ATTACHMENT B

Smart City

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

CITY OF CUPERTINO

Update on COVID Impacts (is there still a delay due to COVID or has it been resolved, please explain)	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
Project completed	***Public Safety Surveillance Support***	Recommend best practices for residential and business use of surveillance cameras for safety and anti-crime practices. Review City's surveillance cameras.	- Captain Urena partnered with the City on this project. -Budgetary quote for Phase I cameras. -Residential and business surveillance best practices have been posted on the City website. - Capt. Urena presented best practices at Public Safety Forum and other public events. - Cameras installed over cashier stations and safes. - CCTV cameras continually integrated into new system	Project Completed	Project Complete	Complete	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	$50,000	N/A	300	Katy Nomura Bill Mitchell	City Manager's Office/Innovation & Technology

Operational Efficiency

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A delay due to the Department's focus on COVID-19 response. Expected to be completed in FY 2021-22	**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 2020.	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) July 2021 2) December 2021 3) May 2022 4) June 2022	In Progress	# of Trainings Retention Rate	June 2022	$5,000	N/A	500	Kristina Alfaro	Administrative Services

Public and Private Partnerships

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Artist meetings, acquiring insurance, contract finalization, wall prep, and mural painting are all effected due to these steps requiring more time to implement during COVID.	**Art in Unexpected Places**	To beautify City 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 has selected an artist to complete a mural near the pool and café at Blackberry Farm. The Fine Arts Commission and Parks and Recreation Commission are collaborating on the art installation.	1) Initiate Contract with Artist 2) Work with Public Works to prep mural wall 3) Work with artist to schedule painting of the mural"	Summer 2020 to Spring 2021	In Progress	Complete mural	Spring 2021	$10,000	N/A	100	Kelsey Christian	Parks and Recreation

Community Livability

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Program was re-evaluated and re-launched with a lower budget. Project is underway now and has a full pipeline of Cupertino participants.	**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. Program partner engaged and project is underway as of Sep 2020. 31 site assessments are scheduled through January 2021. Three project agreements signed with customers.	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 5) Reach target number of completed landscape conversion projects	1) Winter 2019 2) Winter 2019 3)July - October 2020 4) July - October 2020 5) October 2020-May 2021	In Progress	Receive 2-3 responses for program administrators, launch pilot Spring 2020. Achieve 2-3 interested customers by June 2020. Achieved with 57 interested customers signed up.	May 2021	$100,000.00	$12,000	120	Andre Duurvoort	City Manager's Office
This project is now complete. Ordinance is being implemented at this time.	**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. -September 15, ordinance adopted by Council	This project is now complete. Ordinance is being implemented at this time.	Project Complete	Complete	1) Regulations for Short-Term Rentals. 2) Increased TOT collection.	September 15, 2020	$17,000 for ordinance outreach and up to $376,000 for enforcement depending on enforcement level.	16539	500	Katy Nomura Ben Fu Piu Ghosh Erick Serrano	City Manager's Office/Community Development
Project completed	**Lawrence Mitty**	Acquire a parcel at Lawrence Expressway and Mitty Ave for trail expansion and park development.	City has successfully purchased the Lawrence Mitty property.	Project completed	Project completed	Complete	Acquire a parcel for park purposes in Rancho Rinconada neighborhood.	September 2020	$8,270,994 available in Developer In-Lieu Fees	Approximately $2,800,000 to purchase the property.	300	Chad Mosley Joanne Magrini	Public Works/Parks and Rec
Staff has met with commissioners and the project is moving forward. Expected to be completed in Summer 2021.	**Use of Athletic Fields in Parks**	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.	Revised policy has been drafted and is ready for approval. Feedback was collected from youth sports organizations regarding Sunday field use. Feedback was provided to the Parks and Recreation Commission The revised policy is in progress, pending analysis of youth sports organization feedback and community outreach.	1) Community outreach to be completed early to mid-March. 2) Revised policy to be presented to Parks and Recreation Commission by May. 3) Revised policy to go to City Council between June and August.	Summer 2021	In Progress	Update current policy to address use of fields (Sunday use, permitting process and off leash dog compatibility), fees and scheduling process.	Summer 2021	$3,000 for postcard mailers during outreach phase.	None	150	Jenny Koverman Karen Levy	Parks & Recreation

Community Livability

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There was a delay 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. The project is moving forward and is expected to be completed in Spring 2021.	**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.	This item went to Planning Commission on 1/26.	Scheduled for the 2/16 City Council meeting.	Spring 2021	In Progress	Production of matrix and description of research results.	Spring 2021	N/A	N/A	100	Ben Fu Jeff Tsumura	Community Development
This project is expected to be completed by early March 2021.	**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.	The proposed regulations were agendized for the January 19th Council meeting, and was rescheduled to March 16th.	Completed research and evaluation of industry standards and conducted public out reach meetings. Synthesize public comments and draft materials.	Spring 2021	In Progress	Adoption of appropriate policies and guidelines.	Spring 2021	$10,000 for outreach efforts and materials.	N/A	200	Erick Serrano Piu Ghosh	Community Development