

Smart City

FY 2019-20 City Work Program Delays Due to COVID-19



Justification for Delay	Project Title	Project Objective	Progress to Date	Next Steps	Timeline	Current Status	Performance Goal	Completion Date	Est. Total Budget (not including staff time)	Actual Expense to Date	Est. Total Staff Hours	Staff Lead	Department
A small delay was due to SIP constraints (vendors must be onsite with staff) in the finalizing this project. Scheduled to be complete late Summer 2020.	Public Safety Surveillance Support *Priority Setting Item*	Recommend best practices for residential and business use of surveillance cameras for safety and anti-crime practices. Review City's surveillance cameras.	-Discussions with Captain Urena to partner with the City on this project. -Budgetary quote for Phase I cameras. -Residential and business surveillance best practices being reviewed prior to posting on the City website.	1) Research residential surveillance camera best practices as well as anti-crime best practices. 2) Provide public engagement regarding the residential best practices. Research business surveillance camera best practices. 3) Review City's surveillance cameras and provide recommended updates. Provide public engagement regarding business best practices. 4) Replace current antiquated CCTV equipment.	1) Fall 2019 2) Winter 2019 3) Spring 2020 4) Spring-Summer 2020	In Progress	1) Resources for surveillance and anti-crime best practices developed for the public. 2) Engagement with resources available to the general public as well as specific outreach through Neighborhood Watch groups and Public Safety Commission. 3) Evaluation and recommendation regarding City's surveillance camera system. 4) Equipment ordered/received - waiting for SIP constraints to be lifted.	Summer 2020 Spring-2020	\$50,000	N/A	300	Katy Nomura* Bill Mitchell *This item is being added assuming higher level vacancies can be filled.	City Manager's Office/Innovation & Technology

Public Engagement and Transparency

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A delay due to City staff not having the opportunity to meet with commissioners and committee members of impacted commissions and committees. Nor has there been an opportunity for public outreach.	Consider New Commissions and Committees *Priority Setting Item*	Explore the possibility of additional commissions or committees to address City needs, such as traffic, transportation, and economic development.	- Research commissions in other cities -Staff is exploring how to repurpose or improve the Economic Development Committee. -Staff is exploring expanding the Bike/Ped Commission to include transportation.	1) Research committees in other cities and best practices for forming commissions. 2) Conduct study session for Council.	1) Fall 2019 2) Spring 2020	In Progress	1) Provide an opportunity for feedback from every impacted commission and committee with members of the public. 2) Provide options to the Council to consider regarding new commissions or committees.	Summer-2020 Winter 2020	N/A	N/A	400	Angela Tsui Roger Lee David Stillman	City Manager's Office/City Clerk/Public Works
A delay due to City staff not having the opportunity to meet with commissioners due to canceled meetings due to COVID-19.	Marketing Project *Priority Setting Item*	Investigate a potential "Cupertino Store" with City-branded items and work with Fine Arts Commission on possible artistic giveaways.	-Communications met with Fine Arts Commission in September 2019 -Fine Arts Commission is investigating possible artwork and potential giveaways	1) Fine Arts Commission will invite Communications back to a meeting and identify artwork and giveaways.	Summer 2019	In Progress	1) Identify feasibility of a "Cupertino Store". 2) Meet with Fine Arts Commission and Identify artistic giveaways.	June-2020 TBD	\$5,000	N/A	750	Brian Babcock	City Manager's Office/ Communications

Operational Efficiency

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A delay due to the Department's focus on COVID-19 response.	Workforce Planning	Use data in the City's ERP system and several City documents such as the budget, Capital Improvement Program, and City Work Program to identify key positions needed and how to attract, retain or train to ensure the availability of those positions when needed.	-Attract - Negotiate new labor contracts to stay competitive, successfully recruit, and retain talent in the current job market. -Retain - In the beginning stages a Succession Planning Program in collaboration with Leadership Academy Program consultant for a target date 2019. -Employee training and development - Kicking off the Citywide BEST (Building Employee Skills through Training) Program effective April 2019.	Begin identifying key positions. Formulate training/ recruitment/ retention strategy for those positions. 1) Identify Key Positions 2) Training Strategy 3) Recruitment Strategy 4) Retention Strategy	1) May-2020-March 2021 2) July//August-2020-May 2021 3) July//August-2020-May 2021 4) August//September-2020 June 2021	In Progress	# of Trainings Retention Rate	June 2021 2020	\$5,000	N/A	500	Kristina Alfaro	Administrative Services

Public and Private Partnerships

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A delay due to City staff not having the opportunity to meet with commissioners due to canceled meetings due to COVID-19.	Art in Unexpected Places	To beautify public and/or private/donated spaces, surprise and delight passers-by, and encourage the community to reflect on themes and imagery that represent the heritage, natural beauty, diversity, and creativity of the City.	Fine Arts Commission and Parks & Recreation Department are collaborating to install mural wall art in two locations as pilots.	1) Draft creative brief has been initiated. 2) Outreach to private property owners is pending.	Summer 2019 to Summer 2020 for pilot	In Progress	Complete mural	Summer-2020-TBD	\$10,000	N/A	100	Erick Serrano	Community Development



Community Livability

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Delayed due to scaling back the pilot program to save on costs due to the economic impacts of COVID-19. Staff is going back out to the market with a revised scope of work, which will delay implementation until Fall 2020.	Lawn Buster Drought Tolerant Planting Pilot	Develop a program that allows residents to easily elect water-wise turf conversion, including pre-set landscape plans, pre-approved contractors, and fixed prices.	-Research has begun to evaluate best options for a Citywide pilot. -Data collected, researched similar programs. -Meetings with Santa Clara Valley Water District and City of San Jose Staff who have run similar programs. Staff turnover has delayed progress. New Manager has had conversations with two interested program administrators and Valley Water. Adjusting performance goals for rest of year. Program scoped and budgeted when COVID-19 became an issue.	1) RFQ written. Release to potential partners for program admin. 2) Determine if program is feasible and impactful 3) Contracting for pilot program 4) Start pilot	1) Winter 2019 2) Winter 2019 3) Winter 2019 4) Spring 2020 3) July - October 2020 4) July - October 2020	In Progress	Receive 2-3 responses for program administrators, launch pilot Spring 2020. Achieve 2-3 interested customers by June 2020.	June 2020 October 2020	\$120,000 \$100,000	N/A	120	Andre Duurvoort	City Manager's Office
Delayed due to SiP impact on STR activity and TOT revenue. Rather than implementing a new regulatory program with code enforcement expenses in the midst of unknown conditions, it is recommended to allow STR conditions to stabilize to understand what revenue may be available to offset enforcement costs.	Short-Term Rentals (STRs)	Develop a regulatory program to regulate and collect Transient Occupancy Tax (TOT) from STRs.	-Council study session on Feb. 6, 2018. -June 19, 2018 Council approved Voluntary Collection Agreement with Airbnb. -July 24, 2018 Planning Commission Study Session. -August 2018 Online community survey. -September 26, 2019 Housing Commission presentation. -October 4, 2018 Community workshop on STRs. -November 27, 2018 Draft regulations presented to Planning Commission. -April 2, 2019 Council Study Session: Staff was directed to include provisions to regulate the platforms. -January 14, 2019 Draft regulations presented to Planning Commission.	1) Study session for Council on STR regulations. 2) Draft regulations with Council direction. 3) Bring drafted regulations for Planning Commission recommendation to Council. 4) Bring drafted regulations for Council approval. Once approved, implementation and outreach will begin.	1) April 2019 2) Summer 2019 3) Winter 2019 4) Spring 2020 -TBD	In Progress	1) Regulations for Short-Term Rentals. 2) Increased TOT collection.	Summer 2020 TBD	\$17,000 for ordinance outreach and up to \$376,000 for enforcement depending on enforcement level.	\$8,500	500	Katy Nomura Ben Fu Piu Ghosh Erick Serrano	City Manager's Office/Community Development
The County has delayed their review of sale due to their focus on COVID-19. This is still expected to occur in the summer of 2020.	Lawrence Mitty	Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development.	City is currently in final negotiations with the County to purchase the property directly from the County.	1) City to negotiate with County over Mitty Property. 2) Execute purchase agreement.	1) January 2019 2) June - Summer 2020	In Progress	Acquire a parcel for park purposes in Rancho Rinconada neighborhood.	June September 2020	\$2,800,000 for property acquisition \$8,270,994 available in Developer In-Lieu Fees	\$50,000	300	Chad Mosley Deborah Miller	Public Works/City Attorney's Office



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A delay was due to City staff not being able to meet with commissioners due to canceled meetings due to COVID-19.	Use of Athletic Fields in Parks *Priority Setting Item*	Assess current Athletic Field Use policy, scheduling process, and fee schedule. Review field use policy, including Sunday reservation feasibility, scheduling, and program cost recovery. Review use of fields for use as dog off leash areas.	Community request, proposed to the Parks & Recreation Commission in 2018. Athletic field usage policy is being evaluated. Revised policy has been drafted and is ready for approval.	Reach out to stakeholders to begin community engagement process. -Recommendations to Parks and Recreation Commission Spring-Fall 2020	1) September 2019 2) November 2019 3) January 2020 Fall 2020	In Progress	Potentially u Update current policy to address use of fields (Sunday use, permitting process and off leash dog compatibility), fees and scheduling process.	June-Fall 2020	\$30,000 No funds were used for this project. The policy was updated by staff rather than the consultant originally proposed.	None	1000-50	Jenny Koverman Karen Levy	Parks & Recreation
A delay is due to cities in the region not being able to operate on full capacity due to COVID-19. Therefore, coordination with other cities has been delayed.	Comparative studies that compares standards for mixed use developments and high density residential guidelines with other cities. Specifically, on parkland, green space, and parking space requirements.	Evaluate existing Cupertino standards for consistency with industry standards and best practices.	Proposed Work Plan item. Presentation to Planning Commission and City Council planned for Spring 2020.	(1) Identification of cities and outreach for documents and interviews. Conduct outreach and interviews with neighboring cities. (2) Document collection, review, and content analysis of best practices and published materials. (3) Matrix analysis of data.	Winter 2019	In Progress	Production of matrix and description of research results.	6/1/2020- Winter 2020	N/A	N/A	100	Ben Fu Jeff Tsumura	Community Development
Coordination efforts have been slowed due to COVID-19.	Dark Sky/Lights Out Policy and Bird Safe Design Guidelines	Create dark sky policy and bird safe design guidelines for the protection of public health and wellbeing and the facilitation of habitat friendly developments. Reevaluate street lighting and other lighting that can benefit residential areas.	Proposed Work Plan item. Outreach meetings scheduled for February with Planning Commission and City Council meetings planned for Spring.	Research and evaluate industry standards and best practices. Completed research and evaluation of industry standards and conducted public out reach meetings. Synthesize public comments and draft materials.	Summer 2019	In Progress	Adoption of appropriate policies and guidelines.	Spring 2020- Summer 2020	\$10,000 for outreach efforts and materials.	N/A	200	Erick Serrano Ellen Yau	Community Development