

Cupertino City Council  
Sub-Committee on Improving Council-Commissions Communications  
Survey Questions

In an effort to improve communications between City Council and our advisory Commissions, Council has formed a subcommittee to reach out to the Commissions to receive feedback as to how to improve the processes of our communications. Thank you for taking the time to work with our Interim City Manager on discussing and providing answers to the following questions.

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Name:

Commission/Committee:

- 1) How do you have the public interact with your Commission? For example, is it formal and the public is limited to a certain amount of time, or is it more informal and conversational with leave of the chair? Would you like to change your current format? If so, in what manner?
- 2) Do you use rules of order to conduct your meetings? If so, which rules? If not, would rules of order be useful from your perspective?
- 3) Do you feel your Commissioners communicate with the Councilmembers sufficiently to advise the Council? Do you feel that Commissioners' communications with staff could be improved, and if so, how?
- 4) This year, per decision of the prior Council, all Commissions will submit ideas regarding their annual work program to their respective City departments. The City departments will then develop their proposed work program, including Commission items, for Council consideration. Once Council adopts the final work program, the items pertaining to each Commission will serve as priority elements of their respective work programs. What do you think of this new process of approving work programs by City Council? Anything to improve?
- 5) What do you think of the current process, if any, of setting your regular meeting agendas? Does any member of your Commission meet with a staff member to set meeting agendas? How do you wish to improve the current process of determining how items are placed on your agenda? For instance, would you prefer a system where items that require minimal city staff resources but are not on your annual work plan can be included on a regular meeting agenda?
- 6) With regard to the quality of your discussions, would you say that your conclusions are arrived at through a collaborative and input-based process or something more pre-determined? If the latter, what suggestions do you have for improving the qualitative nature of the process? Please be considerate but candid.
- 7) Do you feel your Commissioners are representative of the residents? Why or why not?
- 8) It has been suggested that a code of ethics is needed in order to maintain ethical standards and behavior. What are your thoughts on this proposition? If you support having a code of ethics, what would you like to see included in it?
- 9) From the perspective of higher-quality interaction between Council and Commissions, we would like to consider any suggestions you have with regard to events, procedures, and formats. Outside of formal updates at Council meetings and our annual appreciation dinner (and please feel free to comment on those as well), are there any other types of interactions you would like to see considered and delivered in order to improve our channels of communication?

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- 10) Outreach to the community is critical to our efforts; what mechanisms of outreach to the community would you suggest that we adopt or improve upon?
- 11) Does your Commission prefer action minutes or summary minutes and why? How do you feel about having action minutes accompanied by audio recordings?
- 12) Starting this year, Commissions will be submitting a 200-300 word update of their current work to Council every other month. Do you have thoughts on this process?

Thank you again for taking the time to answer the above questions. If you have any additional thoughts or comments that you would like to share, please feel free.

## GUIDANCE ON COMMISSION WORK PROGRAMS

A work program is the commission's plan and statement of goals for the year, prepared in cooperation with staff and approved by Council. It should reflect the goals and policies of the City Council. It identifies important problems, challenges, and opportunities, offers a jointly developed plan to address these over the course of the year, and furthers a sense of shared purpose and responsibility among advisory body members. An adopted and published work program will:

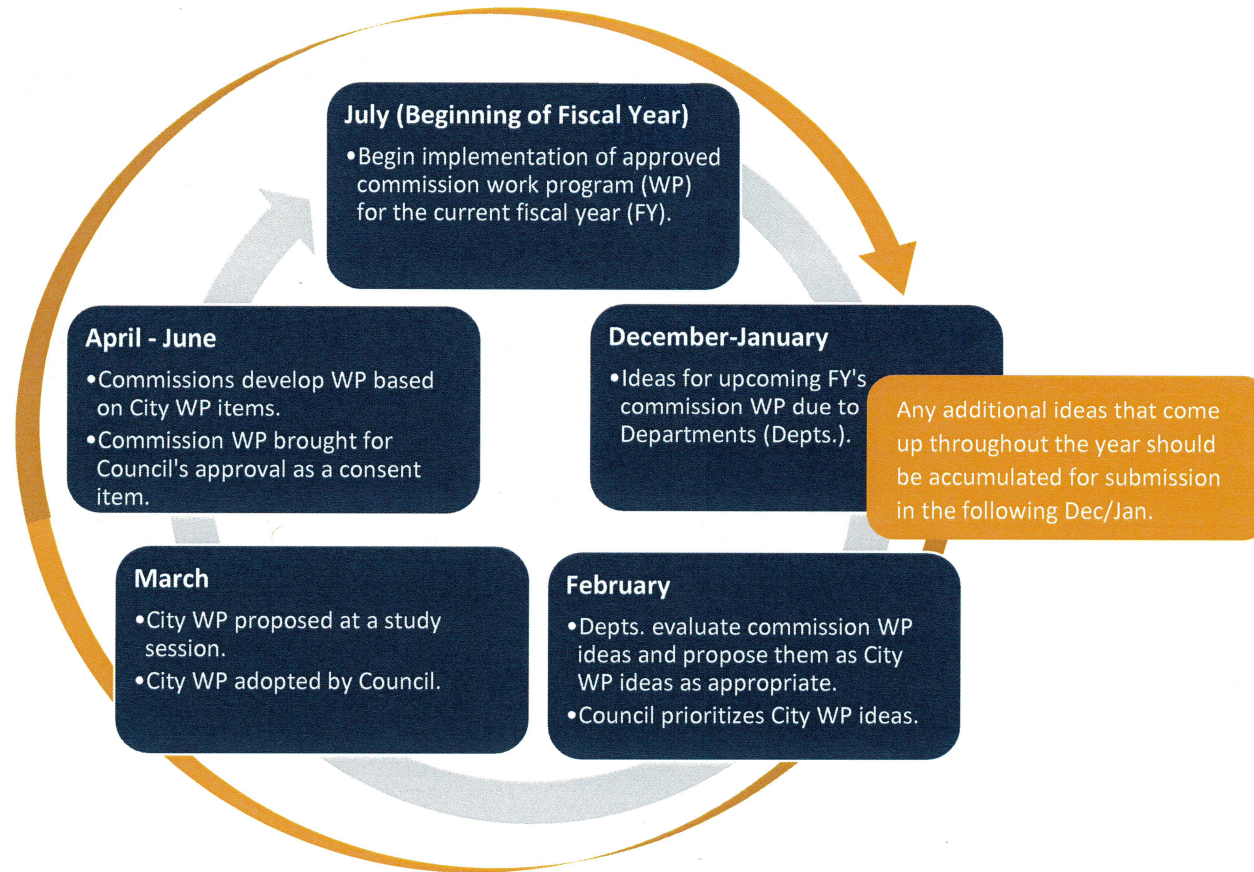
- Establish viable short-range objectives that further the long-range goals of the advisory body
- Provide group direction, and keep the advisory body on course
- Provide a basis for measuring accomplishment
- Assist in the allocation of time, energy, and resources
- Guide the topics and items for meetings
- Promote continuity of action, and help keep the big picture focused

For example, a work program may include community outreach activity, a plan for addressing critical community issues, an education component, key recommendations to Council, or any other tasks the advisory body identifies as key work challenges for the upcoming year.

Suggested steps to developing a work program:

1. Review the purpose of the Commission as defined by the Cupertino Municipal Code Chapter 2.
2. Discuss and outline any priorities established by Council such as the City Work Program.
3. Brainstorm projects or deliverables of the Commission and determine the following:
  - a. Identify potential projects and deliverables of the Commission for the year
  - b. Determine the benefit if project or deliverable is completed.
  - c. Is it mandated by State or local law or by Council direction/priority?
  - d. Would the task or item require a policy change at the Council level?
  - e. Identify resources needed for completion such as staff time, creation of subcommittees, etc.
  - f. What is the timeline to completion? (1-year, 2-year, or longer term?)
  - g. Determine measurement and evaluation criteria. For example, how will you know you are on track? How will you determine it is effective?
4. Prioritize projects from urgent to low priority.
5. Prepare a final work program by selecting items with the highest priority that can be reasonably accomplished or worked on in the coming year. Submit the final work program for Council for review and approval.
6. Once approved by Council, use the work program throughout the year as a guide to focus in on the work at hand.
7. Report out to Council on work program progress and achievements when submitting the next year's work program. The report should include:
  - a. The list of approved work program priorities.
  - b. The status of each item.
    - i. If an item that was on the list is not finished, indicate why it didn't occur and list out any additional time and/or resources that will be needed in order to complete it.

## Commission Work Program Flow Chart



- **Note:**
  - If ideas for work program items come up throughout the year, they should be suggested in the following year's WP process in Dec/Jan.
  - Smaller items that do not require significant staff time or budget may be worked on by the commission without being formally placed on the commission's WP.



2016 Bike Plan and 2018 Ped Plan Implementation

If project is in this phase, state what is the project status right now and the expected completion month/date. State expected (not firm) future phase completion dates.

Class IV Bike Lanes - McClellan	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
Class IV Bike Lanes- McClellan: Imperial to Stelling	Complete.	Complete.	Complete.	Start scheduled to begin May 2019, and completed in August 2019 prior to the beginning of school. Funding approved, including additional cost to move start date.		John Raaymakers
Class IV Bike Lanes- McClellan: Intersections at Bubb and Stelling	Complete.	Complete.	Complete.	Scheduled to begin Summer 2019.		John Raaymakers
Class IV Bike Lanes- McClellan: Stelling to WestAcres/Kim	Complete.	Complete.	Schedule dependent upon right-of-way discussions.	Schedule dependent upon right-of-way discussions.	Requires right-of-way, discussions to begin early 2019.	John Raaymakers
Class IV Bike Lanes- McClellan: Byrne to Imperial	Complete.	Complete.	Schedule dependent upon right-of-way discussions.	Schedule dependent upon right-of-way discussions.	Requires right-of-way, discussions to begin early 2019. Significant property acquisition issues will need to be resolved.	John Raaymakers
Class IV Bike Lanes - SCB	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
Class IV Bike Lanes- SCB: Wolfe to Tantau	Complete.	Complete.	In progress. Funding approved.	Scheduled to begin Summer 2019.		John Raaymakers

(continued)

Bike Boulevards	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
Bike Boulevards: 1 Merritt/Portal	Complete	Complete.	95% Design in progress.	Anticipated June 2019.	Funding approved thru construction	John Raaymakers
Bike Boulevards: 2 Tilson/Barnhart	Need further community outreach.	In progress. Pending further community outreach.	95% Design in progress for Torre/Town Center intersection	Anticipated August 2019 for Torre/Town Center. Some signage complete.	Funding approved thru construction	David Stillman
Bike Boulevards: 3 Wilson Park area	Complete	Complete.	No design required, just signage and painting.	Some signage complete.	Funding approved thru construction	John Raaymakers
Bike Boulevards: 4 Fort Baker/Orange	Complete	Complete.	Requires right-of-way, discussions to begin early 2019.	Anticipated 2020. Currently tied with sidewalk project. May consider separating projects to advance schedule.	Funding approved thru construction	John Raaymakers
Bike Boulevards: 5 Greenleaf/Merritt	Complete	Complete.	95% Design in progress.	Anticipated June 2019.	Funding approved thru construction	John Raaymakers
Bike Boulevards: 6 Santa Theresa/Hyannisport	Many open issues, need further community outreach.				Funding approved thru construction	
Bike Boulevards: 7 Westacres/Kim	Signage only except for intersection crossings on McClellan at Westacres and Kim, where resolution is needed.				Funding approved thru construction	



Multi-use Trails/Bridge	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
Regnart Creek Trail	Complete.	Complete.	Funding approved. Design and environmental phase underway. Attention focused on bridge abutment design and potential need for environmental permits. Public outreach to commence Mar 2019.	No funding approved		David Stillman
Junipero Serra Trail	Complete.	Complete.	No funding approved	No funding approved		David Stillman
UPRR Trail	In discussions with UP to discuss right-of-way and potential trail.	<b>Feasibility study in progress.</b>	No funding approved	No funding approved	Trying to schedule meeting with UPRR to build traction.	David Stillman
Carmen Road Bridge	Complete.	Feasibility study in progress. Consultant-Mott MacDonald. Completion date early Summer 2019. Currently in early community outreach process. Funding approved.				David Stillman

Small multi-use projects (SRTS)	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
SRTS Walk Audit Project: Lawson Middle School	In discussions with CUSD for cost-sharing.					David Stillman
SRTS Walk Audit Project: Cupertino High School	In discussions with FUHSD for cost-sharing.					David Stillman

Pedestrian Sidewalk Projects	Concepts/Discussion	Feasibility	Design	Construction	Other notes	Lead City Engineer
Orange & Byrne Avenues (between McClellan and Granada Ave)	Complete.	Complete.	Complete.	Anticipated summer 2019. Orange may slip to 2020, pending outcome of right-of-way discussions.	Funded through City's Transportation Fund.	John Raaymakers
McClellan Road - Byrne to San Leandro (not continuous)	Complete.	Complete.	Complete.	Complete.		John Raaymakers