

ATTACHMENT B

Task	Status	Next Steps	Reassignment
Manage operational transition of 10455 Torre Ave building	Escrow complete, but operational transition still needs to occur. Power and water utilities have already been transferred to City's name.	Amended leases must be finalized and presented to remaining tenants. City needs to decide if Internet and phone service will be provided. If so, those accounts must be transferred to City's name. Keys and codes to building must be picked up from current office manager. City must determine how to pay for April maintenance services, as well as for office manager's time during this transition period.	CMO and PW
Targeted Marketing Programs to Assist Small Businesses	Launched "I Love Cupertino e-Gift" card program. City is covering processing fees for purchases of cards. Discussions with CMO and CAO on offering of bonus cards with purchase	Work with Chamber to finalize BOGO special and how to promote.	TBD
CARES CV-3 Funds	City must make a final decision on how to use this most recent tranche of HUD funds. ED Manager have been working with the regional HUD rep and with Parks/Recreation to determine if funds can pay for City's existing Senior Meal delivery program.	Decision must be made and City must submit a substantial amendment for this funding no later than July 2021.	CDD – Housing and Parks and Recreation
Small Business Emergency Relief Grant Program	Oversight of the program and program administrator; compliance.	Continue to monitor by checking in with City's CDBG consultant, Colleen, on what is needed for HUD compliance, work with Enterprise Foundation staff to get data or documents Colleen needs.	CDD - Housing

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COVID Resources for Businesses webpages <a href="http://www.cupertino.org/covid19businessinfo">www.cupertino.org/covid19businessinfo</a> <a href="http://www.cupertino.org/OpenForBusiness">www.cupertino.org/OpenForBusiness</a>	Maintain webpages with most current news and health orders from State and County, including changes to business operational guidelines, capacity limits, financial assistance programs, etc.	Update webpages with most current news and health orders from State and County, including changes to business operational guidelines, capacity limits, financial assistance programs, etc.	TBD
Business Buzz Newsletter	Compile most current news, health orders, and resources helpful to small business operators.	Next edition scheduled to go out no later than 4/26 to promote upcoming SBA grant applications, Small Business Week activity, I Love Cupertino e-Gift Card BOGO, SBDC Virtual Office Hours	TBD
Monthly City-Chamber Meeting	Held on 4 <sup>th</sup> Tuesday of the month	Reminder email for May meeting to be sent	CDD – Planning
Monthly Chamber LAC Meeting	Held on 1 <sup>st</sup> Friday of the month	Coordination for guest speaker at May 7 meeting and presentation.	CDD- Planning
Economic Development Committee (EDC) Meeting	Held quarterly on 2 <sup>nd</sup> Tuesday of February, May, August, November	May 12 meeting cancelled	TBD
Pilot Online Store for City-branded items	Per Mayor's request, Fine Arts Commission (FAC) is scheduled to discuss recommendations on items to sell.	Facilitate discussion at FAC meeting on May 24 at 6:30pm	TBD
Assist WCFMA in finding a new permanent location for the Sunday Farmers Market	Agreement extended with City to operate at Senior Center parking lot through September 2021. New permanent location is needed. ED Manager has been working with De Anza College staff and Police Department on allowing farmers market to operate in De Anza parking lots.	Discussions are continuing	CDD – Planning
Ongoing assistance to business applicants through the City's permitting process	Currently working with Shane Co, Dance Academy, Voyager Coffee, Truedan Boba, Cupertino Liquors, and medspa	Help facilitate questions and keep target timelines on track	CDD – Planning

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Business Attraction and Retention Efforts	Currently working to relocate Bagel Street Café. Working with broker to tour Five Guys Burgers. Dryclean-Pro interested in selling business. Escape room concept and pickleball center looking for locations.	Continue working with brokers, leasing agents, and businesses on making matches	CDD – Planning
Mobile Vendors Ordinance	Ordinance adopted but permit application and process must be finalized.	Permit application and process must be finalized. Also, CC has asked for a Study Session on Motorized Vendors	CDD - Planning
Study Session on Diversified Retail Uses	Begun research and talking to potential brokers and identifying a tentative study session date.	Confirm panel of brokers, meetings with local businesses and Chamber	CDD - Planning
Oversight of City's Annual Minimum Wage Program	Work with City's contractor, San Jose's Office of Equality Assurance, to monitor wage increases in surrounding communities.	Next review is planned for August/September. Notices of annual increase to businesses must be mailed end of October, no later than first week of November.	CMO
Coordinate and Host Small Business Webinars	Webinars are being regularly planned to update business operators on current items of interest and resources		TBD
Phone and Email Inquiries	Phone calls and email received daily at city email accounts and phone number for a variety of topics and inquiries.	Ongoing monitoring of voicemail and email	TBD
Division Budget Work	Updates to work program indicators, etc.	Respond to Budget Team requests	CDD
Face Mask Distribution to local businesses and organizations	Over 60,000 masks to date		Parks and Rec
Resume Scheduling of ULI UrbanPlan Communities Workshop	Originally scheduled for March 2020 but cancelled due to pandemic. This could be a key workshop/study session for CC, PC, HC, and City staff to understand development, and details on retail.	Follow-up and coordinate with ULI staff to confirm when they will resume in-person events and confirm date for Cupertino workshop. Need to secure Cupertino facility.	CMO, CDD – Planning