factor that greatly increases one's risk of suicide, especially in youth. [14]

Early intervention involves identification of warning signs for individuals at risk for mental health problems and intervening early to mitigate factors that put them at further risk for developing mental disorders. Early intervention can prevent problems from worsening.

Intervention is used to describe practices and programs that are offered to individuals who are experiencing health problems



Institute of Medicine's Adapted Range of Interventions

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such as mental illness, and typically is associated with "treatment" and ongoing care provided by practitioners with specialized training in treating health conditions such as mental illness, substance abuse, and physical illness.

Planning Steps

The planning team designed and facilitated the committee process in a manner that the group followed ten planning steps in preparing the plan. It was agreed that the initial phase of plan development would focus on high level recommendations that would be further shaped into an implementation plan once approved. The planning steps are listed below:

1. **Established plan goals**
2. **Identified personal values and guiding principles**
3. **Reviewed local, state and national data on suicide**

4. **Brainstormed needs across the lifespan**
5. **Aligned needs by age to available data, risk populations, and potential strategies**
6. **Identified additional plan strategies beyond those that are age and population-related**

7. **Organized recommendations into five overarching strategies**
8. **Held a public forum for dialogue and input on the committee work**
9. **Incorporated the public input into the plan**
10. **Adopted a finalized plan for Mental Health Board review and Board of Supervisors approval.**

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III. What We Learned

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III. What We Learned

Committee members learned from members who had first-hand experience with the tragic loss of life by suicide or attempting their own suicide that language counts.

Language Counts

To ensure the most emotional support possible, consider the following:

- People **"die by suicide**" not by "committing suicide."
- There is no "successful suicide" only a "**completed suicide**".
- There is probably **someone in your own personal network of family and friends who has first-hand knowledge of the pain of suicide**- regardless of income, race, or country of origin.
- **Suicide attempt survivors**. Individuals who have survived a prior suicide attempt.
- **Suicide survivors**. Family members, significant others, or acquaintances who have experienced the loss of a loved one due to suicide. Among the general public this term is also used to mean suicide attempt survivors.
- **Suicidal act** (also referred to as **suicide attempt**). Potentially self-injurious behavior for which there is evidence that the person probably intended to kill himself or herself; a suicidal act may result in death, injuries, or no injuries.
- **Suicidal behavior**. A spectrum of activities related to thoughts and behaviors that include suicidal thinking, suicide attempts, and completed suicide.

Resources for immediate assistance for you or someone you love who is struggling with suicide or despair

Suicide and Crisis Services (SACS) Hotline
Toll-Free 1-855-278-4204

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
For Veterans
1-800-273-TALK (8255) press 1

Traditionally, our society has not encouraged open and honest discussion about suicide and what leads people to contemplate suicide. Moreover, cultural norms influence how we communicate about suicide, and these norms can lead to unintended negative consequences. Wording can communicate our deepest bias. People who have survived their own suicide attempts or who are grieving the loss of a loved one by suicide are acutely sensitive to the judgments communicated by word choice, for example:

- People **"die by suicide**" not by "committing suicide." The word commit often is associated with crime or sin.
- There is no "successful suicide" only a "**completed suicide.**" Success in our American culture is an achievement to be celebrated and applauded. Death by suicide is not a success, it is a loss.

Language was recognized as affecting a large number of people. Sixty percent of the committee members, a broad cross-section of our county, have had personal experience with suicide and **there is probably someone in your own personal network of family and friends who has first-hand knowledge of the pain of suicide**—regardless of income, race, or country of origin.

The committee adopted the language that the developing field of suicidology is promoting and recommending. Additional guidance and resources are provided in the insert to the left, **Language Counts**.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Local and National Data

It is evident that individuals or a group cannot meaningfully "fix" a problem they do not fully understand. With this understanding, the committee Co-Chair Vic Ojakian led the group in a review of who dies by suicide, what common problems the suicide victims faced, other risk factors, and warning signs. While many of the committee members have significant experience and expertise in some aspects of suicide and with certain age or other population groups, the data review process gave everyone a similar foundation of basic knowledge. Several questions were considered as data was reviewed, including:

1. **Who is dying by suicide?**
2. **Who is at risk of suicide?**
3. **What factors may contribute to suicide?**
4. **What are the warning signs of suicide?**
5. **What factors may protect against suicide?**
6. **What resources are available in our community to address suicide and suicide risk?**
7. **What do experts recommend are "best practices" in suicide prevention?**
8. **What are the critical needs and recommended strategies for our community?**

In keeping with the overall planning approach, an emphasis was placed on studying suicides and contributing factors by age groups across the lifespan. Other data provided information about suicides by gender, race and ethnicity, and various categories of high risk. While available data was limited, further collection and analysis will continue during the Plan implementation phase.

For example, it was learned that Santa Clara County was selected as one of three sites in California to participate in a California Violent Death Reporting System.[15] A 2005 study of these data revealed that at least one of the following circumstances was identified in 80% of the suicides:

- The most frequently noted circumstances were associated with mental health problems, especially for females and young people.
- Females (22%) more often had an alcohol or drug problem than males (14%).
- Males were much more likely to have a job problem (10%) than were females (0%).
- Male suicides were twice as likely to be precipitated by intimate partner relationship problems (18%) than female suicides (9%).
- Suicide victims ages 45 and older were more likely to have a physical health problem that contributed to the suicide (38%) than victims under age 45 (6%).

In addition to research and review of available data, the committee also discussed the lack of many types and categories of data that would better inform professionals as well as the public about danger signs. One of the committee's five key recommendations supports ongoing data

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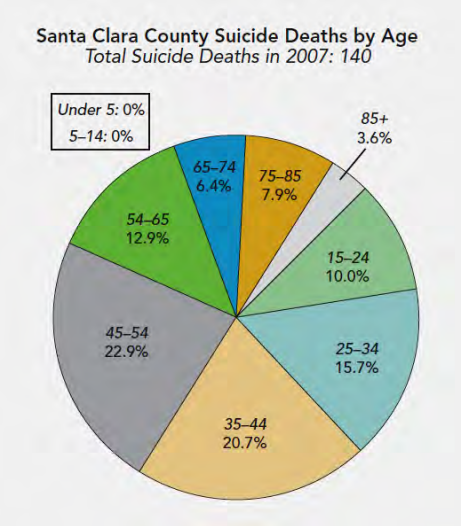
collection and efforts to encourage more detailed recordkeeping, data analysis, and availability of information related to suicides.

Suicide by Age



Children and Youth. In 2005, 270 children (ages 10 through 14) in the U.S. completed suicide.[16] Suicide is the fourth leading cause of death among children between the ages of 10 and 14 years.[17] Between 1999 and 2007, nine 10 to 14 year olds in Santa Clara County died of suicide.[18]

Youth and Young Adults. In Santa Clara County, among teenagers ages 15 through 19, suicide is the third leading cause of death.[19] Santa Clara County's 2005-07 suicide rate average among youth ages 15 through 24 was 7.0 per 100,000.[20] That is consistent with national figures, as shown in the box on the following page.[21] For the nine year period 1999-2007, 113 Santa Clara County youth (15-24 years old) died of suicide, the majority, almost 75%, were males.[22]

National Figures on Youth and Suicide

- Suicide ranks as the third leading cause of death for young people (ages 15 through 19 and 19 through 24); only accidents and homicides occur more frequently.
- Approximately 12 young people between the ages of 15 through 24 die every day by suicide.
- Every 2 hours and 11 minutes, a person under the age of 25 completes suicide.
- Among 15 through 24 year olds, suicide accounts for 12.3% of all deaths annually (CDC, 2008).
- In 2005, 32,637 people completed suicide. Of these, 4,212 were completed by people between the ages of 15 and 24.
- For every completed suicide by youth, it is estimated that 100 to 200 attempts are made.
- In 2007, 14.5% of students (grades 9-through 2) had seriously considered suicide in the previous 12 months—18.7% of female students and 10.3% of male students (CDC, 2008).
- In the past 60 years, suicide rates have quadrupled for males 15 through 24 years old and have doubled for females of the same age.

Youth Suicide Fact Sheet
www.suicidology.org

Nationally, suicide is the second leading cause of death among college students.[23] College students have an "increased incidence of depression," according to a study from the Suicide Prevention Resource Center.[24]

Another study reports that "students experience more stress, more anxiety, and more depression than a decade ago. Some of these increases were dramatic. The number of students seen each year with depression doubled, while the number of suicidal students tripled, and the number of students seen after a sexual assault quadrupled."[25]

However, while some college-related factors may contribute to suicidal behavior, it is important to note that same-aged youth who are *not* in college are actually at a higher risk for suicide attempts than are college students.[26]

Adults. The largest number of deaths by suicide occurs in the adult age group. It is also our county's largest age group (25-65 year olds) at 55.6% of the total population.

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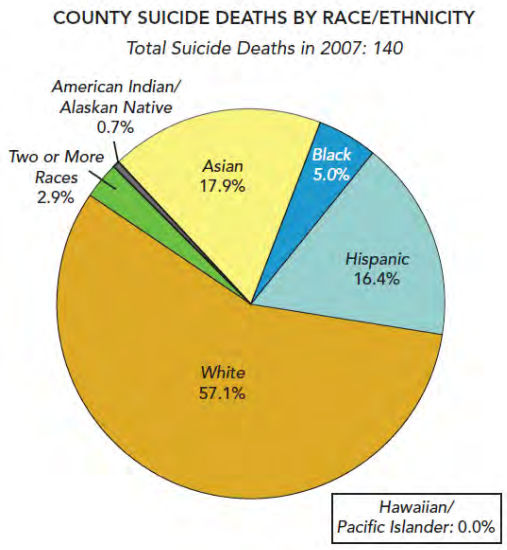
Among that group (ages 26 through 59), the biggest number occurs in the 45 to 54 year-old category, according to national data. This equates to 7,426 deaths or a rate per 100,000 of 17.19.[27] For adults, there is a "clear and direct relationship between suicide and unemployment. At the individual level, unemployed individuals have between two and four times the suicide rate of those employed."[28] For the nine year period 1999-2007, 810 Santa Clara County adults (25 through 64 years old) died of suicide, the majority, almost 75%, were males.[29]

Older Adults. National data show that the elderly comprise 12.6 percent of the population yet account for 16 percent of suicides. However, even this may not reflect the true total. Suicide by senior citizens is thought to go unrecognized more than with other age groups. For the nine year period 1999-2007, 203 older adults (25-64 years old) in Santa Clara County died of suicide, the majority, almost 75%, were males.[30]

Older white men have the highest suicide rate of all age groups. Among males, adults age 75 years and older have the highest rate of suicide (rate 37.4 per 100,000 population).[31] Most elderly suicide victims are seen by their primary care provider a few weeks prior to their suicide attempt and diagnosed with their first episode of mild to moderate depression.[32]



Suicides by Lesbian, Gay, Bisexual and Transgender Individuals

The majority of research on lesbian, gay, and bisexual people who attempted suicide concludes that young LGBT people have a significantly higher risk of attempting suicide than heterosexual young people and that most attempted suicides among LGBT people occur during adolescence or young adulthood.[33] [34] Suicide attempt rates (over the course of a person's lifetime) range from 52.4% (9th and 12th grade) for lesbian and bisexual females to 29% for gay and bisexual (9th and 12th grade) males.[35] This is in comparison with heterosexual suicide attempt rates of 4.6%, according to the National Comorbidity Survey.[36] Nationally, LGB teenagers have been found to be more than three times (3.41) as likely to attempt suicide as other youth, and young men are at particular risk.[37] One significant factor that may increase this risk is the stigma around LGBT identity and the fear of being "found out." These youth experience a perceived or actual loss of a peer group or of family support resulting in social alienation from the groups that might otherwise provide protective support.

There has been a paucity of data examining the high vulnerability of LGBT youth to suicide attempts. This lack of data demonstrates the need for further assessment from both a public health and a social justice perspective. An understanding of the impact of isolation from peers

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

and family and the attendant shame and low self-esteem experienced by LGBT youth also may provide insight into the risk of suicide for other groups of youth experiencing social alienation and a lack of family/community support.

Suicides by Race and Ethnicity

In the developing field of suicidology, little is known of how everyday stressors such as racism can impact a group or individuals. That said, according to the available data reviewed, suicide rates vary by race and ethnicity. In Santa Clara County, the suicide rate for Blacks/African Americans is 15.0 per 100,000, American Indians/Native Americans is 13.0 per 100,000, Whites is 10.7 per 100,000, 2 or more races is 9.3 per 100,000, Asian is 5.2 per 100,000 and Hispanic is 5.1 per 100,000.[38]

However, these data only provide a partial picture. The table below compares data on Santa Clara County's racial and ethnic diversity to the percentage of total suicide deaths in Santa Clara County in 2007. While the rates of suicide are probably underreported, combined we begin to see a fuller picture of our county in relation to suicide risk.

Comparison table between racial and ethnic make-up of Santa Clara County as a percentage of population and as a percentage of total suicide deaths[39]

Race and ethnicity	Total percentages of Santa Clara County population 2007	Percentages of total suicide deaths in Santa Clara County 2007
White	47.1%	57.1%
Asian	26.9%	17.9%
Hispanic	25.4%	16.4%
Black/African American	2.6%	5%
2 or more races	2.4%	2.9%
American Indian	0.4%	0.7%
Hawaiian/Pacific Islander	0.7%	0.0%

Suicides by Gender

A woman takes her own life every 90 minutes in the U.S., but it is estimated that one woman attempts suicide every 78 seconds.

- Women attempt suicide three times as much as men.
- The higher rate of attempted suicide in women is attributed to the elevated rate of mood disorders among females, such as major depression and seasonal affective disorder.
- Although women attempt suicide more often, men complete suicide at a rate four times that of women.
- More women than men report a history of attempted suicide, with a gender ratio of 2:1.
- Firearms are now the leading method of suicide in women, as well as men.
- Suicide is more common among women who are single, recently separated, divorced, or widowed.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

- The precipitating life events for women who attempt suicide tend to be interpersonal losses or crises in significant social or family relationships.[40]

Suicides by City

These data are based on zip code data being correlated to city boundaries as closely as possible. Please note that zip code and city boundaries are not always contiguous and that there may be some inaccuracies for this reason. Nevertheless, it is informative to look at suicide rates by Santa Clara County cities. This reveals that the relationship of socioeconomic status and suicide is not clear. It might be expected that structural social inequalities, which result in groups of people with poor access to resources, including social capital, would lead to higher rates of suicide, since this occurs for other indicators of poor physical and mental health. However, data reveal that the highest rates of suicide appear to be in higher income areas of the county, with the highest rates of suicide being in Palo Alto, Los Altos/Los Altos Hills, Sunnyvale and Morgan Hill; while lower rates in general are in Milpitas, Santa Clara and San Jose. However, a closer look at suicides by zip codes reveals that frequent numbers of suicides are found in both higher income areas as well as in certain lower income neighborhoods.

Please see Attachment 1 in the Appendix for numbers of suicides by zip code and a comparison of suicide deaths with homicides.

Table 1. Suicide Rates by Santa Clara County Cities, 2000 - 2006

City	Population	2000	2001	2002	2003	2004	2005	2006	Total	Avg. /Yr.	Rate per 100,000
Campbell	36,984	1	2	4	4	4	1	7	23	3.28	**8.5**
Cupertino	55,000	4	2	1	2	2	2	4	17	2.43	**4.4**
Gilroy	48,448	5	5	5	2	3	4	3	27	3.86	**7.97**
Los Altos / Hills	36,065	1	6	4	6	2	1	8	28	4.0	**11.09**
Los Gatos	28,971	4	2	0	3	4	5	1	19	2.71	**9.35**
Milpitas	65,235	3	2	3	4	6	6	1	25	3.57	**5.47**
Monte Sereno	3,511	0	0	0	0	0	0	0	0	0	**0**
Morgan Hill	37,066	0	3	7	6	4	3	3	26	3.71	**10.00**
Mountain View	71,947	7	11	7	9	8	3	4	49	7.0	**9.73**
Palo Alto	62,108	4	10	6	6	15	8	8	57	8.14	**13.1**
San Jose	953,058	65	47	61	65	73	60	47	418	59.7	**6.26**
Santa Clara	110,700	8	6	5	6	6	5	7	43	6.14	**5.55**
Saratoga	30,815	3	2	3	3	9	1	0	21	3.0	**9.74**
Sunnyvale	133,458	13	17	16	13	18	10	10	97	13.4	**10.04**
Unincorporated	98,244	0	0	0	0	0	0	0	0	0	**0**
Total County	**1,771,610**	**118**	**115**	**122**	**129**	**154**	**109**	**103**	**850**	**121.4**	

During the seven years that were reviewed, 2000 through 2006, certain zip codes more frequently had higher numbers of suicides, for example, 95086 and 95123. It is unclear, what, if any, these zip codes have in common. Would the pattern hold over a longer period of analysis? Much work remains to be done to more fully understand the dynamics of suicide.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Suicides among Custody Populations

Several interesting questions are raised when reviewing data about suicides among in-custody populations. For example, youth entering juvenile facilities are at greater risk of suicide than similar youth in the U.S. population; however, the suicide rate in U.S. juvenile facilities in 2002 was nearly equal to the rate for similar youth in the general population.

The presence of increased risk factors among juvenile justice-involved youth can be confirmed with Santa Clara County data. Emotional problems were cited as the most significant underlying factor contributing to their delinquency by both boys and girls in custody with the Santa Clara County Probation Department. Forty percent of boys and 58% of girls in custody said "something very bad or terrifying" had happened to them. Nearly one-quarter of all girls surveyed as they entered juvenile hall said they wished they were dead.[41] Of all boys interviewed, 81% had one or more trauma factor noted, compared to 91.7% of the girls.[42] Among out-of-custody boys on probation supervision, 95.6% had at least one trauma factor noted, while more than one-quarter (26.7%) of boys had three or more trauma factors noted. However, a*ll* girls reported at least one trauma factor, and 72.7% noted four or more trauma factors in their histories.[43]

How does this translate into suicides or attempted suicides? According to the Santa Clara County Probation Department's Institution Incident Report database, which was first implemented in September 2004, there have been no deaths by suicide during the period since then among youth in custody. The decrease in suicide attempts is attributed to changes made in overall custody program and protocol, as well as changes made to the suicide risk protocol and response by the Mental Health staff in the Hall. Mental Health staff and Probation Juvenile Hall staff have received more training in trauma-informed care and all staff members are involved in increased care coordination for youth considered at risk.

Suicide attempts by youth in custody were as follows:[44]

Youth in Santa Clara County Probation Department Custody

Year	Number of Attempted Suicides
2004	7
2005	39
2006	11
2007	5
2008	0
2009	3
Total	**65**

Nationally, the suicide rate in jails has decreased 70% from 1983 to 2003 and has decreased 50% in prisons over the same time period. In 2002 the suicide rate in local jails (47 per 100,000 inmates) was more than three times the rate in State prisons (14 per 100,000 inmates).[45] However, the suicide rate in both settings remains high.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

It takes the courage and strength of a warrior to ask for help. Help is available for veterans 24 hours a day.

VA Suicide Prevention Hotline number is:
1-800-273-TALK (8255). Push "1" for Veteran services

Veteran Suicide Chat Service at
www.suicidepreventionlifeline.org

VA Palo Alto
Telephone Care Line 800-455-0057

VA Palo Alto
Main Number 650-493-5000

Military personnel and veterans are not the only ones who can seek help. Military members, spouses, and their families who need assistance with locating services in their area can contact:

Military One Source 800-342-9647
or www.militaryonesource.com

In California, between 2001 and 2006, there were 190 suicides by inmates in California. This is far fewer than the number of deaths by illness but much greater than any other cause, including more than double the number of homicides.[46]

In Santa Clara County, during the years 2000 through 2009, there were 212 suicide attempts in the Main Jail and 81 suicide attempts at Elmwood. During that same time period, there were 12 completed suicides in the Main Jail and two completed suicides at Elmwood.[47]

Suicides by Military Personnel—Active-Duty, National Guard, Reservists and Veterans

With our nation's current level of international military engagements, the active-duty military personnel, National Guard, reservists and veterans are another group identified as facing higher risk for suicide. The number of suicides among active-duty personnel has been rising, with 147 reported suicides in the Army from January through November 2009—an increase from 127 in the same period of 2008. Among non-active-duty reserve soldiers, 50 suicides were reported in 2008; but the number had risen to 71 during the first 11 months of 2009.[48]

The Navy reports "For the past 10 years, it (suicide) has been the second or third leading cause of death among active duty Sailors."[49]

According to "Suicide Rivals The Battlefield in Toll on U.S. Military" by Jamie Tarabay as reported by National Public Radio on June 26, 2010, "Nearly as many American troops at home and abroad have committed suicide this year as have been killed in combat in Afghanistan. Alarmed at the growing rate of soldiers taking their own lives, the Army has begun investigating its mental health and suicide prevention programs." However, the article goes on to say that the tough challenge is "changing a culture that is very much about 'manning up' when things get difficult."

Other experts agree that, similar to the general public, one of the main reasons that military personnel do not seek help with mental and emotional health issues is due to stigma and fear

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that seeking help will negatively impact their careers. "A study published in the New England Journal of Medicine in 2004 showed that of those active duty service members who screened positive for a mental health problem (PTSD, major depression, generalized anxiety disorder), only 23-40% sought mental health care. Perceived barriers to seeking treatment included fear of being seen as weak, of being treated differently by unit leadership, and of other members of their unit having less confidence in them."[50]

Correspondingly, veterans, regardless of when they served or in which branch, are twice as likely as the general population to die by suicide, according to an article in the Journal of Epidemiology and Community Health (July 2007).[51] Suicides among United States military veterans ballooned by 265 from 2005 to 2007, according to statistics released by the Veterans Affairs (VA) department. The VA estimated that in 2005, the suicide rate per 100,000 veterans among men ages 18-29 was 44.99, but jumped to 56.77 in 2007.[52]

"Of the more than 30,000 suicides in this country each year, fully 20% of them are acts by veterans,'' said VA Secretary Eric Shinseki. "That means on average 18 veterans die by suicide each day. Five of those veterans are under our care at VA." Suicide rates among veterans in all four branches of the military service are significantly higher than in the general population.[53]

Veterans are more likely than the general public to use firearms as a means for suicide. "The odds of firearm use (among suicide decedents) among male and female veterans were 1.3 and 1.6 times higher, respectively, than among their nonveteran counterparts

If you are a veteran or know a veteran in need of medical or mental health services, the following resources are available:

Suicide Prevention Lifeline	800-273-8255 (TALK)
VA Palo Alto:	
Main Number	650-493-5000
Telephone Care Line	800-455-0057
Returning Veterans Coordinator	650-493-5000 x60007
Addiction Consultation Team	866-717-1978
Homeless Veterans Rehabilitation	800-848-7254
Men's and Women's Trauma Recovery	650-614-9997 x24692

VA Palo Alto Website
http://www.palo-alto.med.va.gov
VA Palo Alto on Facebook
http://www.facebook.com/vapahcs
Veteran Suicide Chat Service
www.suicidepreventionlifeline.org
National Center for PTSD
www.ncptsd.va.gov

VA Palo Alto Health Care System Locations:

Palo Alto Division located at 3801 Miranda Avenue, Palo Alto, CA 94304; phone: 650-493-5000.

Menlo Park Division located at 795 Willow Road, Menlo Park, CA 94025; phone: 650-614-9997.

San Jose CBOC located at 80 Great Oaks Boulevard, San Jose, CA 95119; phone: 408-363-3000.

Monterey CBOC located at 3401 Engineering Lane, Seaside, CA 93955; phone: 831-883-3800

Capitola CBOC located at 1350 N. 41st St., Suite 102, Capitola, CA 95010; phone: 831-464-5519

Local Vet Center Locations:

Peninsula Vet Center located at 2946 Broadway Street, Redwood City, CA 94062; phone: 650-299-0672

San Jose Vet Center located at 278 North 2nd Street, San Jose, CA 95112; phone: 408-993-0729

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after adjusting for age, marital status, race and region of residence." [54]

U.S. Census data show there are 106,430 veterans in Santa Clara County.[55] Approximately 40,000 of that number are veterans of the Vietnam-era service, however, the theaters of service for an increasing number are Iraq and Afghanistan.

Data compiled for the Veterans Administration Palo Alto Health Care System show that among its patients there were 126 suicide attempts and 1 completed suicide from October 2007 through September 2008. There were 96 suicide attempts and 7 completed suicides from October 2008 through September 2009. There were eight attempts and zero completed suicides in December 2009 alone.

Other Possible Correlations: More Data Is Needed

Varying levels of forensic analysis often may be needed to determine if a death was caused by suicide, homicide, accident or natural causes. More extensive collection, maintenance and analysis of data related to suicides will be key to ongoing efforts to effectively prevent suicides and to decision-making about where to allocate prevention resources.

Suicides by Occupation. Dr. John Q. Baucom, Ph.D., writes in his book, *Fatal Choice*, "More professionals commit suicide than others. Farm workers have the lowest incidence among occupational groups. Dentist and physicians take their lives at the rate of 6½ to one over the general population. Lawyers commit suicide at a ratio of five to one over the general population." A web site, straightdope.com, cites an unnamed California study which found that dentists were surpassed in suicide rates only by chemists and pharmacists. Presumably, a Washington State study found that dentists had a suicide rate second only to sheepherders and wool workers. However, our review could not substantiate that these data are accurate.

One of the largest studies on this topic was conducted by the National Institute of Occupational Safety and Health (NIOSH) in 1995, which concluded that the medical field definitely has a higher suicide rate. But beyond that, NIOSH researchers said the picture is equivocal: Often the studies are only of one geographic area, sometimes they have methodological problems, and sometimes they contradict each other.

In another study, a sociology researcher at the University of California, Riverside, Augustine Kposowa, Ph.D., looked at records over nine years for about half a million people of whom 545 died by suicide. After controlling for such variables as age, income, race, marital status and region of residence, he found that only laborers and the unemployed had significantly higher risks. On the other hand, he found "dramatic" differences for suicide among the industries where people work. At highest risk were those in mining, business and repair services, wholesale and retail trade and construction. Again, which, if any, of these data are accurate is unclear and there is no data to examine whether these conclusions apply to Santa Clara County.

Police-Involved Suicides. Some of the first research into "suicide by cop" was completed by

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Sgt. Rick Parent of the Delta Police Department in British Columbia. Parent's research of 843 police shootings determined that about 50% were victim-precipitated homicide. Police defined victim-precipitated homicide as "an incident in which an individual bent on self-destruction engages in life threatening and criminal behavior to force law enforcement officers to kill them."[56] Again, further research is needed to determine the extent to which this type of suicide occurs in other locations.

Suicides by Police Officers. Research has been limited; but there are some indications that there are approximately 450 law enforcement suicides per year nationally, versus 150 officers who die annually in the lines of duty.[57]

Suicides Labeled as Auto Accidents. The real percentage of suicides among car accidents is not reliably known, Studies by suicide researchers indicate that "vehicular fatalities that are suicides vary from 1.6% to 5%." Some suicides are misclassified as accidents because suicide must be proven. "It is noteworthy that even when suicide is strongly suspected but a suicide note is not found, the case will be classified an accident." [58] [59]

Providing Hope and Help: SACS Hotline

Darcy (a SACS volunteer) took a cell call from a hysterical college graduate who was driving on the freeway with a loaded gun at her side. The caller said she was going to shoot herself because she did not get into the medical school that she wanted. The caller's husband was in Iraq and the caller had no support system in this area and was under a lot of stress. Darcy was able to calm the caller down by gaining her trust through offering care and concern. The caller agreed to drive herself to the hospital while Darcy stayed with her on the phone. Approximately three years later, the caller called back to thank Darcy and to tell her that she had become a pediatrician.

Santa Clara County's 24-Hour Toll-Free Suicide And Crisis Services (SACS) Hotline:
1-855-278-4204

Some researchers believe that suicides disguised as traffic accidents are far more prevalent than previously thought. One large-scale community survey (in Australia) among suicidal persons provided the following numbers: "Of those who reported planning a suicide, 14.8% (19.1% of male planners and 11.8% of female planners) had conceived to have a motor vehicle "accident." Of all attempters, 8.3% (13.3% of male attempters) had previously attempted via a motor vehicle collision."[60]

Other Misidentified Suicides. It is unknown how many suicides are not classified as intentional deaths on their death records. However, some means of suicide are believed to be more commonly unreported. For example, it is believed that some portion of fatal poisonings coded as unintentional or undetermined are actually suicides. Under-reporting of suicide has been attributed to factors such as pressure from families and subjectivity among coroners and medical examiners. As compared with firearms and suffocation, suicide by poisoning is considered to be particularly susceptible to underreporting. The rapid rise in unintentional poisonings in recent years has led some to wonder whether part of this increase represents misdiagnosed suicides.[61]

Suicide Clusters and Suicide "Contagion." A suicide cluster is defined as multiple deaths by suicide that occur within a defined geographical area and fall within an accelerated time. These clusters consist of more than three victims, typically ranging from 13 to 24 years old, and occur

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within approximately a one-to-two-year period. Contagion is the process in which the death by suicide of an individual influences an increase in the suicides of others. Exposure to another individual's suicide can precipitate imitative suicidal behavior.[62]

College years: Identification of a friend in crisis

I was 19 and in my first year of college. I ran often with a dorm-mate who lived just across the hall. His name was "Billy." One Friday afternoon just before Thanksgiving break, Billy asked to go on a run with me. He said "I really need to talk to someone." He didn't' say about what. I indicated that I was just packing up to leave for the holidays but I'd take a rain check. He seemed more disappointed than what I would have expected. I left for the holiday. Billy stabbed himself to death two days later. I've never forgotten the "window of opportunity" I so blindly missed that Friday afternoon. To this day I feel a sense of responsibility for the outcome and a great deal of shame for my inability to hear a cry for help and my failure to be a friend.

How impactful exposure to suicide is as a risk factor for suicide is an active area of research. A 1996 study was unable to find a relationship between suicides among friends,[63] however, a 1986 study found clusters of suicide among teenagers following the televising of news stories regarding suicide. These clusters are thought to account for 5% of teenage suicides.[64]

Between 1984 and 1987, journalists in Vienna covered the deaths of individuals who jumped in front of subway trains. The coverage was extensive and dramatic. In 1987, a campaign alerted reporters to the possible negative side effects of such reporting and suggested alternative strategies for coverage. In the first six months after the campaign began, subway suicides and nonfatal attempts dropped by more than 80%. The total number of suicides throughout Vienna dropped as well.[65]

The Centers for Disease Control and Prevention (CDC) reports that suicide clusters account for 100-200 deaths annually. Suggestions for minimizing suicide contagion include understanding the "circles of vulnerability" in order to identify those most at risk after a suicide has occurred in the community. "Circles of vulnerability include individuals who:

- Had a negative interaction with the victim shortly before the suicide occurred and who perhaps even encouraged it
- Were in a suicide pact but backed out at the last minute
- Realize now that they missed the obvious warning signs of suicide
- Were suicidal at another time, regardless of whether they had know the victim
- Have mental health problems."[66]

Homicide-Suicides. Murder-suicide perpetrators appear to be vastly different from perpetrators of homicide alone. Whereas murder-suicide perpetrators were found to be highly depressed and overwhelmingly men, other murderers were not generally depressed and were more likely to include women in their ranks.[67]

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Suicide Risk and Mental Illness

Of the 14.8 million Americans who live with depression, the majority will not attempt suicide.[68] However, research has shown a definite correlation between depression and suicide, as well as a significant association with all mood disorders and suicide. Varying studies have shown that between 60% and 90% of suicide victims had a psychiatric illness at the time of their death. Most common are mood disorders (depression, bipolar disorder, borderline personality disorder, etc.) and substance abuse.[69 70 71 72 73] When both mood disorders and substance abuse are present, the risk for suicide is much greater, particularly for adolescents and young adults.[74]

Children and Youth. Among Santa Clara County parents who participated in a 2006 survey commissioned by the Lucile Packard Foundation for Children's Health, 5.8% were "very concerned" about their child's level of depression and an additional 14.1% were "somewhat concerned."[75] At the same time, one-quarter to one-third of seventh, ninth and eleventh graders reported symptoms of depression (feeling so sad or hopeless for at least two weeks during the previous year that they stopped doing some regular activities).[76] Further, 16.3% of the seventh, ninth and eleventh graders reported they seriously considered, and 8.2% reported they actually attempted, suicide during the previous year.[77]

Nationally, more teenagers die by suicide than from cancer, heart disease, AIDS, birth defects, stroke, pneumonia, influenza, and chronic lung disease combined.[78]

Young Adults. Some experts estimate that about 25% of all young people suffer from depression by the time they are 24, however, very few seek help. Depression affects one out of six college students; and, as mentioned previously, suicide is the second leading cause of death among college students.[79] Again, same-aged youth and young adults who are *not* in college are actually at a higher risk for suicide

Factors that May Contribute to Suicidal Behavior among Young Adults Transitioning to Financial Independence

- Major life transitions, such as leaving home for the first time, may exacerbate existing psychological difficulties or trigger new ones.
- Real or perceived stress may contribute to the development of stress disorders—including suicidal behaviors.
- Parental pressure to succeed academically or professionally
- Economic pressure to successfully complete a course of education and training in a shorter period of time may increase stress.
- Mounting financial burdens, worries about time away from careers and being out of the workplace, and uncertainties about the future job market (especially for those pursuing research and academic careers) are additional stressors for students in college, graduate programs, vocational and technical schools.

attempts than are college students. [80]

Adults. In 2005, California Health Interview Survey data showed that 18% of adults in Santa Clara County reported they needed help for emotional or mental problems; however, only 8% of adults had seen a health professional for these problems.

A review of Santa Clara County Mental Health Department Call Center records show that less than 30% of the people who seek services from the Department's system receive mental health treatment. Coupled with this, a large-scale epidemiological study shows that less than 30% of people with psychiatric disorders seek treatment.[81] Taken together—less than 30% of those who need services seek services—and—less than 30% of those who seek services receive services—it is readily apparent that there is a significant unmet need for mental health treatment, including depression and additional mood disorders among others.

Warning Signs - National Suicide Prevention Lifeline

There are a few warning signs that clearly indicate that someone is struggling with the decision to injure themselves:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself.
- Looking for ways to kill oneself by seeking access to firearms, available pills, or other means.
- Talking or writing about death, dying, or suicide when these actions are out of the ordinary for the person.

However, many warning signs go unrecognized by others or are minimized by the people who sense that there is something wrong with the person exhibiting these signs:

- Repeated expressions of hopelessness, helplessness, or desperation.
- Seeing no reason for living or having no sense of purpose in life.
- Making threats.

If someone you know or love is exhibiting worrying behaviors, symptoms, or choices that are a change and these changes remain for more than a period of a few days, then you can help by asking them how they are feeling. Often people recognize one or two "odd" things/ changes, but don't ever consider suicide as a possibility. Whatever the manner someone you know or love is showing worrying behaviors or thoughts, the best thing loved ones can do is ask "Are you thinking about suicide as an option?" Many people fear that by asking that they might be "suggesting" suicide to the person. On the contrary, it allows a person who is considering it an opportunity to ask share their feelings, find that someone else really cares, and seek help. By asking you can help them consider other options, such as calling a crisis hotline, seek help from a doctor, faith leader, or mental health clinician.

National Suicide Prevention Lifeline
1-800-273-TALK (8255) or
1-800-273-TALK (8255) press 1 for Veterans

Older Adults. Depression, one of the conditions most commonly associated with suicide in older adults,[82] is a widely under-recognized and under-treated medical illness. Studies show that many older adults who die by suicide—up to 75%—visited a physician within a month before death.[83] These findings point to the urgency of improving detection and treatment of depression to reduce suicide risk among older adults.

In today's society older adults are at risk for isolation, loneliness, and depression as their family members move away and they leave the workforce. A recent study of Santa Clara County older adult participants in congregate nutrition programs found that the primary reason for participation in the program is socialization.[84] In 2006, 16.2% of Santa Clara County adults age 65 and older reported having one or more days per week when their mental health was not good.[85]

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In addition, in Santa Clara County, one-fourth of seniors are also caregivers. Caregivers are at high risk for depression, with approximately 11% of full-time professional caregivers reporting a major depressive episode in the past year compared to 7% for all occupations.[86] Studies show that 16% of caregivers report a decline in their health after taking on the caregiver role, and about half of caregivers who care for someone with Alzheimer's disease develop psychological distress.

Lesbian, Gay, Bisexual, Transgender Individuals. Depression and suicide also appear to significantly affect members of the LGBT community. A Santa Clara County 2005 Lesbian Gay, Bisexual and Transgender Needs Assessment and Report on Emotional Well-Being and Mental Health was conducted and prepared by the Billy DeFrank LGBT Center. Among respondents, 22% stated that within the past year they needed help for depression and 7% said they needed suicide prevention help.

Military Personnel—Active Duty, National Guard, Reservists, and Veterans. Although local statistics on mental illness and co-occurring disorders among veterans are scarce (i.e., the Mental Health Department does not capture data on veteran status), the high incidence of mental illness among veterans is well documented by other sources. The National Alliance on Mental Illness (NAMI) Veterans Resource Center reports that more than 100,000 combat veterans sought help for mental illness since the start of the war in Afghanistan in 2001, about one in seven of those who have left active duty since then, according to VA records. Almost half were PTSD cases.[87] The total of mental health cases among war veterans grew by 58% from 63,767 on June 30, 2006, to 100,580 on June 30, 2007, VA records show. The mental health issues include PTSD, drug and alcohol dependency, and depression.[88]

Recent data from the Defense Medical Surveillance System from self-assessments since 2005 of service members who served in Iraq show that 50% of US Army National Guardsmen and some 45% of US Army and Marine reservists have reported mental health concerns.[89] Of all those using VA health care, 30% suffer from depressive symptoms, two to three times the rate of the general population.[90]

Again, it is critical to review statistics about depression with the knowledge that research has shown up to 90% of people who kill themselves have depression and/or another diagnosable mental or substance abuse disorder with a depressive component.[91] With this in mind, it is particularly alarming to recognize that more American adults suffer from depression (14.8 million)[92] than coronary heart disease (7 million), cancer (6 million) and AIDS (200,000) combined.[93]

Suicide Risk and Alcohol Consumption

In Santa Clara County, 17.6% of adults responding to the Public Health Department's Behavioral Risk Factor Survey engaged in binge drinking within the previous 30 days, and 2.7% of the respondents' answers classified them as heavy drinkers or at risk of heavy drinking patterns.[94]

Among the many other reasons this is worrisome (liver and heart disease, increased chances of certain cancers, etc.), alcohol dependence is an important risk factor for suicidal behavior. Suicide completers have high rates of positive blood alcohol, and intoxicated people are more likely to attempt suicide using more lethal methods. Further, alcohol may be a significant factor in suicides among individuals with no previous psychiatric history.[95] It has been found that alcohol intoxication increases suicide risk up to 90 times, in comparison with abstinence.[96]

Alcohol is involved in an estimated 30% of suicides.[97] Alcohol causes depressed mood, lowers inhibitions, and impairs judgment, any or all of which may make vulnerable people more likely to act on suicidal plans. These same factors (lowered inhibition and impaired judgment) are also associated with domestic violence and abuse, other factors that are believed to increase the likelihood that suicide will occur.

Suicide Risk Factors and Warning Signs

Experts tell us that there are many circumstances that can contribute to someone's decision to end his/her life, but a person's feelings about those circumstances are more important than the circumstances themselves. All people who consider suicide feel that life is unbearable. They have an extreme sense of hopelessness, helplessness, and desperation. In addition, with some types of mental illness, people may hear voices or have delusions which prompt them to kill themselves. If you or someone you know experiences these, there are services that can provide support and guidance: **National Suicide Prevention Lifeline- 1-800-273-TALK (8255) and Santa Clara County's Suicide and Crisis Services (SACS) 24-Hour Crisis Hotline: Toll-Free 1-855-278-4204.**

The U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) Suicide Prevention Resource Center identifies three categories of risk factors: biopsychosocial, environmental, and sociocultural. SAMHSA literature stresses the importance of understanding these well-documented risk factors because the impact of some risk factors can clearly be reduced by certain interventions (i.e., medication for depression). Other risk factors cannot be changed (i.e., a previous suicide attempt), however, awareness by friends and family of the heightened risk, particularly during periods of

SAMSHA Categories of Risk*

Biopsychosocial Risk Factors

- Mental disorders, particularly mood disorders, schizophrenia, anxiety disorders, and certain personality disorders
- Alcohol and other substance use disorders
- Hopelessness
- Impulsive and/or aggressive tendencies
- History of trauma or abuse
- Some major physical illnesses
- Previous suicide attempt
- Family history of suicide

Environmental Risk Factors

- Job or financial loss
- Relationship or social loss
- Easy access to lethal means
- Local clusters of suicide that have a contagious influence

Socio-Cultural Risk Factors

- Lack of social support and sense of isolation
- Stigma associated with help-seeking behaviors
- Barriers to accessing health care, especially mental health and substance abuse treatment
- Certain cultural and religious beliefs (for instance, the belief that suicide is a noble resolution of a personal dilemma, the family can work this out alone)
- Exposure to the influence of others who have died by suicide, including through the media

*Substance Abuse and Mental Health Services Administration

recurrence of significant stressful life events, should lead to strengthened social support.

In addition to risk factors, a number of organizations devoted to suicide prevention publish lists of warning signs, with the objective of helping people recognize common indicators in order that they can offer support and assistance that will cause the person to reconsider their suicidal plans. Among the many such organizations that have developed warning sign lists are Suicide.org, American Foundation for Suicide Prevention, SAVE (Suicide Awareness Voices of Education), Centers for Disease Control and Prevention Injury Center, American Association of Suicidology, and the National Suicide Prevention Lifeline.

Factors That May Protect Against Suicide

Protective factors buffer individuals from suicidal thoughts and behavior. To date, protective factors have not been studied as extensively or rigorously as risk factors. Identification and understanding of protective factors are, however, equally as important as research concerning risk factors. Identified protective factors against suicide are:

- Effective clinical care for mental, physical, and substance use disorders
- Easy access for a variety of clinical interventions and support for help-seeking
- Restricted access to highly lethal means of suicide
- Strong connections to family and community support
- Support through ongoing medical and mental health care relationships
- Skills in problem solving, conflict resolution, and nonviolent handling of disputes
- Cultural and religious beliefs that discourage suicide and support self-preservation.[98]

Young at Heart

I am 65 years old and I have been severely depressed for at least 60 of them. My parents have been positive I carried some "family genetic defect that goes back for over 120 years." They said as much to me and calling me a “nasty little son of a bitch”. They abused me emotionally and sexually and made me feel responsible for it and eventually made me available to a homosexual man. I never was able to overcome the personal stigma and emotional breakage I suffered then or the power my mother held over me until I was almost 60 when I finally gave up and tried to kill myself. I suffered in every way possible during those years—not being able to finish college, and being unable to hold a decent job for many years. I had to rely on my parents for support, which only helped me in one way. My mother kept me in virtual servitude, even when I finally did get a job.

The gist of this is that the emotional breakdown I suffered so many years ago lasted until I was past 60 when, to get away my horrific memories and the constant badgering of my mother, I made two nearly completed suicide attempts, which finally got me into the Barbara Aarons Wing at Valley Med Center and into quality psychiatric care. I even "graduated" from Catholic Charities' FSP Older Adult program almost a year ago. I finally learned that I was not responsible for the things that happened to me and that I might just have been sane in an insane world or family. I am well, with my medication and occasional adjustments to it. Now, I am a 65 year old adolescent looking forward to life.

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IV. Review and Summary of Local Needs

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IV. Review and Summary of Local Needs

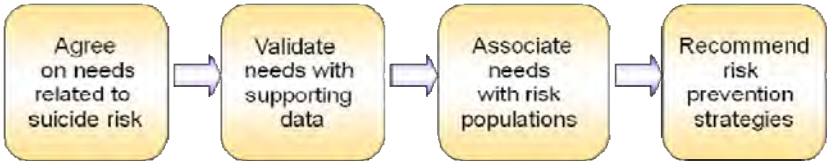
The committee and staff members' research on suicide risk factors, populations at high risk, available resources, and effective programs is consistent with the American Foundation for Suicide Prevention's Best Practices Registry recommendation for a data-driven planning process that "typically will involve multiple stakeholders in a process of assessing local needs, assets, and readiness, and choosing interventions that match local problems and circumstances."

Local Needs across the Lifespan

The SPAC members agreed to utilize age groupings that worked well in the Mental Health Department's Mental Health Services Act (MHSA) planning processes. These groups are:

1. **Children and Youth Ages 0 through 15**
2. **Youth and Young Adults Ages 16 through 25**
3. **Adults Ages 26 through 59**
4. **Older Adults Ages 60 and over**
5. **Strategies Applicable Across Age Groups.**

The charge of the SPAC was to examine the risk factors most prevalent within each of the age groups that may contribute to the consideration or decision to take one's own life; second, to match each of these age groups with targeted high risk sub-groups or "priority populations" among those age groups based on the data review; and third to recommend strategies most appropriate to diminish risk among that population group/s in the context of Santa Clara County's demographics. A simple "logic model" was utilized for the work:



The SPAC members devoted a portion of each meeting to discussions in break-out groups by these age categories. For each age category, the **Identified Needs and Concerns** were derived from discussion of known suicide risk factors and identification by committee members of the highest priority needs and concerns to be addressed in Santa Clara County. Likewise, the **Recommended Priority Populations** reflect examination of data and decisions about which groups within each population category are at highest risk or highest need for focused prevention and intervention efforts.

Finally, the **Recommended Strategies** were developed to respond to the **Recommended Priority Populations** and were selected based upon reviews of effective and promising programs and the insights and expertise of the SPAC members. While priority populations were the focus, it was with the understanding that prevention strategies that reduce the suicide risk for high-risk groups also will provide the benefit to the general population.

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Children and Youth Ages 0 through 15

1. Identified Needs and Concerns

- Inadequate sense of control in a life phase when youth have limited control over their lives
- Difficulty accessing available mental health services, education and support to prevent substance abuse
- Lack of strong resiliency skills to cope with failure and disappointment, bullying, and breakups
- Inadequate defined support, connections to community, unconditional acceptance, and sense of communal responsibility for safety
- Low feelings are perceived as abnormal
- Lack of self-esteem, sense of accomplishment, and sense of hope
- Lack of respect for peers, adults, and themselves

2. Recommended Priority Populations

Children and youth experiencing:

- Academic difficulties; changing schools; life milestones
- Immigration concerns; refugee experience; acculturation stress; linguistic and/or cultural differences
- Trauma (sexual, physical, emotional, exposure to violence)
- Suicide of friends; suicide attempts; mental illness; substance abuse
- Separation from family; homelessness
- Juvenile justice/foster care system involvement
- Gender identity issues—lesbian, gay, bisexual, transgender, queer, or questioning
- Neglect and/or without nurturing adult

3. Recommended Strategies

- Accessible mental health counselors in schools
- Screenings of youth for risk of suicide and other mental health concerns
- Targeted counseling for youth who have lost a loved one to suicide
- Enhanced mental health resources, school curriculum, and parent initiatives
- Identify coping mechanisms, access points, and connectors for youth to address life challenges
- Programs to protect youth from social and geographic isolation and barriers to peer interaction
- Programs that teach resiliency
- Programs and services that enable children and youth to cope with failure and disappointment, bullying, and breakups
- Training for those who interact with at risk youth (community leaders, clinicians, physicians, family members, police, teachers, peers, and others)
- Accessible, youth-centered crisis line; and single, countywide access point/telephone number for youth at-risk
- Provide teens with support groups for youth dealing with teen suicide
- Provide prevention opportunities: Youth to become engaged in public service; school staff to be dynamic and caring; youth centers; develop students' own skills to deal with emotional challenges.
- Educate parents and foster parents to recognize a child's emotional needs and know the resources available to assist when child is in crisis.
- Publicly recognize individuals who connect people at risk of suicide to resources
- Ensure post-incident care for individual and family after a 5150 episode (forced admission for psychiatric observation)

Youth and Young Adults Ages 16 through 25

1. Identified Needs and Concerns

- Sense of physical and emotional isolation from family, social network and/or peers
- Stigma associated with mental health and substance abuse services and suicide prevention
- Inadequate identification of mental health issues by self and others (caregivers, medical providers, etc.)
- Paucity of service resources and difficulty accessing age-appropriate and linguistically available services (inadequate referrals, poor connections, barriers to qualify, difficult to afford, language barriers)
- Transitioning between being dependent on others to being financially independent without an adequate support network

2. Priority Populations

Young people experiencing:

- Suicide of friends; previous attempts; thoughts of suicide
- Academic difficulties; immigration concerns; refugee experience; acculturation stress; linguistic and/or cultural differences
- Transition from dependence to financial and personal independence, regardless of educational level or pursuits
- Trauma (sexual, physical, emotional, exposure to violence)
- Mental illness; substance abuse; co-occurring conditions
- Homelessness; alienation from family
- Juvenile/adult criminal justice involvement; transitioning from incarceration to reintegrating with society
- Foster care system involvement
- Gender identity issues—lesbian, gay, bisexual, transgender, queer, or questioning

3. Recommended Strategies

- Screening and timely intervention of those at risk of suicide
- School-based, culturally relevant intervention services, including consultation for educators and parents, and peer to peer support
- Peer stipend program for youth to promote intervention and treatment services
- Training, support and educational materials for parents, partners, and family members and educators regarding safe handling of young adult life challenges and crises (Example: educational suicide help hotline)
- Accessible and comfortable spaces for adults at-risk of suicide, such as a mobile crisis unit, satellite self-help centers, and/or a community lounge space
- Age-appropriate crisis hotline
- Support groups for youth dealing with teen suicide
- Prevention opportunities, such as youth becoming engaged in public service; school staff to be dynamic and caring; youth centers; other ways for students to develop skills to deal with emotional challenges
- Previous attempters to share their stories to encourage others to seek help and have hope for improved life satisfaction
- Public recognition of individuals who connect people at risk of suicide to resources
- Post-incident care for individuals and families after a 5150 episode (forced admission for psychiatric observation)

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Adults Ages 26 through 59

1. Identified Needs and Concerns

- Inadequate identification of mental health issues by self and others (peers, medical providers, etc.)
- Paucity of service resources and peer support strategy assistance as well as difficulty accessing available services
- Stress associated with life transitions, life events and trauma
- Stigma associated with mental health and substance abuse services and suicide prevention
- Cultural perspectives on mental health challenges and suicide
- Lack of safe welcoming places and opportunities to ask for assistance and services

2. Priority Populations

Adults experiencing:

- Decreased functioning, isolation, disabilities or poor health
- Trauma (sexual, physical, emotional, exposure to violence)
- Suicide of friends; suicide attempts
- Mental illness; substance abuse; and co-occurring conditions
- Loss of income and/or a loved one
- Criminal justice system involvement
- Homelessness
- Gender identity issues: lesbian, gay, bisexual, transgender, queer, or questioning
- Veterans

3. Recommended Strategies

- Screening and assessments for risk of suicide
- Support for adults at risk of suicide
- Tools to safely handle life challenges and manage crises, such as cognitive-behavioral theory and thought stopping.
- Accessible counseling and crisis services
- Mobile crisis unit
- Self-help centers in communities
- Training, support and educational materials for friends, family members and employers regarding safe handling of personal challenges and crises, (Example: educational suicide help hotline)
- Previous attempters sharing their stories to encourage others to seek help and have hope for improved life satisfaction.
- Collaboration between military personnel, veterans organizations and the Veterans Administration to make sure all veterans receive services and to design, implement and coordinate the most effective possible services
- Work with business leaders and organizations to promote mental health awareness and education
- Public recognition of individuals who connect people at risk of suicide to resources
- Post-incident care for individuals and families after a 5150 episode (forced admission for psychiatric observation)

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Older Adults Ages 60 and Above

1. Identified Needs and Concerns

- Inadequate identification of mental health issues by self and others (caregivers, medical providers, etc.)
- Paucity of service resources and difficulty accessing available services (inadequate referrals, poor connections, barriers to qualify, difficult to afford, lack of transportation)
- Loss or diminishment of independence, role, and physical health; loss of loved ones; physical difficulty in getting to services
- Stigma associated with mental health and substance abuse services and suicide prevention
- Cultural perspectives on death and dying; differing definitions of a life of value; and cultural taboos against discussing end of life
- Psycho-social stressors can lead to increased risk not only of suicide but of homicide-suicides

2. Priority Populations

Older Adults who are:

- Caucasian males
- Over 75
- Isolated or grieving (widows/widowers), experiencing a loss in relationships or other significant change
- Experiencing a loss of sustainable income and/or personal resources
- Functioning poorly, have disabilities or poor health
- Experiencing immigration concerns; refugee experience; acculturation stress; linguistic and/or cultural differences
- Coping with trauma (sexual, physical, emotional, exposure to violence, veteran)
- Mentally ill; abusing medication, drugs, or alcohol

3. Recommended Strategies

- Education, informing materials, and consultation support to primary care providers
- Depression screening, referral, linkage and follow-up services through primary care providers
- Accessible, age-appropriate counseling and treatment services
- Accessible senior-focused crisis line; and single, countywide access point/telephone number
- Home visitation follow-up services and linkage of homebound seniors to services
- Senior-focused intervention for depression, death and dying issues
- Public recognition of individuals who connect people at risk of suicide to resources
- Post-incident care for individuals and families after a 5150 episode (forced admission for psychiatric observation)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Cross-Cutting All Ages

1. Identified Needs and Concerns

- Paucity of service resources and difficulty accessing available services
- Difficulty accessing available mental health services, education and support to prevent substance abuse
- Stigma associated with mental health and substance abuse services and suicide prevention
- Cultural perspectives on mental health challenges and suicide
- Lack of safe of welcoming places and opportunities to ask for assistance and services

2. Priority Populations

Individuals experiencing:

- Trauma (sexual, physical, emotional, exposure to violence)
- Suicide of friends; suicide attempts
- Mental illness; substance abuse; and co-occurring conditions
- Juvenile/criminal justice system involvement
- Immigration concerns; refugee experience; acculturation stress; linguistic and/or cultural differences
- Homelessness; significant loss of social and/or economic support
- Gender identity issues: lesbian, gay, bisexual, transgender, queer, or questioning
- Transitions

3. Recommended Strategies

- Screening and referral resources in primary care and other caregiving settings
- Training for professionals, service providers and community members on identification and response to individuals at risk
- Crisis hotline and single, countywide access point/telephone number
- Accessible, affordable and appropriate crisis counseling and support services
- Mobile crisis unit
- Self-help centers in communities
- Consultation phone services
- Ensure post-incident care for individuals and families after a 5150 episode (forced admission for psychiatric observation)
- Public recognition of individuals who connect people at risk of suicide to resources

Additional Strategies: Community Education and Information

The committee recognized the importance of broadly increasing knowledge of the risk factors and warning signs for suicide while promoting help-seeking. By enhancing awareness of sources of help and reducing stigma associated with seeking help, these activities should prevent deaths by suicides as well as self-injury while trying to die by suicide. Increased knowledge has been shown to create substantial change. Mothers Against Drunk Driver's (MAAD) success in changing drunk driving from a person or family's secret shame into a community responsibility with their "Friends Don't Let Friends Drive Drunk" campaign is the recommended model for Santa Clara County's suicide prevention public education campaign. This strategy will include one universal message for the entire community. In addition, other targeted measures will be developed to engage smaller groups targeting youth, older adults, different language speakers, etc.

An educational campaign targeting improved physician assessment for suicidal risk and management of that risk also is recommended for implementation. Suicide data highlighted many areas of special concern. One example is data showing that a large portion of elderly persons who die by suicide had seen a health care professional within a relatively short period of time prior to their death.

A key concern that was raised by the committee is that in implementing an AdCouncil type public awareness campaign, these activities should be linguistically and culturally appropriate for our diverse community. It also should be broad in the means used to communicate. Youth and young adults are more receptive to internet technologies and social networking. For seniors, radio or television may be the media of choice. Some immigrant groups get their information primarily from foreign language radio, television and press. Others look to daily newspapers or listen to radio. Whatever approach is used, consideration for preferences, including social media, will be considered to most effectively reach the widest possible audience.

Additional Strategies: Communication Practices

In addition to reviewing needs of populations from a lifespan perspective, the committee members explored other critical areas that must be addressed in order to implement an effective suicide prevention effort in Santa Clara County. The Committee benefitted from several members who had been addressing the youth suicides in Palo Alto. Lessons learned include that for any comprehensive suicide prevention campaign to work, two essential elements should be included in the communication practices: 1) a coordinated communication strategy, and 2) educating all forms of media—television, radio, print, social network, internet, and other forms of media concerning the importance of adherence to the guidelines for reporting deaths by suicide, using the recommendations from the Suicide Prevention Resource Center's Safe Reporting Guidelines.

While the community education and awareness campaign is its own strategy with the dual

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objectives of 1) increasing community awareness of suicide, and 2) encouraging people to seek help for themselves or loved ones, in is important that it include the establishment of a body that will have oversight and coordinating responsibility of the Communication Practices Work Group. The group's role will be to 1) ensure the development of defined, clear, concise, paradigm-shifting message for all efforts; 2) ensure adherence to the guidelines for responsible communication on issues pertaining to suicide and that messaging is consistent across all media campaigns and efforts; 3) coordinate education on reporting suicide; and 4) establish and maintain a permanent website that is available for all to visit at www.sccgov.org/spac .

Media Education and Engagement

By and large, the bulk of the work will relate to educating the media and formal public communication.

Research has shown that graphic, sensationalized or romanticized descriptions of suicide deaths in the news and social media and the internet can contribute to suicide contagion, sometimes referred to as "copycat" suicides, "media-related suicide contagion," or "cluster suicides," and other similar terms. In addition to the danger of this phenomenon, media reports on suicide can also be a source of misinformation, for example, when suicide is attributed to a single event, such as the loss of a job or a relationship with no mention of underlying factors such as the individual's depression, substance abuse, or lack of access to treatment for these conditions.

In contrast, responsible coverage of suicide can educate wide audiences about the likely causes of suicide, its warning signs, trends in suicide rates, recent treatment advances and other ways suicide can be prevented. Stories about well-known figures who have successfully sought treatment for depression, alcoholism and other conditions that convey suicide risk can also be a powerful impetus for readers to address such issues in their own lives.

Safe Media Reporting on Suicide Guidelines: What to Do

Always include a referral phone number and information about local crisis intervention services.

Emphasize recent treatment advances for depression and other mental illness. Include stories of people whose treatment was life-saving or who overcame despair without attempting suicide.

Interview a mental health professional who is knowledgeable about suicide and the role of treatment or screening for mental disorders as a preventive strategy.

Emphasize actions that communities can take to prevent suicides.

Report on activities coordinated by your local or state suicide prevention coalition.

Guidelines provided by the
Suicide Prevention Resource Center
www.sprc.org
1-877-GET SPRC (1-877-438-7772)

Additional Strategies: Policy and Governance Advocacy

There is considerable infrastructure to be created for a prevention campaign to function effectively and for effective monitoring and evaluation activities to proceed. However, the development of this countywide infrastructure depends upon advocacy for supportive, enabling policies and legislation.

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Individuals function within a larger system beyond their families. For example, children spend their days in schools, child care centers, youth centers, juvenile justice system, or alone. Adults spend the majority of their days at work, in higher education or vocational training schools, in the criminal justice system or alone. Without the support and active participation of these larger systems in adopting simple measures, any prevention campaign would be seriously hampered. Simple measures such as creating, adopting, and implementing policies regarding the awareness and identification of individuals in emotional crisis or dealing with a mental illness is a simple, effective step.

Again, the planning committee recognized that this will be an ongoing activity and will require additional investments of time and resources for successful implementation.

Additional Strategies: Data Monitoring and Evaluation

As the SPAC reviewed national information about suicide and suicide risk, it became clear that nowhere in our nation is detailed information available at the local level in a way that provides policy makers and stakeholders with the amount of information needed to accurately describe the profile of who is at risk of suicide. Further, there is no clear way in which those suicide prevention efforts that currently are in place, or may be implemented with approval of this plan, can be evaluated for their effectiveness without a clearly defined, measureable monitoring and evaluation process in place.

I don't want to die: The good work of SACS

Bob (a SACS volunteer) took a call from a teenage girl who wanted to be called Zee (not the caller's actual name). Zee was extremely distraught because she was having problems with her mother who was mentally ill. Zee called because she had just consumed an entire bottle of medications. Zee was hysterical because she decided that she didn't want to die after all, but she was too afraid to go downstairs and tell her father that she had taken all of her medications. After gaining Zee's trust and calming her down, Bob was able to convince Zee to go downstairs with the empty bottle and to turn it upside down in front of her father so he could see that all of the medications were gone. Bob told her that she didn't need to say anything to him. Then Bob asked Zee to call him back after she had done this. Zee called back about 10 minutes later and told Bob that she and her parents were in the car on their way to the hospital's emergency room.

The data monitoring strategy will include overseeing the coordination, collection, and reporting of useful data in close partnership with the Medical Examiner and Coroner's Office. With the large, dissimilar number of agencies that are mandated to report self injury and "proven" suicides, there is much work to be done to agree on basic data needed; establish or adapt existing processes for reporting, collecting, and analyzing that data in a timely manner; and monitor data to evaluate the success of these efforts.

Local Suicide Resources: A Range of Services

As a part of the process of determining local priorities, the SPAC assessed available local resources. Several Santa Clara County Mental Health Department programs were identified as contributing to the reduction of suicides. Moreover, these programs already are consistent with the recommendations of the *California Strategic Plan on Suicide Prevention.* A full listing

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of agencies, programs and services that interact with individuals who die by suicide are listed in Attachment 2 in the Appendix. Some of the programs are specific to suicide prevention, such as the County-operated Suicide and Crisis Services (SACS), a 24-hour hotline staffed by a combination of paid and unpaid volunteers that respond to 35,000 calls per year from the community. As is common with many crisis hotlines, a small percentage of the calls are for immediate suicide interventions. The bulk of calls are for non-suicidal crisis help and information, which helps to prevent individuals from reaching the point of considering suicide.

SACS also provides support groups and other support programs in collaboration with community-based programs operated by Kara and the Bill Wilson Center's Centre for Living with Dying. The EMQ Crisis Team provides in the field crisis intervention services to children and adolescents; and the County's Emergency Psychiatric Services (EPS) provides 24-hour emergency intervention to individuals who require immediate psychiatric treatment, often meeting involuntary treatment criteria as "danger to self."

Pending and Future Additional Prevention Resources

In addition to these existing programs, the County's efforts to reduce suicides will be further enhanced when the Mental Health Services Oversight and Accountability Commission (MHSOAC) facilitates the implementation of the Statewide Suicide Prevention Program. The County will benefit though previously approved assignment of local MHSA funds to this statewide effort. Approximately $13.7 million in local MHSA funds have been assigned for several statewide projects, including Suicide Prevention, Stigma and Discrimination Reduction, and School Mental Health Initiatives.

In addition, the Mental Health Department is currently implementing several projects approved by the MHSOAC in our local Prevention and Early Intervention Plan. Those projects include:

- **"Early Onset of Mental Illness"** – a prevention and early intervention program focusing on the needs of transition-age youth who may be experiencing at risk mental states (ARMS) or the onset of serious psychiatric illness with psychosis (e.g., schizophrenia). One study found that 15% of participants in an early psychosis program attempted suicide before beginning treatment.
- **Primary Care Behavioral Health Integration** - A project to integrate early intervention behavioral health services within primary care clinics to meet the emerging needs of adults and older adults. The project will use the Improving Mood—Promoting Access in Collaborative Treatment (IMPACT) model.
- **Outreach and Engagement** – a grassroots "gatekeeper" and mental health literacy program that trains key community members to be more aware of and responsive to early signs and symptoms of emotional distress.
- **Community Investment Initiative** - Programs that enable underserved communities to develop and implement campaigns to reduce stigma and discrimination concerning mental illnesses within their communities so that individuals are more willing to promptly seek help.

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Moreover, these are only a few of the programs that will be included in the County's overall Prevention and Early Intervention (PEI) Plan. Through the PEI Plan, the Mental Health Department intends to bring mental health awareness into the lives of all members of the community and move the mental health system toward a "help-first" approach. The County's plan also will be coordinated with several state-administered, statewide PEI projects, including Suicide Prevention, Student Mental Health Initiative, Stigma and Discrimination Reduction, and Ethnically Specific Interventions. Together, statewide projects and local county PEI plans will create a system of prevention and early intervention services throughout the state.

What Experts Recommend

"Prevention efforts should ultimately reduce risk factors and promote protective factors. In addition, prevention should address all levels that influence suicide: individual, relationship, community, and society. Effective prevention strategies are necessary to promote awareness about suicide and to foster a commitment to social change."[99] Santa Clara County's Suicide Prevention Plan, when taken as a *coordinated* and interwoven *set of strategies and efforts*, will act in concert to prevent suicide. Individuals as well as organizations will have a role to play to contribute to the success of this effort. Our entire community as a whole has an active choice—to value each life and recognize that even one life lost to suicide was a preventable death.

Best Practices—Evolving Knowledge

The Suicide Prevention Resource Center (SPRC), in collaboration with the American Foundation for Suicide Prevention (AFSP), maintains a Best Practices Registry (BPR). This project is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The purpose of the BPR is to identify, review, and disseminate information about best practices that address specific objectives of the National Strategy for Suicide Prevention. The BPR has three sections: Section I: Evidence-Based Programs (including 1a: SAMHSA's National Registry of Evidence-Based Programs and Practices; and 1b: SPRC/AFSP Evidence-Based Practices); Section II: Expert and Consensus Statements; and Section III: Adherence to Standards.

Attachment 3 in the Appendix outlines ten prevention programs that address suicide and are currently listed on the NREPP registry: National Strategy for Suicide Prevention Ten Prevention Programs. In addition to the ten listed programs, the American Foundation for Suicide Prevention: Suicide Prevention Resource Center's Evidence-Based Practices list contains an additional two.

As we make gains in breaking the taboo of suicide, we have an opportunity to learn more and contribute to the nascent and ever changing field of suicide prevention best practices.

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V. What We Recommend:

Five Overarching and Interconnected Prevention Strategies

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V. What We Recommend:

Five Overarching and Interconnected Prevention Strategies

The SPAC has identified five overarching recommendations, referred to as strategies that comprise the core of the Suicide Prevention Plan. These recommendations are born out of the values of the committee, the data and information reviewed and presented in this report, the personal experiences shared, and the feedback from the public forum. They are consistent with the American Foundation for Suicide Prevention Best Practices Registry suggestion, "In general, practitioners will achieve greater results by creating comprehensive approaches involving multiple layers of coordinated components."

Strategy One - ***Implement and coordinate suicide prevention and intervention programs and services for targeted high risk populations***

Strategy Two - ***Implement a community education and information campaign to increase public awareness of suicide and suicide prevention***

Strategy Three - ***Develop local communication "best practices" to improve media coverage and public dialogue related to suicide***

Strategy Four - ***Implement policy and governance advocacy to promote systems change in suicide awareness and prevention***

Strategy Five - ***Establish a robust data collection and monitoring system to increase the scope and availability of suicide-related data and to evaluate suicide prevention efforts***

While the basis for each strategy is summarized in the previous assessment section of this report, specific preliminary objectives for each strategy are outlined below. It is expected that once the broad strategies recommended in this plan are approved, an implementation plan will be written for each strategy. The implementation plan will further refine the objectives of each strategy as well as the steps to implementation and the budget requirements.

To ensure the successful project coordination and management, the Mental Health Department intends to hire a full-time Suicide Prevention Coordinator and Liaison to State Office of Suicide Prevention. That selection process has begun, and it is expected that someone will be hired for that role by August or September 2010.

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Strategy One – Implement Suicide Intervention Programs and Services for Targeted High Risk Populations

Desired Outcomes

1. Decrease in the number of completed suicide acts.
2. Decrease in the number of attempted suicides.
3. Increase in the availability of culturally and linguistically appropriate and affordable intervention services in a variety of venues.
4. Improved and earlier identification and engagement of people dealing with mental illness.
5. Improvement in referral relationships to access appropriate care.
6. Increase in help-seeking behavior from individuals with mental illness and from those who are connected to individuals with mental illness.
7. Increase in support services to the family members and social network of individuals with mental health issues.
8. Improvement in quality of life for individuals and their loved ones who are dealing with mental illness.
9. Increase in diversity of services and programs that are tailored to high risk populations—youth, elders, internet, face-to-face.

Target Populations

1. Populations with highest risk of engaging in suicidal behavior (identified in section V. Review and Summary of Local Needs)
2. Individuals supporting persons at risk of suicide, such as significant others, family members, caregivers, professionals, clergy/faith leaders
3. Key service providers, such as mental health clinicians and primary care physicians, clergy, faith leaders, law enforcement
4. Community members

Current Activities and Recent Gains

Independent of this committee's activities, other agencies are working to reduce and eliminate suicide. Discussed in more detail in Appendix 2, the following are summaries of ongoing intervention activities occurring in our county and possible next steps:

- Suicide and Crisis Services (SACS). This County program provides residents with access to a 24-hour telephone hotline. Operated primarily by 100 volunteers and with less than $90,000 in annual funding, the program fields over 35,000 calls annually from suicidal clients, concerned family members and other residents in crisis. Approximately ten percent of calls are from individuals with suicide ideation. Recommendation: Evaluate if the community would be better served if SACS attained national Lifeline accreditation or whether to simply unify the three distinct phone numbers into one and expand the current program. [SACS consolidated its numbers to 1-855-278-4204. Feb. 2011]

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Strategy One - Continued

- Survivors of Suicide Group and grief /loss support programs operated by Kara and the Bill Wilson Center's Centre for Living with Dying. Recommendation: Identify how more groups can be established throughout the county and increase efforts to recruit moderators to provide this service.
- SACS staff members provide training to various community organizations on suicide assessments and crisis intervention. Due to repeated budgetary restrictions, available staff to provide such valuable training is very limited. Recommendation: Seek alternative means and additional funding sources to be able to double or triple current trainings.
- County Mental Health Services. This County program provides an array of mental health services to primarily Medi-Cal beneficiaries and those who are uninsured. Approximately 22,000 children, adolescents, young adults, adults and seniors receive services annually through a network of County-operated and contracted programs.[100] Services range from outreach, peer advocacy, and case management to clinical care and support in a variety of community, outpatient, residential and day programs.
- Community-based organizations (CBOs). CBOs account for approximately half of the public mental health system's capacity, and they are a key component of the entire public safety net. These CBOs address county residents' behavioral health needs, including mental health concerns that involve the risk of suicide. The CBOs also leverage other funding sources and operate a variety of programs that address behavioral health needs that are not funded by the County Mental Health Department, such as the Status Offender Services network.
- EMQ's Families First Child and Adolescent Mobile Crisis Program. This program responds to the serious emotional trauma of minors, offering services in the home, at school and in the community. The EMQ Team responds 24/7 and often facilitates hospitalization and/or crisis intervention services to suicidal children and youth with other community agencies for long-term care and assistance. There is only one team that covers the entire county. Recommendation: 1) Investigate how this model could be expanded or replicated by other agencies. 2) Identify how this model could be expanded to provide similar services to adults.
- Emergency Psychiatric Services (EPS). Operated at Valley Medical Center, EPS is the single psychiatric emergency receiving center in the county. The program is key in responding to acute mental health crises that often involve risk of suicide. The 24/7 EPS program provides intervention services to individuals experiencing acute psychiatric episodes and who may be a danger to themselves or others. Annually, approximately 7,500 individuals arrive at EPS on "5150 holds," brought by law enforcement officers and others. The large majority of involuntary holds specify the "danger to self" criteria.

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Strategy One - Continued

Mental Health Urgent Care (MHUC). This voluntary, unlocked, County-run program also provides residents with crisis intervention services. Services at MHUC, which are available to walk-ins, are provided daily from 8 am to 10 pm. Clients, family members, law-enforcement agencies and other first responders are encouraged to use MHUC to meet the needs of individuals experiencing severe emotional or psychological distress, including thoughts of self-harm. Recommendation: Promote this service more broadly to increase utilization.

- Police Crisis Intervention Training (CIT). In partnership with law enforcement agencies, the MHD is continuing to enhance law enforcement officers' abilities to manage crises involving mentally ill residents. In addition to reducing the need for using deadly force, this program can save lives by giving officers tools they can use when encountering individuals who intend to lose their lives by intentionally threatening police officers (i.e., suicide by police). Recommendation: 1) provide CIT training for cadets, and 2) collaborate with law enforcement to ensure that more officers receive Crisis Intervention Training (CIT).

- Golden Gateway. In addition to providing intensive case management and therapy to severely mentally ill older adults, this program conducts extensive outreach to and mobile assessments of homebound or shut-in seniors who would benefit from mental health services. Golden Gateway's services are important for preventing suicides in California. Adults aged 75 and over have the highest rates of suicide (California Strategic Plan on Suicide Prevention, June 2008).

- Self-Help Centers. These County programs offer drop-in, self-help and peer support for mental health consumers. Three programs provided in North, Central and South County locations offer the opportunity for consumers to find support and compassion within a supportive peer-run setting.

- Ethnic and Cultural Community Advisory Committees (ECCACs). Based on a similar philosophy to the self-help centers, the ECCACs are family and consumer support teams from eight ethnic and cultural communities.

- Gatekeeper Training. This will provide training to individuals in the community to increase the community's ability to refer friends and loved ones to appropriate resources at an earlier point in an individual's emotional crisis.

- Integrating Behavioral Health Services in Primary Care. The Mental Health Department will announce a Request for Proposal to support integrating behavioral health services in community-based, primary care settings by January 2011. Service delivery should begin by July 2012 and is intended to impact 4,200 individuals a year.

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Strategy One - Continued

- Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Project 3- Prevention and Early Intervention for Early Onset Psychosis (in Youth and Young Adults 16-25). This Request for Proposal was announced June 7, 2010. Service delivery of early identification and treatment services should begin in October 2010. It is intended to provide countywide intervention and treatment services to 30 new clients a year.

Recommended Actions

Convene an implementation committee to accomplish the following:

- Conduct further research on specific practices for possible implementation and their costs
- Provide detailed analysis of available resources and service gaps
- Convene and implement a subcommittee for each age group
- Finalize recommended strategies
- Develop process and performance metrics for recommended/adopted strategies
- Prioritize specific strategies in regard to available funding and leveraging opportunities
- Identify strategies to procure and implement funding for selected strategies
- Prepare strategic implementation plan to be informed by public process

Strategy Two – Implement a Community Education and Information Campaign to Increase Public Awareness of Suicide and Suicide Prevention

Desired Outcomes

The Community Education and Information Campaign will focus on achieving the following outcomes:

1. Increased awareness of mental health issues, including depression and suicide
2. Increased public awareness of suicide
3. Improved identification of people who are feeling suicidal
4. Improved public knowledge of how to respond to a person who is feeling suicidal
5. Increased awareness of how to engage in and access support services, grief counseling services, and postvention services
6. Decreased judgment or blame associated with suicidal thoughts and feelings

Target Populations

This strategy involves a community-wide suicide prevention and awareness campaign to reach:

1. General public of all ages
2. Medical providers and support staff
3. Mental health clinicians and support staff
4. Clergy and faith leaders
5. Caregivers
6. In-home support workers and others who work with seniors and the disabled
7. Family members

Current Activities and Recent Gains

- Assigned a temporary suicide prevention project coordinator and liaison to California Office of Suicide Prevention. Recommendation: Mental Health Department hires a suicide prevention project coordinator/liaison to the California Office of Suicide Prevention.
- Improved communications with the Santa Clara County Medical Examiner-Coroner's Office with the Survivor's of Suicide Program operated by the County, to ensure surviving families are better informed of available grief support services.
- Instituted a dedicated website to suicide prevention on the Mental Health Department's website: www.sccgov.org/spac with a focus on informing the public of this effort and improving awareness. Recommendation: Evaluate and determine the audience for the website, the main objectives for the website going forward, and the best manner to promote this website throughout the county.

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Strategy Two - Continued

- Promoted an existing youth-focused (16-24 years) suicide prevention website www.reachout.com. Following the success of its Australian website, which proved instrumental in reducing the rate of youth suicide in Australia by more than half,[101] the Inspire USA Foundation launched its American website from its San Francisco-based offices in March 2010. Reachout.com is an interactive website for young people that deals with coping with mental health problems; dealing with suicide and self-harm; drugs, alcohol and tobacco; family relationships; friend and peer relationships; becoming independent; loss and grief; maintaining good health; romance, sexuality and pregnancy; school pressures; and violence. The Executive Director was a guest speaker at one of the SPAC's meetings and is eager to partner more in our county's suicide prevention efforts. Recommendation: Promote this website broadly.
- Caltrain, an active partner in this effort, has agreed to make available advertising space on their trains, stations and buses for the specific use of this public education and awareness campaign. Recommendation: Work in close partnership with local transportation agencies, including VTA, to identify available means for communicating outreach message to ridership. Also, forge a tri-county or more partnership to share the cost of the outreach campaign, beginning with San Mateo and San Francisco Counties.
- Our county's school districts and County Office of Education have been actively involved in the effort to reduce youth suicide and raise awareness among their staff on how to recognize students in emotional distress or crisis and how to intervene and provide support. Recommendation: 1) Support schools in engaging their communities in dialogues about mental health and suicide prevention. 2) Track which school districts are adopting suicide prevention policies.
- Enlisted clergy, other faith leaders and lay leaders in the faith community to join in this effort. One of the committee's members, Bernie (Deacon) Nojadera represented Interfaith Connections and related the committee's goals, learning and activities to members of that group. More concentrated work can be done. Recommendation: Collaborate with the faith community to promote mental health awareness and suicide prevention in their ministry and outreach.
- Conducted a well attended Suicide Prevention Public Forum to obtain public comments and suggestions about suicide prevention and how to develop greater community awareness.

Recommended Actions

- Utilize multi-media tools in health care settings to promote awareness of mental health issues and suicide. Target Implementation Date: FY 2012 with award and implementation of Prevention and Early Intervention projects.
- Support efforts such as Onyourmind.net, a youth-oriented website that provides a safe and anonymous place for teens to get information and support from other teens. Youth are able to talk about anything on their minds, including relationships, school, depression,

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Strategy Two - Continued

stress, suicide, friends, parents, cutting, identity, and health. They also can submit a question to be answered on the Q&A page or connect to resources for additional information and support.

- Enlist clergy, other faith leaders and lay leaders in the faith community to join in this community education and awareness effort. The elderly often have more regular contact with clergy and church members than with any other individuals or organizations. Seniors have the highest church attendance rates across all age groups, and clergy often are the first professional groups to which people turn when they have personal problems.[102] Moreover, clergy and other faith leaders are among the few whose responsibilities regularly take them into homes and care facilities. Target Implementation Date: September 2009, after the Board of Supervisors has approved the Plan.
- Build on current, successful MHSA-supported efforts to coalesce the clergy and other faith leaders around efforts to better recognize and respond to emerging mental health needs and to recognize and combat signs of elder abuse, either caused by self-neglect or perpetuated by others. All of these endeavors recognize that Santa Clara County is one of eleven counties in California predicted to experience the greatest population growth among its seniors.[103] Target Implementation Date: September 2009, after the Board of Supervisors has approved plan.
- Enlist suicide attempt survivors, suicide survivors (individuals who have lost a loved one to suicide), and suicide prevention collaborative members to conduct a "Listening Campaign" at multiple locations throughout the county. This follows the model implemented by the U.S. Army to solicit feedback on the emotional pulse of their communities. Additionally, this activity encourages awareness and discussion of mental health issues, suicide prevention and available resources. Recommendation: Kick off this effort after the Suicide Prevention Coordinator has been hired by the Mental Health Department.
- Gatekeeper Training. There are many models available. Recommendation: Identify and adopt the version or versions that would be most effective for our county to serve dual functions: 1) increase awareness and identification of individuals in need or emotional duress; and 2) improve community involvement in seeking support for individuals in emotional crisis or need.
- Recommendation: Create a Communications Plan Work Group, discussed in Strategy 3, to play an advisory role in the following Community Education and Information activities:
    - Create, replicate and implement a variety of tools and techniques to better inform people about suicide, suicide prevention, and mental health awareness.
    - Explore feasibility of creating a new PSA campaign or utilize and promote existing PSAs. For example, the AdCouncil has a current teen suicide prevention

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Strategy Two - Continued

campaign sponsored by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

- Ensure the Community Education and Information Campaign will include multi-media outlets as well as evaluating if new spots should be created or if we should promote and utilize existing campaigns. For example, "We've Been There" is an existing television spot with a partner "We've Been There" radio spot. "Angry Hurt Helped" and "Hopeless Lost Inspired" are some campaigns developed for print media. Social networking sites, as well as outdoor and interactive elements will need additional messaging created or existing messaging identified to be considered for possible use.
- Ensure leveraging of existing and available media productions that promote awareness. For example: More Than Sad Films, produced by the American Foundation for Suicide Prevention (AFSP) in partnership with the New York State Office of Mental Health. This 25-minute film and manual is part of an educational program to help teachers and other school personnel learn more about teen suicide and how they can play a role in its prevention.
- Enlist a collaborative effort with our neighboring counties, San Mateo and San Francisco, to participate and perhaps leverage resources for a Silicon Valley-wide multi-media campaign.

- Develop concise, clear messaging vehicles to quickly convey information.
- Give a voice to suicide attempt survivors and individuals who have lost a loved one to suicide (suicide survivors) so they can become a positive force in the community and prevent future suicides.
- Educate systems that involve large populations on suicide prevention and response.
- Encourage and coordinate opportunities for groups to share cultural and familial perspectives on death and dying.

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Strategy Three - Develop Local Communication "Best Practices" to Improve Media Coverage and Public Dialogue Related to Suicide

Desired Outcomes

1. Creation of a coordinated communication strategy that
    - Ensures the development of a clear, concise, paradigm-shifting message for all outreach efforts;
    - Ensures that the guidelines for responsible communication on issues pertaining to suicide are adhered to by media and agencies; and
    - Ensures consistency in public messaging.
2. Educate various sectors of our economy: for-profit, government, non-profit.
3. Increase knowledge in local media on the importance of responsible reporting about suicide as measured by adherence to Safe Reporting on Suicide guidelines (see page 56).
4. Obtain agreement and follow-through among key media outlets (traditional and non-traditional) to coordinate public news releases strategically to address periods when suicide risk is higher and to respond appropriately to suicide deaths, clusters, and suicide-homicide deaths.
5. Obtain agreement and follow-through among key media outlets (traditional and non-traditional) to ensure the utilization of resource directories on local suicide prevention and crisis services in multiple languages.
6. Obtain agreement and follow-through among key media outlets to ensure all materials are linguistically and culturally appropriate for Santa Clara County's residents.
7. Maintain a dedicated suicide prevention website and clarification of its target audience and purpose.

Target Populations

1. Local media outlets—traditional and non-traditional
2. Public Information Officers (PIOs) in government and business
3. Human resources departments, employee assistance services, unemployment offices, and Social Security Offices

Current Activities and Recent Gains

Fortunately, there are abundant, credible sources of information about concrete ways to improve the media coverage of suicides and reduce the rate of reporting activities precipitating additional suicides or attempts. The result of a collaborative effort was the development and

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Strategy Three - Continued

release of a consensus document, *Reporting on Suicide: Recommendations for the Media*[104].

- National advocate for suicide prevention and member of the SPAC, Mary Ojakian, along with SPAC member Mark Simon, participated in Project Safety Net and helped to organize a round table discussion among several local publishers on the importance of adopting the guidelines on safe reporting on suicide.
- A website dedicated to suicide prevention was established on the Mental Health Department's website, www.sccgov.org/spac, listing resources and describing activities of the Suicide Prevention Advisory Committee. Recommendation: A Suicide Prevention Project Coordinator should ensure that the website is in alignment with messaging defined by the Work Group and in alignment with best practices to the fullest extent possible.
- Assigned project coordination responsibilities to the liaison to the California Department of Mental Health's Office of Suicide Prevention.

Recommended Actions

The Suicide Prevention Advisory Committee (SPAC) recommends the following activities to ensure an effective **Communications Plan**:

1. Convene a Communications Plan Committee, chartered to:
   - Develop a Communications Plan appropriate for the diverse residents of Santa Clara County.
   - Define one to three clear, concise, paradigm-shifting priority messages (e.g., MADD's "Friends don't let friends drive drunk").
   - Using local community input, tailor the above paradigm-shifting messages for different targeted populations, i.e., language, age, etc.
   - Educate media and local reporters about safer protocols on reporting suicide attempts and deaths. The SPAC recommends the utilization of the *"Safe Reporting on Suicide Guidelines,"* prepared by the Suicide Prevention Resource Center. These guidelines are recommended for promotion and utilization in Santa Clara County. Dissemination of these guidelines should be one aspect of this strategy. Engaging in discussions with each of the media outlets should be the emphasis.
   - Consider and review the potential of existing efforts to raise awareness for possible inclusion in this strategy. Some examples for consideration include a training workshop targeting reporters and media personnel offered by the American Foundation for Suicide Prevention (AFSP) and the Substance Abuse Mental Health Services Administration's (SAMHSA) "Picture This: Depression and Suicide Prevention," a publication targeting media personnel.
   - Consider fostering a broad coalition including neighboring counties that all share the Silicon Valley's media communications, to include San Mateo and San Francisco Counties, to leverage funding and resources.

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Strategy Three - Continued

- Work with social networking companies.
- Continue work on development and implementation of PSAs, news releases, web-based information, and other media/materials.

Strategy Four - Implement Policy and Governance Advocacy to Promote Systems Change in Suicide Awareness and Prevention

Desired Outcomes

While specific measurable outcomes need to be developed for this strategy, in general terms, goals of this strategy are to:

1. Increase public awareness of suicide as a public health problem within an organization by promoting adoption of policies and programs that either work to prevent suicide or respond to emotional crises.
2. Promote local, state, and federal policies and programs that prevent suicide.
3. Disseminate information to individuals in the community regarding the Santa Clara County Suicide Prevention Plan and its recommended activities.
4. Build partnerships with other local suicide prevention and mental health agencies, governments, media, and other organizations with a stake in public health.
5. Help remove the stigma associated with suicide by bringing the subject out in the open and discussing what can be done to prevent it.
6. Recruit individuals and organizations to advocate for policy change and/or adoption in their workplace or community site.
7. Change laws—see ***Recommended Actions*** below.
8. Advocate for prevention funding.

Target Populations

The committee's recommended strategies in this category include advocacy on behalf of:

- Partnerships between primary care and mental health professionals;
- Partnerships with support organizations and service providers (e.g., churches, employee assistance programs, schools, National Alliance on Mental Illness, etc.) to raise awareness and create a welcoming environment for those at risk of suicide;
- Strong networks of support organizations and service groups (e.g., a network of youth-supporting organizations and service groups);
- Active participation across sectors, industries, and groups in implementing strategies (e.g., education, healthcare, non-profit, for-profit, government);
- Legislative or policy changes in government and institutions, with a goal of convincing as many systems as possible to play key roles in suicide prevention;
- Broad adoption of policies mandating cultural and linguistic competency;
- Standardization of reporting requirements across sectors and agencies; and
- Possible certification of a countywide hotline with National Suicide Prevention Center's Lifeline.

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Strategy Four- Continued

Current Activities and Recent Gains

- Palo Alto Unified School District Board of Education adopted a policy for suicide prevention in their school district at their meeting June 1, 2010, and Los Gatos Union High School District is working on a similar policy.
- Palo Alto Unified School District has shared their policy and Articles of Regulations implementation guidelines. All districts have been requested to create a comparable policy.
- Partnered with the County Medical Examiner-Coroner's Office to improve data collection for future psychological profiling activities of those identified as dead by suicide.
- County Medical Examiner-Coroner's Office provided the first-ever comprehensive investigative reports for all suicides that occurred in 2009 to be able to begin to analyze and possibly use in future psychological profiling efforts.
- County Medical Examiner-Coroner's Office is considering the adoption of a new policy that they annually prepare investigative reports for all suicides that occurred in the previous year for subsequent analysis of the data.
- Revamped training for involuntary suicide prevention holds—5150/ 5250.
- In partnership with law enforcement agencies, the Mental Health Department is continuing to enhance law enforcement officers' abilities to manage crises involving mentally ill residents through Police Crisis Intervention Training (CIT). In addition to reducing the need for using deadly force, this 40-hour program can save lives by giving officers tools they can use when encountering individuals who intend to lose their lives by intentionally threatening police officers (i.e., suicide by police). Recommendation: 1) Advocate for more required mental health training for cadets, and 2) advocate for law enforcement agencies to require that more officers receive Crisis Intervention Training (CIT).
- Our county's school districts have been actively involved in the effort to reduce youth suicide and to raise awareness among their staff on how to recognize students in emotional distress or crisis and how to intervene and provide support. Recommendation: Advocate and monitor adoption until all school districts adopt and implement a policy.
- PEI Project 5 - Suicide Prevention. The Interim Suicide Prevention Oversight Committee will write PEI Project 5 - Suicide Prevention Proposal for submission to the Oversight and Administration Committee (OAC) for approval. This proposal will include funding for a Suicide Prevention Coordinator. Anticipated submission date for the new project is August to September 2010. Approval for the new project is expected by July 2011.
- The Mental Health Department will request joining the California Mental Health Services Authority (CalMHSA) in August 2010, with acceptance anticipated for October 2010, at which time the Mental Health Department will be able to represent Santa Clara County in the California Mental Health Services Act discussions and deliberations concerning the:
    - Student Mental Health Initiative
    - State suicide prevention efforts and programming, and
    - Ethnic specific programs.

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Strategy Four- Continued

Recommended Actions

We will identify and work with local organizations, including schools and school districts, to support suicide prevention efforts. This will be part of an ongoing effort to identify, share and leverage resources, to provide other forms of assistance as feasible and desirable, and to move toward the objective of comprehensive adoption and implementation of effective suicide prevention measures in all key venues.

The American Foundation for Suicide Prevention (AFSP) suggests several tools for learning more about effective advocacy. The SPAC recommends that these tools be considered when detailing the specific activities of this strategy. The references include:

- National Mental Health Association's Advocacy Primer
- Grassroots Tool Kit: A manual on event planning, coalition building, and grassroots advocacy from the Leadership Conference on Civil Rights
- Advocate's Guide to Grassroots Organizing During a Congressional Recess from the Leadership Conference on Civil rights, and
- Speak, Out! A Guide to Advocacy regarding Mental Health Policy from the Mental Health Association of Westchester County.

Some specific actions suggested by the AFSP in the area of advocacy include, but are not limited to, the following:

1. Strengthening legislation on veteran and military suicide prevention to promote longitudinal research on the rates and develop anti-stigma campaigns and continue to expand suicide prevention programs to assist members, returning veterans and their family members.
2. Adoption of legislation and other policy directives to encourage the National Institutes of Health Agencies to invest more substantially in research related to suicide, suicide prevention, and survivors of suicide loss or suicide attempts.
3. Appropriations at the maximum attainable level for the National Violent Death Reporting System.
4. Implementation of Mental Health Parity and Health Insurance Reform.
5. Reauthorization of and appropriations for the Substance Abuse and Mental Health Services Administration (SAMHSA).
6. Adoption of legislation to allow the Golden Gate Bridge Authority (and other local jurisdictions) to use federal funds for bridge suicide prevention barriers.
7. Adoption of legislation that aims to reduce bullying and cyber-bullying.
8. Adoption of legislation to establish Depression Centers of Excellence.

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Strategy Five - Establish a Robust Data Collection and Monitoring System to Increase the Scope and Availability of Suicide-Related Data and to Evaluate Suicide Prevention Efforts

This strategy develops and sustains processes for collecting and analyzing state and local data that will help establish local program priorities and evaluate the impact of suicide prevention strategies.

Desired Outcomes

Proving that this plan is making a difference by reducing the number of deaths by suicide can only be accomplished by collecting data and monitoring the activities of the plan and its outcomes. In order to do this the following goals must be met:

1. Expand reporting on suicide attempts and deaths;
2. Increase accuracy in reporting of data related to suicide and prevention activities;
3. Increase the convergence of data reported by various entities;
4. Increase availability of comprehensive data on suicide-related activities in Santa Clara County; and
5. Establish and define a centralized monitoring body of suicide prevention activities and outcomes.

Target Population

1. General public
2. Policy makers and funding entities
3. Local public health monitoring system
4. Implementation entities

Current Activities and Recent Gains

- Partnered with County Medical Examiner-Coroner's Office to improve data collection for future psychological profiling activities of those identified as dead by suicide.
- County Medical Examiner-Coroner's Office provides to the committee a compilation of the routine investigation reports for all reported suicide deaths on a yearly basis, beginning with 2009 deaths.
- Collected and conducted a preliminary review of suicide data for Santa Clara County including by zip code, city, and a variety of social factors.
- Conducted preliminary needs assessment of high risk population groups.

Strategy Five - Continued

Recommended Actions

Local efforts, as recommended by the SPAC, will be defined more specifically and completed during the implementation phase. They include:

1. Identify a Monitoring Team to
   a. Oversee plan implementation,
   b. Identify resources and funds,
   c. Produce an implementation schedule,
   d. Select and begin meetings of a Suicide Prevention Oversight Committee (SPOC),
   e. Devise plan for continuous data collection and analysis,
   f. Develop and report standards for monitoring and measuring plan outcomes, and
   g. Elicit public input on strategies and funding priorities;
2. Determine specifically what additional data are needed to accurately monitor the number of lives lost to suicide;
3. Define baselines for strategies in existence at that time;
4. Conduct a review of all suicide prevention resources in County;
5. Define or refine planning and process metrics to track prevention and intervention strategies;
6. Review and interpret data on lives lost to suicide;
7. Work for the creation of a Santa Clara County Suicide Death Review Committee; and
8. Monitor the Plan's implementation to ensure that efforts continue across various systems as part of a countywide approach to reduce suicide.

The committee recommends achieving the desired outcomes by establishing a monitoring system as described by "National Strategy for Suicide Prevention, Goals and Objectives for Action," an outline adopted by the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration and the National Mental Health Information Center, which includes the following:

- Track trends in rates,
- Identify new problems or additional data required,
- Provide evidence to support activities and initiatives,
- Identify risk and protective factors,
- Target high risk populations for interventions, and
- Assess the impact of prevention efforts.

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Strategy Five - Continued

Additionally, the committee recommends:

- Establishing a Death Review Panel and process to review reports of all deaths by suicide, and possibly suspected suicide in order to create psychological profiles of those at risk.
- Create an annual report based on psychological profile findings to contribute to the knowledge of suicide in Santa Clara County.
- Learn from past suicides and suicide attempts to prevent similar situations in the future.
- Conduct a comprehensive assessment of mental health services and standards in the county.
- Identify what additional data is required for our county's suicide prevention efforts.
- Identify leading causes of suicide in Santa Clara County to assist in identifying priorities for means restriction, as appropriate.
- Develop and maintain a current database of academic articles, data, and other resources on suicide.
- Monitor high-traffic, youth-oriented websites to assess suicide-related content and take action where needed. (Examples of online sites include: YouTube, Facebook, and Twitter.)
- Inventory existing social and medical service centers, such as hospitals and medical clinics, to determine gaps and best practices in the mental health system.
- Monitor outreach activities offering support for previous suicide attempters.
- Conduct a comprehensive assessment and determine methods to reach and provide for those at-risk of suicide.

Potential sources for data

- Nationally, suicide surveillance data come from death certificates. This vital statistics information is available from the National Center for Health Statistics, Centers for Disease Control and Prevention. Medical examiner databases also provide some information related to suicide. The information on rates available from vital statistics databases obviously does not include those deaths misclassified as homicides or accidents, and an unknown number of others misclassified as natural causes but which may actually be suicides. Information available from death certificates is limited and is not always complete. Prevention efforts would be enhanced by more comprehensive information. However, such information is not now systematically collected.
- Data on suicide attempts must come from sources designed for other purposes, such as trauma registries and uniform hospital discharge data sets. Trauma registries provide detailed information about the nature and severity of an injury, the treatment provided, and the status of the patient on discharge from the hospital. However, most trauma registries include only "major" trauma cases, those that require at least a three-day hospital stay. Moreover, many suicide attempts do not lead to traumatic injuries (e.g.,

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Strategy Five - Continued

overdoses of medicines). Thus, trauma registries have only limited information on suicide attempts.

- A uniform hospital discharge data set is another potential source of information on suicide attempts. As suggested by its name, a hospital discharge data set provides information only about those suicide attempts that resulted in hospital treatment. Not all states require either trauma registries or uniform hospital discharge data.

  The State of Oregon is unique in that a 1987 law requires hospitals treating a child under the age of 18 for injuries resulting from a suicide attempt to report the attempt to the Oregon Health Division. This data source provides important information for youth suicide prevention programming in Oregon.

- Other possible sources of data on suicide attempts include mental health agencies, psychiatric hospitals, poison control centers, universities and colleges, child death review team reports, emergency departments, and surveys. Limitations exist for all of these data sources, such as lack of detail on the circumstances surrounding the suicide attempt. Detailed information is important because it may lead to increased knowledge of how suicides can be prevented in the future.

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VI. Next Steps

VI. Next Steps

The desired outcomes for each of the five recommended strategies in the Suicide Prevention Strategic Plan (the Plan) cannot be achieved through isolated actions or services. The scope of the problem and the need for community-wide support necessitates long-term, sustained and coordinated effort by many stakeholders. There is no time to waste. The goal of this section is to commit Santa Clara County to concrete actions that will tangibly improve suicide prevention activities in the County by December 31, 2010. These actions will lay the foundation for full implementation of the Plan.

Infrastructure. These actions are intended to create the requisite infrastructure to implement, coordinate and report on suicide prevention efforts throughout the county.

1) **Establish a Suicide Prevention Oversight Committee (SPOC).** The SPOC will advise the Board of Supervisors on the implementation of the Plan and will submit semi-annual progress reports to the Board of Supervisors' Health and Hospital Committee (HHC). The SPOC will work closely with the Mental Health Department (MHD), which will serve as the lead agency in coordinating suicide prevention services/activities throughout the county.

2) **Hire a Suicide Prevention Coordinator.** To ensure timely facilitation and ongoing support for implementation of the Plan, the MHD will designate one full-time staffperson as the County's Suicide Prevention Coordinator.[1] This staff person also will serve as the County's liaison to the California Office of Suicide Prevention.

3) **Form Four Work Groups.** As indicated in the Plan, the SPOC will form four work groups, each of which will plan for, oversee, and report on the implementation and effectiveness of its assigned strategies. The following four work groups will develop implementation plans for each strategy:
   a) An **Intervention Strategies** work group (Strategy 1) will compile a comprehensive overview of existing and needed intervention strategies. It will coordinate a system of suicide prevention services.
   b) A **Communications Practice** work group (Strategies 2 and 3) will have oversight over all resulting communication projects and activities related to suicide prevention, both locally and regionally, including a Community Education Campaign.
   c) A **Policy and Governance** work group (Strategy 4) will advocate for the adoption of suicide prevention policies and protocols among agencies, systems and organizations throughout the County.
   d) A **Data Committee** (Strategy 5) will define the Plan's data requirements, sources and reporting processes.

[1] This assumes that the Board of Supervisors and the State will approve a fifth MHSA Prevention & Early Intervention project.

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Early Implementation. Upon approval from the Board of Supervisors, the MHD will proceed with the following actions which will either immediately reduce suicides or develop new funding sources for suicide prevention activities.

1) **Develop Formal MHSA PEI Project for Suicide Prevention.** The MHD will develop a fifth Prevention and Early Intervention (PEI) Project for Suicide Prevention and hire a full time (1.0 FTE) Suicide Prevention Coordinator. If approved by the State, "PEI Project 5" will fund approximately $800,000 in new suicide prevention activities annually for three to four years. Funding from this project will support activities in each of the Plan's five strategies, laying the foundation for new services and resource development. The SPOC will devise a process to apportion available funding to each of the five strategies.

2) **Implement Listening Campaigns.** The Suicide Prevention Coordinator will begin implementing "Listening Campaigns" to promote mental health and suicide prevention awareness. The Listening Campaigns also will serve as an ongoing vehicle for incorporating residents' input into the Plan's implementation.

3) **Make Formal Connections to Statewide Suicide Prevention Efforts.** The MHD will actively coordinate with and leverage existing statewide suicide prevention efforts, including the activities of the California Mental Health Services Authority (CalMHSA). The MHD's goals are to influence the development of statewide programs and to ensure that local funds—which have been assigned to support statewide PEI projects—have an impact on local efforts.

4) Implement Approved Suicide Prevention-Related PEI Plans.

a) **"First Break" Treatment Programs.** Under PEI Project 3, the MHD will initiate services to help individuals, especially for adolescents and Transitional Age Youth (16-25), address the onset of serious psychiatric illness (with psychotic features).

b) **Community Education and Training.** Under PEI Project 1, the MHD will increase mental health literacy and reduce stigma and discrimination within underserved cultural communities by implementing Mental Health First Aid programs.

c) **Integrated Behavioral Health**. The MHD will implement early intervention services in community-based, primary care clinics to serve approximately 4,200 patients annually (once fully operational).

d) **Gatekeeper Training.** The MHD will implement "gatekeeper" programs for older adults.

The above concrete actions will augment current suicide prevention efforts. Modifications or expansion of the aforementioned programs will be influenced by the SPOC as it implements the Plan's five strategies.

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VII. Appendix

Attachment 1: Suicide in Santa Clara County by Zip Code, 2000-2006 Suicide-Homicide Comparison Table

Attachment 2: Santa Clara County Community Agencies and Programs that Interface with Suicide Attempters, Victims, and Loved Ones

Attachment 3: Best Practices Recommendations

Attachment 4: Summary of Public Forum Input

Attachment 5: Palo Alto Unified School District Suicide Prevention and Mental Health Promotion Policy

Attachment 6: References

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Attachment 1. Suicides in Santa Clara County by Zip Code, 2000-2006, and Suicide-Homicide Comparison Table

ZIP	CITY	2000		2001		2002		2003		2004		2005		2006	
		SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HO
94022	Los Altos	1	0	3	0	0	0	0	0	0	0	0	0	3	0
94024	Los Altos	0	0	3	0	4	0	6	0	2	0	1	0	5	0
	L.A. & L.A. Hills Totals	**1**		**6**		**4**		**6**		**2**		**1**		**8**	
94040	Mountain View	2	0	6	0	2	0	5	1	4	1	1	0	3	0
94041	Mountain View	4	0	0	0	1	0	0	0	2	1	0	0	1	0
94043	Mountain View	1	0	5	1	4	1	4	0	2	0	2	0	0	1
	M.V. Totals	**7**		**11**		**7**		**9**		**8**		**3**		**4**	
94085	Sunnyvale	0	0	0	0	0	0	4	0	0	0	0	0	3	0
94086	Sunnyvale	9	2	8	0	11	2	7	3	7	1	3	2	4	0
94087	Sunnyvale	4	0	4	0	3	1	2	0	9	0	4	1	1	0
94089	Sunnyvale	0	0	5	0	2	0	0	0	2	1	3	0	2	1
	Sunnyvale Totals	**13**		**17**		**16**		**13**		**18**		**10**		**10**	
94301	Palo Alto	2	0	2	0	2	0	3	2	7	0	1	0	2	0
94303	Palo Alto	2	5	5	5	2	4	1	9	4	4	4	11	0	7
94304	Palo Alto	0	0	0	0	0	0	0	0	0	1	0	0	0	0
94305	Stan-ford	0	0	1	0	0	0	0	0	0	0	1	0	0	0
94306	Palo Alto	0	1	2	0	2	0	2	0	4	2	2	0	6	1
95002	**Alviso**	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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ZIP	CITY	2000		2001		2002		2003		2004		2005		2006	
		SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HC
95008	**Camp-bell**	1	0	2	0	4	0	4	1	4	0	1	3	7	0
95014	**Cuper-tino**	4	0	2	0	1		2	0	2	0	2	0	4	0
95020	**Gilroy**	5	7	5	3	5	1	2	2	3	0	4	2	3	1
95030	Los Gatos	0	0	2	0	1	0	3	0	1	1	2	0	3	0
95032	Los Gatos	4	0	2	0	0	0	3	0	4	0	5	0	1	0
95035	**Milpi-tas**	3	1	2	1	3	0	4	3	6	2	6	3	1	1
95037	**Mor-gan Hill**	0	1	3	0	7	0	6	0	4	1	3	1	3	0
95046	**San Martin**	0	0	0	2	1	0	1	0	0	0	0	0	1	0
95050	Santa Clara	2	2	3	0	1	2	5	0	1	2	2	2	1	2
95051	Santa Clara	6	0	2	0	4	3	1		4	0	2	3	6	0
95054	Santa Clara	0	0	1	1	0	0			1	1	1	2	0	0
	S.C. Totals	**8**		**6**		**5**		**6**		**6**		**5**		**7**	
95070	**Sara-toga**	3	1	2	0	3	0	3	1	9	5	1	1	0	1
95110	San Jose	3	0	0	2	0	0	3	1	0	1	0	2	0	0
95111	San Jose	5	3	4	0	1	2	6	2	3	2	8	1	3	2
95112	San Jose	3	3	2	3	9	1	5	4	3	3	3	0	5	1
95113	San Jose	0	0	0	1	0	0	0	0	1	0	2	0	1	0
95116	San Jose	1	3	1	3	3	5	1	2	3	4	2	4	6	1
95117	San Jose	5	0	1	0	2	0	2	0	3	1	1	0	2	4
95118	San Jose	0	2	2	1	2	0	0	2	4	4	1	1	2	0
95119	San Jose	0	0	0	0	0	0	1	1	0	0	0	0	2	1
95120	San Jose	2	0	2	0	7	3	0	0	2	1	0	0	6	0
95121	San Jose	3	0	3	1	1	0	1	1	1	1	0	0	0	1
95122	San Jose	3	1	1	2	1	3	1	4	1	5	4	3	1	6
95123	San Jose	7	2	3	2	5	1	3	1	10	0	8	0	2	0
95124	San Jose	4	0	4	0	3	0	8	0	6	0	8	1	3	1
95125	San Jose	9	1	3	1	2	1	5	1	8	1	4	0	2	1
95126	San Jose	1	1	1	4	2	0	3	1	4	1	2	0	1	0

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ZIP	CITY	2000		2001		2002		2003		2004		2005		2006	
		SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HOM	SUI	HC
95127	San Jose	1	2	4	3	3	7	6	5	5	1	5	3	1	4
95128	San Jose	4	1	3	1	1	1	5	1	0	1	2	0	2	0
95129	San Jose	0	0	1	1	6	0	1	0	2	0	2	3	0	0
95130	San Jose	2	0	1	0	0	0	1	0	1	1	0	0	1	0
95131	San Jose	2	1	3	0	0	0	0	1	1	0	0	0	0	0
95132	San Jose	3	1	2	0	5	2	3	1	4	0	1	1	3	1
95133	San Jose	1	1	0	1	1	1	1	0	1	2	1	3	1	2
95134	San Jose	0	0	0	0	1	0	1	1	3	0	1	0	0	1
95135	San Jose	2	0	1	0	1	0	2	0	1	0	0	0	0	0
95136	San Jose	1	1	3	0	1	0	3	0	1	1	2	0	1	1
95138	San Jose	0	0	0	0	0	0	1	0	2	0	0	0	0	0
	S.J. Totals	**65**		**47**		**61**		**65**		**73**		**60**		**47**	
TOTAL		**120**		**120**		**125**		**133**		**156**		**112**		**109**	

1 - 3
4 - 6
7 - 10

California Department of Finance, Demographic Research Unit, Estimates of Population of California Cities, 2006:

Campbell	36,984
Cupertino	55,000
Gilroy	48,448
Los Altos and Los Altos Hills	36,065
Los Gatos	28,971
Milpitas	65,235
Monte Sereno	3,511
Morgan Hill	37,066
Mountain View	71,947
Palo Alto	62,108
San Jose	953,058
Santa Clara	110,700
Saratoga	30,815
Sunnyvale	133,458
Unincorporated	98,244
Total County-2006 Estimate	1,771,610

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Attachment 2. Santa Clara County Community Agencies and Programs that Interface with Suicide Attempters, Victims, and Loved ones

Program Name	Description
Suicide and Crisis Services (SACS) **Operated by: County Mental Health Department**	This county program provides residents with access to a 24-hour telephone hotline. Operated primarily by 100 volunteers and with less than $90,000 in annual funding, the program fields over 35,000 calls annually from suicidal clients, concerned family members and other residents in crisis. Approximately 10% of calls are from individuals with suicide ideation. SACS also supports grieving families and friends through its Survivors of Suicide Group and partners with grief /loss support programs operated by Kara and the Bill Wilson Center's Centre for Living with Dying. Several times each year, SACS staff members provide training to various community organizations on suicide assessments and crisis intervention.
County Mental Health Services **Operated by: County Mental Health Department**	This county program provides an array of mental health services to primarily Medi-Cal beneficiaries and those who are uninsured. Approximately 22,000 children, adolescents, young adults, adults and seniors receive services annually through a network of County-operated and contracted programs.[105] Services range from outreach, peer advocacy, and case management to clinical care and support in a variety of community, outpatient, residential and day programs.
Community-based organizations (CBOs) **Operated by: County Mental Health Department**	CBOs account for approximately half of the public mental health system's capacity, and they are a key component of the entire public safety net. These CBOs address county residents' behavioral health needs, including mental health concerns that involve the risk of suicide. The CBOs also leverage other funding sources and operate a variety of programs that address behavioral health needs that are not funded by the County Mental Health Department, such as the Status Offender Services network.
EMQ's Families First Child and Adolescent Mobile Crisis Program **Operated by: County Mental Health Department**	This program responds to the acute psychological crises of minors, offering services in the home, at school and in the community. The EMQ Team responds 24/7 and often facilitates hospitalization and/or crisis intervention services to children and youth who are suicidal.
Emergency Psychiatric Services (EPS) **Operated by: County Mental Health Department**	Operated at Valley Medical Center, EPS is the single psychiatric emergency receiving center in the county. The program is key in responding to acute mental health crises that often involve risk of suicide. The 24/7 EPS program provides intervention services to individuals experiencing acute psychiatric episodes and who may be a danger to themselves or others. Annually, approximately 7,500 individuals arrive at EPS on "5150 holds," brought by law enforcement officers and others. The large majority of involuntary holds specify the "danger to self" criteria.
Mental Health Urgent Care (MHUC) **Operated by: County Mental Health Department**	This voluntary unlocked county-run program also provides residents with crisis intervention services. Services at MHUC, which are available to walk-ins, are available daily from 8 am to 10 pm. Clients, family members, law enforcement agencies and other first responders are encouraged to use MHUC to meet the needs of individuals experiencing severe emotional or psychological distress, including thoughts of self-harm.

Police Crisis Intervention Training (CIT) **Operated by: County Mental Health Department**	In partnership with law enforcement agencies, the MHD is continuing to enhance law enforcement officers' abilities to manage crises involving mentally ill residents. In addition to advocating for more required mental health training for cadets, the MHD is working to ensure that all officers receive Crisis Intervention Training (CIT). In addition to reducing the need for using deadly force, this 40-hour program can save lives by giving officers tools they can use when encountering individuals who intend to lose their lives by intentionally threatening police officers (i.e., suicide by police).
Golden Gateway **Operated by: County Catholic Charities**	In addition to providing intensive case management and therapy to severely mentally ill older adults, this program conducts extensive outreach to and mobile assessments of homebound or shut-in seniors who would benefit from mental health services. Golden Gateway's services are important for preventing suicides in California. Adults aged 75 and over have the highest rates of suicide (California Strategic Plan on Suicide Prevention, June 2008).
Self-Help Centers **Operated by: County Mental Health Department**	These county programs offer drop-in self-help and peer support for mental health consumers. Three programs provided in North, Central and South county locations offer the unique opportunity for consumers to find support and compassion within a supportive peer-run setting.
Ethnic and Cultural Community Advisory Committees (ECCACs) **Operated by: County Mental Health Department**	Similar to the philosophy of self-help centers, the ECCACs are family and consumer support teams from eight ethnic and cultural communities who offer support and linkage to services.
Toll Free Veterans' Suicide Prevention Hotline **Operated by: Department of Veterans' Affairs**	1-800-273-TALK (8255), and press "1". The Department of Veterans Affairs' (VA) The Veterans Health Administration (VHA) has founded a national suicide prevention hotline to ensure veterans in emotional crisis have free, 24/7 access to trained counselors. To operate the Veterans Hotline, the VA partnered with the Substance Abuse and Mental Health Services Administration (SAMHSA) and the National Suicide Prevention Lifeline. Veterans can call the Lifeline number, 1-800-273-TALK (8255), and press "1" to be routed to the Veterans Suicide Prevention Hotline.
Veteran Suicide Chat Service **Operated by: Veterans Administration**	www.suicidepreventionlifeline.org. Veterans may use Veterans Chat without identifying themselves or revealing any personal information unless the person chooses to do so. Mental health clinicians on the Veterans Chat do not provide treatment or care. The clinicians will only provide information on services, guidance and assistance, and helpful online resources via Veterans Chat. If the VA mental health clinician with whom you are chatting decides that you are a danger to yourself and crisis intervention is needed, we will ask you to provide a phone number where VHA Suicide Hotline staff may make contact you. However, even at this time, you do not have to provide that information.
VA Palo Alto and Menlo Park Division **Operated by: Veterans**	The Veterans Administration, while not organized by counties, provides a comprehensive array of medical and mental health services for veterans through the VA Palo Alto Health Care System. Available mental health services include 80 acute psychiatric beds; mental health emergency services; voluntary residential rehabilitation programs for PTSD, substance abuse, and homeless services; outpatient mental health treatment including specialty services designed for women veterans and OIF/OEF recent returnees, intensive case management, and specialized evidenced-based

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Administration	interventions for family therapy, PTSD, and addiction treatment. Suicide Prevention Coordinators at the Palo Alto VA track and coordinate intervention and care services for veterans who are at high risk for suicide. Services are provided at a number of VA sites including Palo Alto, Menlo Park, San Jose, Monterey, Capitola, as well as at Vet Centers located in Redwood City and San Jose. Suicide Prevention Lifeline 1-800-273-8255 (TALK) press 1 for veterans Veteran Suicide Chat Service www.suicidepreventionlifeline.org VA Palo Alto Telephone Care Line 800-455-0057 VA Palo Alto Main Number650-493-5000
Outpatient Care Clinic **Operated by: Veterans Administration**	Community-based outpatient clinic in San Jose and local Vet Centers. The suicide coordinators at the Palo Alto VA track and coordinate intervention and care services for veterans who are at high risk for suicide.

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Attachment 3. Best Practices Recommendations

National Strategy for Suicide Prevention Ten Prevention Programs	
Program Name	**Description**
1) American Indian Life Skills Development/Zuni Life Skills Development	The curriculum includes anywhere from 28 to 56 lesson plans covering topics such as building self-esteem, identifying emotions and stress, increasing communication and problem-solving skills, recognizing and eliminating self-destructive behavior, learning about suicide, role-playing around suicide prevention, and setting personal and community goals. The curriculum typically is delivered over 30 weeks during the school year, with students participating in lessons 3 times per week. Lessons are interactive and incorporate situations and experiences relevant to American Indian adolescent life, such as dating, rejection, divorce, separation, unemployment, and problems with health and the law. Most of the lessons include brief, scripted scenarios that provide a chance for students to employ problem solving and apply the suicide-related knowledge they have learned.
2) CARE (Care, Assess, Respond, Empower)	CARE (Care, Assess, Respond, Empower)--formerly called Counselors CARE (C-CARE) and Measure of Adolescent Potential for Suicide (MAPS)--is a high school-based suicide prevention program targeting high-risk youth. Includes a 2-hour, one-on-one computer-assisted suicide assessment interview followed by a 2-hour motivational counseling and social support intervention. The counseling session is designed to deliver empathy and support, provide a safe context for sharing personal information, and reinforce positive coping skills and help-seeking behaviors. CARE expedites access to help by connecting each high-risk youth to a school-based caseworker or a favorite teacher and establishing contact with a parent or guardian chosen by the youth. The program also includes a follow-up reassessment of broad suicide risk and protective factors and a booster motivational counseling session 9 weeks after the initial counseling session. The goals of CARE are threefold: to decrease suicidal behaviors, to decrease related risk factors, and to increase personal and social assets. CARE assesses the adolescent's needs, provides immediate support, and then serves as the adolescent's crucial communication bridge with school personnel and the parent or guardian of choice. The CARE program is typically delivered by school or advanced-practice nurses, counselors, psychologists, or social workers who have completed the CARE implementation training program and certification process. Although CARE was originally developed to target high-risk youth in high school--particularly those at risk of school dropout or abusing substances--its scope has been expanded to include young adults (ages 20 to 24) in settings outside of schools, such as health care clinics.
3) CAST (Coping and Support Training)	CAST (Coping And Support Training) is a high school-based suicide prevention program targeting youth 14 to 19 years old. CAST delivers life-skills training and social support in a small-group format (6-8 students per group). The program consists of 12 55-minute group sessions administered over 6 weeks by trained high school teachers, counselors, or nurses with considerable school-based experience. CAST serves as a follow-up program for youth who have been identified through screening as being at significant risk for suicide. In the original trials, identification of youth was done through a program known as CARE (Care, Assess, Respond, Empower), but other evidence-based suicide risk screening instruments can be used. CAST's skills training sessions target three overall goals: increased mood

	management (depression and anger), improved school performance, and decreased drug involvement. Group sessions incorporate key concepts, objectives, and skills that inform a group-generated implementation plan for the CAST leader. Sessions focus on group support, goal setting and monitoring, self-esteem, decision-making skills, better management of anger and depression, "school smarts," control of drug use with relapse prevention, and self-recognition of progress through the program. Each session helps youth apply newly acquired skills and increase support from family and other trusted adults. Detailed lesson plans specify the type of motivational preparation, teaching, skills practice, and coaching activities appropriate for at-risk youth. Every session ends with "Lifework" assignments that call for the youth to practice the session's skills with a specific person in their school, home, or peer-group environment.
4) Columbia University TeenScreen	The Columbia University TeenScreen Program identifies middle school and high school-aged youth in need of mental health services due to risk for suicide and undetected mental illness. The program's main objective is to assist in the early identification of problems that might not otherwise come to the attention of professionals. TeenScreen can be implemented in schools, clinics, doctors' offices, juvenile justice settings, shelters, or any other youth-serving setting. Typically, all youth in the target age group(s) at a setting are invited to participate. The screening involves the following stages: 1. Before any screening is conducted, parents' active written consent is required for school-based screening sites and strongly recommended for non-school-based sites. Teens must also agree to the screening. Both the teens and their parents receive information about the process of the screening, confidentiality rights, and the teens' rights to refuse to answer any questions they do not want to answer. 2. Each teen completes a 10-minute paper-and-pencil or computerized questionnaire covering anxiety, depression, substance and alcohol abuse, and suicidal thoughts and behavior. 3. Teens whose responses indicate risk for suicide or other mental health needs participate in a brief clinical interview with an on-site mental health professional. If the clinician determines the symptoms warrant a referral for an in-depth mental health evaluation, parents are notified and offered assistance with finding appropriate services in the community. Teens whose responses do not indicate need for clinical services receive an individualized debriefing. The debriefing reduces the stigma associated with scores indicating risk and provides an opportunity for the youth to express any concerns not reflected in their questionnaire responses.
5) Emergency Room Intervention for Adolescent Females	Emergency Room Intervention for Adolescent Females is a program for teenage girls 12 to 18 years old who are admitted to the emergency room after attempting suicide. The intervention, which involves the girl and one or more family members who accompany her to the emergency room, aims to increase attendance in outpatient treatment following discharge from the emergency room and to reduce future suicide attempts. A review of the literature suggests that factors related to treatment noncompliance following a suicide attempt include family discord, maternal psychopathology, attempter depression, and negative experiences with emergency room staff. The intervention consists of three components designed to improve the emergency room experience for the adolescent and family, thereby changing the family's conceptualization of the suicidal behavior and expectations about therapy. First, a two-hour training is conducted separately with each of the

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	six groups of staff working with adolescents who have attempted suicide. Second, the adolescents and their families watch a 20-minute videotape, filmed in Spanish and dubbed in English, that portrays the emergency room experience of two adolescents who have attempted suicide. Last, a bilingual crisis therapist delivers a brief family treatment in the emergency room.
6) Lifelines Curriculum	Lifelines is a comprehensive, school-wide suicide prevention program for middle and high school students. The goal of Lifelines is to promote a caring, competent school community in which help seeking is encouraged and modeled and suicidal behavior is recognized as an issue that cannot be kept secret. Lifelines seeks to increase the likelihood that school staff and students will know how to identify at-risk youth when they encounter them, provide an appropriate initial response, and obtain help, as well as be inclined to take such action. Lifelines includes a set of components to be implemented sequentially: a review of resources and establishment of administrative guidelines and procedures for responding to a student at risk; training for school faculty and staff to enhance suicide awareness and an understanding of the role they can play in identifying and responding to a student with suicidal behavior; a workshop and informational materials for parents; and implementation of a curriculum for students, the Lifelines Curriculum, to inform students about suicidal behavior and discuss their role in suicide prevention. The research reviewed for this summary assessed only the Lifelines Curriculum, the last component to be implemented in the larger Lifelines program. It consists of four 45-minute or two 90-minute lessons that incorporate elements of the social development model and employ interactive teaching techniques, including role-play. Health teachers and/or guidance counselors teach the lessons within the regular school health curriculum. The Lifelines Curriculum was developed specifically for students in grades 8-10 but can be used with students through 12th grade.
7) PROSPECT (Prevention of Suicide in Primary Care Elderly: Collaborative Trial)	PROSPECT (Prevention of Suicide in Primary Care Elderly: Collaborative Trial) aims to prevent suicide among older primary care patients by reducing suicidal ideation and depression. The intervention components are: (1) recognition of depression and suicide ideation by primary care physicians, (2) application of a treatment algorithm for geriatric depression in the primary care setting, and (3) treatment management by health specialists (e.g., nurses, social workers, and psychologists). The treatment algorithm assists primary care physicians in making appropriate care choices during the acute, continuation, and maintenance phases of treatment. Health specialists collaborate with physicians to monitor patients and encourage patient adherence to recommended treatments. Patients are treated and monitored for 24 months. Implementation of the program relies on educating primary care physicians to recognize symptoms and apply a clinical algorithm based on depression treatment guidelines for older patients from the American Psychiatric Association, the Agency for Healthcare Research and Quality, and the Texas Department of Mental Health. The recommended first line of treatment is citalopram, a selective serotonin reuptake inhibitor (SSRI). If citalopram does not achieve the desired result, other medications may be added or substituted. Interpersonal psychotherapy may also be used in addition to or instead of pharmacological treatment.

8) Reconnecting Youth	Reconnecting Youth: A Peer Group Approach to Building Life Skills (RY) is a school-based prevention program for students ages 14-19 years that teaches skills to build resiliency against risk factors and control early signs of substance abuse and emotional distress. RY targets youth who demonstrate poor school achievement and high potential for school dropout. Eligible students must have either (1) fewer than the average number of credits earned for all students in their grade level at their school, high absenteeism, and a significant drop in grades during the prior semester or (2) a record of dropping out of school. Potential participants are identified using a school's computer records or are referred by school personnel if they show signs of any of the above risk factors. Eligible students may show signs of multiple problem behaviors, such as substance abuse, aggression, depression, or suicidal ideation. RY also incorporates several social support mechanisms for participating youth: social and school bonding activities to improve teens' relationships and increase their repertoire of safe, healthy activities; development of a crisis response plan detailing the school system's suicide prevention approaches; and parent involvement, including active parental consent for their teen's participation and ongoing support of their teen's RY goals. The course curriculum is taught by an RY Leader, a member of the school staff or partnering agency who has abilities as a "natural helper," has healthy self-esteem, is motivated to work with high-risk youth, and is willing to comply with implementation requirements.
9) SOS Signs of Suicide	SOS Signs of Suicide is a 2-day secondary school-based intervention that includes screening and education. Students are screened for depression and suicide risk and referred for professional help as indicated. Students also view a video that teaches them to recognize signs of depression and suicide in others. They are taught that the appropriate response to these signs is to acknowledge them, let the person know you care, and tell a responsible adult (either with the person or on that person's behalf). Students also participate in guided classroom discussions about suicide and depression. The intervention attempts to prevent suicide attempts, increase knowledge about suicide and depression, develop desirable attitudes toward suicide and depression, and increase help-seeking behavior.
10) United States Air Force Suicide Prevention Program	The United States Air Force Suicide Prevention Program (AFSPP) is a population-oriented approach to reducing the risk of suicide. The Air Force has implemented 11 initiatives aimed at strengthening social support, promoting development of social skills, and changing policies and norms to encourage effective help-seeking behaviors. AFSPP's 11 initiatives include: ▪ Leadership Involvement ▪ Suicide Prevention in Professional Military Education ▪ Guidelines for Use of Mental Health Services ▪ Community Preventive Services ▪ Community Education and Training ▪ Investigative Interview Policy ▪ Critical Incident Stress Management ▪ Integrated Delivery System (IDS) ▪ Limited Privilege Suicide Prevention Program ▪ Behavioral Health Survey ▪ Suicide Event Surveillance System

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American Foundation for Suicide Prevention: Suicide Prevention Resource Center's Evidence-Based Practices	
Program Name	**Description**
1. **Reduced Analgesic Packaging**	In response to an increasing number of self-poisonings with analgesics (acetaminophens and salicylates) in the United Kingdom, Parliament passed legislation in 1998 limiting the pack sizes of these drugs. Before the legislation, pharmacies could sell unlimited amounts of analgesic tablets. After legislation, pharmacies were limited to 32 tablets per sale and non-pharmacy outlets were limited to 16 tablets per sale. In addition to packaging limits, specific printed warnings about the dangers of overdose with these analgesics were included with all sales.
2. **Emergency Room (ER) Means Restriction Education for Parents**	The goal of this intervention is to educate parents of youth at high risk for suicide about limiting access to lethal means for suicide. Education takes place in emergency departments and is conducted by department staff (an unevaluated model has been developed for use in schools). Emergency department staffs are trained to provide the education to parents of child who are assessed to be at risk for suicide. Lethal means covered include firearms, medications (over-the-counter and prescribed), and alcohol. To help with the safe disposal of firearms, collaboration with local law enforcement or other appropriate organizations is advised. The content of parent instruction includes: 1. Informing parent(s), apart from the child, that the child was at increased suicide risk and why the staff believed so; 2. Informing parents that they can reduce risk by limiting access to lethal means, especially firearms; and, 3. Educating parents and problem solving with them about how to limit access to lethal means.
Additional Evidence-Based Practices from literature review	
A Model Community Education Program on Depression and Suicide in Later Life	**A Model Community Education Program on Depression and Suicide in Later Life**, developed by Clara Pratt, PhD, Vicki Schmall, PhD, Willetta Wilson, PhD, and Alida Benthin, MA, Oregon State University Gerontology Department. This is a 3-hour multimedia program on depression and suicide in later life. Designed for families, older adults, and service providers, the program provides information and teaches skills needed to recognize and respond to depression and suicidal behavior in the elderly. Compared with a

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control group, program participants had significant gains in knowledge and in their intent to take appropriate action in support of a depressed person.

Gatekeeper Training

The **QPR** Institute offers comprehensive suicide prevention training programs, educational and clinical materials for the general public, professionals, and institutions. (QPR stands for how to Question, Persuade and Refer someone emitting suicide warning signs.) QPR is taught by certified instructors in a minimum of one hour, but often extended to two hours for role-play and practice. The adult learning program teaches lay and professional gatekeepers how to recognize a mental health/suicide emergency, how to Question the validity of suicidal communications, and how to Persuade and Refer someone at-risk to the next level of intervention. The goal of gatekeeper training is to enhance the probability that a potentially suicidal person is identified and referred for assessment and care before an adverse event occurs. Across our county there are several institutions already providing this training such as Foothill College.

Somewhat related to this is **ACT**, which also was recommended by committee members. Initiated in 2007, a Navy suicide prevention campaign asks sailors to "ACT" now to save a life. ACT is a three-step process designed to help determine if someone is suicidal and to prevent them from hurting themselves. It stands for: Ask- ask the person if they are thinking of hurting themselves, Care- listen and let the person know they are not alone, and Treatment- get your shipmate to help as quickly as possible; such as the duty officer, chaplain, friend, medical personnel, or others who can help.

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Attachment 4. Input from Public Forum

Summary of Public Forum Comments and Input:

On April 28, 2010, the **Santa Clara County Suicide Prevention Public Forum** drew **108 community participants, 6 of whom were monolingual Vietnamese speakers, and 2 were bilingual Mandarin/English** and requested the use of interpreters. The purpose of this forum was to provide an opportunity for the community to provide feedback on the work completed by the Suicide Prevention Advisory Committee and to have their comments inform the Plan.

Participants were offered multiple methods to provide their feedback:

- Writing comments on Post-It notes which were placed directly onto the posters of the work completed to date,
- Comment Cards, and
- Small discussion groups facilitated by Advisory Committee members.

While not every comment was able to be included in the plan, all comments are recorded verbatim below.

The vast majority of the comments fall into one of the six themes summarized below:

- **Youth who are transitioning from dependent minor status to independent young adult status—regardless of being enrolled in secondary education or in the workforce.**

- **Parental education.** The public recommended trainings geared to parents and foster parents to recognize their child's inner turmoil, address the issue of youth who are raised more by nannies and have low parental involvement in their lives.

- **Geographic isolation**. Some strategies should address the issue of geographic isolation for youth as well as older adults already included in the plan.

- **Sharing stories.** Participants recommended that individuals who had survived their own attempted suicide share their stories to educate and inspire people.

- **Public recognition of life savers**. Participants recommended that individuals who help bring people in crisis to an intervention resource be publicly recognized with a certificate or award as a means to raise the profile of suicide prevention and encourage others to consider doing the same.

- **Stress and stressors, transitions and dysfunction in personal relationship skills**. Several individuals commented on homicide/suicides preceded by stressors combined with poor coping and anger management skills. Some stressors discussed were the pressure to achieve and succeed; divorce; loss of job; racism; all prejudicial behaviors; reentry into

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society after criminal justice involvement. This issue/need should be framed as, for lack of a better description a "tipping point."

Below is a transcript of the small group discussions based on notes taken by Advisory Committee members. Before each comment/question an empty box means we have not identified or addressed the main point of the comment. **A black "X" indicates that the comment submitted had already been discussed and included in the Suicide Prevention Plan prior to the Public Forum. A blue "X" underlined indicates inclusion in the plan after the public forum.** Those comments without an "X" and not included in the plan at this point may be considered again during the implementation phase of the process.

Santa Clara County's Mental Health Department hired consulting group MIG to draw a 12' wide, 4' tall summary of the night's input that is referred to in the notes below as a Wall Summary. This graphic illustration is included on the Santa Clara County Mental Health Department's Suicide Prevention website—www.sccgov.org/spac .

Addressed by committee?	Comment or question Group 1
X	**Encourage the community to talk about suicide** and for those who have experienced or attempted suicide to be able to share their stories.
X	[We need] a **systematic approach for all ages**. One that connects the steps, address all ages, honors those who died through suicide with the gift of their stories.
X	**Need an instrument that would enable the community to understand the journey one takes in even contemplating suicide** - let alone attempting or even completing suicide
X	Be creative and use social network sites
X have the category	**Prevention strategies should be a separate category - not placed under intervention**
	Missing **best practices in state of California** like Healthy Start- **offer education at a younger age.**
X- PEI, Integration efforts	Multidisciplinary [approach] is key, look at [what] already exisit[s] i.e. student study teams like **the Education Model SST (student study teams) utilizing multi-disciplinary experts**
X	Stories [are] very powerful, they can touch the heart; **stories** [can be used] to prevent/ intervene as a means [of] outreach community is a real experiences/ nurture the story and honor an individual.
X- Requested data	Is there research specific to cluster/ "copycat" suicides?
X	Alcohol/ substance use, meth[amphetamine] [induces a] morbid way of

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	thinking and [morbid] emotions, but [they are] not always connected. It may entail body chemistry.
X	Working in jails- the Mercury News is not on the front page. *(Scribe's not sure-Suppose is that suicide in jails is not given much media attention but that it's a real issue)* **Jail is high risk population**
X	Regarding the elderly, most see their doctor. **How many doctors ask directly questions of life and death** and refer [them to mental health].
X	**Use of community centers to provide a safe environment** where youth are able to discuss, talk about the topic of suicide and support discussion with those who've experienced traumatic events- [they can] speak about how they coped.
X	**PTSD** [is] connected to suicide
X	Positive aspect- social networking sites or dollars, resources are cost effective ways of reaching out and educating after an event. Questions [can be] asked, [ie.] how is this affecting you?, etc.
X	Problems [can] be worked out via [public] health model rather [than] a disease model.
X- Listening Campaign	P[alo] A[lto] [is] using creative strategy - talking to youth. [They have organized] 3 youth focus sessions and asked and learned from the youth. Listen to the wisdom of the youth.
X	PA **hosted a youth gathering - youth were invited via social network sites** - youth showed up and openly talked about the crisis of suicide and the reality of suicide from a young person's point of view
X	Los Gatos [is an] isolated community. Folks [are] worried about [their] children because of the isolation. [There is no] outreach and they're hurting. **Outreach in geographically isolated areas**
X	**Strategy:** School Districts with **physically isolated students dealing with trauma** (i.e. suicide or cluster of suicides) can connect with other districts to share what is being done re: outreach to geographically isolated community members, students who live in the isolated area of the Loma Prieta School District.
X	**Violence- Domestic Violence [and] homicide** [are] linked to suicide: ie. Vietnamese families killed by father who in turn kills himself.
X	Companies are utilizing experts to provide workshops for employees who are to be laid off - coping strategies, stress release techniques, etc. so that laid off employees will have the ability and tools to cope with the anger and transition instead of having the rage prompting the laid-off employee return to their former place of employment with weapons, killing co-workers and possibly themselves. **Recommend policy and governance with for-profit training and awareness**
X- Communi-cation practices	[This requires a] paradigm shift. [Suicide is a] public health issue. [We need] understanding. The need for propaganda (mass public awareness campaigns) [like were used for] child seats in cars, smoking, etc. [This requires a] long term

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	approach. **Paradigm shift may take time but in time suicide will not be seen as an option.**
X	Bring youth and adults together. Use fishbowls (held in a safe environment). Develop [a] dialogue, share honestly and be heard. Adults [need to] listen when there's an opportunity to provide feedback after the youth have shared- [this applies to] numerous topics [like] identity, sexuality, substance use, Mental health, depression, stress. Allow [the youth] freedom to give [their] voice. **Provide tools for communication utilizing fishbowl strategy, community centers, and social networking sites.**
X	[Adults need to] remember back to [their] youth [when we were asking] what's the meaning of life? Where's the spirit? Is there no value in one's life? Where is this going? [All the] outside influences [that affect them] economy, the government, people's spirit is dying. Neighborhoods, racial groups, a lot of faiths, are not valued anymore. Where's one's [own] identity? [Do you] Find meaning in your work? [All of this needs to be] attached to the spiritual component. **Allow the spirit of life (faith) to penetrate.**
X	[Suicide prevention/ everything] starts with policy. In Santa Clara County [we] need to declare the value of life. All groups [are] affected. Need to be grounded- all of life is valuable. Perhaps [we're] afraid to talk about the spirit. Talk[ing] to those who are hopeless or [in a] hopeless state is not that helpful (is that what was said?). **[People] need the connection,** reflective relationships, need to be valued and appreciated. All endeavors [should] come out of that.
X	Workers who are just collecting a paycheck vs. workers who are engaged, happy, vivacious. Such agencies/ institutes are welcoming, warm and those who use the facilities are in turn happy, passionate, i.e. teachers who have a passion that spirit shows.. The opposite is true as well, **Vivacious work force**
X	Students do not have tools to deal with life. Adults need to come in and hopefully they possess the tools needed. Kids gravitate to exciting teachers.
X	Police Department in Los Altos (kids) parents [are] very disengaged, kids [are] being raised by nannies. [Parents don't know that their] kids are suffering from a tragic event, using drugs, mentally ill. **Parents connect with our children.**
	Police: Speaker shared feeling sad, compassion and sympathy when responding to a suicide call that involves a youth. However police often have little or no compassion and often even feel anger when responding to a suicide or attempted suicide call of an adult. Behaving this way is used as a means of getting a reaction from family members, spouse, significant other. **Differentiated police response to suicide (of youth versus adult)**
Group 2- This group (comments below) consisted of representatives from Redwood Middle School, the Director of Health Services from West Valley College, representatives from an Independent Living Program, a representative from Elmwood Correctional Facility, and a few community members. The group mainly discussed building a **common language**, **educating** on	

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all levels, better **training** volunteers, and providing **more resource centers**.	
Addressed by committee?	**Comment or question**
X	One resident feels that **parents** do not have **tools for prevention**. We need to have early education, awareness, and focus on mental health. Suggestion: **Offer information once the mother gives birth** at the hospital.
X	We need to develop a method to help the community understand that mental health is OK. **Promote help seeking behavior**
X	Elmwood representative feels that we need to **educate within the correctional facility** and help women cope with their emotions as they **readapt into society**.
X	A local feels many (community members) believe that more awareness would lead to more suicidal cases—we must somehow lower the **stigma**, and we need **more educators** to be involved to help increase awareness. "Silence is killing them". **Stigma reduction**
X	Another local would like to see more **involvement with survivors**. Professionals have great knowledge about the subject, but having a resource with the same experience will have a larger impact and understanding. **Sharing stories, peer programs**
X	We need to **train more volunteers** who want to prevent, educate, and aid mental health.
	A representative from independent Living Program states that there is a lack in **financial aid**. We have resources outreaching to schools. However, we have forgotten about **those who are not in schools**. Perhaps, we should build resources in Juvenile facilities too. • Where are other resource centers other than schools? • Can we provide financial aid to help those with mental health issues?
X	We have sex education, drivers' education, etc. But we don't have a program for mental health? **Awareness and education**
X	We do have a program called Mental Health First Aid—perhaps we need more promotion.
Group 3- Participants (comments below): Community Member (wife of a man who committed suicide); Doctor; LACY Member (Social Worker); Council Member, Palo Alto (son had mental health issues); Community member (son committed suicide); Community Member-2nd Harvest Food Bank; Mental Health Social Worker; School Psychologist; School Counselor	
X	The group discussed the need to have **forums** that include not only psychologists and social workers but also family members of suicide victims and those who have attempted suicide to **discuss their personal experiences, system failures and warning signs**. **Listening Campaigns**
X/ X / X	Many of our group discussed the need to have a **strong prevention strategy** and to have **discussions with children when they are young** and the need to have **talking points for pre-teens.**
X	Our group also discussed the importance of sharing personal experiences and

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	warning signs. **Share personal stories**
X	Our group discussed the **lack of availability of services/resources at schools** and the need to have a **24 hour telephone number** to call to access mental health services.
X	We also discussed the need to have teens understand when they have to make a call to someone when they suspect that their friend is having difficulty. This might put adolescents in a bad position however when someone's life is in jeopardy it is critical to call someone who can slow things down and make an assessment (adult, law enforcement, teacher, counselor, mental health professional, clergy). So an **education strategy designed to educate young people about getting their friend help** would be an asset and would be a valuable asset for our youth.
X	One group member was very complimentary of the QPR.
X	The Doctor wanted to hear more about how we can **communicate within the various communities** to ensure that people are not slipping through cracks.
X X	The matter of **de-stigmatizing mental health** was discussed widely. We also talked about how we need to have a paradigm shift-much like how our community has changed its views on drunk-driving. We thought that we could **learn some lessons from MADD** and that they could be a model for changing the discussion on mental health in the community.
Addressed by committee?	**Comment or question** **Group 4**
X	Some of our group was surprised about the data on the frequency of suicide among seniors.
X	A couple of group members remarked that there was a need to **have post-incident care or post 5150 care** to ensure that family members and the patient were aware of the resources available and that they were not experiencing destructive tendencies.
X	Our entire group agreed about the importance of the **community ownership** and that we all have a responsibility.
X	One of the Community members announced that Stanford University Medical School has a Bi-Polar Education Forum **involving families, educators and researchers**.
X	Another community member recommended the City of Palo Alto's Family Resource Center which offers **monthly meetings to discuss resources available to the community**.
Webinar X- CIT	Fremont Unified **School District** in Sunnyvale **has done a Webinar on Suicide Prevention**, approximately 20 minutes long and it discusses how resources can be accessed. They have also developed a **Crisis Intervention Team** at the schools with multi-discipline resources available.
X	A community member recommended that there should be **specialized training for counselors at schools** when there is denial amongst parents regarding the

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	mental health issues involving their children.
	We had a lively discussion about **respecting the privacy of children** while being concerned about their mental well-being.
X	A group member recommended having a guest speaker named Kevin Hines come and talk about his experiences being bi-polar. **Share personal stories**
X	One community member recommended that there be **training given to physicians about the type of medications** that they prescribe to their patients and how some could have adverse effects on them and even promote suicidal thoughts. Training would recommend that spouses/family members would receive information about certain types of medication and the warning signs. **Provide support to Primary Care for mental health issues.**
X	We also discussed the need for additional information, awareness and training for **Parents, Teachers, Firefighters and the clergy to identify those at-risk and how to access services.**
X	Plan is well written. I came to see how [such a plan] can be effectively implemented in ethnic/ cultural communities. [The] rec[ommendation]s are summaries, but [the] **specifics needed** *(sic)* **to take back to [the] communities.**
X	Emotions and emotional awareness aren't taught. [We need to] teach emotional awareness/ intelligence. [The] education system can teach emotional awareness; and should be] supporting [youth] exposed to suicides. Youth sometimes suicide through drug abuse or car crashes. Kids now feel more helpless and hopeless. Don't know how to fit in. Drug and alcohol use is up. Prevention dream: **Health Education would be taught in schools and address emotions. Kids need tools.**
X	Fo[ster] Parents aren't mandated to take MH awareness and it's needed. Foster parents [in] (her experience) [are] in it for [the] money. ([She is a] former foster child) Depression, self mutilation [is] ignored. Focus on foster parents. **Lots of training on MH awareness. Public media messages on where to get help.**
X	*NAMI Member- Parents and Teachers [should work together as] allies. -**Teach teachers about [the] onset of mental illness in youth.** –[Has trained] 1 school thus far. **Raise awareness among educators**
X	**Stigma** to suicide. People don't want to talk about [it], even within groups that should be comfortable with it. *Suicide [is] "taboo" within mental health. Mental health professionals, consumers, and their family members should be more willing to talk about suicide, with the ease they have discussing a diagnosis.
	Challenge to confidentiality and talking to family members, [HIPPA] creates **barriers**. Can doctors inform family members? How do they address [the] risk?
X	Suicide cross[es] economic barriers. Suicide [Has a] huge impact on families. office of Human Relations Commission will be focusing [on] **disseminating prevention information.**
X	[I] Became involved because of Palo Alto Suicides. Effectiveness of **means**

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	restriction as [a] prevention strategy. Focus [should be on] bridge barriers, train track monitors. Peopl e today lack emotional connections, need to connect with people. **Increased caring, increased communication**
X	Schools have a huge role to play [in] [re-defining] norms, de-stigmatizing help seeking.
X	Latino community does not want to acknowledge or talk about [suicide]. [Latinos] need more information in community. **Culturally appropriate prevention information is needed.**
X	Lot of education [is] missing. Don't use the word "commit" suicide because using "committed" [makes it seem like a] crime and [reinforces] stigma. Should use "died by suicide". **Change terminology**
X	Kids don't feel there's a stigma, they talk about it. Adults don't want to talk about [suicide]. **De-stigmatize**
X	Schools have cut student support staff. Teachers have no training and are not equipped. **Educate all teachers**. Don't just [train] special education [teachers], support staff need to know [and] recognize the signs.
X	The entire community must be trained, neighbors, shops, families. [This should be framed as a] **public health approach**.
X	**Media should always inform where to get help.**
Addressed by committee?	**Comment or question Group 5**
X	**Q: What are the political benefits to bringing the issues to people's awareness?** A: There's believed to be an awareness problem there's a belief there's a lot of **stigma** connected to suicide though people are reluctant to speak out about what they are feelings.
X	**Q: What are the political benefits to bringing the issues to people's awareness?** A: There's believed to be an awareness problem there's a belief there's a lot of **stigma** connected to suicide though people are reluctant to speak out about what they are feelings.
X	**Q: Everyone has limited budgets, is there good information about efforts that save the most lives…?** A: The committee has taken the position that it's a **public health problem** in all communities. It's tactics/ design is to raise awareness and address what

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	strategies are most effective to prevent suicide.
X	**C:** There are various components to address the problem but we as a **community need to gather all the various components to address the problem**; people need to be able to talk about it.
X	**C: Loved ones need to sacrifice the time to share; with their family members; time to express concern**; loved; etc. to let the individuals know that "they care about them" they will be missed.
X	**C:** Concerns around teenagers because of programs being cut; kids not being able to access counselors or help due to the cuts. **Age appropriate access to care**
X	**C:** Due to oversized classes and lack of funding teachers can not address the problems at hand. **Schools united in awareness- budget and time limitations**
X	**C:** General overall consensus on expansion of community led services and programs and/ or **peer-led programs**.
X	**C: Communication** seems the overarching gap like with education; desensitizing stigma make it easy for people to talk about. **The media needs to be used as an outlet or resource**; we need to build relationships with media people and they need education and sensitivity developing relationships with media.
X	**C:** School age kids- Offer Mental Health First Aid to be able to **train the school staff** to help deal with these issues.
X	**C: Parents** can take simple steps; do little things like **having dinner with a child** that will make a difference.
X	C: Several members felt that strengthening and **using "natural" community resources** such as church, clubs, etc would be helpful so people could get help there either instead of MH providers or in addition to MH provider help.
X	**C:** We have around us everyday access to people who have attempted suicide. Why aren't they the "go to" people leading our efforts to finding the answers of where things broke down and what would have helped them to "not" follow through with an attempt. **Attempters Sharing their Stories**
Addressed by committee?	**Comment or question** **Group 6**
Policy and Governance Advocacy	
X	Partnership between primary care and mental health care professionals is critical.
	Policy and governance advocacy may put too many regulations in place. **This regulation's category is too broad**. This may inhibit individuals from seeking care.
X	More **support of primary care** is needed. Individuals may not reach out to MH professionals.
X	Doctors and mental health care is not working together which is detrimental. HIPPA [due to HIPPA/ or has HIPPA become a barrier to care]. They are

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	currently two separate entities that need to be one. Concern that HIPPA inhibits MH Professionals from other providers; mandated which would impact policy procedure. Division on whether would be a good thing or negative. Concern to maintain confidentiality while maximizing collaborative care.
X	Public Policy takes away the humanity. [We need to] always go back to [the reality] that it's about people. Regulations and policy should not become barriers in and of themselves.
X	Protection of the individual [is a] double-edged sword. [Need to] Open up communication. Becomes less private and less people will seek help. Policies such as mandates for reporting or asking questions may increase concern for confidentiality and may discourage people from seeking help. [Need to find a policy that is] more open [in sharing patient's information with loved ones] but still protecting privacy.
X	Hospitals don't report suicide attempts. Should be mandated that **hospitals report suicide attempts** and that those individuals receive follow up care that is standard protocol.
X	Root causes [for suicide] need to be looked at.
	Community Education & Implementation
X	Outreach- Paramedics, EMS, and EMTs have no idea of [the] existing hotlines. Law Enforcement and firefighters receive little education on these issues. May benefit from in service-type training.
X	[EMS are] taught [to] treat the injury, not the person. Felt that the SACS training was very helpful. By recognizing potential mental illness, helps to interact.
X	Law enforcement/ EMT/ Fire fighters, (first responders) [need to have] condensed in-service type training [and] in-depth [trainings]
	Intervention
X	Caltrain needs to evaluate entrances where [people] in duress can enter [the train tracks]**Means Restriction**
X	[Schools need to] Address bullying at schools. Parents need to be responsible as well. [Need] outreach for child [or youth] who is being bullied to let them know [what] resources [are in] place.
	[Need] a call box at the tracks.
Addressed by committee?	**Comment or question- Monolingual Vietnamese Group 7**
X	One member shared he attempted suicide when, after being diagnosed of MH, his family insisted that he stayed in an institution and not come home. **stigma**
X	One member shared he attempted while using drugs **substance use**
X	One member shared she thought seriously about suicide when she came to this country, without family members, lost her job and was evicted. **Social isolation, refugee/ immigrant experience**

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X	One member shared her husband attempted suicide due to family situation (divorce) and is now paralyzed on one arm. **Loss of loved one**
Cultural issues	
X	Recognition that Vietnamese families put a lot of pressure/expectation on family members for achievement levels, education levels, marriage **social roles and pressure**
X	Severe **stigma** around Mental Health issues due to **cultural belief** that Mental Illness is shameful, punishment, karma; we do not get services for loved ones but hide the condition.
Policy and Governance advocacy	
	We ask for more **compassion from the legal system**, that people who commit crimes and admit fault be forgiven, or they are led to suicide
X	**Strict immigration laws causes distress** in individuals and families, some are led to self-sacrifice/sacrifice
X	Unemployment have caused to families to die in group. **Drop in economic level**
X	There is a lot of **stress in the workplace** which can lead to suicide
Practical suggestions	
	An easy-to-remember **short hotline number** such as 5-1-1
X	**Recognize, give award to people** who have prevented another person from attempting suicide.
Addressed by committee?	**Comment or question Group 8**
X	Gathering Data- [It] really struck [a] cord about finding out the why. If we know [the] why we may be able to figure out why not.
X	Stigma applies to mental illness. Hope to change viewpoint and **educate [the] public about [the] crisis of suicide; bring it out of the closet**. Important for gaining political and institutional support.
X	TV advertising for prevention.
X	Actuarial costs of suicide in dollars and cents. Young people are worth $1.5 million dollars for [the] economy. **Talk about the money saved by providing prevention program**s. If we can sell products we should be able to sell something good like suicide prevention.
X	Cultures- [In many cultures] mental health [is] taboo. **Advertise [messages promoting] seeking mental health [services] would reduce suicide.**
X	**Prevention is not broken out sufficiently in the plan.** Would like to focus on

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	suicide prevention rather than intervention. How do we **make children feel connected and supported**? [ie. Examples of ways to connect youth] Service Learning, Building friendships, asset building- like Project Cornerstone. Prevention beyond Intervention.
X	To do this, educate parents in families where mental health taboo exists. School may be [the] best place to introduce this. Suggested 15-20 minutes as part of curriculum.
X	We talked about what we are doing to talk positively and supportive. What are we doing to empower them [youth], to give them [youth] voice, make them [youth] feel supported, develop friendships. Need to positively message this to the community. We are teaching kids about eating healthy, exercising, we should be **teaching them about how to take care of their emotional needs.**
X	Decrease isolation for older communities.
X	Gangs, family issues, drugs, prison
X	Concern regarding how medical establishment passes out antidepressants without education and [these] can increase [risk of] suicide. **We need to get to medical establishment[‘s buy-in].**
	Concern regarding drug company advertisements that suggest that pills fix everything.
X	[Older Adults struggle with the] Feeling of [their] being a burden. [Suicide should not be considered as a] selfish act.
X	[Older Adults struggle with the] Feeling of overcoming death and pain.
X	Middle aged: Poor economy, lost jobs.
Strategies	
X	**Workplace education** to provide education [on mental health issues and suicide awareness], similar to Air Force Academy efforts- getting MH services is not a bad thing. Identity may be wrapped up in job and if one loses job, [people experience a] feeling of lost identity. [Stress is magnified by being] Combined with loss of insurance. [Advocate for a] Law on [requiring businesses to issue a] page of contacts and information regarding insurance options and **resources.** This could also be available as posters in unemployment offices.
X	**Support groups for people feeling suicidal.**
	Offer trainings for **Senior Management** – services available and general awareness on issues like domestic violence (to avoid homicide/ suicide); depression, etc.
X	Train critical professions on suicide prevention and awareness: Cops, Teachers, Clergy. They Need to understand when to turn folks over to other services.
Cultural Issues:	
X	Difficult to seek outside help for mental health. [Culture dictates that people are] supposed to be able to treat [themselves] within the family. **Cultural values, stigma**
X	[It is] Essential to have someone from the same culture reach out within a

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	culture. **Culturally appropriate outreach/ inreach within a community**
X	Spread the word in mosques, churches, temples, etc. Clergy would likely welcome resources.

Comment Cards

Comment Card	In Plan?	Comment/ Question
A.		Everything was very good information and how to help other to live better and happy.
		Communication Practices: Communications and more resources and work shops like this is (sic) very outstanding.
	X	Intervention Strategies: [Offer] Programs after school and more counseling.
		Other Comments: Very good.
B.	X	Policy & Governance: Mental Health, Domestic Violence, Alcohol and Other Drugs, Violence in the workplace/ school all share common prevention themes. Address issues of general community well-being that would be the **foundation of community well-being in the media campaign**.
	X	Community Education: Need to include [the] entire community[,] so that means engaging workplace/ employers, like HP, IBM, Bank of America et al. Their issue is workplace violence/ suicide. What does Employee Assistance Program (EAP) do?
	X	Communication Practices: If IBM says being a good parent is a corporate value and supports that, parents [employed there] will listen.
C.	X	Policy & Governance: Leaders must be first educated about what needs to be & how they can help.
	X	Community Education: Information should be reliable where people can get it & in multiple places- all media forms, schools, etc.
	X	Communication Practices: Educate & advocate not using the word "commit" in context of suicide (negative).
	X	Data Collection and Monitoring Activities: Mental autopsies of victims & attempters. **Psychological profiles**
	X	Intervention: Access to means to self harm should be restricted as much as possible. Teachers & schools should help is de-stigmatizing mental health. **Means Restriction**
		Other comments: Thanks for your work on this.
D.	X	A big effort, but not new and effective plans. From now on, cigarette smokes (sic) is pushed into death end. No more place for them to smoke. Non-smokers take advantages and harassed cigarette addicts a lots (sic) Be careful!!!! (sic) **Paradigm Shift**
	X	Community Education: To educate people is not effective is to **give people awards,** even though it's just a letter from authority or a certificate.
		Communication Practices: Authorities and specially psychiatrists & case

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		manager act according to work rules, but not help consumers with all their hearts. Please educate them first.
	X	Data Collection and Monitoring Activities: [Is] Needed but don't go into personal detailed information.
	X	Intervention: **Prevention is more priority**. Need **hotline** personnelle (sic) to be able to help people in trouble some suggestion to get out of it practically. Don't ignored. (sic) And remember to **follow up**. It may recur.
	X	Other comments: I has (sic) some problems myself that can't be told. Please think about some ways to detect or discovered (sic) a person's suicidal thought. **Public Awareness and Empowerment**
E.		Other comments (0-15, 16-24): We need **emergency phones** that connect to suicide prevention **at the [train] tracks** in Palo Alto. Kids would not want to use their own cell phones for that because they do not want to leave any trace.

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Santa Clara County Suicide Prevention Public Forum

POST-IT NOTES
From Poster Boards

	I. Policy and Governance Advocacy
	1. New Strategies
	Consider putting (real) phones on hot spots so people can call for help when feeling suicidal.
X	Additional idea: National Suicide Hotline. Consider idea to create a national number such as 1-800-CHOOSE LIFE (or local city number that transfers to hotline #).
	Preserve continuity of services: exclude County-contracted services from the General Fund.
X	Really focus on schools – even at the elementary school level.
X	Consider an advocacy day (SACS) during May or other suicide awareness month
X	Need to build bridges with law enforcement and other first responders.
X	Bring a victim to share a story (if possible). It will help to change and enforce positive change.
	a) Edits to Strategies
X	Raising awareness and educating everyone of all systems and partners of their key roles and explaining what the key note is.
	b) Additional Comments
X	Countywide hotline is not new. In fact, it can't exist (sic- function well) when the receivers or staff on the other side are not necessarily culturally and/or linguistically competent!!! It would be more practical or personal to contract out with community-based ethnic group or entity to do it. To be model friendly, use grassroots not just contract agencies or county employee hotline, etc.
	c) Wall Graphic
	There are pros and cons of all policies
X	Look at the root cause of individuals who die by suicide
X	There are political benefits of increased awareness
X	Suicide is a public health problem
X	Partnership with primary health care professionals – this is critical
	Government shouldn't be too heavy handed

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X	Hospitals must report suicide attempts
X	Leverage funding and get the "best bang for our buck"
	Immigration rules are tremendous on the individuals – need to integrate more compassion

II.	**Community Education and Information**
	a) New Strategies
	Right focus re: recreation centers after school. Not try to shut them down, no money for the education.
	Have a forum of "experts" of people who committed suicide. Tell what went wrong. Ask therapists to attend, but the first speakers should be survivors.
X	Have special programs that worked in the past. Ask community what will work.
X	Have special programs that target youth families.
X	Make prevention and intervention strategies more accessible to concerned friends and relatives. (Aggressive campaign – poster boards, community presentation)
X	More volunteer program, keep them [youth] busy and out of gangs
X	Include community education workers that speak the many languages spoken in this community.
X	Training and police officers responding to 5150 calls.
X	Have more training to target youth.
X	Sounds good the plan will work out well. Encourage the loved one to talk about it.
	b) Edits to Strategies
	For grief counseling, lower the requirements to be helped. Educate people that crisis line is also for mental health support.
	c) Additional Comments
X	Your suggested strategies for community education and information are excellent. People need to be desensitized to the subject to feel empowered.
	SACS does outreach we used to do more than now. Volunteers for this are difficult to keep the same 2 or 3 people were doing all the outreach talks.
X	Make sure you publicize as much as possible. Get support from City Councils and get the word out to the public.
	d) Wall Graphic
X	24-hour telephone service, center
X	Educate peers to take next step, training

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	o Parents o Teens, pre-teens o Teachers o Firefighters
X	Access points for resources, schools
X	Tools for communication o Fishbowl technique o Social networking sites
X	Heighten awareness
X	Need to repair communication break down
X	Normalize conversation around suicide
X	Advertising for prevention

III. Communication Practices	
	a) New Strategies
	Reassuring the victim that everything is confidential.
X	Have forum with suicide attempters. Talk about their experiences.
X	Better educate foster parents particularly. Social workers, teachers on how to spot ones in trouble.
X	Have talks and trainings in the schools. Involve the youth in trying to define messages.
	Everyone who wants a job in the County Psychology Department needs to go through SACS training first.
X	Your strategies for communication practices are excellent. I would only add developing strategic relationships with the media – otherwise it's "whatever bleeds, leads!"
X	Use communication resources that connect with youth.
	Respecting the privacy of the victims of suicide is key, especially for minors.
X	It's good! I think to use authentic community leaders who are much familiar to the residents and cultural groups of their own communities would be much more effective judge than the county.
X	Encourage the attempts to talk about his/her crisis.
X	Every 1st responder: police, fire, EMT – gets SACS training.
X	Use communication resources that connect with specific communities.
	b) Additional Comments
	Perhaps obituaries or death notices might say: "was so depressed he committed suicide" (and did it by….)
c) Wall Graphic	

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X	Change paradigm – DUI, smoking
X	Gift of story
X	Welcoming, vivacious spirit
X	Media is a resource Needs to be educated, how to communicate message
X	Churches and temples – places other than schools
X	Hotline number is too long – need a 3 digit number!
X	Public health issue
X	Develop common language

IV.	**Data Collection and Monitoring**
	a) New Strategies
	List failures of the treating therapists and doctors. List anti-depression medication the person was taking. List medications on which the person suicided.
	Use things that work/didn't work. Then find solutions.
X	Collect statistics on suicide attempts. Especially teens.
X	Ensure continuum of data collection and analysis cross systems.
X	From the current data, you had online I noticed specific zip codes with high rates of suicide this information is critical to developing targeted messages for each community.
X	Encourage the attempter to talk about his/her crisis.
	Start keeping data on how many suicides were taking Paxol and other SSU medications for bi-polar
	b) Additional Comments
X	Psych[ological] autopsy.
	c) Wall Graphic
X	[Monitor?] Caltrain entrance sites
X	Examine, study group deaths

V.	**Intervention Strategies**
	a) All Ages
	Resist the effort to medicate[.] [Mental Health?] centers closely monitored
X	Make it not-taboo to talk about
	b) Wall Graphic
X	Community ownership

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X	Take time with the individual
X	Cultural differences – severe stigma against mental health Same cultures need to support each other E.g. Vietnamese culture
X	Honor, aware people for work with suicide prevention
X	Stigma in discussing suicide even in mental health profession.

Children and Youth Ages 0 to 15	
	a) New Strategies
X	Listen to them and need to respond to bullying
X	Bullying at schools by peers on (*sic*- to) a teachers and administrators.
X	Training with at-risk to hear their concerns and how they would like to be listened to.
X	Developmental Asset Building for youth – Project Cornerstone
	Teen support groups for survivors of teen suicide.
	Youth involved in community service.
X	Involve schools in planning prevention pre K through Grade 12
	Additional idea – introduce the season(s) for non-violence (begun by Gandhi's grandson in 1997 at the United Nations to schools. Give teens and teachers idea to incorporate suicide prevention into the nonviolence curriculum. Utilize PSA's radio and television.
X	Advertise, advertise, advertise. Foster parents especially.
X	Racism leads to feelings of low self-esteem, depression, helplessness, etc. This continues for all ages.
X	Increase curriculum involving self-esteem and ethics or "telling" someone older about a potential problem, encourage. Also teach "responsibility age-specific level"
X	Important not to "single out" at risk kids. Better to make broad strokes.
	Have teachers compliment students example: "Good question, Joe!"
	Developmental Assets: Project Cornerstone.
X	Use social networking potential.
	b) Edits to Strategies
X	You forgot prevention: should be a separate category.
X	Include reaching out to students experiencing academic difficulties
	Prevention strategies should be formulated: Youth Developmental Assets; Caring school environment; Service Learning
	c) Additional Comments
X	Racism against Latinos is high!

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X	I think the most important thing is a societal shift to isolating individuals less. This is a cultural issue. E.g. computer culture.
X	Listen to youth! Be a friend not a stranger!
	d) Wall Graphic
X	Parents need to connect with kids, youth, teens
X	Bullying in schools: outreach, parent support needed
X	Dinner with your children
X	Educate – healthy foods, exercise
X	Empower kids, youth, teens

Youth and Young Adults Ages 16 to 24	
	a) New Strategies
X	Moving, family relations, unsatisfying work – **pressure** once returned to house of origin
X	Parent-child communication training workshops including teens and parents
X	Internet
X	Youth forums: to hear our youth – what do they day they need?
X	Peer counselors opportunities to get trained in age-specific ways in crisis intervention and discussing the "ethic" or "telling"
	Community service for youth
X	Training and police officers responding to 5150 calls
X	Services list of therapists – hospital with adolescent units
	Peer to peer college student training and education – early detectional screening in college health services
X	Making resources, help lines more obvious and culturally sensitive
X	Strong need for prevention strategies. Should be called out!
X	Include bullying issues
X	Educate parents about how to address mental health issues – that may emerge when their students are away at college
	To finish the high school and get the diploma or GED
	Tell teachers to compliment students, e/g/ "Hey Joe, that was a good question!"
	Like peer stipend program – may listen to them more than adult
X	Treating suicide as a medical issue it could be argued is culturally biased already…However, I think if you look at your whole program you do not focus on the medical side only.
X	If screen people, where are the therapists/hospital beds to put them if needed?
X	Comprehensive health, curriculum including social, emotional health
	School nurses should be involved!
X	Education! Training of educators, community leaders, parents, youth about signs and calls for help!
X	Individuals with physical disabilities – including but not limited to injuries that changes an individuals life? Exp – head injury, parapalegic, quadrapalegic, stroke, etc.
X	Immigration or refugee concerns acculturation stress linguistic cultural riff
X	More information on suicide prevention is needed in Spanish

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

X	Training targeting high school/community college (administrators, discipline, guidance counselors, staff)
X	More sensitive and compassionate media coverage needed
	b) Edits to Strategies
	We need prevention! Separate category
	c) Additional Comments
X	Listen to youth! Make connections, be a friend.
	d) Wall Graphic
	Budget cuts in schools impact counseling. Need community-based counselors/peers

Adults Ages 25 to 59	
	12-step model
X	No cost counseling or crisis services
X	Intervention strategy for adults – tie your intervention with de-stimatizing desensitizing to subject normalizing seeking help and providing hope
	Class versus counseling – and counseling when needed
X	Peer to peer college student training
X	Provide training for family members
X	Include adults experiencing job loss and time period out of work
X	College faculty training (higher education)
X	Work place problems – may be the 1st place where problems are noticed. Include training supervisors, etc.
X	Single, middle-age me
X	Need to provide targeted resources to returning serve members who are at high risk for suicide. Their families are also at high risk for violence, depression and suicide.
	Wall Graphic
X	Job loss Provide unemployed with resources, information Mandate provision of information
	Parent's impact on entire family
X	Foster parents
X	Parents need resources, tools to help prevent suicide

Older Adults Ages 60+	
X	Add priority populations. Health or family health of suicide identification or attempts.

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	Additional idea – fundraisers such as a wing into life golf tournament for schools, community organizations, or contract agencies.
X	Make homebound services/disabled a priority!! For outreach and address isolation issue.
X	I like the idea of a mobile unit(s). I think advertising in all forms of media (TV, radio, newspapers, magazines, etc.) is necessary.
	a) Additional Comments
	The "forgotten" population. I've heard it said that they are underserved by the new PEI Plan.
	b) Wall Graphic
X	Community ownership of plan is important!
X	Connect with people
X	Reality affects society, people
X	Stigma of seeking help, change this!
X	Separate prevention and intervention
	Medicine side effects impact suicide risk

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment 5. Palo Alto Unified School District Suicide Prevention and Mental Health Promotion Policy

Students **BP 5141.52**

SUICIDE PREVENTION AND RELATED MENTAL HEALTH PROMOTION

The Board of Education recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee shall involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

Prevention and Instruction

Suicide prevention strategies shall include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

The district's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention efforts, risk factors and warning signs of suicide, basic steps for helping suicidal youth, reducing the stigma of mental illness, and/or school and community resources that can help youth in crisis.

Staff Development

Suicide prevention training for staff shall be designed to help staff identify and find help for students at risk of suicide. The training shall be offered under the direction of district staff and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors.
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior.
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health.
4. School and community resources and services for students and families in crisis and ways to access them.
5. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

SUICIDE PREVENTION AND RELATED MENTAL HEALTH PROMOTION (continued)

Intervention

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the principal, another school administrator, psychologist, or school counselor. The principal, another school administrator, psychologist, or counselor shall then notify the student's parents/guardians as soon as possible and may refer the student to mental health resources in the school or community.

Students shall be encouraged through the education program and in school activities to notify a teacher, principal, another school administrator, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made by a member of the student body or staff on campus or at a school-sponsored activity.

Also see:
cf. 4131 – Staff Development
cf. 5022 – Student and Family Privacy Rights
cf. 5125 – Student Records
cf. 5030 - Student Wellness
cf. 5141 – Health Care and Emergencies
cf. 5137 – Positive School Climate
cf. 5143 – Nondiscrimination/Harassment
cf. 6142.8 - Comprehensive Health Education
cf. 6164.2 – Guidance/Counseling Services

Policy
adopted: June 1, 2010

PALO ALTO UNIFIED SCHOOL DISTRICT
Palo Alto, California

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Students **AR 5141.52**

SUICIDE PREVENTION AND RELATED MENTAL HEALTH PROMOTION

Prevention and Instruction

The District's suicide prevention curriculum shall be designed to help students to:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide.

2. Identify alternatives to suicide and develop coping and resiliency skills.

3. Learn to share feelings and get help when friends are showing signs of suicidal intent.

4. Identify community crisis intervention resources where help is available and recognize that there is no stigma associated with seeking mental health, substance abuse, gender identity, or other support services.

Staff Development

1. Annual in-service suicide prevention training will be conducted in order for the district staff to learn to recognize the warning signs of suicidal crisis, to understand how to help suicidal youths, and to identify community resources. All staff will learn to identify potentially suicidal students, to take preventative precautions, and to report suicide threats to the appropriate authorities. Training will be offered under the direction of trained district counselors/psychologists.

2. Staff shall promptly report suicidal threats or statements to the principal or to a trained district counselor/psychologist, who shall promptly report threats or statements to the student's parents/guardians and take appropriate action until the parent or guardian arrives.

Intervention

Immediate Intervention for a Suicide Threat or Attempt
When a suicide attempt or threat is reported, the principal or designee shall:

1. Ensure the student's physical safety by one of the following, as appropriate:
    a. Securing immediate medical treatment if a suicide attempt has occurred.
    b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened.
    c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene. THE STUDENT MUST NOT BE LEFT ALONE.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

SUICIDE PREVENTION AND RELATED MENTAL HEALTH PROMOTION (continued)

2. Designate specific individuals to be promptly contacted, including the school counselor, psychologist, nurse, superintendent, and/or the student's parent/guardian, and as necessary, local law enforcement or mental health agencies.
3. Document the incident in writing as soon as feasible.
4. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed.
5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at the school.
6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.
7. Document the steps taken in the student's record.
8. Develop an effective plan for reintegration of the student into school following the crisis.

Intervention after a Death Suggested to be Suicide

When a tragedy occurs and a student dies, the principal or designee shall:

1. Contact the Superintendent. District Office staff will contact other schools and remind them to identify and provide counseling to any student who might have known or been connected in any way with the student who died.

2. Call an emergency staff meeting to relay known information and formulate appropriate procedures for supporting students, staff, and parents. The death should not be called a suicide. This is a legal determination that can only be made by the coroner's office. It should be referred to as a death or a tragic death.

3. Talk with students who were in class with the student by going to that classroom.

4. Contact other students who might know the student in direct, one-to-one conversations.

5. Provide counseling support to students. Contact additional psychologists/counselors to increase the available support. Have a place available for students to go to (Support Room) and walk around campus to be available for any student needing support. Counselors should follow the student's schedule and be available to assist the students and teachers in those classes. Students must be allowed to grieve, but there should be no large group gatherings such as an assembly. Students should not be allowed to congregate in groups without adult supervision. Identify any students who might be at risk and call them in to talk.

6. Contact the family to express condolences and to let them know what the school is doing. Ask when the family would like the student's personal items returned to them. The student's locker should be cleaned out and contents returned to the parents at an appropriate time.

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

AR 5141.52

SUICIDE PREVENTION AND RELATED MENTAL HEALTH PROMOTION (continued)

7. Designate a spokesperson who will respond to questions and inquiries from the media and work with the media to assure responsible reporting (see American Foundation for Suicide Prevention guidelines).

8. School will be conducted as usual to the greatest extent possible. In no case should school be canceled.

9. Prepare a note to send home to parents indicating that a tragic death has occurred and that post intervention procedures and counseling has begun.

10. Schedule a parent meeting as soon as possible to help parents deal with the issue and to advise them how to help students.

Also see:
cf. 4131 – Staff Development
cf. 5022 – Student and Family Privacy Rights
cf. 5125 – Student Records
cf. 5030 - Student Wellness
cf. 5141 – Health Care and Emergencies
cf. 5137 – Positive School Climate
cf. 5143 – Nondiscrimination/Harassment
cf. 6142.8 - Comprehensive Health Education
cf. 6164.2 – Guidance/Counseling Services

PALO ALTO UNIFIED SCHOOL DISTRICT
Palo Alto, California

Approved: June 1, 2010

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

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Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

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[105] Santa Clara County Mental Health Department 2009 data

Attachment: Santa Clara County Suicide Prevention Strategic Plan (Suicide Prevention Policy)

CITY OF CUPERTINO

Legislation Text

File #: 21-9792, **Version:** 1

Subject: Consider adjustments to the revised Athletic Field Use Policy

Consider adjustments to the revised Athletic Field Use Policy

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CITY OF CUPERTINO

PARKS AND RECREATION DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: September 21, 2021

Subject

Consider adjustments to the revised Athletic Field Use Policy

Recommended Action

Consider adjustments to the revised Athletic Field Use Policy

Background

The Athletic Field Use Policy was revised and presented to City Council on April 20 and approved on May 4. A revision to the policy was recommended in the Parks and Recreation System Master Plan and assigned as a City Work Program item in Fiscal Year 2019-2020. The purpose was to update the policy to address the scheduling structure, fee schedule, and Sunday reservations. The staff report from the May 4 meeting is attached for reference (Attachment A).

Prior to the May 4 City Council authorization, staff presented the following adjustments to the prior policy to the Parks and Recreation Commission (Commission) on April 8 for review and input: These adjustments were recommended after performing outreach to the community and receiving input from the youth sports organizations.

- Transition to an hourly fee structure
- Revised fees based on 25% cost recovery (supplemented with a comparison of fees to neighboring cities)
- Addition of four Sunday field reservations per organization from 10:00 a.m. to 2:00 p.m.

The Commission supported the hourly fee structure, recommended a phased approach for the resident non-profit youth group fee to reduce the impact on the youth sports organizations, and also recommended a reduction in the additional Sunday field reservations to accommodate recreational use of fields by residents and families. The revised policy presented to City Council on May 4 included the recommended the following recommended adjustments from the Commission:

- Transition to an hourly fee structure
- Revised fees resulting in 17% to 20% cost recovery (based on the Commission's recommendation)
- Addition of two Sunday field reservations per organization from 10 a.m. to 2 p.m.

On May 4 City Council considered and approved the proposed adjustments, but with the following amendments:

- A two-year phased approach for the revised fees, established at 50% of proposed levels for the first year and increased to 100% of proposed levels for the second year for all organizations
- The additional two Sunday field reservations per group was expanded from 10 a.m. to 2 p.m. to 10 a.m. to 4:00 p.m.
- Limit of 10 Sunday reservations for each site per year
- Provide a status update on the revised policy implementation to City Council in one year

A summary of Athletic Field Use Policy changes is attached for reference (Attachment B).

Discussion

The revised field use fee schedule was incorporated into the City's Fee Schedule, and field permit applications were updated and sent out to the youth sports organizations. As applications were received and reviewed, staff generated a field permit schedule to track the days and times fields were reserved. This is posted and updated regularly on the City's website for public viewing by month (Attachment C).

Staff perform spot checks to ensure organizations are adhering to their reservation dates and times. Members of the public can also review the field permit schedule posted on the City's website to check if a group has the field reserved or not, and can report unauthorized uses to Code Enforcement using the Cupertino311 app or accessing Cupertino311 through the City's website. The City has received several complaints regarding unscheduled and unauthorized organized use at the Library field on Sundays. Staff are also currently working on signage to post at the fields to communicate field usage status more easily to all park users.

Limited Sunday use continues to be a concern expressed by youth sports organizations. The policy adopted last May permits each organization to reserve up to four Sundays in total (including two Sundays for tournaments). However, most youth sports organizations prefer expanded Sunday reservations to schedule games, make-up games, and practices. While this would provide more scheduling opportunities for the sports

organizations, it would reduce the availability for recreational use of fields by residents and families.

City Council could consider increasing the number of Sunday reservations allowed per organization to meet the demand from the organizations. However, since the revised policy has only been in effect for approximately two months, staff's recommendation is to keep the revised Athletic Field Use Policy as approved and to review the policy in one year as originally directed. As requested by City Council, staff will continue to collect a year's worth of data to present a more complete comparison to the original field use policy and the impacts from the adjustments can be reported to City Council for consideration.

Sustainability Impact
No sustainability impacts.

Fiscal Impact
No fiscal impacts.

Prepared by: Joanne Magrini, Director of Parks and Recreation
Reviewed by: Dianne Thompson, Assistant City Manager
Christopher Jensen, City Attorney
Approved for Submission by: Greg Larson, Interim City Manager
Attachments:

A – May 4, 2021 Staff Report - Athletic Field Use Policy Update
B – Summary of Field Use Policy Changes
C – Field Permit Schedule (August 2021)

CITY OF CUPERTINO

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CITY COUNCIL STAFF REPORT

Meeting: May 4, 2021

Subject

Consider approving the updated Athletic Field Use Policy (Continued from April 20. Public Comment period is closed)

Recommended Action

Approve the updated Athletic Field Use Policy and provide any input

Background

The current City of Cupertino Athletic Field Use Policy (Attachment E) was established to ensure that all City-managed fields are utilized for recreational, athletic, cultural, educational, social, and community service functions in a manner that preserves neighborhood quality of life and protects the park resource. The existing policy was approved in 2004. The policy requires field use permits for exclusive field use or for any repeated, organized use of athletic fields maintained by the City of Cupertino. A study of the current Athletic Field Use Policy became a City Work Program item in Fiscal Year 2019-2020 with the objective of assessing the current Athletic Field Use Policy including a review of scheduling, the fee schedule, cost recovery, and Sunday reservation feasibility. The Parks and Recreation System Master Plan adopted in February 2020 indicates the need to evaluate and implement changes to field scheduling to increase capacity and usage.

Fields at the following sites are governed by the Athletic Field Use Policy:

- Creekside Park
- Collins Elementary
- Eaton Elementary
- Faria Elementary
- Garden Gate Elementary
- Hoover Park
- Hyde Middle School
- Jollyman Park
- Kennedy Middle School
- Library Field
- Lincoln Elementary
- Monta Vista Park
- Regnart Elementary
- Stevens Creek Elementary
- Wilson Park

Discussion

After reviewing field use policies in neighboring cities and conducting community outreach, the updated proposed policy includes an option to allow for additional Sunday field reservations, a transition to an hourly fee structure, and provisions to allow

for necessary field closures. Currently, Sunday field reservations are limited to two Sunday tournaments per year per sports group and for groups serving individuals with a disability. Additional Sunday field use may require annual field closures to rest the fields and allow for any maintenance.

Other minor changes in the policy include incorporating existing guidelines for storing equipment and goals, insurance requirements, and the requirement for following State and Federal Guidelines regarding mandated reporting, fingerprinting, and concussion protocols. These items are already part of the current permitting process but are being included in the proposed policy for consistency (Attachment A). Group prioritization was also simplified for efficiency but remains consistent with current practice.

Outreach

Outreach to the community included a dedicated webpage, a citywide postcard, social media posts, an online survey (February 21 – March 21), and an online community meeting on March 9. Staff also met with all youth sports organizations that currently use the fields, collecting feedback about Sunday use, annual field closures, and the change in fees.

Youth Sport Organization Feedback

Several meetings have been held with the youth sports organizations since February 2020. Groups were informed about the potential change to an hourly fee structure and a proposed youth resident group fee of $20/hour/field. In fall 2020, groups also provided their feedback about their preferred Sunday use as shown in the following table.

Youth Sport Organization Sunday Field Use Feedback

	Currently Allowed	**Additional Sunday Use Requested**		
	Actual Sunday Use	**Requested Practices**	**Requested Games**	**Additional Requested Tournaments**
Resident Groups (≥ 51%)				
American Youth Soccer - 35	2 tournaments	0	4 Make-Up	2
California Cricket Academy	2 tournaments	0	All	0
Cupertino Football Club (Soccer)	2 tournaments	0	0	2
Cupertino Little League	0	0	4-6	0
Golden Triangle Soccer	0	All	All	0
US Youth Volleyball League	0	0	3-6 Make-Up	0
Non-resident Groups				
American Youth Soccer - 64	2 tournaments	0	0	0

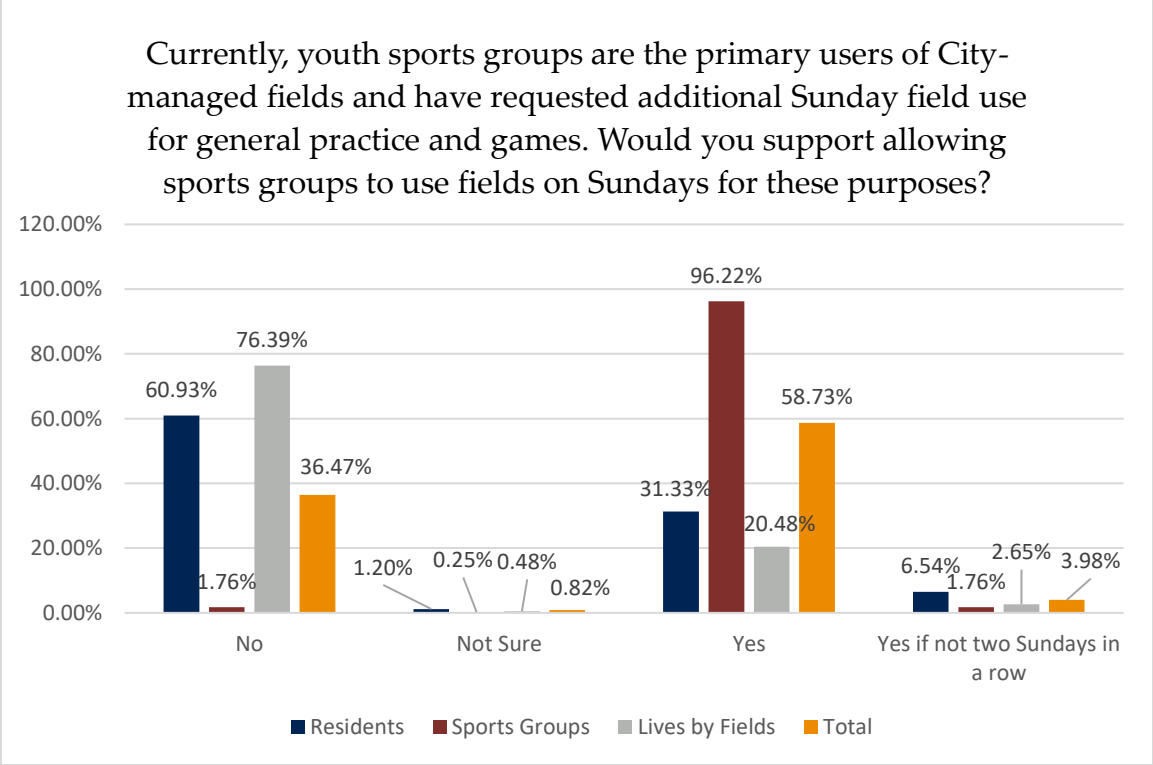
De Anza Youth Soccer	2 tournaments	0	20	0
Cupertino Girls Softball	1 tournament	0	7	0
Groups primarily serving individuals with disabilities				
Little League Challenger	4-6 half-day games	The current policy allows groups primarily serving individuals with disabilities to use fields on Sundays. This practice is continued in the proposed updated policy.		
South Bay VIP	20 half-day games			

Survey Results

The survey was completed by a total of 979 people, including 581 self-identified residents (59%). 397 respondents (41%) indicated that someone in their household participates in a sports group that uses Cupertino fields, including 60 self-identified residents. 415 (42%) respondents said they lived by one of the fields in the Athletic Field Use Policy, including 378 self-identified residents (Attachment B).

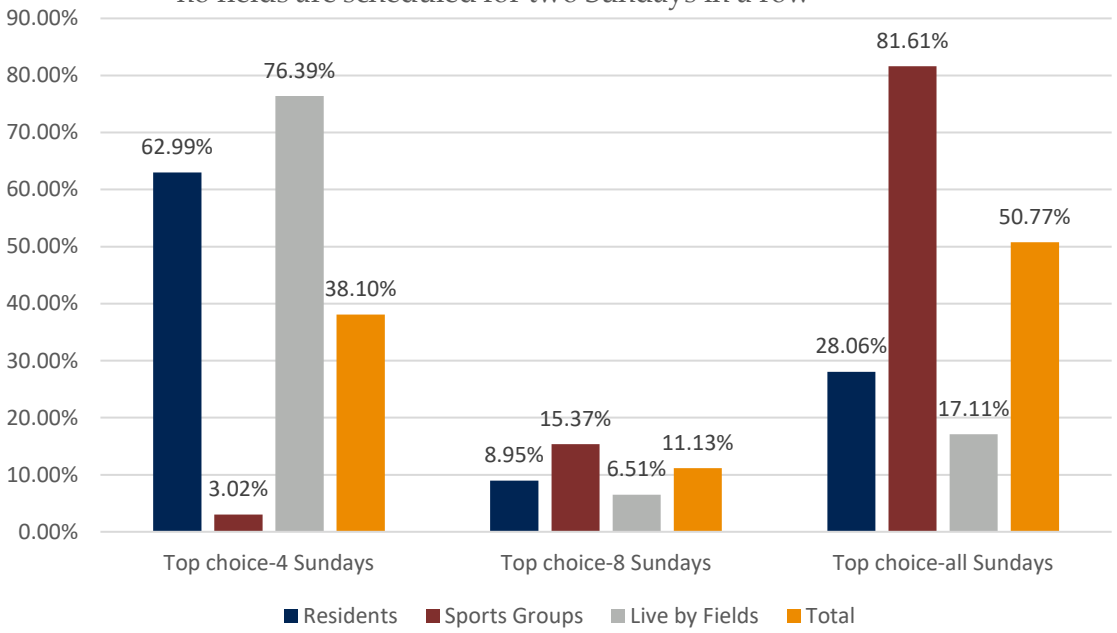
Survey results were analyzed in the following groupings and are shown in the following charts:

- Residents
- Respondents where someone in the household participates in a sports group that uses Cupertino fields (Sports Groups)
- Respondents that live by a field in the Athletic Field Use Policy (Lives by Fields)
- All respondents (Total)

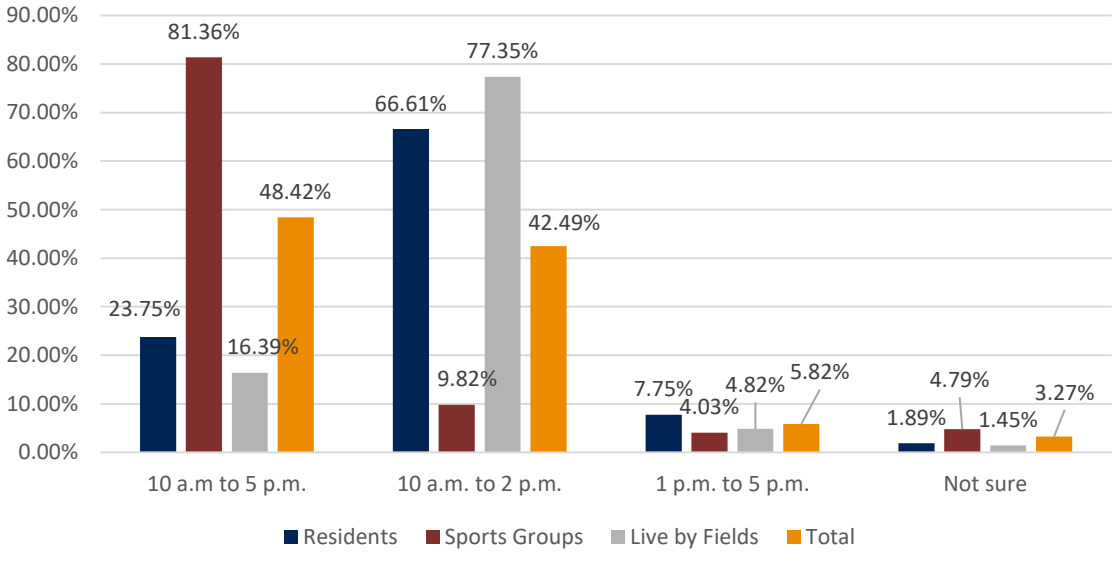


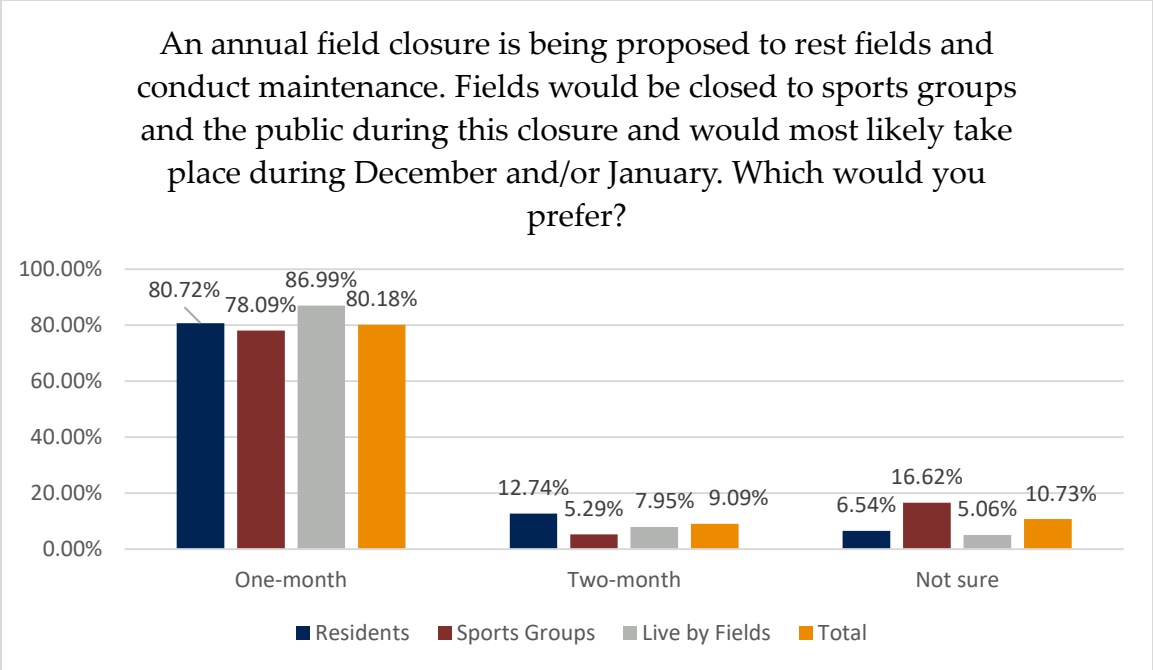
If Sunday use is expanded to allow general practice and games, please rank the following options in order of preference.

-Allow each sports group to use a field four (4) Sundays a year
-Allow each sports group to use a field eight (8) Sundays a year
-Allow sports groups to use fields on all Sundays, provided that no fields are scheduled for two Sundays in a row



If sports groups are allowed to use fields on Sundays for general practice and games, which time frame would you prefer this use to be allowed?





Overall, residents and those living near the fields did not want additional Sunday field use while sports groups did. If sports groups were allowed additional Sunday field use, residents and those living near fields preferred only adding four Sundays per group per year from 10 a.m. to 2 p.m. Sports groups preferred adding all Sundays from 10 a.m. to 5 p.m. Across all respondents, only one month of field closure was preferred.

The survey also allowed respondents to provide comments. Of the 238 comments received, 17% supported Sunday field use and 17% did not. 27% of the comments indicated general support for field use but did not specify Sundays. 17% of the comments indicated that fields should only be closed due to poor conditions and weather.

Additional Sunday Field Use

A review of field use policies in neighboring cities included Campbell, Los Altos, Los Altos Hills, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale (Attachment C). All cities reviewed allow permitted field use on all Sundays. Cupertino's current limitations on Sunday field use allow Sundays to be used to rest the fields and allow residents to use the fields freely. At prior City Council meetings, youth sports groups have advocated for expanding Sunday use. Expanding Sunday field use would let youth sports teams to schedule games, make-up games, and practices. It would also allow groups who do not hold tournaments to hold games on Sundays.

On April 8, 2021 the Parks and Recreation Commission considered the updated Athletic Field Use Policy. The Commission recognized that residents preferred no additional Sunday use while sports groups could benefit from opportunities for make-up games

and limited Sunday use. The Commission wanted to continue to support the recreational use of fields by residents and families.

After discussion, the Parks and Recreation Commission recommended allowing each group to reserve a field on two additional Sundays a year from 10 a.m.-2 p.m. for games and practices. This would be in addition to any Sunday use that is currently allowed such as tournaments and groups primarily serving individuals with disabilities.

Fee Structure

After reviewing the fee structures for Campbell, Los Altos, Los Altos Hills, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale (Attachment D), staff found they all use an hourly fee. To better align with neighboring cities, it is recommended that Cupertino shift from the current per player fee structure to an hourly fee structure. This would improve cost recovery as well as encourage field reservations to be made more efficiently. The per player fee structure results in an estimated 7% cost recovery. Implementing an hourly fee structure will result in higher fees for sports groups. All sports groups were made aware of the potential change to an hourly fee structure in February 2020. Groups generally understood the need to increase fees. Some expressed a need for sufficient time to adjust their rates to account for the increase.

The Parks and Recreation Commission recommended moving from a per player fee to an hourly fee structure. The Commission was concerned about the increase in fees but was supportive of more competitive fees in line with neighboring cities.

The Commission considered the estimated 25% and 40% cost recovery options presented. While 40% cost recovery is often used in Parks and Recreation fees, the 25% cost recovery option was included to ease in the increase. Due to the significant increase from current rates, the Commission recommended a phased approach for the youth resident groups beginning at $10/hour/field, with all other categories starting at 25% cost recovery levels. The Commission suggested a $5 increase per year until the 25% cost recovery schedule was reached but deferred to staff to determine appropriate increases in subsequent years based on actual use. This fee structure would result in an estimated 17% to 20% cost recovery initially.

Options for Field Use Hourly Fees

Proposed Fee categories	Average Cost in Neighboring Cities	Commission Recommendation (Estimated 17% to 20% Cost Recovery)	Estimated 25% Cost Recovery Option	Estimated 40% Cost Recovery Option
City of Cupertino at any field/CUSD programs at JUA fields	No charge	No charge	No charge	No charge

Non-profit organizations serving individuals with a disability	N/A*	No charge	No charge	No charge
Resident (≥ 51%), nonprofit youth organizations	$30/hour/field	$10/hour/field	$20/hour/field	$30/hour/field
Non-resident, nonprofit youth organizations	$78/hour/field	$30/hour/field	$30/hour/field	$50/hour/field
Resident adult (≥ 51%) or for-profit youth organizations	$49/hour/field	$50/hour/field	$50/hour/field	$60/hour/field
Non-resident adult or for-profit youth organizations	$85/hour/field	$60/hour/field	$60/hour/field	$80/hour/field

*Other cities do not have a category for organizations serving individuals with a disability. Cupertino has historically assigned special priority status to groups providing a unique recreational experience for individuals with a disability, free of charge.

Estimated Impact on Current Sports Groups

Sports Groups	FY 18/19 Total Fees Paid	Commission Recommendation (Estimated 17% to 20% Cost Recovery)	Estimated 25% Cost Recovery Fees	Estimated 40% Cost Recovery Fees
Resident Groups (≥ 51%)				
AYSO-35	$8,008.00	$11,220.00	$22,440.00	$44,880.00
California Cricket Academy	$1,177.00	$7,760.00	$15,520.00	$31,040.00
Cupertino Little League	$3,278.00	$15,910.00	$31,820.00	$63,640.00
Cupertino Football Club	$6,501.00	$11,150.00	$22,300.00	$44,600.00
Golden Triangle Soccer	$506.00 (new group-1 season only)	$4,4400.00	$8,800.00	$17,600.00
U.S. Youth Volleyball League	$2,794.00	$800.00	$1,600.00	$2,400.00
Non-resident Groups				
AYSO-64	$3,520.00	$11,580.00	$11,580.00	$19,300.00
Cupertino Girls Softball	$1,529.00	$22,800.00	$22,800.00	$38,000.00
De Anza Youth Soccer	$110,616.00	$231,600.00	$231,600.00	$386,000.00
Total	**$137,929.00**	**$317,220.00**	**$368,460.00**	**$647,460.00**

Annual Field Closure Period

The cities of Campbell, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Saratoga, and Sunnyvale all have annual winter field closures to rest the fields and conduct maintenance. The length of the closures varies from two months to three and half months. The cities of San Jose and Santa Clara do not have regularly scheduled closures.

According to the survey, respondents preferred a shorter closure. In addition, it is unknown whether the fields will require a resting period and it would depend on how heavily they are used under the new hourly rental structure. With these considerations, it is recommended that fields be closed only on an as-needed basis, to be determined by Public Works as they maintain the fields. This will avoid any unnecessary closure of fields. Any planned field closures will be posted on the City website and sports groups will be notified. The Parks and Recreation Commission expressed support for this approach.

Parks and Recreation Commission Recommendation

On April 8, the Parks and Recreation Commission unanimously recommended (with a Commissioner absent) that City Council adopt the Updated Athletic Field Use Policy with the following components:

- Expand Sunday use to allow each group to reserve a field on two additional Sundays a year from 10 a.m.-2 p.m. for games and practices
- An hourly fee structure including:
    - City of Cupertino at any field/CUSD programs at JUA fields—no charge
    - Non-profit organizations primarily serving individuals with a disability—no charge
    - Resident, nonprofit youth organizations – $10/hour/field
    - Non-resident, nonprofit youth organizations – $30/hour/field
    - Resident adult or resident for-profit youth organizations – $50/hour/field
    - Non-resident adult or non-resident for-profit youth organizations — $60/hour/field
- Scheduling field closures as needed

Sustainability Impact

No sustainability impacts.

Fiscal Impact

In Fiscal Year 2018-2019, field revenue was $139,589. Fall 2019 revenue was $62,726 with no play allowed in the Spring of 2020 due to COVID-19. Participation was limited due to COVID-19 restrictions in Fall 2020 resulting in revenue of $46,013. It costs an estimated $1,874,539 to maintain and operate the fields annually.

Based on current group usage during a non-pandemic year, revenue with the recommended 25% cost recovery hourly fee structure is estimated to be $368,460. The 40% cost recovery hourly fee structure is estimated to result in $647,460 in revenue. The

fee structure recommended by the Parks and Recreation Commission would result in an estimated $317,220 in revenue. However, an hourly fee structure would allow for more efficient scheduling of the fields. If more efficient scheduling results in additional hours reserved, it is estimated that field reservations could generate revenues up to $374,908 under the model recommended by Parks and Recreation Commission (20% cost recovery), up to $468,635 under the 25% cost recovery model, and up to $749,816 under the 40% cost recovery model. Cost recovery models are estimated based on information available and will be revisited annually for adjustments if needed.

Prepared by: Karen Levy, Recreation Coordinator
Reviewed by: Jenny Koverman, Recreation Supervisor
Katy Nomura, Assistant to the City Manager
Approved for Submission by: Joanne Magrini, Parks and Recreation Director
Dianne Thompson, Assistant City Manager

Attachments:

A – Proposed City of Cupertino Athletic Field Use Policy
B – Sunday Field Use and Annual Field Closure Survey Results
C – Comparison of Other Cities
D – Fee Comparison and Cost Recovery Chart
E – Current City of Cupertino Athletic Field Use Policy
F – Policy Comparison Chart

Summary of Field Use Policy Changes

	Original Field Use Policy (2004)	Staff Proposed Changes	Commission Recommended	City Council Changes/Approved
Fees	Based on priority groups City - No charge Youth Nonprofits – $11 to $88 per player per season Adult Nonprofits/For-profit - $50 to $175 per hour per field, deposit required Policy Violators – To be determined	Change from per player to per hour charge Approximately 25% cost recovery City - No charge Nonprofits serving individual with disabilities – No charge Resident nonprofit youth - $20/hr/field Non-resident nonprofit youth - $30/hr/field Resident, adult or for-profit youth - $50/hr/field Non-resident, adult or for-profit youth - $60/hr/field	Phased approach for Resident nonprofit fee proposed Approximately 17% - 20% cost recovery City - No charge Nonprofits serving individual with disabilities – No charge Resident nonprofit youth - **$10/hr/field** Non-resident nonprofit youth - $30/hr/field Resident, adult or for-profit youth - $50/hr/field Non-resident, adult or for-profit youth - $60/hr/field	Phased approach, 50% of fees proposed in first year, 100% of fees proposed in second year** Approximately 9% - 10% cost recovery (first year) City - No charge Nonprofits serving individual with disabilities – No charge Resident nonprofit youth - **$5/hr/field** Non-resident nonprofit youth - **$15/hr/field** Resident, adult or for-profit youth - **$25/hr/field** Non-resident, adult or for-profit youth - **$30/hr/field**
Sunday Use*	Tournaments: 2 Sunday per year per group (can be held at multiple fields) - Exclusive to permit holders - Access at 9 a.m., games start at 10 a.m. Additional Sundays: None Total of 2 Sunday uses per year per group	Tournaments: No Change Additional Sundays: 4 Sundays, from 10 a.m. to 2 p.m. - Games and practices only - One field only Total of 6 Sunday uses per year per group	Tournaments: No Change Additional Sundays: **2 Sundays**, from 10 a.m. to 2 p.m. - Games and practices only - One field only Total of 4 Sunday uses per year per group	Tournaments: No Change Additional Sundays: 2 Sundays, from 10 a.m. to **4 p.m.** - Games and practices only - One field only **Limit Sunday field use to 10 Sundays in total per year per site (regardless of use reason) - not per group** Total of 4 Sunday uses per year per group (not per site)

*Nonprofit organizations primarily serving individuals with a disability are not subjected to these restrictions and may be granted Sunday use.

*All neighboring cities included below allow permitted field use on all Sundays.

**City Council directed Staff to provide an update on the field use policy one year from the implementation date, July 3, 2021

Fee Comparison Chart

	Youth Resident	Youth Non-resident	Adult Resident	Adult Non-resident
Campbell	$20-$30	$20-$30	$20-$30	$20-$30
Los Altos	$45	$56	$45	$56
Los Altos Hills	$20	$40	$20	$40
Mountain View	$8	$45	$36	$45
Palo Alto	$89	$89	$89	$89
San Jose	$25	$80	$60	$80
Santa Clara	$0	$276	$106	$276
Saratoga	$33-$38	$52-$59	$33-$38	$52-$59
Sunnyvale	$25	$40	$25	$40
Average Fees of Neighboring Cities	**$30.28**	**$78.50**	**$49.06**	**$78.50**
Proposed Fees (Based on 25% Cost Recovery)	**$20.00**	**$30.00**	**$50.00**	**$60.00**
Commission Recommended Fees	**$10.00**	**$30.00**	**$50.00**	**$60.00**
City Council Approved Fees (first year)	**$5.00**	**$15.00**	**$25.00**	**$30.00**

Attachment C - Field Permit Schedule (August 2021)

	Collins Elementary	Creekside Park 1	Creekside Park 2	Creekside Park 3	Eaton Elemenatry	Faria Elementary	Garden Gate Elementary	Hoover Park 1	Hoover Park 2	Hyde Middle School 1	Hyde Middle School 2	Jollyman Park 1	Jollyman Park 2	Kennedy Middle School 1
	soccer	soccer	soccer	soccer	soccer	baseball/ soccer	soccer	soccer	soccer	soccer/ track	soccer	soccer	baseball/ soccer	baseball/ soccer
Sunday														
Monday		DYSL 4-7 p.m.	FRS 4-7 p.m.	CFC 5-6:30 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.		DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.			
Tuesday		DYSL 4-7 p.m.	FRS 4-7 p.m.	CFC 5-6:30 p.m.	CFC 6-7:30 p.m.	DYSL 4-7 p.m.	GTS 5-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	CFC 4:30-6 p.m.	CLL 4:30-6:30 p.m. **starts 8/31**	
Wednesday	USYVL 5:30-7:30 p.m. **thru 8/11**	DYSL 4-7 p.m.	FRS 4-7 p.m.	CFC 5-6:30 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	GTS 5-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.			
Thursday		DYSL 4-7 p.m.	FRS 4-7 p.m.	CFC 5-6:30 p.m.	CFC 6-7:30 p.m.	DYSL 4-7 p.m.	GTS 5-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.			
Friday		DYSL 4-7 p.m.	FRS 4-7 p.m.	CFC 5-6:30 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	KFB 4-6:30 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	DYSL 4-7 p.m.	CFC 4:30-6 p.m.		
Saturday	USYVL 8:30-10:30 a.m. **thru 8/14**	DYSL 9 a.m. -6 p.m. **28th**	FRS 9 a.m.-1 p.m.	CFC 5-6:30 p.m.	CFC 9-10:30 a.m.	CFC 9-10:30 a.m.	KFB 9:30-11 a.m.		DYSL 9 a.m. -6 p.m. **28th**	DYSL 9 a.m. -6 p.m. **21st, 28th**	DYSL 9 a.m. -6 p.m. **21st, 28th**			
					DYSL 1-6 p.m. **28th**	DYSL 1-6 p.m. **21st, 28th**	GTS 2-4 p.m.							

	Kennedy Middle School 2	Kennedy Middle School 3	Kennedy Middle School 4	Library Field	Lincoln Elementary	Monta Vista Park 1	Monta Vista Park 2	Regnart Elementary	Stevens Creek Elementary 1	Stevens Creek Elementary 2	Wilson Park 1	Wilson Park 2	Wilson Park 3	Creekside Park 3
	baseball/ soccer	soccer/ track	baseball	cricket	soccer	softball	softball	baseball/ soccer	soccer	soccer	baseball	baseball	baseball/ soccer	soccer
Sunday														
Monday	CLL 5:30-7:30 p.m. **starts 8/30**	CFC 6-7:30 p.m.		CCA 4:30-6:30 p.m.	DYSL 4-7 p.m.								AYSO-64 5:30-7 p.m. **starts 8/23**	CFC 9 a.m.-12 p.m. **2,9**
Tuesday		CFC 6-7:30 p.m.		CCA 4:30-6:30 p.m.	DYSL 4-7 p.m.						CLL 4:30-7 p.m. **starts 8/24**	CLL 4:30-7 p.m. **starts 8/25**	AYSO-64 5:30-7 p.m. **starts 8/24**	CFC 9 a.m.-12 p.m. **3,10**
Wednesday		CFC 6-7:30 p.m.		CCA 4:30-6:30 p.m.	DYSL 4-7 p.m.						CLL 4:30-7 p.m. **starts 8/25**	CLL 4:30-7 p.m. **starts 8/25**	AYSO-64 5:00-6:30 p.m. **starts 8/25**	CFC 9 a.m.-12 p.m. **4,11**
Thursday		CFC 6-7:30 p.m.		CCA 4:30-6:30 p.m.	DYSL 4-7 p.m.						CLL 4:30-7 p.m. **starts 8/26**	CLL 4:30-7 p.m. **starts 8/26**	AYSO-64 5:30-7 p.m. **starts 8/26**	CFC 9 a.m.-12 p.m. **5,12**
Friday				CCA 4:30-6:30 p.m.	DYSL 4-7 p.m.						CLL 4:30-7 p.m. **starts 8/27**			CFC 9 a.m. -12 p.m. **6,13**
Saturday		CFC 9-11 a.m.		CCA 10 a.m.-2 p.m.							CLL 9 a.m.-5 p.m. **starts 8/28**	CLL 9 a.m.-5 p.m. **starts 8/28**		CFC 9 a.m.-12 p.m. **7,14**

Youth Sports Groups:

- American Youth Soccer Organization (AYSO-64)
- AYSO-35
- California Cricket Academy
- Cupertino Football Club (CFC)
- Cupertino Girls Softball League (CGSL)
- Cupertino Little League (CLL)
- Cupertino Little League Challenger (CLLC)
- DeAnza Youth Soccer (DYSL)
- Force Recreational Soccer (FRS)
- Golden Triangle Soccer (GTS)
- Kids Fan Base (KFB)
- United States Youth Volleyball League (USYVL)

CITY OF CUPERTINO

Legislation Text

File #: 21-9848, **Version:** 1

Subject: City Work Program Update

Receive City Work Program update

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CITY OF CUPERTINO

CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT
Meeting: September 21, 2021

Subject
City Work Program Update

Recommended Action
Receive City Work Program update

Background
This City Work Program update focuses on the fourth quarter update of the FY 2020-2021 City Work Program. The City Council adopted the FY 20-21 City Work Program at the March 31, 2020, City Council meeting. It was later amended at the June 2 City Council meeting due to forecasted impacts of the COVID-19 pandemic. As requested by the City Council, the City has been providing updates on the FY 20-21 City Work Program on a quarterly basis through the City Work Program dashboard at cupertino.org/cityworkprogram and the budget updates. The fourth quarterly update is currently reflected in the FY 20-21 City Work Program dashboard. A printout of these updates can be found in Attachment A for review.

The FY 21-22 City Work Program (Attachment C) was adopted on May 26 and the first quarter update will be presented to the City Council by November.

Discussion
Of the 48 items from the FY 20-21 City Work Program, 22 items were continued in the FY 21-22 City Work Program during the City Council prioritization process. During this process, 18 projects were identified as almost complete and, as such, were not included for prioritization. Of these 18 projects, 15 were completed and three items are expected to be completed in the upcoming months. The eight remaining items from FY 20-21 were not continued due to workload constraints and low prioritization, but could be considered in future work programs. A summary of the status of each item from the FY 20-21 City Work Program can be found in Attachment B.

Highlights from Completed Items
The following are notable highlights from the completed items in the FY 20-21 City Work Program. For more details on all items, see the dashboard printout in Attachment A.

Policies on Nonprofit Support: This project included the revision and update of the Community Funding Policy, which was revised by staff, presented to the Parks and

Recreation Commission for review and feedback on November 16, 2020, and brought to the City Council for review and approval on December 1, 2020. Additionally, a webpage[1] was created to highlight the various non-profit support opportunities from the City, which went live on January 1.

Parks and Recreation Strategic Plan: This item focused on the completion of a strategic plan that addressed the immediate and short-term opportunities identified in the Parks and Recreation System Master Plan. The Parks and Recreation Strategic Plan was completed in July and published on the City's Master Plan webpage[2] for members of the public to access. The Strategic Plan includes two formats that outline existing and planned progress towards the implementation of opportunities identified in the Master Plan. This document will be updated annually as new projects and programs are implemented.

Reducing Secondhand Smoke Exposure: On June 1, 2021, the City Council approved an ordinance to reduce secondhand smoke in Cupertino. The following areas are required to be smoke-free by October 1, 2021:

- Multi-unit housing (including outdoor common areas, inside units/balconies, within 30ft. of doors and windows),
- Entryways of businesses where smoking is already prohibited (churches, restaurants, offices, etc.),
- Public events (farmers markets, street fairs, etc.),
- Service areas (ATMs, store lines, bus stops, etc.), and
- Outdoor worksites.

These adopted policies are reflected in Municipal Code Chapter 10.90[3] and are an important and successful step towards reducing secondhand smoke in Cupertino.

Housing Program for De Anza College Students: Staff collaborated with De Anza College and West Valley Community Services to support the development of the Cupertino Housing Program for De Anza Students. The City allocated $25,000 to De Anza College to fund two new programs for De Anza students in Fall 2020: (1) Housing Assistance Grants Program to provide eligible De Anza College students with monetary housing assistance for eviction prevention and direct assistance with move-in costs; and (2) Housing Sharing Program, which expands Catholic Charities' existing Home Share Program by recruiting Cupertino homeowners to match with eligible De Anza student renters. While the programs faced unique challenges due to the COVID-19 pandemic during FY 20-21, three eligible De Anza students were successfully granted housing assistance funds for eviction prevention/move-in costs. In consideration of the COVID-19 pandemic, De Anza College will continue both programs through FY 21-22.

Transportation To-From Service Providers: This project aimed to provide funding to non-profits/social service providers for bus passes to transport the homeless to and from

[1] https://www.cupertino.org/our-city/departments/finance/community-funding-grant- program/non-profit-support-opportunities
[2] https://www.cupertino.org/our-city/departments/parks-recreation/who-we-are/master-plans
[3] https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-86344

services in Cupertino. The City awarded $7,500 in General Fund Human Service Grant funding to the West Valley Community Services Haven to Home program to expand supportive services for homeless individuals and families in Cupertino. Funding was used to provide 25 free bus passes to access Transportation to-from Service Providers in and around Cupertino.

Two-way Online Communication: This project was requested by the City Council in order to look into a new online communication portal that would allow for more two-way communication and input from the public. After contracting with Bang the Table, the City launched EngageCupertino.org in June 2021. EngageCupertino.org allows project managers to host surveys, Q&As, and project details all in one place. This platform allows for two-way communication by providing residents with the opportunity to ask questions, make comments, and engage directly with the City. Now anyone who visits EngageCupertino.org to participate in one project will be exposed to numerous other City projects.

The following are highlights from items completed from the FY 19-20 City Work Program that were delayed due to COVID-19. All of the remaining FY 19-20 items that were delayed due to COVID-19 have been completed with the exception of Lawrence Mitty and Considering New Commissions and Committees, which have both been continued in the FY 21-22 City Work Program.

Lawn Buster Drought Program (FY 19-20 Item): This project, renamed as Climate Victory Gardens, is an innovative and unique pilot program that was initiated by the City Council to reduce barriers for residents to pursue water-wise turf conversions and access incentive funds. The initial phase of the pilot was launched in October 2020 and has 23 sites enrolled with 44 sites on a waiting list due to funding constraints. Once the enrolled sites are completed, the program will result in 33,295 square feet of converted landscape, three new laundry greywater systems, and an estimated 665,900 gallons saved annually. This initial phase of the pilot was estimated to cost $100,000, approximately $3/square foot served.

Dark Sky/Lights Out Policy and Bird Safe Design Guidelines (FY 19-20 Item): The Bird Safe/ Dark Sky Ordinance was adopted by the City Council on March 16, 2021 and enacted by the City Council on April 6, 2021. The ordinance is codified in Municipal Code Chapter 19.102[4]. Staff has implemented the ordinance, including a new layer on the Property Information[5] website displaying bird sensitive areas.

Art in Unexpected Places (FY 19-20 Item): The Fine Arts Commission has completed the inaugural project of the Art in Unexpected Places program. This pilot program was created by the Commission to beautify public 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 our City. Artist Sarabjit Singh was chosen by the Fine Arts Commission and completed a mural at Blackberry Farm in early April.

[4] https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-96591
[5] https://gis.cupertino.org/propertyinfo/

Use of Athletic Fields (FY 19-20 Item): This project focused on the revision and update of the Athletic Field Use Policy, which was originally approved in 2004. After researching neighboring city policies and conducting community outreach, an updated draft policy was taken to the Parks and Recreation Commission with changes including additional Sunday use and an hourly fee structure. With the Commission's recommendation, a final revised policy was presented and approved by the City Council on May 4, 2021. In this update, the City Council allowed each group to use fields for two additional Sunday per year from the hours of 10 a.m. to 4 p.m., this was in addition to the already allowed two Sunday tournaments per year. The City Council also approved an hourly fee structure at 50% of the proposed levels in order to ease in the change. Staff will provide an update to the City Council in one year as well as consider additional changes at the September 21 City Council meeting.

Items Expected to Be Completed in the Upcoming Months

The following three items were expected to be completed in FY 20-21 but are now expected to be completed in the upcoming months.

Establish Preapproved ADU Plans: This item was expected to be completed in FY 20-21 and has been extended in order to present the determined process and webpage to the Planning Commission and the City Council during study sessions. Staff has completed a review of the resources and information from other jurisdictions and has finalized a pre-approved plan process. This went to the Planning Commission on August 24, 2021 as a study session item to review the final process and webpage. A study session with the City Council is scheduled for September 21, 2021 with completion expected in October.

General Plan Authorization Process: This item was expected to be completed in FY 20-21 and has been extended in order to address comments from the City Council at the February 2, 2021 City Council meeting. A study session to discuss this project was held on July 7, 2020 and a Planning Commission hearing was held on January 12, 2021. The Planning Commission's recommendations were presented to the City Council on February 2, 2021 where the City Council provided additional direction to staff. The item was heard by the City Council on August 17, 2021 and staff was directed to look at voluntary community amenities. The project is expected to be completed in Fall 2021.

Housing Survey: This item was expected to be completed in FY 20-21 and has been extended in order to allow the subcommittee to consider and potentially create another survey focused on site selection. Staff finalized a consultant contract in 2020 and worked with the Housing Survey Subcommittee to develop the Housing Survey. The survey went live on June 1, 2021 and staff has collected the survey data for analysis. While the analysis of the first survey is expected to be completed in late August/September, the second potential survey does not yet have an estimated completion date. Staff is recommending that the second survey be incorporated into the Housing Element workplan to be discussed during the September 21, Study Session.

First Quarter Highlights on the "Top 10" Priorities in the FY 21-22 City Work Program
The following highlights are to provide a brief preview of what can be expected in the upcoming first quarter FY 21-22 City Work Program update in November. These items were the "Top 10" highest rated items in the FY 21-22 City Work Program.

1. Single-Use Plastics Ordinance and Mayor's Cup Challenge Event: To determine concerns and impacts regarding the single-use plastics ordinance, significant outreach is being conducted, including surveys, stakeholder meetings, a dedicated webpage[6], tabling events such as the Day N Night Fun Fest, and presentations to the Chamber of Commerce and Teen Commission. Two surveys have been launched, one to reach food businesses and the other to reach customers, and both surveys have received 100 responses each so far. Findings and ordinance element suggestions will be presented to the Sustainability Commission in October. In preparation for the Mayor's Cup Challenge, several planning meetings have been conducted to establish an outline of the event.

2. Consider options to develop ELI and BMR housing units for Developmentally Disabled Individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location: The City is continuing the feasibility study of the Mary Avenue property. The next phase of the study includes the exploration of parceling out the excess City right of way along Mary Avenue for the developmentally disabled population. In addition, the County has initiated a purchase agreement with the owners of the Outback Steakhouse site for the potential development of affordable housing using Measure A funding. The City will be engaged in the development process once the agreement with the County has been finalized.

3. Revisit 5G, including, but not limited to, recording, responding to complaints, transparency on existing applications: The City continues to record all inquiries, including a street image of the location, and communicates the concerns to the cell providers. To date, the City has received 172 inquiries on small cells. Of those, 156 have opposed the installation, 10 had questions or requests, and 6 supported the installation. Nearby cities are being monitored for any updates on 5G cells in residential areas. Updates to small wireless facility guidelines and a new ordinance are expected to be completed by the end of the calendar year.

4. Senior Strategy: Available resources for seniors and City efforts in each of the defined focus areas (technology, housing, food supply, transportation, and physical and mental health, and well-being) have been researched. Based on this information, a survey has been created assessing resource awareness and need among seniors in each of these focus areas. Outreach has begun to the commissions to encourage participation in the survey, which is scheduled to launch mid-October.

5. Lehigh and Stevens Creek Quarry: The City Council received an update on August 4, 2021, regarding the activity at both quarries. The County of Santa Clara Planning Office issued several notices of violations to Stevens Creek Quarry on August 11. On August 26, the

[6] https://engagecupertino.org/single-use-plastics

Santa Clara County Planning Commission unanimously voted on the Lehigh issue to, "deny the Zoning Interpretation application to allow importation and processing of unprocessed material from Lehigh Permanente Quarry to Stevens Creek Quarry as an allowed use." This action positively aligns with a letter submitted by the City on December 30, 2020, to the County. City staff are also actively monitoring Stevens Creek Quarry's application to the County Planning Department for a use permit and reclamation plan, which County Planning staff had determined to be incomplete. Correspondence to and from the County can be accessed at the Quarry Information webpage here[7]. The City is working on adding at least three stationary sensors for air quality and noise monitoring around the quarries and is receiving quotes from vendors.

6. Homeless Jobs Program: The City issued a Request for Proposals (RFP) and has selected West Valley Community Services to administer the Pilot Homeless Jobs Program. The pilot program will provide employment to two unhoused Cupertino residents with jobs located in Cupertino. The contract is underway now and the program will begin in October.

7. City Plan to End Homelessness: In partnership with the County and Destination: Home, the City has engaged with technical assistance from HomeBase to audit existing services offered to unhoused residents in Cupertino. The City will issue an RFP this October for a contractor to draft the City Plan to End Homelessness.

8. Memorial Park Improvements: This project is on schedule per the City Work Program Dashboard. The City has selected a design professional to prepare plans and specifications to go out for competitive bids to remove the existing ponds.

9. Consider new Commissions and Committees: This is one of the Interim City Manager's priorities during his tenure and he plans to bring this item to the City Council for consideration in November.

10. Shuttlebus Pilot Program Implementation: A phased relaunch of Via-Cupertino Shuttle service is anticipated to resume in early October. A survey of previous riders generated 126 responses, and approximately 90% indicated they were ready to ride again. A survey of the general public more broadly generated 100 responses, with nearly 60% saying they would ride again. To communicate the relaunch there will be a story in the October issue of The Scene and robust outreach on social media. Future riders will be educated on COVID safety measures being put into place, such as plexiglass dividers, a requirement to wear masks, and a standard to drive with windows open when possible to create the safest environment possible. The Via-Cupertino website[8] will be maintained to include all pertinent information.

In addition to the "Top 10" priorities, the following items are highlighted as they may be of particular interest to the City Council.

[7] https://www.cupertino.org/our-city/city-news/2018-2020-issues-between-lehigh-quarry-stevens-creek-quarry-county-city

[8] www.cupertino.org/shuttle

RHNA Related General Plan Updates and Rezoning (Housing Element): The City's RHNA numbers as of May 2021 call for 1,193 very low-income units, 687 low-income units, 755 moderate-income units, and 1,953 above moderate-income units, for a total of 4,588 units. Through a competitive RFP process, a consultant has been selected to assist the City with the Housing Element update. A presentation of the project contract, scope of work, and budget is being prepared for the City Council and is tentatively scheduled for the September 21 meeting. An update regarding the Housing Survey results and Housing Element efforts is scheduled for October.

Lawrence Mitty: The annexation process with the City of San Jose and LAFCO is ongoing with completion expected as early as February 2022. A Request for Qualifications for a design professional to complete the park specific plan is currently underway with responses due September 16, 2021. On September 9, 2021, investigative excavation work occurred on the existing earthen berms. The purpose of the work was to determine what amount of concrete and asphalt materials are buried within the berms. Having this information will allow staff to better competitively bid out the work to remove the berms. In addition, staff has been regularly monitoring unauthorized use of the property and improving site security, with further actions planned during the next few months.

Municipal Water System: On July 20, 2021, the City Council authorized staff to proceed with an RFP for a new long-term lease not to exceed 12 years in duration, to bring back key lease terms, and to analyze the option of the system being operated by City staff. A presentation of key terms and a proposed amendment of the existing lease agreement to increase RFP competitiveness is tentatively scheduled for the City Council's consideration in October. Responses to the RFP are expected in early 2022 with a recommendation for a future operation of the system, including an analysis of City staff operation, considered by Council in early 2022.

Conclusion

FY 20-21 updates highlighted in this report can be found on the FY 20-21 City Work Program dashboard webpage at cupertino.org/cityworkprogram.

The first quarterly update on the FY 21-22 City Work Program (Attachment C) will be available on the dashboard in October and will be presented at a City Council meeting by November.

Sustainability Impact

There are no sustainability impacts associated with this update.

Fiscal Impact

There are no fiscal impacts associated with this update.

Prepared by: Astrid Robles, Management Analyst
Reviewed by: Dianne Thompson, Assistant City Manager

Katy Nomura, Deputy City Manager

Approved by: Greg Larson, Interim City Manager

Attachments:

A – FY 20-21 City Work Program Q4 Dashboard Update

B – Summary Status of Each Item in FY 20-21 City Work Program

C – FY 21-22 City Work Program

Commissioner Handbook Update

Revise and update the Commissioner Handbook to include provisions

Allocated Budget:	$0.00	**Budget Remaining:**	$0.00	**Fiscal Year:**	FY21
Budget Expended:	$0.00	**Estimated Budget:**	$0.00	**Size:**	Medium

Commission / Committee: All Commissions

Category: Public Engagement & Transparency

Last Updated: 5/11/2021

#	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

To provide education to the public about City government.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Medium

Commission / Committee: N/A **Category:** Public Engagement & Transparency

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Receive input from other jurisdictions regarding leadership programs.	11/9/2020	12/18/2020	33
1.3	Closing Processes	Inactive	Item was put on hold due to COVID-19 and was not continued to the FY 21-22 City Work Program.	6/30/2021	6/30/2021	0

Pilot - Online Store for City-Branded Items

Explore the viability of establishing and maintaining an online store to sell City-branded merchandise.

Allocated Budget: $5.00K
Budget Remaining: $5.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $5.00K
Size: Small
Commission / Committee: N/A
Category: Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Looked into quotes from vendors to identify start-up and ongoing costs. Fine Arts Commission has researched possible merchandise.	11/2/2020	5/26/2021	18
1.3	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program, however there is another item titled "Cupertino store at Chamber of Commerce" in the FY 21-22 City Work Program.	6/16/2021	6/30/2021	0

Policies on Nonprofit Support

Review and implement policies on funding and support for nonprofit organizations, including meeting room space and office space.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Medium

Commission / Committee: N/A **Category:** Public Engagement & Transparency

Last Updated: 5/11/2021

#	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	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

Publish Process Flow Chart for Public Facing Online Applications

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Medium

Commission / Committee: N/A **Category:** Public Engagement & Transparency

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	In Progress	Identify online service and prioritize list. Graphics Tool (Visio) selected.	7/1/2020	6/30/2021	73
1.3	Design Phase	Complete	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	6/30/2021	30
1.5	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Small Business Development Center (SBDC) Counseling Hours

Explore the viability of establishing on-site regular office hours for an SBDC counselor

Allocated Budget: $5.00K
Budget Remaining: $5.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $5.00K
Size: Small
Commission / Committee: N/A
Category: Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	City facilities and use of Library's ThinkTank room are possible future options when public buildings are reopened per updated health orders.	7/1/2020	6/1/2021	91
1.3	Outreach	Inactive	Was on hold until City facilities reopened and the Economic Development Manager was recruited.	7/1/2020	6/30/2021	73
1.4	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	3/1/2021	6/30/2021	0

Two-Way 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.

Allocated Budget: $0.00
Budget Remaining: $0.00
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $0.00
Size: Small
Commission / Committee: N/A
Category: Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	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	Complete	IT and Comms worked on a contract with an outside vendor for services.	3/1/2021	5/21/2021	100
1.5	Closing Processes	Complete	Pilot project initiated using the Engagement HQ platform.	6/15/2021	6/16/2021	100

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, and moderate/low/very low/extremely low income.

Allocated Budget: $50.00K **Budget Remaining:** $50.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $300.00K **Size:** Large

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 8/18/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	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	Complete	Reviewed 2019 BMR Linkage Fee Update and ELI Memo, drafted Density Bonus Ordinance, and began Housing Element update process.	7/1/2020	6/30/2021	100
1.4	Procurement	Complete	Drafted and released RFP, selected consultant for Housing Element update.	10/1/2020	6/30/2021	100
1.5	Outreach	Inactive	Engage with community during the Housing Element update.	10/1/2020	6/30/2021	25
1.6	Execution Phase	Inactive	Density Bonus Ordinance was adopted. Will bring the Housing Element update to public hearing.	10/1/2020	6/30/2021	50
1.7	Closing Processes	Inactive	This item was not continued to FY 21-22 City Work Program but the Housing Element will continue as part of operations.	6/30/2021	6/30/2021	0

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

1) Identify ways to build ELI housing units for developmentally disabled. 2) Look at possiblity of building 6-8 affordable ownership townhomes.

Allocated Budget: $250.00K **Budget Remaining:** $250.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $200.00K **Size:** Medium

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	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 21-22 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.	10/30/2019	6/30/2021	4
1.4	Closing Processes	In Progress	Item was continued to FY22 City Work Program as "Consider options to develop ELI and BMR housing units for developmentally disabled individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location" and has expanded to include BMR housing.	6/30/2021	6/30/2021	0

Establish Preapproved ADU Plans

Establish procedures and policies on streamlining the ADU review process.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Small

Commission / Committee: Planning Commission **Category:** Housing

Last Updated: 7/30/2021

#	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
1.3	Execution Phase	In Progress	Finalized pre-approved plan process and report to Council in September 2021.	11/1/2020	9/21/2021	73
1.4	Closing Processes	Future	Finalize program with Building and Planning. Update webpage accordingly. Expected completion by October 2021.	9/21/2021	10/30/2021	0

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.

Allocated Budget: $92.50K **Budget Remaining:** $92.50K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $300.00K **Size:** Large

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	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	Complete	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	6/30/2021	100
1.4	Procurement	In Progress	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.	7/1/2020	6/30/2021	68
1.5	Closing Processes	In Progress	Item was continued on to FY 21-22 City Work Program as "City Plan to End Homelessness". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $25.00K **Budget Remaining:** $25.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $25.00K **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	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	Complete	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	Complete	De Anza College launched Housing Assistance and House Sharing Program.	11/1/2020	6/30/2021	100
1.6	Closing Processes	Complete	Program was launched and De Anza College plans to continue the program through FY 21-22.	6/1/2021	6/30/2021	100

Housing Survey

To improve public engagement, conduct a citywide housing survey ahead of the 2023-2030 Housing Element update.

Allocated Budget: $25.00K **Budget Remaining:** $25.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $25.00K **Size:** Medium

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/22/2021

#	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	Complete	Worked with Subcommittee and consultant to develop Housing Survey.	7/1/2020	6/15/2021	100
1.5	Outreach	Complete	Notified community of Housing Survey project.	4/1/2021	6/3/2021	100
1.6	Execution Phase	Complete	Educated community on Housing Survey. Survey went live June 1. Collected data upon survey completion.	5/3/2021	7/30/2021	100
1.7	Closing Processes	In Progress	Closeout meetings with consultant.	6/3/2021	9/16/2021	17

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.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research needs of homeless residents and eligible funding opportunities.	7/1/2020	12/31/2020	100
1.3	Execution Phase	Complete	Participate in Santa Clara County efforts to address homelessness and identify services and resources needed.	7/1/2020	6/30/2021	100
1.4	Outreach	Complete	Attend bi-weekly Santa Clara County CDBG/Housing Coordinators Meetings and provide information to the Santa Clara County Unhoused Task Force.	1/3/2020	6/30/2021	100
1.5	Closing Processes	Complete	Tracked and applied for eligible funding sources and will continue to track and apply for eligible funding sources in the future.	6/1/2021	6/30/2021	100

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.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/2/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	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	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

Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics.

Allocated Budget: $300.00K **Budget Remaining:** $300.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $300.00K **Size:** Large

Commission / Committee: Planning Commission **Category:** Housing

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	In Progress	Currently five meetings have already been conducted. Housing element update anticipated by 9/30/23.	5/19/2020	6/30/2021	71
1.3	Closing Processes	In Progress	Item was continued on to the FY21-22 City Work Program as "RHNA related General Plan updates and rezoning". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Transportation to-from Service Providers

1. Research existing bus routes, 2. Provide funding to non-profits/social service providers for bus passes.

Allocated Budget: $7.50K **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $7.50K **Estimated Budget:** $7.50K **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 5/11/2021

#	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	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

Determine short-term and long-term improvements to the golf course and amenities.

Allocated Budget: $50.00K **Budget Remaining:** $49.87K **Fiscal Year:** FY21

Budget Expended: $125.19 **Estimated Budget:** $50.00K **Size:** Medium

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life

Last Updated: 7/28/2021

#	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 present Parks and Recreation Commission recommendation to City Council on scope of work to provide to consultant(s).	9/9/2020	6/30/2021	99
1.4	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $47.00K **Budget Remaining:** $47.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $47.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/28/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	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	Inactive	Draft ordinance, findings, and guidelines for complying with SB 946 and implementing Mobile Vendors policies.	7/1/2020	6/30/2021	72
1.5	Execution Phase	Inactive	Sidewalk Vending is complete. Motorized Vending was underway with a study session requested by Council, which was pending the recruitment of the Economic Development Manager.	10/27/2020	6/30/2021	42
1.6	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	5/1/2021	6/30/2021	0

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.

Allocated Budget: $10.00K **Budget Remaining:** $10.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $10.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	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	6/30/2021	3
1.3	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $5.00K **Budget Remaining:** $5.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $5.00K **Size:** Small

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	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	Complete	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, 2022 or until sufficient data is collected for the co-existence of youth sports groups and the DOLA.	9/6/2019	6/30/2021	69
1.5	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Emergency Services Continuity of Operations Plan

Complete plan to resume operations of the City after a major emergency.

Allocated Budget: $62.00K **Budget Remaining:** $350.00 **Fiscal Year:** FY21

Budget Expended: $61.65K **Estimated Budget:** $62.00K **Size:** Medium

Commission / Committee: Public Safety Commission **Category:** Quality of Life

Last Updated: 7/1/2021

#	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	Complete	DRAFT COOP document has been shared and presented to the Public Safety Commission and the Disaster Council. Public input has been sought through each meeting.	12/10/2020	6/30/2021	100
1.6	Execution Phase	Complete	Findings and lessons learned from the training and exercises has been implemented. Input from the Public Safety Commission and Disaster Council has been implemented.	1/1/2021	6/30/2021	100
1.7	Closing Processes	Complete	Final COOP plan has been delivered. The contract and purchase order is set to close on June 30, 2021.	6/7/2021	6/30/2021	100

General Plan Authorization Process

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

Allocated Budget: $6.50K **Budget Remaining:** $5.36K **Fiscal Year:** FY21

Budget Expended: $1.15K **Estimated Budget:** $6.50K **Size:** Small

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/16/2021

#	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	5/12/2021	100
1.5	Closing Processes	In Progress	PC hearing on 1/12/21 with recommendation to Council on 2/2/21. Went back to Council on 8/17/21. Expected to be completed in Fall.	12/8/2020	10/30/2021	50

Parks & Recreation Dept Strategic Plan

Complete a strategic plan that addresses the immediate and short-term opportunities identified in the Master Plan.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Small

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	Complete	Continue to engage with Public Works to identify ongoing routine park improvements that contribute to the strategic plan goals.	7/1/2020	6/4/2021	100
1.3	Research	Complete	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	Utilized results from the Parks and Recreation System Master Plan to guide prioritization of amenity improvements. Gathered feedback from staff and stakeholders on playground replacement options.	11/2/2020	12/4/2020	100
1.5	Planning Phase	Complete	Compiled a strategic plan of short term and long term projects identified by community input in the Parks and Recreation Master Plan to prioritize implementation. Consolidated data into draft strategic plan.	11/23/2020	5/26/2021	100
1.6	Closing Processes	Complete	Finalized strategic plan implementation based on short term and long term Parks and Recreation System Master Plan goals and posted the plan to the City's website and update on an annual basis.	5/27/2021	7/27/2021	100

Pilot - Noise Measurement

Determine effectiveness of measuring noise utilizing IOT sensors.

Allocated Budget: $20.00K
Budget Remaining: $20.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $20.00K
Size: Small
Commission / Committee: Technology Information and Communication Commission
Category: Quality of Life
Last Updated: 7/29/2021

#	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	Developed SOW	4/12/2021	5/19/2021	100
1.4	Procurement	Complete	Held Discussions with Vendor	2/1/2021	6/28/2021	100
1.5	Closing Processes	In Progress	Item was incorporated into the FY 21-22 City Work Program item "Pilot - Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring". Future updates for this item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Pilot - Pollution Monitoring

Utilize IOT sensors to measure particulate and/or pollution levels.

Allocated Budget: $25.00K
Budget Remaining: $0.00
Fiscal Year: FY21
Budget Expended: $25.00K
Estimated Budget: $25.00K
Size: Small
Commission / Committee: Technology Information and Communication Commission
Category: Quality of Life
Last Updated: 7/29/2021

#	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	Planning Complete	2/8/2021	3/24/2021	100
1.4	Procurement	Complete	Procurement Complete	3/17/2021	3/31/2021	100
1.5	Execution Phase	In Progress	Kickoff complete - Aclima Pro being deployed	3/18/2021	6/23/2021	2
1.6	Closing Processes	In Progress	Item was incorporated into FY 21-22 item "Pilot - Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring". Future updates for this item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Rancho Rinconada (RR)

Begin operations of aquatics programs and facility rentals, if RR is absorbed by City.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Medium

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	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	Inactive	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	6/30/2021	13
1.5	Closing Processes	Inactive	Not continued to the FY 21-22 City Work Program, however, may be evaluated for inclusion in the City Work Program pending the Park District's recommendation.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $27.59K
Budget Remaining: $10.16K
Fiscal Year: FY21
Budget Expended: $17.43K
Estimated Budget: $27.59K
Size: Medium
Commission / Committee: N/A
Category: Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	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	Complete	The 1st reading of the ordinance was held on 3/2/21. Revised draft ordinance went back to Council on 5/4/21 for additional 1st reading. Went to Council for second reading on 6/1/2021.	1/1/2021	5/18/2021	100
1.6	Closing Processes	Complete	The ordinance to reduce secondhand smoke has been adopted. A citywide postcard was mailed to all Cupertino addresses.	5/19/2021	6/30/2021	100

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.

Allocated Budget: $240.00K **Budget Remaining:** $240.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $240.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	Complete	RFP sent out in Oct 2020. Proposals evaluated. Contracts and budget amendment adopted by Council on 4/6/21.	10/9/2020	4/6/2021	100
1.3	Outreach	In Progress	Outreach plan under development.	6/1/2021	6/30/2021	5
1.4	Execution Phase	In Progress	Initial review being conducted.	6/1/2021	6/30/2021	6
1.5	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Review and Update General Plan and Municipal Code

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.

Allocated Budget: $1.00M
Budget Remaining: $775.80K
Fiscal Year: FY21
Budget Expended: $224.20K
Estimated Budget: $500.00K
Size: Large
Commission / Committee: Planning Commission
Category: Quality of Life
Last Updated: 7/29/2021

#	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	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	Procurement	In Progress	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 Fall 2021.	9/1/2020	6/30/2021	20
1.6	Execution Phase	In Progress	Anticipated to present third round of amendments in Fall 2021.	6/3/2019	6/30/2021	87
1.7	Closing Processes	In Progress	Item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Review Environmental Review Committee

Review the scope of the ERC.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Small

Commission / Committee: Environmental Review Committee **Category:** Quality of Life

Last Updated: 7/29/2021

#	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	Complete	Presented research results to Environmental Review Committee (ERC) on 4/16/21.	11/19/2020	4/30/2021	100
1.4	Execution Phase	In Progress	Analyzing ERC feedback and preparing to present to Council.	4/16/2021	6/30/2021	12
1.5	Closing Processes	In Progress	Item continued to the FY 21-22 City Work Program as "Consider New Commissions and Committees - Review Environmental Review Committee". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Sign Ordinance Update

Update existing provisions, particularly in the temporary sign regulations.

Allocated Budget: $25.00K **Budget Remaining:** $25.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $25.00K **Size:** Small

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Conducting research on surrounding jurisdictions.	5/13/2020	6/30/2021	60
1.3	Planning Phase	In Progress	Preparing draft ordinance amendments for FY 21-22.	12/1/2020	6/30/2021	43
1.4	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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

Provide information and materials to consider an ordinance to ban gas powered leaf blowers.

Allocated Budget: $10.00K
Budget Remaining: $10.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $10.00K
Size: Small
Commission / Committee: N/A
Category: Quality of Life
Last Updated: 5/12/2021

#	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

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.

Allocated Budget: $50.00K **Budget Remaining:** $50.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $50.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/30/2021

#	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	6/30/2021	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. Pending recruitment of Economic Development Manager.	7/1/2020	6/30/2021	39
1.4	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Targeted Marketing Programs to Assist Small Businesses

Develop and launch programs to assist marketing small businesses.

Allocated Budget: $30.00K
Budget Remaining: $30.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $30.00K
Size: Small
Commission / Committee: N/A
Category: Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Researched various programs to assist small businesses.	7/1/2020	11/2/2021	100
1.3	Outreach	Complete	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	Complete	I Love Cupertino e-Gift Card program was launched.	2/1/2021	2/1/2021	100

Climate Action Plan

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.

Allocated Budget: $178.00K **Budget Remaining:** $78.00K **Fiscal Year:** FY21

Budget Expended: $100.00K **Estimated Budget:** $178.00K **Size:** Large

Commission / Committee: Sustainability Commission **Category:** Sustainability & Fiscal Strategy

Last Updated: 8/20/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	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	Draft GHG forecast is complete and under staff review.	10/1/2020	6/30/2021	50
1.5	Outreach	In Progress	Stakeholder workshop #1 completed and the remainder of the public outreach events are scheduled.	3/10/2021	6/30/2021	41
1.6	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Investigate Alternatives to City Hall

Look for alternatives to constructing a new City Hall at 10300 Torre Ave.

Allocated Budget: $0.00
Budget Remaining: $0.00
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $25.00K
Size: Large
Commission / Committee: N/A
Category: Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Researched cost to re-build / remodel City Hall. Researched alternative locations for City Hall.	5/1/2020	6/30/2021	25
1.3	Closing Processes	In Progress	Item was replaced by FY 21-22 City Work Program item "Seismic Retrofits and Upgrades to Existing City Hall". Future updates on the new item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $150.00K
Budget Remaining: $89.19K
Fiscal Year: FY21
Budget Expended: $60.81K
Estimated Budget: $150.00K
Size: Medium
Commission / Committee: N/A
Category: Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	In Progress	Researched legal and other requirements if system is leased or sold in the future.	11/2/2020	6/30/2021	25
1.3	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Pilot - Water Scheduling Based on Moisture Content

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.

Allocated Budget: $10.00K
Budget Remaining: $10.00K
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $10.00K
Size: Small
Commission / Committee: Technology Information and Communication Commission
Category: Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	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	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	6/24/2021	6/30/2021	0

Public Infrastructure Financing Strategy

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.

Allocated Budget: $50.00K **Budget Remaining:** $13.23K **Fiscal Year:** FY21

Budget Expended: $36.77K **Estimated Budget:** $50.00K **Size:** Medium

Commission / Committee: Fiscal Strategic Planning Committee **Category:** Sustainability & Fiscal Strategy

Last Updated: 5/11/2021

#	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

Study and evaluate ways to increase the City's Property Tax share

Allocated Budget: $0.00
Budget Remaining: $0.00
Fiscal Year: FY21
Budget Expended: $0.00
Estimated Budget: $0.00
Size: Medium
Commission / Committee: N/A
Category: Sustainability & Fiscal Strategy
Last Updated: 5/11/2021

#	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	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

Adopt an ordinance to address single-use food service ware items. Engage stakeholders, conduct public outreach, determine CEQA requirements, work with Sustainability Commission. Host an event to help develop ideas to address non-recyclable plastic.

Allocated Budget: $100.00K **Budget Remaining:** $100.00K **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $100.00K **Size:** Medium

Commission / Committee: Sustainability Commission **Category:** Sustainability & Fiscal Strategy

Last Updated: 7/29/2021

#	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	10/20/2021	70
1.3	Planning	In Progress	Developing stakeholder engagement and ordinance process plan.	11/10/2020	10/19/2021	6
1.4	Procurement	Complete	Select and engage consultant for Diversity, Equity, and Inclusion outreach.	3/16/2021	5/31/2021	100
1.5	Outreach	In Progress	Engaging critical stakeholders, including food service, food safety, disabled, Chamber, youth.	3/18/2021	6/30/2021	3
1.6	Execution Phase	In Progress	Adapting model ordinance language for Cupertino.	2/14/2021	6/30/2021	30
1.7	Closing Processes	In Progress	Item was continued to the FY 21-22 City Work Program as "Single-Use Plastics Ordinance and Mayors Cup Challenge". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Bollinger Road Safety Study

Conduct a safety and operational study of the Bollinger Road corridor. Look at ways to improve vehicle, bicycle, and pedestrian safety.

Allocated Budget: $100.00K **Budget Remaining:** $99.68K **Fiscal Year:** FY21

Budget Expended: $322.48 **Estimated Budget:** $100.00K **Size:** Medium

Commission / Committee: Bicycle Pedestrian Commission **Category:** Transportation

Last Updated: 8/12/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	Complete	Final scope and fee negotiations with consultant complete.	10/27/2020	11/27/2020	100
1.3	Execution Phase	Complete	Data collection and public outreach complete. Final draft report completed.	11/16/2020	7/21/2021	100
1.4	Closing Processes	Complete	Study presented to Bicycle Pedestrian Commission 7/21/21. Final report completed.	6/16/2021	7/21/2021	100

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.

Allocated Budget: $275.00K
Budget Remaining: $21.67K
Fiscal Year: FY21
Budget Expended: $253.33K
Estimated Budget: $275.00K
Size: Medium
Commission / Committee: Technology Information and Communications Commission
Category: Transportation
Last Updated: 7/29/2021

#	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.	2/8/2021	3/24/2021	100
1.4	Procurement	Complete	Contract Signed, Equipment Ordered	2/1/2021	5/14/2021	100
1.5	Execution Phase	In Progress	Kickoff Meeting - Team Assembled - Equipment being configured.	4/1/2021	6/30/2021	14
1.6	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $55.00K
Budget Remaining: $0.00
Fiscal Year: FY21
Budget Expended: $55.00K
Estimated Budget: $55.00K
Size: Medium
Commission / Committee: Technology Information and Communications Commission
Category: Transportation
Last Updated: 7/29/2021

#	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	Complete	Contracts Set and PO in Process.	3/17/2021	3/31/2021	100
1.5	Execution Phase	In Progress	In Progress - Equipment Arrived - Being Configured.	4/1/2021	6/30/2021	14
1.6	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Regional Transformative Transit Projects Initiative

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

Allocated Budget: $0.00

Budget Remaining: $0.00

Fiscal Year: FY21

Budget Expended: $0.00

Estimated Budget: $0.00

Size: Large

Commission / Committee: N/A

Category: Transportation

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	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 at SR 85 and Stevens Creek Blvd. VTA Board approved study on Highway 85 Transit Guideway, pending prioritization among Measure B projects.	4/12/2018	6/30/2021	45
1.4	Closing Process	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $1.75M
Budget Remaining: $0.26
Fiscal Year: FY21
Budget Expended: $1.75M
Estimated Budget: $1.75M
Size: Large
Commission / Committee: N/A
Category: Transportation
Last Updated: 7/29/2021

#	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 10/31/19, ridership grew rapidly. Service was paused due to COVID-19 however if authorized by Council on 7/20 will resume in October.	10/29/2019	6/30/2021	63
1.8	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

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.

Allocated Budget: $0.00 **Budget Remaining:** $0.00 **Fiscal Year:** FY21

Budget Expended: $0.00 **Estimated Budget:** $0.00 **Size:** Large

Commission / Committee: N/A **Category:** Transportation

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Project requires measuring traffic congestion. On hold due to COVID-19.	7/1/2020	6/30/2021	0
1.3	Design Phase	Inactive	On hold due to COVID-19.	7/1/2020	6/30/2021	0
1.4	Execution Phase	Inactive	All hardware is on order and will be installed when it arrives.	8/1/2020	6/30/2021	49
1.5	Closing Processes	Inactive	Item not continued to the FY 21-22 City Work Program. Work will continue to upgrade signal controllers and switches, in order to complete the ethernet network as an operational improvement.	6/30/2021	6/30/2021	0

Summary Status of Each Item in FY 20-21 City Work Program

Completed

- **Public Engagement & Transparency**
  - **Commissioner Handbook Update**
  - **Policies on Nonprofit Support**
  - **Two-Way Communication**
- **Housing**
  - **Housing Program for De Anza College Students**
  - **Research Governor's $1.4 billion pledge towards homelessness, work with local agencies and service providers to connect with local funding**
  - **Review the City's Housing and Human Services Grant (HSG) Funds**
  - **Transportation to-from Service Providers**
- **Quality of Life**
  - **Emergency Services Continuity of Operations Plan (COOP)**
  - **Parks & Recreation Dept. Strategic Plan**
  - **Reducing Secondhand Smoke Exposure**
  - **Study session on potential ordinance updates/clean up on banning gas-powered leaf blowers**
  - **Targeted Marketing Programs to Assist Small Businesses**
- **Sustainability & Fiscal Strategy**
  - **Public Infrastructure Financing Strategy**
  - **Review Property Tax Share**
- **Transportation**
  - **Bollinger Road Safety Study**

Items Expected to be Completed in the Upcoming Months

- **Housing**
  - **Establish Preapproved ADU Plans**
  - **Housing Survey**
- **Quality of Life**
  - **General Plan Authorization Process**

Continued to FY 21-22 City Work Program

- **Public Engagement & Transparency**
  - **Roadmap Project**
- **Housing**
  - **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 –** Renamed "Consider options to develop ELI and BMR housing units for

Developmentally Disabled individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location"
    - **Homeless Services and Facilities** – Renamed "City Plan to End Homelessness"
    - **Study session for the impact and requirement for the next RHNA cycle**
- **Quality of Life**
    - **Blackberry Farm Golf Course Needs Assessment**
    - **Development Accountability**
    - **Dogs Off Leash Areas (DOLA)**
    - **Pilot - Noise Measurement** – Incorporated into FY 21-22 item titled "Pilot-Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring"
    - **Pilot - Pollution Monitoring –** Incorporated into FY 21-22 item titled "Pilot-Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring"
    - **Residential and Mixed-Use Residential Design Standards**
    - **Review and Update General Plan (GP) and Municipal Code**
    - **Review Environmental Review Committee (ERC)**
    - **Sign Ordinance Update**
    - **Study Session on Regulating Diversified Retail Use**
- **Sustainability & Fiscal Strategy**
    - **Climate Action Plan**
    - **Investigate Alternatives to City Hall** – Renamed "Seismic Retrofits and Upgrades to Existing City Hall"
    - **Municipal Water System**
    - **Single-Use Plastics Ordinance**
- **Transportation**
    - **Pilot - Adaptive Traffic Signaling**
    - **Pilot - Multimodal Traffic Count**
    - **Regional Transformative Transit Project Initiatives**
    - **Shuttle Bus Pilot Program Implementation**

<u>Not Continued to FY 21-22 City Work Program</u>

- **Public Engagement & Transparency**
    - **Leadership Program**
    - **Pilot - Online Store for City-Branded Items** – A new item titled "Cupertino store at Chamber of Commerce" is in the FY 21-22 City Work Program
    - **Small Business Development Center (SBDC) Counseling Hours**
- **Housing**
    - **Affordable Housing Strategies** – While this item was not continued, the Housing Element will continue as part of operations
- **Quality of Life**
    - **Consider Policies and Related Code Amendments to Regulate Mobile Services Vendors** – Sidewalk vending completed; motorized vending not continued to FY 21-22 City Work Program
    - **Rancho Rinconada (RR)** – Consideration of the acquisition was paused,

pending RR Recreation and Park District's completion of their strategic visioning and outreach and their resulting recommendation on the acquisition, as well as the engagement in long-term planning for aquatics facilities in the City. When these pending items have been completed, this item can be evaluated for inclusion in the City Work Program.

- **Sustainability & Fiscal Strategy**
    - **Pilot - Water Scheduling Based on Moisture Content**
- **Transportation**
    - **Traffic Congestion Map and Identify Solutions** – While this item was not continued, upgrades to signal controllers and switches will continue as part of operations.

FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
Not Prioritized	**Cupertino Store at Chamber of Commerce**	Explore the potential of locating Cupertino store and public incubator center at Chamber of Commerce or other locations with a mutually beneficial agreement, including potential Cupertino store merchandise, and attempt to provide a draft proposal for consideration by the Council by the end of FY 2021-2022.	Medium (assumes Chamber provides staffing for operations)	5,000 (for merchandise)	5,000 (for merchandise)	Fine Arts Commission (If the City provides merchandise)	City Manager's Office/ Community Development	Public Engagement and Transparency
Not Prioritized	**10455 Torre Avenue Improvements Programming & Feasibility** ***Also Part of CIP**	Program, plan, and build facility improvements, including seismic, utility and ADA upgrades, for the long-term use of this facility. The scope of work will include public outreach, programming, planning, design, and construction.	Large	3,000,000	3,000,000	N/A	Public Works	Sustainability and Fiscal Strategy
Not Prioritized Required by Law	**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.	Large	300,000	300,000	Planning Commission	Community Development	Housing
Not Prioritized Required by Law	**Sign Ordinance Update**	Update existing provisions, particularly in the temporary sign regulations.	Small	25,000	25,000	Planning Commission	Community Development	Quality of Life
1	**Single-Use Plastics Ordinance and Mayor's Cup Challenge Event**	Adopt an ordinance to address single-use food service ware items. Engage stakeholders, conduct public outreach, determine CEQA requirements, work with Sustainability Commission. By January 2022, create an event to help develop ideas to address non-recyclable plastics for aftermarket uses.	Large	100,000	100,000	Sustainability Commission	Public Works	Sustainability and Fiscal Strategy

**This priority order reflects the City Council's priorities from their prioritization process but only includes items that were adopted.

FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
2	**Consider options to develop ELI and BMR housing units for Developmentally Disabled individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location**	Identify ways to build ELI and BMR housing units for developmentally disabled. Investigate additional sites for BMR or ELI housing.	Large	250,000	250,000	Planning Commission Housing Commission	Community Development	Housing
3	**Revisit 5G, including, but not limited to, recording, responding to complaints, transparency on existing applications**	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 Staff is to record all resident concerns on a Resident Concern Record. Staff is to add a street image for the 5G cell location and fill out the questionnaire 2. Staff is to meet with the cell providers monthly or as needed based on additional resident concerns and give the cell provider the sum total of Resident Concern Records and then report back to City Council. Staff is to continue to update the City Managers spreadsheet of updated status for nearby cities 5G cells in residential areas.	Large	250,000	250,000	TICC	Public Works	Quality of Life
4	**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.	Medium	34,000	34,000	Parks and Recreation Commission	Parks and Recreation	Public Engagement and Transparency

**This priority order reflects the City Council's priorities from their prioritization process but only includes items that were adopted.

FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
5	**Lehigh and Stevens Creek Quarry**	Monitor and report on Lehigh and Stevens Creek Quarries. Includes noise and pollution monitoring for these locations.	Medium	478,050 (Includes $62,500 for noise and pollution monitoring and $415,550 for legal fees)	478,050 (Includes $62,500 for noise and pollution monitoring and $415,550 for legal fees)	TICC	Public Works/ Innovation Technology	Quality of Life
6	**Homeless Jobs Program**	Create a jobs program for up to 2 individuals for 6 months. Could involve a job in maintenance of parks or in Public Works.	Large	200,000	200,000	Housing Commission	Community Development City Manager's Office Public Works Parks and Recreation	Housing
7	**City Plan to End Homelessness**	Draft an Implementation Plan to the Santa Clara County Community Plan to End Homelessness 2020-25 to create a roadmap for addressing homelessness in Cupertino.	Large	300,000	300,000	Housing Commission	Community Development	Housing
8	**Memorial Park Improvements** ***Also Part of CIP**	Implement a six-month and 12-month plan for Memorial Park improvements including: 1. Memorial Park - Pond Repurposing 2. Memorial Park - Amphitheater Improvements 3. Memorial Park - Specific Plan Design	Large	4,650,000	4,650,000	Parks and Recreation	Parks and Recreation Public Works	Quality of Life

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FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
9	**Consider New Commissions and Committees**	Explore the possibility of additional commissions or committees to address City needs, such as senior, traffic, transportation, and economic development. **Fiscal Strategic and Economic Development Committee Charters:** Develop committee charters for the Economic Development Committee and the Fiscal Strategic Committee. **Fine Arts Commission Name Change:** Change the name of the Fine Arts Commission to broaden the reach of potential interest and align with commission goals. **Review Environmental Review Committee:** Review the scope of the ERC.	Large	0	0	All Relevant Commissions and Committees	City Manager's Office/ Administrative Services/ Community Development/ Parks and Recreation	Public Engagement and Transparency
10	**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	1,750,000	1,750,000	N/A	Public Works	Transportation
11	**Lawrence Mitty** ***Also Part of CIP**	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. Programming, Outreach, & Design with outreach expected to start by Q3 FY 21-22.	Medium	8,270,994 Available in Developer In-Lieu Fees	8,270,994	Parks and Recreation Commission	Public Works/Parks and Rec	Quality of Life

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FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
12	**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.	Medium	10,000	10,000	Planning Commission	Community Development	Quality of Life
13	**Review and Update General Plan (GP) and Municipal Code**	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	500,000	1,000,000 (Additional amounts will be defunded at the end of the year)	Planning Commission	Community Development	Quality of Life
14	**Revamping Block Leader and Neighborhood Watch Program**	Revamping Block Leader, Neighborhood Watch Program to encourage and allow broad participation, and consider neighborhood councils. - Neighborhood council members could be block leaders or they could be appointed separately. - Consider term limits and appointment/election process of block neighborhood watch leaders.	Medium	1,500	1,500	N/A	City Manager's Office	Public Engagement and Transparency
15	**Encouraging Dark Sky Compliance**	Encourage compliance by existing commercial properties and other organizations, including school sites.	Small	10,000	10,000	N/A	Community Development	Sustainability and Fiscal Strategy
16	**City Light Transition Assessment** ***Also Part of CIP**	Assess the costs, benefits, and opportunities of transitioning the City's streetlight infrastructure, and other City operated lights, from induction to LED fixtures. LEDs would allow lights to be turned down and the assessment will evaluate the efficacy of various color temperatures that would meet the dark sky requirements. Review light pollution by streetlights.	Medium	50,000	50,000	N/A	Public Works	Sustainability and Fiscal Strategy

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FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
17	**Mental Health Support**	Provide a dedicated webpage with resources for mental health and emphasize mental health programming in class offerings.	Medium	10,000	10,000	N/A	Parks and Recreation	Quality of Life
18	**Climate Action Plan**	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.	Large	178,000	178,000	Sustainability Commission	City Manager's Office	Sustainability and Fiscal Strategy
19	**Regional Transformative Transit Projects Initiative**	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	Large	TBD	0	N/A	Public Works	Transportation
20	**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.	Medium	240,000	240,000	Planning Commission	Community Development	Quality of Life
21	**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	50,000	50,000	Planning Commission	Community Development	Quality of Life

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FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
22	**Personal Preparedness Campaign**	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	10,000	10,000	Public Safety Commission	City Manager's Office	Public Engagement and Transparency
23	**Seismic Retrofits and Upgrades to Existing City Hall (formerly "Investigate Alternatives to City Hall")** *** Also Part of CIP**	Examine seismic retrofits, upgrades, and remodels to existing City Hall. Remove allocations from budget to a new City Hall.	Large	500,000	500,000	N/A	Public Works	Sustainability and Fiscal Strategy
24	**Vision Zero**	Develop a Vision Zero Policy and Action Plan. The Plan will guide policies and programs with the goal of eliminating fatalities on Cupertino roadways. Special emphasis will be placed on routes to, and streets surrounding, Cupertino schools.	Medium	0	0	Bicycle Pedestrian Commission	Public Works	Transportation
25	**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	150,000	150,000	N/A	Public Works	Sustainability and Fiscal Strategy
26	**Blackberry Farm Golf Course Needs Assessment** ***Also Part of CIP**	Determine short-term and long-term improvements to the golf course and amenities.	Medium	50,000	50,000	Parks & Recreation Commission	Parks and Recreation	Quality of Life

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FY 2021-2022 City Work Program

Priority Order**	Name	Objective	Project Size	Estimated Budget (not including staff time)	Allocated Budget	Commission	Department	Category
27	**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	275,000	275,000 (Includes $180,000 for operational infrastructure improvements required to facilitate this project)	TICC	Innovation Technology	Transportation
28	**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	55,000	55,000	TICC	Innovation Technology	Transportation
29	**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	5,000	5,000	Parks and Recreation Commission	Parks and Recreation	Quality of Life
30	**Roadmap Project**	Publish Process Flow Chart for Public Facing Online Applications.	Medium	0	0	N/A	Innovation Technology	Public Engagement and Transparency

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