



**OFFICE OF THE CITY MANAGER**

CITY HALL

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**CITY COUNCIL STAFF REPORT**

Staff Meeting: March 6, 2018

Subject

City Work Program for Fiscal Year 2018-2019.

Recommended Action

Approve the City Work Program for Fiscal Year 2018-2019.

Discussion

Staff presented a draft City Work Program for FY 2018-2019 at a Study Session on February 20, 2018, including status updates on past Work Program items. Council provided direction on several Work Program items, which have been incorporated in the proposed 2018-2019 City Work Program (Attachment A).

The City's Work Program guides the efforts of City staff for the upcoming fiscal year. The following items were included based on comments from individual Councilmembers at the February 20<sup>th</sup> Study Session but have yet to be considered by the full Council.

**Civic Center Improvements**

Council indicated that they were not in favor of moving forward with the design of a new city hall, and instead directed staff to continue to evaluate alternative construction and finance mechanisms to reduce the overall cost of the Civic Center Master Plan implementation. In the near term, there appears to be no options available to bring the cost of the preferred alternative to a level that would be acceptable to the City Council.

With the Civic Center Master Plan, it was clearly determined that the existing city hall building is deficient in many critical systems. This determination is quickly being validated with the work currently underway with the consultant architect conducting the Comprehensive Facility Condition and Use Efficiency Assessment. To the public and occupants of the building these validated findings mean that the building does not meet the essential facility, immediate occupancy performance standard required to provide emergency services, and in fact, does not even meet current life safety code standards. Many of the building's systems, especially the electrical and control systems, are either years beyond their service life or are at capacity. Replacement parts are not produced and are not available unless salvaged equipment can be

located. Failure for many systems is unpredictably imminent with potential downtime measured in months.

In as such, the Work Program has been modified to include a recommended initiative to begin design of a city hall renovation, including temporary relocation of city hall staff and services for a period of approximately 18 months. If this Work Program initiative is approved by the City Council, an item will be added to the March 20, 2018 Council agenda to provide additional information and to consider directing staff to proceed in preparing a Request for Qualifications for the design of this renovation project.

#### **Explore Consolidation of Commissions into Parks & Recreation Commission**

Per Council request, staff has added an item to explore the possibility of consolidating senior, safety, and library issues into the Parks and Recreation Commission. Currently, the Recreation and Community Services Department oversees a Senior Citizen Advisory Council based out of the Senior Center, manages general code enforcement services and emergency services, and liaisons with the Library on services provided to our community.

#### **Explore Technology Solutions for Managing Public Records Act Requests**

Council expressed their interest in improving the City's process in the submission and response to Public Records Act (PRA) requests. Goals of the project include the following:

- Provide a comprehensive web portal that allows 24x7 public access to search previous PRA responses or submit a new PRA request.
- Route, escalate, track, distribute, log and manage each PRA request.
- Provide knowledge base of previous PRA requests and associated responses.
- Manage, review and improve current City process.

#### **Other items that Council requested:**

- Explore widening and/or other pedestrian safety measures within the Regnart Road Repair Analysis of Maintenance Responsibilities.
- Define incubator/co-working space within the Economic Development Strategic Plan (EDSP).
- Review the City's email retention policy.
- Study meaningful programs to enhance transportation solutions around Cupertino once the new Transit and Transportation Planner is settled.
- Look into the prevention of underage vaping, smoking, etc. within the Healthy Cities Initiative.

#### **Fiscal Impact**

The fiscal impact of proposed projects and assignments in the City Work Program will be brought forward as part of the FY 2018-2019 Proposed Budget in May.

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Prepared by: Toni Oasay-Anderson, Executive Assistant to the City Manager

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved for Submission by: David Brandt, City Manager

Attachments:

- A. 2018-2019 City Work Program