

1617



2017 Cupertino City Council

The Cupertino City Council has five members who are elected at-large to overlapping four-year terms. The Councilmembers themselves elect the Mayor and Vice Mayor for a one year term.



**Savita
Vaidhyathan**
Mayor

Savita Vaidhyathan was elected to the Cupertino City Council in 2014. Her first term will end in 2018.



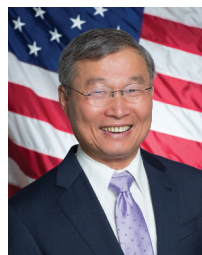
Darcy Paul
Vice Mayor

Darcy Paul was elected to the Cupertino City Council in 2014. His first term will end in 2018.



Rod Sinks
Councilmember

Rod Sinks was elected to the Cupertino City Council in November 2011. His second term will end in 2020.



Barry Chang
Councilmember

Barry Chang was elected to the Cupertino City Council in 2009 and 2014. His second term will end in 2018.



Steven Scharf
Councilmember

Steven Scharf was elected to the Cupertino City Council in 2016. His first term will end in 2020.



David Brandt
City Manager

Dear Cupertino Residents
and City Councilmembers,

I am pleased to present to the City Council, to the residents of Cupertino, and to City staff the Annual Report for Fiscal Year 2016-2017. This report highlights the services we provided and major accomplishments achieved by each department over the last fiscal year.

Here is a snapshot of what we accomplished:

- The City worked with the Santa Clara County Cities Association to draft and implement a model Minimum Wage Ordinance as part of a regional effort to increase the minimum wage to \$15 by 2019. The ordinance became effective on January 1, 2017.
- The City coordinated and managed aspects of the Apple Park project. Public Works staff worked with Apple, its engineers, and contractors to ensure all necessary work was completed per plan.
- The popular Pacific Coast Friday Farmers' Market was successfully relocated from Vallco to Creekside Park. This is a good example of public-private collaboration between the City, the PCFMA (market operator), and the First Baptist Church of Cupertino (property neighbor and overflow parking).
- The City unveiled a new website. The overarching goal for the new site was to deepen engagement with the public and expand the City's commitment to transparent, accessible, and efficient local government. Cupertino's revamped website, Cupertino.org, features a new bold look and content aligned to three key audiences: residents, businesses, and visitors.

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OVERVIEW

Cupertino continued to remain financially sound in Fiscal Year 2016-2017 as revenues outpaced expenditures. The City was returning to a more stable level of growth after a two-year period of unprecedented short-term development activity. Strong growth was anticipated in the City's sales tax, property tax, and transient occupancy tax revenue — in part due to Main Street, Apple Park, and other development projects that were underway.

REVENUES

Where does the City get its money?

Total actual City revenues for Fiscal Year 2016-2017 were \$137,911,861.

Revenues by fund were:

General Fund

Pays for core services like public safety, parks and recreation, community development, and public works. Revenue for this fund comes primarily from property and sales tax, and charges for services.

Special Revenue Fund

Accounts for the proceeds of special revenue sources legally restricted to expenditures for specific purposes.

Debt Service Fund

Pays principal, interest and associated administrative costs incurred with the issuance of debt instruments.

Capital Projects Fund

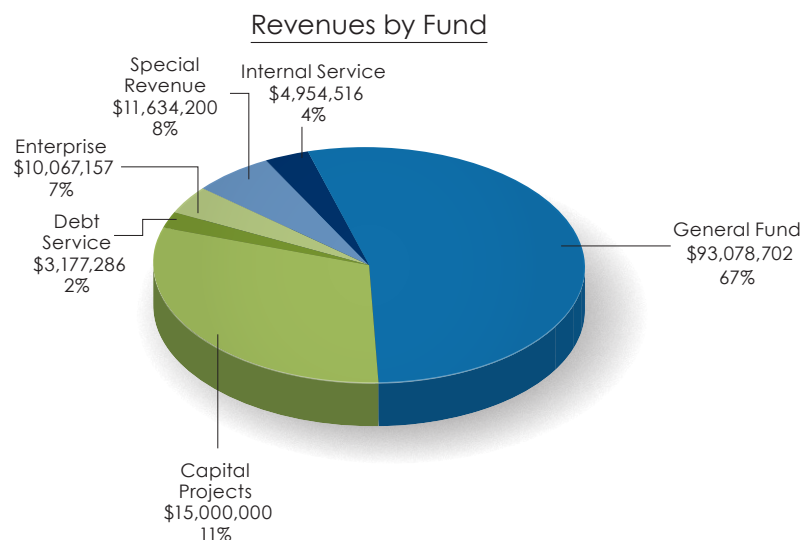
Pays for the acquisition and construction of major capital facilities from General Fund revenues.

Enterprise Fund

Pays for specific services funded by fees charged for goods or services.

Internal Service Fund

Pays for goods or services provided amongst City departments or governments on a cost-reimbursement basis.

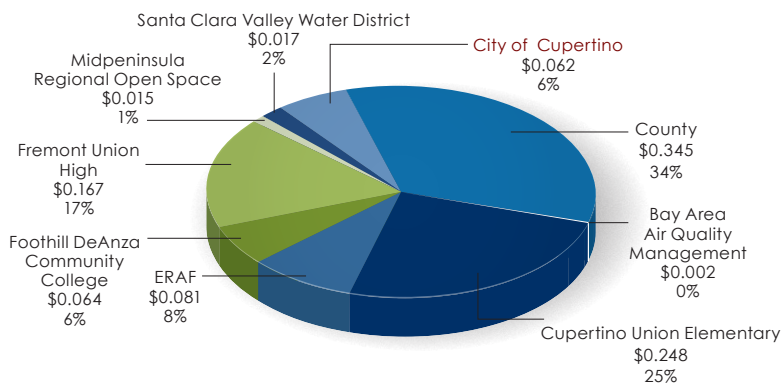


Your Taxes

PROPERTY TAXES

For every dollar collected in property taxes, agencies receive a portion per the following breakdown:

Property Tax Distribution

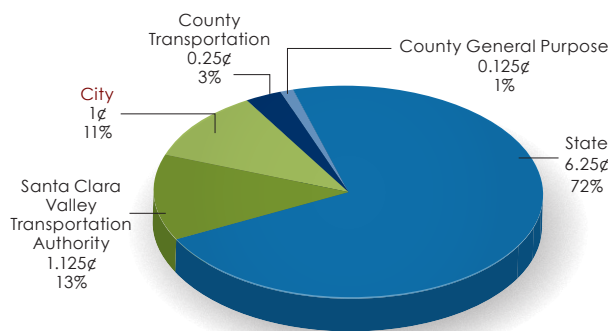


SALES TAXES

For every dollar you spend, you are taxed 8.75 cents.

Agencies receive a portion in the following breakdown:

Sales Tax Distribution

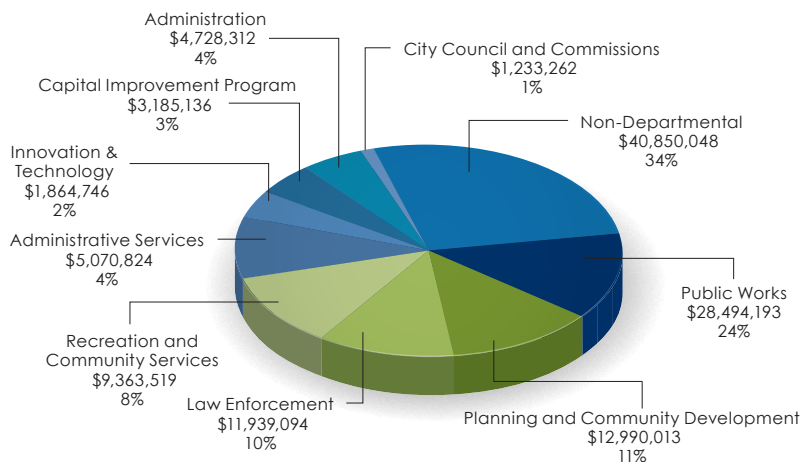


EXPENDITURES:

How does the City spend its money?

Actual expenditures for Fiscal Year 2016-2017 were \$134,884,519. The allocated appropriations were:

Expenditures by Department



City Services

Services provided by each department:



Non Departmental: \$40,850,048

Funding for the City's debt service and transfers out to other funds primarily to fund capital project costs



Public Works: \$28,494,193

Street sweeping and maintenance, traffic safety, graffiti removal, solid waste and recycling, stormwater management, urban runoff pollution prevention, tree removal and replacement, engineering services



Planning & Community Development: \$12,990,013

Building inspection, permit review, safety code enforcement, safety training



Law Enforcement: \$11,939,094

Police, animal and noise control, emergency response, vehicle code enforcement



Recreation & Community Services: \$9,363,519

Park development and supervision, leadership training, youth and senior programs, community and recreational events, emergency preparedness, and community outreach



Administrative Services: \$5,070,824

Human resources services, risk management, finance, business licensing, budget



Administration: \$4,728,312

City Administration, sustainability programs, economic development, records management, legal counsel



Capital Improvement Program (CIP): \$3,185,136

Design and construction administration for all capital improvement projects including streets, storm drainage, buildings, parks, and other public facilities



Innovation & Technology: \$1,864,746

City program development, governmental transparency (City website and channel), community outreach, information technology



City Council & Commissions: \$1,233,262

Establishment of public policies

City Manager's Office

The City Manager's Office is responsible for the direct supervision of the City Clerk's Office, Public Affairs Division, and Sustainability Division.



33%

reduction in community water usage since 2013



12%

communitywide reduction in natural gas usage since 2010



58

certified green businesses in Cupertino

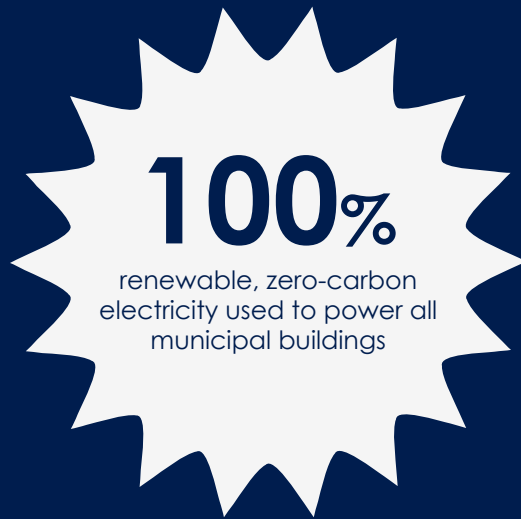
\$15

minimum wage citywide by 2019



100%

renewable, zero-carbon electricity used to power all municipal buildings



10

social media campaigns informing residents about projects, programs & services



107

Public Record Act requests processed



50%

increase in community engagement across the City's social media platforms

CITY MANAGER'S OFFICE

The City Manager's Office (CMO) is responsible for the effective and efficient operation of the City. Under the direction of the City Council, the CMO carries out the City's adopted goals and objectives, leads organizational efficiencies, directs City-wide policy efforts, and supports Council-initiated special projects.

Major Projects, Programs, and Accomplishments

MINIMUM WAGE ORDINANCE

The City Manager's Office worked with the Santa Clara County Cities Association to draft a model Minimum Wage Ordinance as part of a regional effort to increase the minimum wage to \$15 by 2019.

Per City Council direction, staff conducted extensive stakeholder outreach, including a Cupertino employer survey, community poll, and several business stakeholder meetings. Council enacted the model ordinance on October 4, 2016. Staff mailed notification letters to all business license holders in the City and created a campaign to inform the general public about anticipated increases in prices with a reminder to support local businesses.



The City contracted with the City of San Jose for enforcement of the wage ordinance but has yet to receive any formal complaints. The increase in the minimum wage was expected to result in an average pay increase of 19.4% for 25% of the county's workforce and target the low-income families. For more information visit: www.cupertino.org/wagewatch.

CITY CLERK'S OFFICE

The City Clerk's Office main functions are managing municipal elections, City records, keeping track of City Council legislative actions, and community services. The City Clerk's Office values trust, which leads to community engagement. The City Clerk's Office also leverages technology to enhance accessibility to local government.

Major Projects, Programs, and Accomplishments

UPDATES AND UPGRADES

The City Clerk's office sponsored an upgrade of the City's electronic records portal, Laserfiche, and wrote a Trustworthy Electronic Records Policy, a Document Imaging Policy, and a City-Wide Electronic Content Management Policy. In addition, the City's Records Retention Schedule was updated.

PUBLIC AFFAIRS DIVISION

The Public Affairs Division promotes and increases interest and participation in City services, programs, initiatives, and projects while building community pride and positive identification with the City among its residents.

Major Projects, Programs, and Accomplishments

CUPERTINO SCENE REDESIGN

The Cupertino Scene is the City's monthly newsletter, which is mailed to every home in Cupertino. It was redesigned—with a bigger page size—to allow for the use of larger fonts (for easier reading), better use of images and photographs (to assist in storytelling), and more room for pullouts and graphs (to help explain complicated information).

CUPERTINO BRAND GUIDELINE REFRESH

The Public Affairs Division began undertaking a "Guideline Refresh" project to update the City's outdated guideline document. The refresh included an updated style guide with clearly defined fonts, a new color palette, and logo elements. It also included new letterhead and staff report templates, fresh proclamation and press release documents, City-wide email signatures, and new PowerPoint layouts for meetings.

SUSTAINABILITY DIVISION

The City of Cupertino has long been a leader in practicing resource conservation and efficiency. It formalized these efforts in 2008 through the creation of a Sustainability Division. The Division oversees and manages the implementation of the Climate Action Plan, tracks greenhouse gas emissions, and manages programs that reduce our climate impact.

Major Projects, Programs, and Accomplishments

WE ARE STILL IN! - ACCELERATING CLIMATE ACTION

Cupertino's Climate Action Plan (CAP), defines strategies to not only reduce greenhouse gas emissions but to also provide energy, water, fuel, and cost savings for the City, its community members, and businesses.

CARBON-FREE ELECTRICITY WITH SVCE

The Sustainability Division began evaluating Community Choice Energy programs with the cities of Mountain View and Sunnyvale, and Santa Clara County in parallel with the development of its Climate Action Plan starting in 2014. This initial effort, through evaluation and community outreach, lead to the creation of Silicon Valley Clean Energy (SVCE), a local, public non-profit that purchases cleaner energy on the open market for residents and businesses in participating communities. SVCE began providing carbon free electricity to customers starting in April 2017. All municipal buildings have been opted up to GreenPrime and now run with 100% renewable electricity.

GROWING GREENER BUSINESSES

The GreenBiz Program is a free City service that guides businesses through the rigorous California Green Business Certification Program. In Fiscal Year 2016/17, the following three businesses achieved their Green Business Certification: Howard's Shoes for Children, Fit36, and Bethel Lutheran Church. Six businesses were recertified: St. Jude's Episcopal Church, Sunny View Retirement Community, the Ski Renters, Rio Adobe, Vardy's Jewelers, Kiddie and Academy of Cupertino.

CONTINUING TO CONSERVE WATER

In January 2014, Governor Brown declared a drought State of Emergency, calling on all Californians to cut water usage by 20% compared to 2013 levels. The City's call to action increased when the Santa Clara Valley Water District requested a 30% reduction in 2015. In response, Sustainability staff worked with Public Works to adjust irrigation schedules in parks, sports fields, school sites, and street medians and implement landscaping improvements such as mulching, plant replacement, and converting to drip irrigation. These efforts resulted in a 35% savings in municipal water usage.



EARTH DAY AND ARBOR DAY FESTIVAL

Cupertino's 9th Annual Earth Day & Arbor Day Festival brought together thousands of community members, 80 partnering organizations, and 100 volunteers to the Civic Center Plaza to share and explore the diverse environmental programs offered by Cupertino and its environmental partners. This year's festival launched with Cupertino's second "Pedal for the Planet" Family Bike Ride, sponsored by the Safe Routes 2 School Program, through which over 80 cyclists completed a smooth 7 mile bike ride around Cupertino schools and parks. The yoga class, bike valet parking, Neighborhood Tree Walk, and Environmental Art & Innovation Exhibit were new additions to the festival.

Awards, Grants, and Recognitions

BEACON AWARD

The City has won four Beacon Spotlight Awards from the Institute for Local Government. The awards recognize Cupertino's efforts to reduce municipal and community greenhouse gas emissions and conserve resources.

SOLSMART GOLD DESIGNATION

SolSmart, funded through the U.S. Department of Energy's SunShot initiative, recognizes cities for making it easier, cheaper, and faster for residents and businesses to go solar. The City of Cupertino was designated in July 2017 as a SolSmart Gold city for its work to reduce barriers and encourage solar energy adoption.



Community Development Department

The Community Development Department consists of five divisions: Planning, Building, Housing, Economic Development, and Code Enforcement.



168

planning applications approved



34

new brick-and-mortar
businesses opened



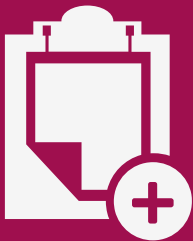
59

complex municipal, zoning, build-
ing, and fire code enforcement
cases resolved by CDD Code
Enforcement



2

new development
agreements approved



14,688

building inspections performed



\$699,072

in grant funding distributed to
the community:

- Affordable Housing Placement Program
 - Fair Housing Services
- Greenwood Court Renovation Project
 - Housing Repair and Rehabilitation
 - ADA Curb Ramp Installation
 - Public Service Grants
 - Human Services Grants



2,048

building permits issued

COMMUNITY DEVELOPMENT DEPARTMENT

The mission of the Community Development Department (CDD) is to design and build a cohesive, safe, vibrant, and economically-strong city through comprehensive policy, community engagement, planning, permitting, and public education.

PLANNING DIVISION

The Planning Division administers land use regulations and development policies to ensure Cupertino's built environment adapts to resident needs and enhances livability, prosperity, and sustainability.

Major Projects, Programs, and Accomplishments

BEEKEEPING ORDINANCE

Since locations for beekeeping were restricted by the City's Municipal Code, the Cupertino Rolling Hills 4-H Club, which keeps bees at McClellan Ranch, in a presentation to the City Council requested that regulations be re-evaluated to enable more beekeeping. They emphasized the importance of bees to the food system and explained the threat of colony collapse to bee populations. The Municipal Code was amended to allow hives to be located in all zoning districts, as long as they are set back 20 feet from the front property line and streets, and set back 8 feet from side or rear property lines.



HAMPTONS

On July 5, 2016, the City Council approved a development plan for the housing element site located at 19500 Pruneridge Ave, which includes demolition of the existing 342-unit apartment complex and construction of 942 new rental units, of which 71 are below market rate units, resulting in 600 net new units. The plan includes parks, open spaces and a public bicycle hub. The Hamptons development agreement provides fund-

ing for the following community benefits:

- Civic facilities: \$7,000,000
- Extend reclaimed water line for potable water conservation: \$1,800,000
- Wolfe/I-280 Interchange project: \$7,000,000
- Santa Clara Unified School District: \$2,400,000
- Transportation Demand Association: \$250,000 for set up, then \$50,000 per year for operations



MARINA PLAZA

On September 6, 2016, the City Council approved a development plan for the housing element site located at 10122 Bandle Drive and 10145 North De Anza Boulevard, which includes demolition of approximately 44,000 square feet of commercial space, and the construction of a 122-room hotel, two mixed-use buildings with approximately 22,600 square feet of commercial space and 188 apartments with associated underground and surface parking.

The Marina Plaza development agreement provides funding for the following community benefits:

- Annual contribution to Fremont Union High School District (FUHSD) and Cupertino to provide annual contribution of \$18,000 and \$46,000 respectively, use of no fewer than five (5) days of Hotel Room use per year each of FUHSD and CUSD, and use of the community room on the Residential Parcel from time to time by FUHSD or CUSD when available at no charge.
- Participation in a Transportation Management Association (TMA) with a one-time payment to the City in the amount of \$50,000, and an annual maximum contribution of \$20,000 per year increased annually based on increases in CPI.
- Construction of certain public improvements including traffic signal modification at a cost of \$150,000, bicycle and pedestrian improvements at a cost of \$35,000, and a bus shelter and benches at a cost of \$40,000.

BUILDING DIVISION

The Building Division safeguards the public health, safety, and general welfare of residents, workers, and visitors to Cupertino through effective administration and enforcement of building codes and ordinances adopted by the City.

Major Projects, Programs, and Accomplishments

MAIN STREET CUPERTINO

By the end of June, occupancy had been issued for 90% of commercial tenant space while construction continued on the hotel and lofts.



APPLE PARK PROGRESS

From July 2016 through June 2017, significant progress was made at Apple Park (Apple Campus 2). By June 30, 2017 Apple Park had reached the following milestones:

- Main Building and Fitness Center shells complete
- Visitor Center first-floor shell complete, construction of the roof observation deck underway
- Tantau and Wolfe Reception Centers shells complete
- Transit Center grading and paving complete
- Auditorium nearly finished as Apple, Inc. prepared for the 10-year anniversary launch of the iPhone X

HOUSING DIVISION

The mission of the City of Cupertino Housing Division is to provide safe, decent, and affordable housing and services to very-low, low- and moderate-income Cupertino households.

Major Projects, Programs, and Accomplishments

AFFORDABLE HOUSING PLACEMENT

In FY 16-17, the Below Market Rate Affordable Placement Program provided extremely-low to low income rental units to 138 households and facilitated the sale

of median and moderate income units to four households.



CHARITIES HOUSING

Charities Housing, a Community Housing Development Organization, was approved to develop a three-story building with 19 apartment units. With the exception of the manager's unit, 100% of the units will be age-restricted to seniors 62 and older with household incomes which range between 30% and 50% of Area Median Income (AMI). The development is using funds from various resources including the City of Cupertino's Below Market Rate Affordable Housing Fund and the Santa Clara County Measure A Bond.

ECONOMIC DEVELOPMENT DIVISION

The mission of the City of Cupertino Economic Development Division is to enhance the vitality of the local economy and improve the quality of life for its residents and visitors by working to attract, retain, and grow business in Cupertino. These actions strengthen the City's local economy, build capacity, and create jobs and general economic opportunity to sustain a vibrant, safe, and healthy community.

Major Projects, Programs, and Accomplishments

SMALL BUSINESS SATURDAY

The City of Cupertino, in conjunction with Main Street Cupertino, hosted its first annual Small Business Saturday Celebration featuring free family fun activities at Nineteen800 on Saturday, November 26, 2016.

FARMERS' MARKET

The Pacific Coast Friday Farmers' Market was successfully relocated from Vallco to Creekside Park on Miller Avenue. Its first day of operation was Friday, March 24, 2017. This is a good example of public-private collaboration between the City, the PCFMA (market operator), and the First Baptist Church of Cupertino (property neighbor and overflow parking).

Public Works Department

The Public Works Department includes the Development Services, Environmental Programs, Transportation, Capital Improvements, and Maintenance Divisions.



1,069

storm drains inspected and cleaned



1,464

residents provided with free garden compost made from the curbside collection of residential food and yard waste



4,400

community members engaged in environmental stewardship at nine different events



134

individual development projects reviewed



25,300

tons of asphalt placed for street overlay and maintenance



118

trees planted with an additional 4,100 trees trimmed



26

permits issued for Block Parties



72%

waste diversion achieved by Cupertino employers

PUBLIC WORKS DEPARTMENT

The Public Works Department's goal is to provide the highest degree of quality in the areas of engineering, construction, environmental services, operations, and maintenance.

DEVELOPMENT SERVICES DIVISION

Development Services assists developers and contractors through the construction process to approve and inspect public and private projects involving infrastructure and public facilities.

Major Projects, Programs, and Accomplishments

APPLE PARK

Coordinated and managed the Public Works aspects of the project. Worked with Apple, their engineers, and contractors to ensure all necessary work was completed per plan and done with the minimum inconvenience to the public as possible.



SUPPORT FOR COMMUNITY DEVELOPMENT

Provided support for the Planning Division for early project review and conditioning of various projects, including the Cupertino Village Hotel and the Veranda, which is a Charities Senior Housing project.

EMERGENCY ROADWAY REPAIR

Coordinated with the Federal Emergency Management Agency (FEMA) and California Office of Emergency Services for financial aid reimbursement to cover the costs of repairing damaged infrastructure due to the 2017 winter storms.

MAIN STREET

Coordinated and managed the Public Works aspects of the project. Worked with the developer to complete all necessary work and to enable a phased opening

and completion of the project.



ENVIRONMENTAL PROGRAMS DIVISION

Environmental Programs facilitates businesses and multi-family property accounts to participate in organics collection, conducts business inspections for potential storm water pollution discharges, and reviews tenant improvement development projects to ensure the plans include required storm water pollution improvements.

Major Projects, Programs, and Accomplishments

PILOT PROGRAM

Implemented a pilot program at 10% of multi-family properties. As a result, 1,136 new units have access to compost carts, increasing organics collection at multi-family residences by 33%.

DE ANZA COLLEGE

The environmental team partnered with four De Anza College students for six storm drain catch basin trash assessments.

CIVICALLY ACTIVE TEENS PROGRAM

Partnered with the Recreation and Parks Civically Active Teens (CAT) Program to provide an in-depth conversation about waste reduction and storm water pollution prevention. Staff and teens conducted trash cleanups at Calabazas Creek and Creekside Park.

Awards, Grants, and Recognitions

SCHOOLS GOIN' GREEN

The Environmental Programs Division received the "Outstanding News, Information, Outreach and Media

Project" by the CASQA for their Schools Goin' Green (SGG) program. Six middle and high schools implemented student-led campaigns to remove litter on and around their campuses, pollution prevention messaging and education, and development of recycling and food waste composting programs. 98 clean up events totaled over 4,100 pounds of litter collected and students created a SGG logo and educational handbook.

CITY FOOD WASTE DIVERSION EFFORTS

For the second consecutive year, the City received a Certificate of Achievement from the US EPA's Food Recovery Challenge Program for Cupertino restaurants and grocery stores reducing the amount of wasted food from being disposed to the landfill through source reduction, food donation, and composting. These efforts resulted in a 26% reduction of food waste entering the landfill which translates to a reduction of 1,220 metric tons of CO2 equivalent, which is comparable to removing 257 passenger vehicles from the road for one year.

TRANSPORTATION DIVISION

Transportation maintains a safe and efficient flow of traffic for the community.

Major Projects, Programs, and Accomplishments

BICYCLE BOULEVARDS

The division completed a major public outreach effort related to implementation of the City's new Bicycle Boulevard network, which included a citywide workshop introducing the entire bicycle boulevard network, as well as individual neighborhood workshops at each of the seven bicycle boulevard neighborhoods.



TRAFFIC IMPACT FEE

The City's "General Plan: Community Vision 2015-2040" identified the need to implement a Traffic Impact Fee (TIF) in order to fund transportation improvements necessary to mitigate the traffic impacts of future development in the City. In support of this policy, the

Transportation Division completed a Traffic Impact Fee Nexus Study, which provides the legal basis for requiring development impact fees, and adopted the City's first Traffic Impact Fee.

TRAIL FEASIBILITY STUDIES

In partnership with several consultants who have experience in trail projects, the division initiated feasibility studies for the Junipero Serra Trail and the Regnant Creek Trail; work to date has included significant public outreach to stakeholders, residents, affected jurisdictions, and the formation of a major partnership between the City and the Santa Clara Valley Water District, VTA, Caltrans, PG&E, the Cupertino Sanitary District, and others.



SAFE ROUTES TO SCHOOL PARENT CHAMPIONS

Cupertino's Safe Routes to School (SR2S) program achieved a major goal this year by identifying "Parent Champions" at every public school within Cupertino. "Parent Champions" are parent volunteers associated with a particular school, who are responsible for promoting the SR2S program and ideals at their school, and for acting as a conduit to the school for Cupertino's Safe Routes to School Coordinator.

Awards, Grants, and Recognitions

COMMUNITY CHANGE GRANT FROM AMERICA WALKS

Cupertino SR2S received one of the 27 Community Change Micro Grants awarded by America Walks for use in 2018. This micro grant program provides funds for communities to create more safe, accessible and enjoyable places to walk and be physically active. Cupertino Safe Routes 2 School was selected from over 750 applications for projects that demonstrate the passion, creativity, and commitment of local walking champions. The SR2S will use this grant to engage Cupertino middle school students to create their own walking program for their peers.

PUBLIC HEALTH DEPARTMENT AWARD

The County of Santa Clara awarded their annual "Exemplary Award for Safe Routes to School" for the City's

efforts to encourage more students to walk and bike safely to school, a program so successful that it now serves as a model for communities across the County. The Healthy Cities Initiative supports cities and towns in their adoption of policies that improve health and prevent chronic disease and unintentional injury.

CAPITAL IMPROVEMENTS DIVISION

Major Projects, Programs, and Accomplishments

ADMINISTERED VARIOUS CITY PROJECTS

The division administered various projects, including:

- Completed blacksmith shop forge restoration McClellan Ranch Preserve



- Replaced the turf at City Hall with drought tolerant, native California landscaping
- Initiated and completed the Feasibility Study for a new Administration Building at the Service Center
- Finished resurfacing the east side tennis courts at the Sports Center
- Designed and upgraded the Fire Alarm Control Panel at Quinlan Community Center
- Constructed the public improvements on Pasadena Avenue between Granada and Olive Avenues
- Completed sidewalk restoration on Stevens Creek Boulevard between Stelling Road and De Anza Boulevard

MAINTENANCE DIVISION

Major Projects, Programs, and Accomplishments

GROUNDS MAINTENANCE PROJECTS

Grounds maintenance projects included:

- Renovation, skinning, reconfiguration of ball fields
- Switching out of various irrigation components for water savings
- Renovation of the grounds of Cupertino City Hall

- Removing turf and replacing with infield mix at two little league infields and repurposed several areas from turf to drought tolerant plantings with drip irrigation
- Added several benches at Jollyman Park at the request of community group
- Supported the Girl Scout troop 60598 silver award project by installing doggie bag dispensers at two neighborhood locations

STREETS AND SIDEWALKS PROJECTS

The Street Maintenance projects included:

- Annual Pavement and Asphalt Maintenance projects extended the life and improves the condition of Cupertino's 138 miles of street networks
- Street sweeping of residential and commercial areas
- Cleaning and maintaining 2200 storm drain inlets and monitor urban runoff pollution prevention

TREES AND RIGHT-OF-WAY PROJECTS

Trees & Right-of-Way maintenance projects included:

- Converting irrigation on median strips to drip systems and installing new plants on medians in various locations throughout the City
- Renovating the landscape in the right-of-way area on east side of De Anza Boulevard north of Laza-neo Avenue
- Installation of two "Welcome to Cupertino" back-lit signs, one at De Anza Boulevard and Bollinger Road, and the other at Wolfe Road and Home-stead Road



FACILITIES AND FLEETS PROJECTS

Facilities and Fleets maintenance projects included:

- Facilities completed numerous space renovations including the following areas: Finance, Payroll and Human Resources, Public Works Administration, Senior Center, Quinlan and Blackberry Farms, Code Enforcement, Office of Emergency Services, Senior Center Administration, and Recreation
- Many projects were finalized including the McClellan Ranch concrete installation, the Senior Center dance room floor replacement, the Community Hall re-carpeting, and 100 light fixtures converted to LED

Innovation & Technology Department

The Innovation & Technology Department includes Applications, Geographic Information Systems (GIS), Infrastructure, and Video.



40%

website traffic originating from mobile devices



3,000

approximate hours of original City produced programming broadcast on the City Channel



94,362

views by visitors of the City's YouTube channel



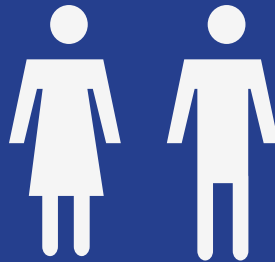
40,000

increase in site visits during the first four months after the new website launch



3

number of additional Citizen Engagement applications available online



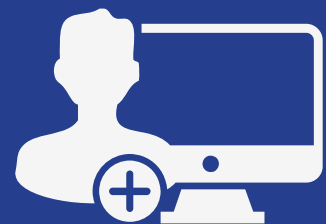
6,966

of unique visitors on the Granicus meeting video site



284

Service Finder sessions for map inquiries



41,474

page views of the City's Granicus meeting video site

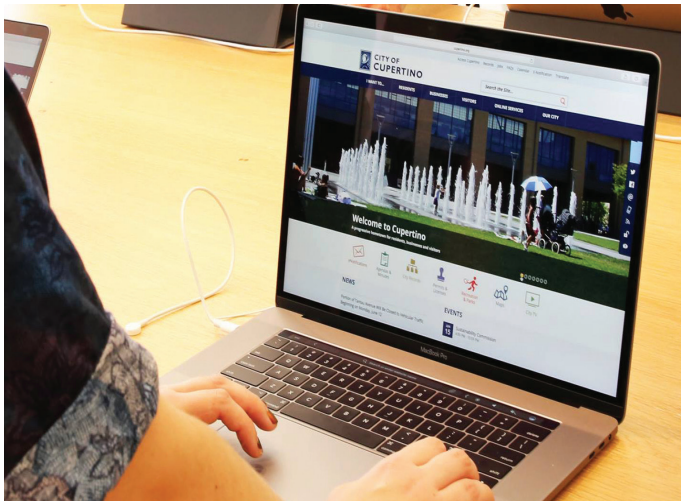
INNOVATION & TECHNOLOGY DEPARTMENT

The Innovation & Technology Department (formerly Information Services) is responsible for planning and implementing a comprehensive internal and external technology and video communication program for the City of Cupertino. The department also ensures constituents have easy access to information and services via the communication technology of their choice.

APPLICATIONS DIVISION

The Applications Division implemented major projects like the new City website and its content management system, the Laserfiche upgrade to the Rio platform and various workflows to automate processes for Public Works and the Building Division. The Budget Book application and transactional reports were created for Finance and Human Resources. The Applications division also performed a needs assessment and rolled out projects, like the Case Management Application for the Senior Center, Building OS for the Environmental Division, Fuel Management System and Permit Waiver Application for Public Works.

Major Projects, Programs, and Accomplishments



NEW CITY WEBSITE

The overarching goal for the new site was to further engage City Hall and the local community and beyond, expanding Cupertino's commitment to transparent, accessible, and efficient local government. Cupertino's revamped website, Cupertino.org, features a new bold look and content aligned to three key audiences: residents, businesses, and visitors.

Since approximately 40 percent of website traffic comes from mobile devices, enhanced mobile accessibility was a critical aspect of the site redesign. We enhanced the most accessed information like Agendas

and Minutes, City Records, Permits and Licenses, Parks and Recreation, Maps and City TV into individual icons so users can access them quickly. Feedback from the community has been positive, and site visits are trending upward. The website launch survey also provided positive response from site visitors. Cupertino saw an increase of 40,000 more site visits during the first four months of the site launch.

LAND BASED PERMITTING SYSTEM

The Applications Division contracted with Accela, a land use management system application, which is expected to be fully implemented in Fiscal Year 2017-2018.

GIS DIVISION

The GIS Division captures, manages, analyzes, and displays all forms of geographically referenced information for the City of Cupertino. Through maps, globes, reports, and dashboards GIS provides ways to view, understand, question, interpret, and visualize Cupertino in ways that reveal relationships, patterns, and trends. The GIS Program works to help staff, citizens, businesses, and development communities answer questions and solve problems by looking at the City's data in a way that is quickly understood and easily shared – on a map!

Major Projects, Programs, and Accomplishments



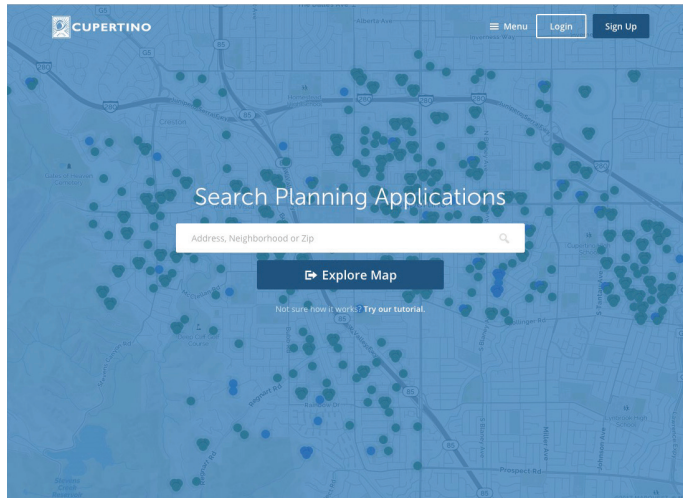
CITYWORKS EXPANSION TO INCLUDE GROUNDS

Cupertino's asset management systems, Cityworks, is now used by the Grounds Division. In a collaborative effort between Grounds Technicians, Sustainability and GIS, staff created asset data models, collected the data inventories and integrated user workflows in the Cityworks application (work order, inspections, reports, dashboard, notifications, and training). The Grounds Division is currently in full swing creating work orders

attached to feature assets, performing inspections on assets and updating inventories in the field.

FLEET FUEL MANAGEMENT ASSET MANAGEMENT INTEGRATION

The GIS Division completed the fuel pump management asset management system integration. Now Fuel Master and Cityworks can talk to each other. When a vehicle reaches a certain mileage interval, as recorded by Fuel Master, Cityworks generates a preventative maintenance work order. This includes revamping how Fleet manages preventative maintenance work and cleaning up the existing database.



BUILDINGEYE DEPLOYMENT

The GIS Division launched BuildingEye in April 2017. BuildingEye is an interactive software system that provides a user-friendly interface for the public to access City records dating back to 2005.

GIS worked closely with the Building and Planning Divisions as well as our Land-based permitting provider to clean up and configure Cupertino's permit data in a way that would allow staff to provide the public with the most complete, accurate, and comprehensive data available.

ONBOARDED THE GIS DIVISION'S FIRST ASSET MANAGEMENT TECHNICIAN

The Asset Management Technician is responsible for supporting the Asset Management deployments throughout Public Works in delivering improvements to both processes and systems.

The Asset Management Lead will work with the appropriate stakeholders to understand the business requirements of the requested improvements, and will work with the GIS team to deliver these improvements. Additionally the Asset Management Lead will help the GIS team to prioritize improvements, as well as Project Manage and handle change management on these improvements.

INCREASED WEB PRESENCE

GIS is now up-front and center on the City's website

homepage through the map icon. The map icon allows the user to directly connect to the Service Finder Application. The City of Cupertino Service Finder is a handy application that allows users to quickly find services offered in the City. Use the application to:

- Get information about upcoming events in the City
- View the schools in your area
- Find a park based on an activity



TWO AERIAL PHOTO ACQUISITIONS

In Fiscal Year 2017 Cupertino purchased two aerial photos. One with a four-city consortium flown in February and the other part of a County-wide mosquito abatement project flown in August. Both have been a tremendous help to Public Works, Community Development, and Code Enforcement Departments.

UPGRADED GIS INFRASTRUCTURE AND SOFTWARE

GIS upgraded three servers to SQL 2014. For software, staff upgraded the Enterprise ArcGIS platform as well as Cityworks, the asset management system. For both applications GIS first tested the upgrade on the development server.

For Cityworks, since each division's has a unique dynamic environment built around their own specific workflows, GIS had each division run through a test document to ensure everything worked as intended. Once all the testing had been completed and the issue resolved staff rolled out the upgraded software to the production server. This process ensured our users had a seamless transition from the old version to new.

INFRASTRUCTURE DIVISION

The Infrastructure Division is responsible for managing the City's technology infrastructure with responsibility for the engineering, technical operations, and network systems administration; and ensuring reliable connectivity and telecommunications between all City facilities and staff.

The Infrastructure team is also where most City employees will interact with IT staff, where helpdesk is a critical function of daily IT operations.

Major Projects, Programs, and Accomplishments

WAN/INTERNET UPGRADE

The Infrastructure team moved forward in upgrading Internet and network connectivity at most sites. This allowed better experience for City staff at non-City Hall locations to access network and Internet resources at a much higher speed. Some facilities received a performance boost of 50-times.

While a majority of sites have been upgraded, there are some sites which will be completed in the coming months (e.g. Black Berry Farm Recreation Center).

SERVER HARDWARE REFRESH

The Infrastructure team, working with a consultant, performed a major upgrade in the City's Datacenter. This included upgrading the City's aging server hardware and storage systems.

As systems evolve, staff continues to look into new technologies that allow the group to manage systems in a more efficient manner. One of these opportunities came in the form of adopting hypercovered server and storage system from Simplivity which allowed a more streamlined management and deployment of datacenter resources. This allowed IT staff to not only manage equipment more efficiently but also deploy, backup, and turn up computing resources faster.

FIREWALL AND NETWORK SECURITY UPGRADE

The City's firewalls, which act as a network "security guard" for incoming and outgoing traffic, was upgraded in response to today's increasing security vulnerabilities. By performing this upgrade, the City will be better prepared to have the tools and means to ensure network traffic continues to be monitored and reported on properly on the network level and application level.

Along with the firewall upgrade, the City has deployed a Security Operations Center through ArcticWolf. This allows 24/7 monitoring of our network by a team of security professionals with notifications sent to IT Staff for incidents. Working with ArcticWolf, the City now has an expert team of IT security professionals to consult on best practices to implement and follow-up on as an affordable service.

WIRELESS NETWORKING

In the beginning of the Fiscal Year, the City's wireless network was segregated from the main wired network. This unfortunately only allowed internet access and did not allow staff to access City network resources such as shared drives and applications easily.

During the year, the Network Specialist reconfigured the City's Wi-Fi, resolving this limitation, thus allowing City staff more freedom of movement/work with their mobile and laptop devices.

VIDEO DIVISION

The Video Division works closely with the Public Affairs Division in promoting City services and programs by developing programming and information products for the City Channel, Radio Cupertino, the City's website, the City's digital signage network, and its online video platforms.

In addition, the Video Division designs, manages, and maintains broadcast and audiovisual systems throughout the City, and provides citywide AV support and consultation to employees and other groups. The Video Division also produces and distributes internal videos and other digital resources for the purpose of employee training, professional development, and historical documentation.

Major Projects, Programs, and Accomplishments

COMMUNITY HALL TECHNOLOGY UPGRADE

The Video team completed design work, equipment installation, and control system programming related to the community hall audiovisual and broadcast systems. This is the first major overhaul of Community Hall system since the opening of the facility in 2004. All the engineering design work was performed internally by staff, which saved the City thousands of dollars.



CONTROL ROOM TECHNOLOGY UPGRADE

The Video team completed a major rebuild of the Video Control Room, replacing the old standard definition broadcast and videotape equipment that was installed during the 1999-2002 timeframe.

The standard definition switcher and recording systems were replaced with high definition components, and the signal distribution system was redesigned to allow for electronic based matrix routing. The team also upgraded the media encoding equipment, thereby allowing greater flexibility to stream content to multiple online platforms.

ELECTION 2016 PROGRAMMING

The Video team televised 12 programs related to the local Cupertino elections in Fall 2016. These included programs sponsored by the League of Women Voters, the Chamber of Commerce, the Rotary Club of Cupertino, and the Asian Pacific Islander American Public Affairs Association (APAPA).

As a public service, several forums related the City Council and school board races were broadcast. The team also worked with the Cupertino Teen Commission in co-producing the Pizza and Politics telecast.



STATE OF THE CITY ADDRESS 2017 PRODUCTION

The Video crew, alongside the Public Affairs Division, produced the Mayor's annual State of the City Address in March 2017. This included producing the individual video segments and other visuals that were presented during the address, and providing the technical setup and remote broadcast design that allowed for live streaming and video recording of the event.

SVCEA Board Meetings of Directors

The City Channel began monthly telecasts of the Silicon Valley Clean Energy Authority Board of Directors Meeting (a total of five meetings were televised for the period February 2017-June 2017).

Library Speaker Series and Other Events

Beginning in January 2017, the City entered into a partnership with the Cupertino Library to televise and video record a number of the Library's regular speaker series events at Community Hall. Many of the programs are related to current events and/or topics of special interest to the Cupertino community. A total of two events were recorded for the period January 2017-June 2017. These included Post Truth Politics and Silicon Valley Reads: Trust and Justice. Additional programs were recorded for the remainder of calendar year 2017.

CATDV Media Asset Management Platform

In early 2017, video staff began consolidating and indexing the City's video and digital media assets into a single Media Asset Management platform (CatDV); this work is on-going. When completed, CatDV will allow

city employees access to the City's entire library of videos, images, and other digital resources; powered by a robust database/search engine.



Webcasting City Meeting Video Content in High Definition

In early 2016, video staff began live streaming and archiving of City Meetings (and other local programming) in 1080p high definition. Previously, City meetings were only available in 480p standard definition. This upgrade in format resolution has greatly enhanced overall production value of the City meetings—especially in regard to the readability of PowerPoint presentations and other electronically displayed documents.

Recreation & Community Services Department

The Recreation & Community Services Department includes the Administration; Business and Community Services; Senior Center; Youth, Teen, and Environmental Stewardship; and Sports and Fitness Divisions.



95%

of customers surveyed rated services as good or excellent



24,611

hours of community service by 217 Senior Center volunteers



756

participants in the Big Bunny 5K and Fun Run celebrating fitness, fun, and family



1,086

participants enrolled in the Learn to Swim Program



6,500

visitors to the Environmental Education Center

132

new classes, programs, and events



380

Cupertino residents served as Neighborhood Block Leaders



1,487

participants in 78 trips with a 95% satisfaction rating



10,000

participants in sports program at the Sports Center

RECREATION & COMMUNITY SERVICES DEPARTMENT

The Recreation and Community Services Department is committed to providing opportunities, resources, and services to the community to enhance the quality of people's lives through recreational, educational, and cultural experiences.

PARKS IMPROVEMENTS

Cupertino offers many beautiful parks for the public's enjoyment, from large areas with expansive lawns to smaller neighborhood parks.

Major Projects, Programs, and Accomplishments

CITYWIDE PARKS AND RECREATION SYSTEM MASTER PLAN

The Citywide Parks and Recreation System Master Plan made excellent progress. The consultant team has worked closely with staff to evaluate our parks and recreation facilities and invite robust community input. Presentations, findings and updates were shared with the Parks and Recreation Commission approximately monthly to invite ongoing feedback from the public and the Commission. Progress remains strong.



BEEKEEPING ORDINANCE UPDATE

Recreation staff participated in a very welcome update to the City's beekeeping ordinance, which had effectively prohibited beekeeping in most of the city. Recreation collaborated on an ordinance update effort led by the Community Development Department, with support from the Rolling Hills 4-H beekeeping program and the Santa Clara Valley Bee Guild. A well-received presentation to the Parks and Recreation Commission was followed by successful City Council adoption of a modernized ordinance in December 2016 which supports and encourages urban beekeeping.

GRASSROOTS ECOLOGY

Grassroots Ecology (formerly Acterra Stewardship) completed a three-year installation of restoration plots at the McClellan Ranch meadow, with high participation by community volunteers. The work was largely funded by a grant from Santa Clara Valley Water District, with additional City support.

Grassroots Ecology then transitioned from primarily grant-funded work to a city contract included in the new budget, with endorsement by the Parks and Recreation Commission. Grassroots now partners with the City to provide continued care for McClellan meadow, restoration activities downstream, and continued high levels of community engagement and environmental education through a variety of opportunities.



STEVENS CREEK CORRIDOR BANK REPAIR

In June 2017, Recreation staff collaborated with Public Works to implement a repair to the east bank of Stevens Creek along the golf course. The bank was damaged by high storm flows during early 2017. The work was successfully completed during a short available window, and met the standards to be reimbursed by the federal FEMA program. The repair work used natural materials and methods to stabilize the bank and was finished with new native plantings, compatible with the original restoration design.

BUSINESS AND COMMUNITY SERVICES DIVISION

The Business and Community Services division supports Department programs and services through the provision of customer service, development and administration of policies, as well as managing the Department's marketing and recreation software. The division is also responsible for the Department's community outreach programs, including City events and community festivals at Memorial Park, as well as the Neighborhood Watch and Block Leader programs. The division man-

ages Quinlan Community Center (QCC) and Community Hall, as well as facility and park picnic rentals.

Major Projects, Programs, and Accomplishments

CINEMA AT SUNDOWN

On Friday, August 12 Cinema at Sundown featured the Disney Classic Aladdin, with an audience of 300, made up of both adults and children. August 19 Cinema at Sundown screened Goosebumps at the Memorial Park Amphitheatre with an audience of 250.



KIDS 'N FUN FESTIVAL

The Kids'N Fun Festival was held on Saturday, August 13, 2016 in Memorial Park presented by the Taiwanese Cultural & Sports Association. This multi-cultural festival dedicated to children of all ages featured activities, games, performances, and international delicacies. An estimated 10,000 were in attendance for fun activities and creative games including several stage performances, a singing contest fashion show, and international village.

BLOCK LEADERS FALL TRAINING

On Thursday, September 15th, 55 Block Leaders participated in communication training, "Listen to Understand, to Connect, and to Learn." Leaders discussed common neighborhood scenarios, learned 10 Rules for Conversations, and reviewed the 10 Principles of Small Group Communication. Feedback was excellent.

BLOCK LEADER PROGRAM CELEBRATES 15 YEARS

More than 60 neighborhood Block Leaders attended the annual appreciation event. They were presented awards to leaders with one, five, 10, and 15 years of volunteer service. During the event, participants engaged in an educational and fun activity in which they acted or drew concepts related to the program and neighborhood gatherings they organize. Block Leaders connect neighbors and organize meetings to increase communication and safety in the neighborhoods. As of May 2017, 380 residents serve as Block Leaders.

SENIOR SERVICES DIVISION

Major Projects, Programs, and Accomplishments

SENIOR CENTER EXTENDED HOURS

The Senior Center extended its hours to include more evening hours, and is now open on Saturdays. This allows a chance for working seniors to participate in classes and programs. The Senior Center is now open approximately 20% more of the time. Staff created 74 new classes and presentations with a 97% satisfaction rating.

CASE MANAGEMENT PROGRAM

One hundred and thirteen clients were served in the Case Management Program. New software, Apricot, was implemented to allow easier, more thorough access for case managers to access and track clients' information. Case managers arranged 26 lectures, groups, classes, workshops, hearing tests. Nineteen were new; two were in Mandarin.

SPORTS AND FITNESS DIVISION

Major Projects, Programs, and Accomplishments

PARTICIPATION IN PROGRAMS

Approximately 3,055 people participated in City-run youth sports programs, generating \$464,000 revenue. More than 1,900 residents and 1,990 non-residents participated in youth sports leagues on Cupertino fields, generating \$162,000 in revenue.



WILDLIFE AND HARVEST DAY

The Recreation and Community Services Department partnered with the Santa Clara Audubon Society to present the Wildlife & Harvest Day event at Blackberry Farm. More than 750 people attended. Event highlights included a pumpkin patch, educational large animal

presentations, a 4-H petting zoo, and animal parade as well as various craft stations for the kids.

SPORTS CENTER

The Cupertino Sports Center served over 10,000 people, who participated in a variety of programs, including memberships, classes, camps, youth basketball league, private lessons, and the USTA league. About 4,000 memberships were purchased, as well as over 1,700 day passes and 1,300 drop-in participants. New classes included Summer Slim Down, Fall Fit Camp, Dynamic Stretching, Little Ballers Tennis, Cardio Tennis, and adult drop-in pickle ball.

YOUTH, TEEN, AND ENVIRONMENTAL STEWARDSHIP

Major Projects, Programs, and Accomplishments



<hack> CUPERTINO

Coordinated <hack> Cupertino, the City's first hack-athon for teens, together with the Teen Commission. This 13-hour event challenged 108 teens to come up with a unique solution to public safety issues.

MEADOW RESTORATION PARTNERSHIP

With funding from the Santa Clara Valley Water District and the City of Cupertino, Grassroots Ecology staff guided 3,500 volunteers in restoring one acre of the McClellan Ranch meadow by planting 12,000 native plants and weeding, mulching, and watering them through their establishment period.

The 30 new species have enhanced the habitat for pollinators and other native animals and the restored area has enriched the preserve's value as a nature study site for area youth.

NATURE POETRY WORKSHOPS WITH POET LAUREATE

Community members met with the Cupertino Poet Laureate over a period of weeks at McClellan Ranch

Preserve to create nature inspired poems. These works that reflect the beauty and intricacy of the local environment were compiled into an illustrated volume and read at a public event.



NATURE AND SCIENCE EDUCATION

Over 3,000 students from preschool through college visited McClellan Ranch Preserve for naturalist-led field trips.

CAMP CUPERTINO

Camp Cupertino had maximum enrollment at all three locations for the first time in over four years. Recreation staff serviced 200 participants and provided a wide range of fun recreational activities including an end of summer Camp Carnival.



BREAKFAST WITH SANTA

Breakfast with Santa reached full capacity for the second year in a row with 280 participants in attendance celebrating the holiday season. Recreation staff worked together with City businesses and raised donations to provide a heartwarming experience to the families in attendance.

Santa Clara County Sheriff's Office

West Valley Patrol Division



25%

decline in residential burglaries



310

presentations to the community and schools



39,748

calls for service



12%

increase in speeding citations



10,325

citations issued



397

arrests for reported criminal activity



18%

decrease in collisions involving pedestrians and bicyclists

SHERIFF'S OFFICE

The principal mission of the Sheriff's Office West Valley Patrol Division is the protection of life and property. The Sheriff's Office is dedicated to the preservation of public safety by providing innovative and progressive services in partnership with the community.

Major Projects, Programs, and Accomplishments

BURGLARY AND THEFT SUPPRESSION UNIT (BATS)

Created in early 2017, the Burglary and Theft Suppression (BATS) Unit, comprised of plain clothed, unmarked patrol deputies, was tasked with the job of patrolling burglary hot spots and conducting surveillance and targeted enforcement operations. The BATS team works directly with the crime analysis unit to predict crime locations and trends. The BATS Unit made numerous arrests, creating a significant direct impact in the decrease of crime.

BODY WORN CAMERAS (BWC)

After much research and testing, all deputies performing enforcement actions were trained and provided with a body worn camera. Deputies record interactions with members of the public on each contact. The BWC is a commitment from the Sheriff's Office to further build trust with our various communities.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The addition to equip patrol vehicles with AEDs was a priority for the division. Working with the Board of Supervisors and a non-profit organization, the Sheriff's Office equipped all patrol vehicles with AEDs to better serve our residents. Adding AEDs will allow deputies to better respond to cardiac events and provide immediate defibrillation, should the need arise.

COMMUNITY AND TEEN ACADEMIES

Four community and teen academies were conducted, whereby Cupertino residents received an overview of functions and operational procedures engaged in by Sheriff's Office deputies. Participants met once a week, for four hours, for 12 weeks. Staff from various divisions of the Sheriff's Office provided instruction on subject matters such as criminal and traffic investigations.

FESTIVALS

Deputies provided general security, traffic control, roving patrols, and community outreach at various festivals. Deputies interacted with residents at these festivals and had informational booths present at some, where residents could learn about various crimes and how to prevent becoming a victim. This was another measure of strengthening the relationship between deputies and residents. Some of the bigger festivals included the Diwali Festival, the 4th of July Fireworks show, the Cherry Blossom Festival, and the Kids 'N Fun Festival.

LAWfes WITH DEPUTIES

Every other month, patrol units conducted their daily briefing at a coffee shop or eatery. All Cupertino residents were invited through various social media platforms to attend and listen to the conversation. Through this, residents were provided with education regarding law enforcement, but more specifically, had interaction with and asked questions of those individual deputies who patrol their specific neighborhood, fostering communication and a better relationship between law enforcement and the community.



PUBLIC SAFETY PRESENTATION

In line with the Sheriff's Office core value of community partnerships, the Sheriff's Office collaborated with The Community Relations Coordinator to give block leaders an in depth presentation on crime trends and crime safety tips. The presentation focused on how crime was being perpetrated and what specific actions residents may perform in order to mitigate crime. The presentation was well received with excellent feedback.

COMMUNITY SUPPORT THROUGH VOLUNTEERISM

Volunteer deputies participated in the 2017 Special Olympics Torch Run. The event started at the Cupertino Library on a brisk morning and terminated at La Hacienda Inn, located on Saratoga Los Gatos Road in the Town of Los Gatos. The 6.3 mile run through Cupertino raised funds to support Special Olympics of Northern California.

RUN - HIDE - DEFEND

School Resource Officers provided Cupertino Schools with Run Hide Defend training. The training is a physical exercise geared toward preparing schools for potential school lockdowns. The exercise provides school administrators, teachers, and students with specific information in the event of a critical incident in or near the various schools. Through this exercise, schools and deputies identify strengths and vulnerabilities allowing for critique and adjustments.

CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to protect and defend the City by all legal and ethical means, and to provide the municipal corporation with high quality legal service and advice.



27%

savings in total actual expenditures incurred by City Attorney's Office as compared to prior year budget



9

legal actions prosecuted, defended, and resolved



\$1.26m

in expenditures for City Attorney's Office cost of operation, litigation, staff



44%

savings in fees and costs incurred by outside counsel as compared to prior budget



2

ordinance amendments adopted including the local regulation of marijuana arising out of the Adult Use of Marijuana Act, and updating local regulations relating to Accessory Development Units to comply with state law



7

contract templates developed



3

development projects approved by City

CITY ATTORNEY'S OFFICE



Randolph Stevenson Hom serves as the City Attorney. He is appointed by the City Council to manage the legal affairs of the City, including the operation of the City Attorney's Office. The City Attorney's Office provides all legal services that are needed to support the City Council, City Commissions, City Manager, department directors, and City staff.

The mission of the City Attorney's Office is to protect and defend the City by all legal and ethical means, and to provide the municipal corporation with high quality legal service and advice. These legal services include the following: (1) prosecute and defend the City in any legal action such as civil matters involving claims of personal injury or property damage, code enforcement, or any administrative action arising out of City business, (2) prepare and review proposed legislation including ordinances and resolutions, (3) draft and/or review contracts, agreements, and other legal documents, (4) conduct legal research and analysis, and prepare legal memoranda, (5) provide legal support for special projects.

Major Projects, Programs, and Accomplishments

DEVELOPMENT PROJECTS APPROVED

The City approved three development projects including the following: the Charities Housing Project which consists of 19 residential units, of which 18 are Below Market Rent ("BMR") housing units; the Marina Foods Redevelopment, featuring a 122 room hotel and 188 housing units including 18 BMR units; and the Hampsons, a 942 unit apartment complex with 71 BMR units.

LEGAL ACTIONS PROSECUTED, DEFENDED, AND RESOLVED

The City prosecuted and defended a total of nine legal actions with favorable results. In *Yanovsky v. City of Cupertino*, a jury found that the City was not liable for traumatic injuries suffered by a motorcyclist who collided

ed with a motor vehicle exiting a residential driveway on to a City street. In *Tefari v. City of Cupertino*, the trial court granted the City's motion for summary judgment, disposing of a personal injury action filed by an 8 year old girl who sought a damage award for injuries that she allegedly suffered after a fall from a soccer goal. In *City of Saratoga, et al. v. California Department of Transportation, et al.* the City obtained a mutually favorable settlement resolving its CEQA challenge to Caltrans's proposed expansion of toll lanes located on State Route 85. The City Attorney's Office also continued to defend the City's legal position with respect to initiatives.

CONTRACT TEMPLATES DEVELOPED

To promote best practices and streamline the contract review protocol, the City Attorney's Office developed seven contract templates for use with design professionals, professional consultants, information technology, Public Works projects, among other things.

AMENDMENTS TO ORDINANCES ADOPTED

In response to voter approval of Proposition 64 at the November 2016 Election, the City adopted an amendment to its Medical Marijuana Ordinance to maintain local control and address the changes mandated by the Adult Use of Marijuana Act ("AUMA"). The City also adopted an amendment to update its Municipal Code to reflect the most recent changes in state law to the regulation of Accessory Development Units.



CITY ATTORNEY'S OFFICE SAVINGS

Total actual expenditures for the City Attorney's Office in Fiscal Year 2016-2017 were \$1.26 million for costs of operation, litigation, and staff. This level of expenditure is a 27% savings in actual expenditures incurred by the City Attorney's Office, and a 44% savings in fees and costs incurred by outside counsel, as compared to the prior budget.

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department provides responsive and high-quality internal support services to City departments in the areas of Budget, Finance, Treasury, Debt Management and Human Resources. The department personnel also assists the City Manager's Office on special projects.

ADMINISTRATION DIVISION

Major Projects, Programs, and Accomplishments

FISCAL YEAR 2016-2017 BUDGET

The Administration Division produced an award-winning balanced budget for FY 2016-17. During this fiscal year, the budget process was streamlined by using two new technology platforms that increased transparency and provided on demand access to data. Furthermore, this streamlined process enabled efficient staff collaboration and reduced the time required to prepare the budget.

Awards, Grants, and Recognitions

GOVERNMENT FINANCE OFFICERS' ASSOCIATION

The City received prestigious awards for the FY 2016-17 City Budget. The Government Finance Officers' Association (GFOA) presented the City with an award for Distinguished Budget Presentation. In addition, the City received an award from the California Society of Municipal Finance Officers (CSMFO) for Operating Budget Excellence.

HUMAN RESOURCES DIVISION

Major Projects, Programs, and Accomplishments

CONTRACT NEGOTIATIONS

The Human Resources Division worked diligently with the bargaining groups to negotiate three-year labor contracts. The new labor agreements included compensation increases and enhanced health benefits. These enhancements enable the City to stay competitive and successfully recruit and retain talent in the current job market.

BENEFIT ADMINISTRATION

The Human Resources Division strategically negotiated a significant reduction in dental benefit costs, saving the city \$14,000 in FY 2016-17. Multi-year contracts were negotiated with benefit providers to keep costs flat for vision, life insurance, short-term and long-term

disability, and the employee assistance program. Human Resources was also instrumental in offering employees personal and professional development through citywide trainings, brown bags sessions, employee events and wellness activities.

RECRUITMENT

The goal for Human Resources is to enhance City operations, customer service, and efficiency through strategic organizational performance management. The Human Resources Division recruited and onboarded 26 full-time positions to backfill existing or new positions. The employee turnover rate for FY 2016-17 was reduced by 2.4% as compared to the prior year.

FINANCE DIVISION

Major Projects, Programs, and Accomplishments

BANK RECONCILIATION

The Finance Division has implemented financial system reporting advancements and data analytics in hopes of increasing efficiency. Finance also strives to achieve accurate and timely financial information. During FY 2016-17, Finance prepared and completed its monthly bank reconciliations, achieving its reporting goals while also increasing staff-time efficiency of nearly 67%.

BUSINESS LICENSES

The Finance Division is continually searching for ways to become more innovative and customer-oriented while maintaining relevant and accurate financial data.

In FY 2016-17, the Finance Division successfully implemented Tyler business license software which streamlined the licensing process by providing walk-in applicants same-day business license certificates. The Finance Division received and managed approximately 4,300 business license applications and processed approximately 3,800 business license renewals in FY 2016-17.

PAYROLL ADMINISTRATION

The Finance Division implemented multiple software upgrades throughout the year while maintaining and processing payroll bi-weekly for 183 employees, representing a 3% increase over the prior year. Comprising this 3% increase in employees, the amount of payroll-related transactions that were processed increased from 456 to 541, or 19%.



For additional information, visit
www.cupertino.org

CONTACT INFORMATION

Cupertino City Hall | 10300 Torre Avenue | Cupertino, CA 95014

Sheriff's Office and Fire Department	Dial 911 for emergencies	Economic Development	777-7607
Sheriff's West Valley Substation	868-2311	Emergency Preparedness	777-3120
Admin Services/ Finance	777-3220	Human Resources	777-3227
Building Division	777-3228	Cupertino Library	446-1677
City Clerk's Office	777-3223	Recreation and Community Services	777-3120
City Manager's Office	777-3212	Planning Division	777-3308
Code Enforcement	777-3182	Public Works Department	777-3354

CITY OF



CUPERTINO

www.cupertino.org