



CITY MANAGER'S OFFICE

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CITY COUNCIL UPDATE

September 2, 2021

Subject

Fourth Quarter Update of the FY 2020-2021 City Work Program

Background

The City Council adopted the Fiscal Year 2020-2021 City Work Program at the March 31, 2020 City Council meeting. It was later amended at the June 2 City Council meeting due to forecasted impacts of the COVID-19 pandemic. As requested by City Council, the City has been providing updates on the FY 20-21 City Work Program on a quarterly basis through the City Work Program dashboard at cupertino.org/cityworkprogram and the budget updates. The fourth quarterly update is currently reflected in the FY 20-21 City Work Program dashboard. A printout of these updates can be found in Attachment A for review.

Discussion

Of the 48 items from the FY 20-21 City Work Program, 22 items were continued in the FY 21-22 City Work Program during the Council prioritization process. During this process, 18 projects were identified as almost complete and, as such, were not included for prioritization. Of these 18 projects, 15 were completed and three items are expected to be completed in the upcoming months. The eight remaining items from FY 20-21 were not continued due to workload constraints and low prioritization, but could be considered in future work programs. A summary of the status of each item from the FY 20-21 City Work Program can be found in Attachment B.

Highlights from Completed Items

The following are notable highlights from the completed items in the FY 20-21 City Work Program. For more details on all items, see the dashboard printout in Attachment A.

Policies on Nonprofit Support: This project included the revision and update of the Community Funding Policy, which was revised by staff, presented to the Parks and Recreation Commission for review and feedback on November 16, 2020, and brought to City Council for review and approval on December 1, 2020. Additionally, a [webpage](#)¹ was created to highlight the various non-profit support opportunities from the City, which went live on January 1.

¹ <https://www.cupertino.org/our-city/departments/finance/community-funding-grant-program/non-profit-support-opportunities>

Parks and Recreation Strategic Plan: This item focused on the completion of a strategic plan that addressed the immediate and short-term opportunities identified in the Parks and Recreation System Master Plan. The Parks and Recreation Strategic Plan was completed in July and published on the [City's Master Plan webpage](#)² for members of the public to access. The Strategic Plan includes two formats that outline existing and planned progress towards the implementation of opportunities identified in the Master Plan. This document will be updated annually as new projects and programs are implemented.

Reducing Secondhand Smoke Exposure: On June 1, 2021, City Council approved an ordinance to reduce secondhand smoke in Cupertino. The following areas are required to be smoke-free by October 1, 2021:

- Multi-unit housing (including outdoor common areas, inside units/balconies, within 30ft. of doors and windows),
- Entryways of businesses where smoking is already prohibited (churches, restaurants, offices, etc.),
- Public events (farmers markets, street fairs, etc.),
- Service areas (ATMs, store lines, bus stops, etc.), and
- Outdoor worksites.

These adopted policies are reflected in [Municipal Code Chapter 10.90](#)³ and are an important and successful step towards reducing secondhand smoke in Cupertino.

Housing Program for De Anza College Students: Staff collaborated with De Anza College and West Valley Community Services to support the development of the Cupertino Housing Program for De Anza Students. The City allocated \$25,000 to De Anza College to fund two new programs for De Anza students in Fall 2020: (1) Housing Assistance Grants Program to provide eligible De Anza College students with monetary housing assistance for eviction prevention and direct assistance with move-in costs; and (2) Housing Sharing Program, which expands Catholic Charities' existing Home Share Program by recruiting Cupertino homeowners to match with eligible De Anza student renters. While the programs faced unique challenges due to the COVID-19 pandemic during FY 20-21, three eligible De Anza students were successfully granted housing assistance funds for eviction prevention/move-in costs. In consideration of the COVID-19 pandemic, De Anza College will continue both programs through FY 21-22.

Transportation to-from service providers: This project aimed to provide funding to non-profits/social service providers for bus passes to transport the homeless to and from services in Cupertino. The City awarded \$7,500 in General Fund Human Service Grant funding to the West Valley Community Services Haven to Home program to expand supportive services for homeless individuals and families in Cupertino. Funding was used to provide 25 free bus passes to access Transportation to-from Service Providers in and around Cupertino.

² <https://www.cupertino.org/our-city/departments/parks-recreation/who-we-are/master-plans>

³ https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-86344

Two-way Online Communication: This project was requested by Council in order to look into a new online communication portal that would allow for more two-way communication and input from the public. After contracting with Bang the Table, the City launched [EngageCupertino.org](https://engagecupertino.org) in June 2021. EngageCupertino.org allows project managers to host surveys, Q&As, and project details all in one place. This platform allows for two-way communication by providing residents with the opportunity to ask questions, make comments, and engage directly with the City. Now anyone who visits EngageCupertino.org to participate in one project will be exposed to numerous other City projects.

The following are highlights from items completed from the FY 19-20 City Work Program that were delayed due to COVID-19. All of the remaining FY 19-20 items that were delayed due to COVID-19 have been completed with the exception of Lawrence Mitty and Considering New Commissions and Committees which have been continued in the FY 21-22 City Work Program.

Lawn Buster Drought Program (FY 19-20 Item): This project, renamed as Climate Victory Gardens, is an innovative and unique pilot program that was initiated by Council to reduce barriers for residents to pursue water-wise turf conversions and access incentive funds. The initial phase of the pilot was launched in October 2020 and has 23 sites enrolled with 44 sites on a waiting list due to funding constraints. Once the enrolled sites are completed, the program will result in 33,295 square feet of converted landscape, three new laundry greywater systems, and an estimated 665,900 gallons saved annually. This initial phase of the pilot was funded at \$100,000, for a cost of approximately \$3/square foot served.

Dark Sky/Lights Out Policy and Bird Safe Design Guidelines (FY 19-20 Item): The Bird Safe/ Dark Sky Ordinance was adopted by City Council on March 16, 2021, and enacted by City Council on April 6, 2021. The ordinance is reflected in [Municipal Code Chapter 19.102⁴](#). Staff has implemented the ordinance, including a new layer on the [PropertyInfo⁵](#) website displaying bird sensitive areas.

Art in Unexpected Places (FY 19-20 Item): The Fine Arts Commission has completed the inaugural project of the Art in Unexpected Places program. This pilot program was created by the Commission to beautify public 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 our City. Artist Sarabjit Singh was chosen by the Fine Arts Commission and completed a mural at Blackberry Farm in early April.

Use of Athletic Fields (FY 19-20 Item): This project focused on the revision and update of the Athletic Field Use Policy, which was originally approved in 2004. After researching neighboring city policies and conducting community outreach, an updated draft policy was taken to the Parks and Recreation Commission with changes including additional Sunday use and an hourly fee structure. With the Commission's recommendation, a final

⁴ https://codelibrary.amlegal.com/codes/cupertino/latest/cupertino_ca/0-0-0-96591

⁵ <https://gis.cupertino.org/propertyinfo/>

revised policy was presented and approved by City Council on May 4, 2021. In this update, the City Council allowed each group to use fields for two additional Sunday per year from the hours of 10 a.m. to 4 p.m., this was in addition to the already allowed two Sunday tournaments per year. City Council also approved an hourly fee structure at 50% of the proposed levels in order to ease in the change. Staff will provide an update to City Council in one year.

Items Expected to Be Completed in the Upcoming Months

The following three items were expected to be completed in FY 20-21 but are now expected to be completed in the upcoming months.

Establish Preapproved ADU Plans: This item was expected to be completed in FY 20-21 and has been extended in order to present the determined process and webpage to the Planning Commission and City Council during study sessions. Staff has completed a review of the resources and information from other jurisdictions and has finalized a pre-approved plan process. This went to the Planning Commission on August 24, 2021 as a study session item to review the final process and webpage. A study session with the City Council is scheduled for September 21, 2021 with completion expected in October.

General Plan Authorization Process: This item was expected to be completed in FY 20-21 and has been extended in order to address comments from Council at the February 2, 2021 Council meeting. A study session to discuss this project was held on July 7, 2020 and a Planning Commission hearing was held on January 12, 2021. The Planning Commission's recommendations were presented to Council on February 2, 2021 where City Council provided additional direction to staff. The item was heard by the City Council on August 17, 2021 and staff was directed to look at voluntary community amenities. The project is expected to be completed in Fall 2021.

Housing Survey: This item was expected to be completed in FY 20-21 and has been extended in order to allow the subcommittee to consider and potentially create another survey focused on site selection. Staff finalized a consultant contract in 2020 and worked with the Housing Survey Subcommittee to develop the Housing Survey. The survey went live on June 1, 2021 and staff has collected the survey data for analysis. While the analysis of the first survey is expected to be completed in late August/September, the second potential survey does not yet have an estimated completion date. Staff is recommending that the second survey be incorporated into the Housing Element workplan to be discussed during the September 21, Study Session.

Conclusion

All updates highlighted in this report can be found on the FY 20-21 City Work Program Dashboard webpage at cupertino.org/cityworkprogram.

The first quarterly update on the FY 21-22 City Work Program will be provided in October and scheduled as a City Council meeting agenda item.

Prepared by: Astrid Robles, Management Analyst

Reviewed by: Dianne Thompson, Assistant City Manager
Katy Nomura, Deputy City Manager

Approved by: Greg Larson, Interim City Manager





Attachments:

- A – FY 20-21 City Work Program Q4 Dashboard Update
- B – Status of Each Item in FY 20-21 City Work Program

Commissioner Handbook Update

Revise and update the Commissioner Handbook to include provisions

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: All Commissions **Category:** Public Engagement & Transparency
Last Updated: 5/11/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Researched handbooks in other cities.	10/22/2020	11/6/2020	100
1.3	Outreach	 Complete	Held Joint commission meeting and included feedback in staff report.	10/22/2020	12/7/2020	100
1.4	Planning Phase	 Complete	Drafted revised handbook with feedback incorporated.	11/4/2020	11/15/2020	100
1.5	Execution Phase	 Complete	Approved by Council on 1/19/21. Commissioners will be trained on the updated handbook.	12/7/2020	1/31/2021	100

Leadership Program

To provide education to the public about City government.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Receive input from other jurisdictions regarding leadership programs.	11/9/2020	12/18/2020	33
1.3	Closing Processes	Inactive	Item was put on hold due to COVID-19 and was not continued to the FY 21-22 City Work Program.	6/30/2021	6/30/2021	0

Pilot - Online Store for City-Branded Items

Explore the viability of establishing and maintaining an online store to sell City-branded merchandise.

Allocated Budget: \$5.00K **Budget Remaining:** \$5.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$5.00K **Size:** Small
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Looked into quotes from vendors to identify start-up and ongoing costs. Fine Arts Commission has researched possible merchandise.	11/2/2020	5/26/2021	18
1.3	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program, however there is another item titled "Cupertino store at Chamber of Commerce" in the FY 21-22 City Work Program.	6/16/2021	6/30/2021	0

Policies on Nonprofit Support

Review and implement policies on funding and support for nonprofit organizations, including meeting room space and office space.





Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 5/11/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Review the Community Funding process to highlight any concerns or possible areas for improvement.	10/19/2020	10/23/2020	100
1.3	Planning Phase	✔ Complete	Review and draft edits to the current Community Funding Policy.	10/19/2020	10/27/2020	100
1.4	Design Phase	✔ Complete	Review with Administrative Services staff on the suggested edits to the Community Funding Policy. Presented edits to Parks and Recreation Commission for review and feedback at the November 16, 2020 special meeting.	10/28/2020	11/20/2020	100
1.5	Closing Processes	✔ Complete	City Council reviewed and approved the proposed edits on December 1, 2020. The revised Community Funding policy and applications were posted online and the non-profit support website was established on the City's website on January 1, 2021.	12/1/2020	1/29/2021	100

Roadmap Project

Publish Process Flow Chart for Public Facing Online Applications

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	 In Progress	Identify online service and prioritize list. Graphics Tool (Visio) selected.	7/1/2020	6/30/2021	73
1.3	Design Phase	 Complete	Design Complete - PRA Application.	9/1/2020	10/30/2020	100
1.4	Execution Phase	 In Progress	Development Process flow in progress and Recreation Process flow under final review.	1/11/2021	6/30/2021	30
1.5	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Small Business Development Center (SBDC) Counseling Hours

Explore the viability of establishing on-site regular office hours for an SBDC counselor




Allocated Budget: \$5.00K **Budget Remaining:** \$5.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$5.00K **Size:** Small
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	City facilities and use of Library's ThinkTank room are possible future options when public buildings are reopened per updated health orders.	7/1/2020	6/1/2021	91
1.3	Outreach	Inactive	Was on hold until City facilities reopened and the Economic Development Manager was recruited.	7/1/2020	6/30/2021	73
1.4	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	3/1/2021	6/30/2021	0

Two-Way Communication

Reach out to other cities to discuss their experiences with an online two-way communication service beyond traditional social media platforms, review ability to properly moderate, and then report back findings to Council.




Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small
Commission / Committee: N/A **Category:** Public Engagement & Transparency
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Received feedback from multiple jurisdictions regarding social media platforms and use. Will now discuss any legal issues with City Attorney and review findings with the City Manager.	10/19/2020	4/2/2021	100
1.3	Design Phase	 Complete	IT and Comms worked on a contract with an outside vendor for services.	3/1/2021	5/21/2021	100
1.5	Closing Processes	 Complete	Pilot project initiated using the Engagement HQ platform.	6/15/2021	6/16/2021	100

Affordable Housing Strategies

Explore the development of strategies that provides a variety of products across the affordability levels including updates to the City's density bonus ordinance, housing for the developmentally disabled, and moderate/low/very low/extremely low income.




Allocated Budget: \$50.00K **Budget Remaining:** \$50.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$300.00K **Size:** Large
Commission / Committee: Housing Commission **Category:** Housing
Last Updated: 8/18/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Conducted 2019 BMR Linkage Fee Study as part of the FY 19-20 work program. City Council adopted the 2019 BMR Linkage Fee study on 5/19/20, which included an increase to 20% inclusionary requirement for ownership units.	7/1/2019	6/30/2020	100
1.3	Planning Phase	 Complete	Reviewed 2019 BMR Linkage Fee Update and ELI Memo, drafted Density Bonus Ordinance, and began Housing Element update process.	7/1/2020	6/30/2021	100
1.4	Procurement	 Complete	Drafted and released RFP, selected consultant for Housing Element update.	10/1/2020	6/30/2021	100
1.5	Outreach	Inactive	Engage with community during the Housing Element update.	10/1/2020	6/30/2021	25
1.6	Execution Phase	Inactive	Density Bonus Ordinance was adopted. Will bring the Housing Element update to public hearing.	10/1/2020	6/30/2021	50
1.7	Closing Processes	Inactive	This item was not continued to FY 21-22 City Work Program but the Housing Element will continue as part of operations.	6/30/2021	6/30/2021	0

Engage with Philanthropic Organizations to find a way to build moderate-income and ELI housing units for Developmentally Disabled and Engage with Habitat for Humanity

1) Identify ways to build ELI housing units for developmentally disabled. 2) Look at possibility of building 6-8 affordable ownership townhomes.

Allocated Budget: \$250.00K **Budget Remaining:** \$250.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$200.00K **Size:** Medium
Commission / Committee: Housing Commission **Category:** Housing
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research need for ELI developmentally disabled housing and moderate income housing and determine possible City locations.	7/1/2019	10/30/2019	100
1.3	Planning Phase	 In Progress	Released FY 21-22 City and CDBG capital housing funds, scope affordable housing project with Habitat for Humanity, and work with Public Works to determine feasibility of project on City site.	10/30/2019	6/30/2021	4
1.4	Closing Processes	 In Progress	Item was continued to FY22 City Work Program as "Consider options to develop ELI and BMR housing units for developmentally disabled individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location" and has expanded to include BMR housing.	6/30/2021	6/30/2021	0

Establish Preapproved ADU Plans



Establish procedures and policies on streamlining the ADU review process.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small

Commission / Committee: Planning Commission **Category:** Housing

Last Updated: 7/30/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Review City resources and information from other jurisdictions.	3/2/2020	9/1/2020	100
1.3	Execution Phase	 In Progress	Finalized pre-approved plan process and report to Council in September 2021.	11/1/2020	9/21/2021	73
1.4	Closing Processes	Future	Finalize program with Building and Planning. Update webpage accordingly. Expected completion by October 2021.	9/21/2021	10/30/2021	0

Homeless Services and Facilities





Partner with non-profits/social service providers to bring mobile hygiene services to Cupertino and to accommodate the needs of homeless residents by evaluating the potential of adding amenities to future City buildings.

Allocated Budget: \$92.50K **Budget Remaining:** \$92.50K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$300.00K **Size:** Large

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Researched existing City/County programs to determine needs for homeless residents.	7/1/2019	6/30/2020	100
1.3	Planning Phase	 Complete	Worked with the County and Destination:HOME on the Community Plan to End Homelessness. Determined need for creation of City Plan to End Homelessness.	7/1/2019	6/30/2021	100
1.4	Procurement	 In Progress	Work with consultant to draft the City Plan to End Homelessness. Provided sanitary stations to homeless encampment. Provided emergency assistance funds to Abode Services to administer program for encampment.	7/1/2020	6/30/2021	68
1.5	Closing Processes	 In Progress	Item was continued on to FY 21-22 City Work Program as "City Plan to End Homelessness". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Housing Program for De Anza College Students

Explore solutions for homeless and housing insecure students. Assist as appropriate in the long-term development of De-Anza student housing. Investigate partnership with De Anza on student housing and transportation solutions.

Allocated Budget: \$25.00K **Budget Remaining:** \$25.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$25.00K **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Worked with De Anza College to determine needs for student housing programs.	7/1/2019	10/16/2020	100
1.3	Planning Phase	✔ Complete	Worked with De Anza College to develop and review program guidelines for the Housing Assistance and House Sharing Program.	9/16/2020	10/30/2020	100
1.4	Procurement	✔ Complete	Executed contract for De Anza College housing program and wired funds to West Valley Community Services to implement program.	10/1/2020	10/30/2020	100
1.5	Execution Phase	✔ Complete	De Anza College launched Housing Assistance and House Sharing Program.	11/1/2020	6/30/2021	100
1.6	Closing Processes	✔ Complete	Program was launched and De Anza College plans to continue the program through FY 21-22.	6/1/2021	6/30/2021	100

Housing Survey

To improve public engagement, conduct a citywide housing survey ahead of the 2023-2030 Housing Element update.

Allocated Budget: \$25.00K **Budget Remaining:** \$25.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$25.00K **Size:** Medium

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/22/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Reviewed Spring 2020 City Housing Survey and prepared for future survey.	7/1/2019	10/30/2019	100
1.3	Procurement Phase	✔ Complete	Selected consultant and executed contract.	1/1/2020	2/28/2020	100
1.4	Planning Phase	✔ Complete	Worked with Subcommittee and consultant to develop Housing Survey.	7/1/2020	6/15/2021	100
1.5	Outreach	✔ Complete	Notified community of Housing Survey project.	4/1/2021	6/3/2021	100
1.6	Execution Phase	✔ Complete	Educated community on Housing Survey. Survey went live June 1. Collected data upon survey completion.	5/3/2021	7/30/2021	100
1.7	Closing Processes	● In Progress	Closeout meetings with consultant.	6/3/2021	9/16/2021	17

Research Governor's pledge towards homelessness, work with local agencies and service providers to connect with local funding

Advocate for funding dedicated to Cupertino projects and programs.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Research needs of homeless residents and eligible funding opportunities.	7/1/2020	12/31/2020	100
1.3	Execution Phase	✔ Complete	Participate in Santa Clara County efforts to address homelessness and identify services and resources needed.	7/1/2020	6/30/2021	100
1.4	Outreach	✔ Complete	Attend bi-weekly Santa Clara County CDBG/Housing Coordinators Meetings and provide information to the Santa Clara County Unhoused Task Force.	1/3/2020	6/30/2021	100
1.5	Closing Processes	✔ Complete	Tracked and applied for eligible funding sources and will continue to track and apply for eligible funding sources in the future.	6/1/2021	6/30/2021	100

Review the City's Housing and Human Services Grant (HSG) Funds

1. Review existing grant funds to determine allowable uses for emergency financial assistance programs. 2. Consider increasing BMR AHF public service and HSG funding allocations.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing

Last Updated: 7/2/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Researched existing City funded programs and determined need for additional General Fund HSG funds for homeless transportation services. Identified allowable uses for emergency financial assistance programs.	7/1/2020	10/30/2020	100
1.3	Outreach	✔ Complete	Marketed FY 20-21 City HSG (public services) funds.	7/1/2020	7/1/2020	100
1.4	Planning Phase	✔ Complete	Evaluated FY 20-21 City Housing and Human Services Grant (public services) applications. Created, drafted, and launched the City's Emergency Assistance Funds program for Cupertino tenants impacted by COVID-19.	10/1/2019	7/1/2020	100
1.5	Procurement	✔ Complete	Drafted and executed contracts for the City's Emergency Assistance Funds program and the City's HSG funds.	7/1/2020	12/9/2020	100
1.6	Execution Phase	✔ Complete	Launched the City's Emergency Assistance Funds program and the City's Housing and Human Services Grant programs.	6/1/2020	10/1/2020	100
1.7	Closing Processes	✔ Complete	Monitored the City's Emergency Assistance Funds program and the City's Housing and Human Services Grant programs.	10/1/2020	10/30/2020	100

Study Session for the Impact and Requirement for next RHNA Cycle

Review preliminary RHNA numbers. Look at strategies for RHNA compliance including evaluating sites for potential upzoning, and jobs-housing ratio and statistics.

Allocated Budget: \$300.00K **Budget Remaining:** \$300.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$300.00K **Size:** Large
Commission / Committee: Planning Commission **Category:** Housing
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	● In Progress	Currently five meetings have already been conducted. Housing element update anticipated by 9/30/23.	5/19/2020	6/30/2021	71
1.3	Closing Processes	● In Progress	Item was continued on to the FY21-22 City Work Program as "RHNA related General Plan updates and rezoning". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Transportation to-from Service Providers

1. Research existing bus routes, 2. Provide funding to non-profits/social service providers for bus passes.

Allocated Budget: \$7.50K **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$7.50K **Estimated Budget:** \$7.50K **Size:** Small

Commission / Committee: Housing Commission **Category:** Housing




Last Updated: 5/11/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Researched transportation services and worked with WVCS to determine need.	2/28/2020	6/30/2020	100
1.3	Planning Phase	✔ Complete	Released City's Housing and Human Services Grant (HSG) funds and worked with WVCS to apply for funds.	11/11/2019	2/6/2020	100
1.4	Procurement	✔ Complete	City Council increased General Fund HSG allocation to \$125,000 and WVCS was awarded General Fund HSG for transportation services.	2/7/2020	6/30/2020	100
1.5	Outreach	✔ Complete	Promoted City Housing and Human Service Grant funds to community.	10/1/2019	11/15/2019	100
1.6	Execution Phase	✔ Complete	WVCS providing transportation services to eligible community members.	7/1/2020	7/1/2020	100
1.7	Closing Processes	✔ Complete	Conducted Q1 monitoring and compliance.	7/1/2020	10/15/2020	100

Blackberry Farm Golf Course Needs Assessment

Determine short-term and long-term improvements to the golf course and amenities.



Allocated Budget: \$50.00K **Budget Remaining:** \$49.87K **Fiscal Year:** FY21
Budget Expended: \$125.19 **Estimated Budget:** \$50.00K **Size:** Medium
Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life
Last Updated: 7/28/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	 Complete	Engaged previous consultant to perform a revised needs assessment of the golf course.	8/31/2020	9/4/2020	100
1.3	Research	 In Progress	Research performed on local, similarly sized municipal golf courses. Reviewing Parks Master Plan for guidance on potential upgrades. Will present Parks and Recreation Commission recommendation to City Council on scope of work to provide to consultant(s).	9/9/2020	6/30/2021	99
1.4	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Consider Policies and Related Code Amendments to Regulate Mobile Services Vendors

Develop and adopt policies to regulate mobile vendors to include a variety of use types, as well as incorporate SB 946.

Allocated Budget: \$47.00K **Budget Remaining:** \$47.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$47.00K **Size:** Medium
Commission / Committee: Planning Commission **Category:** Quality of Life
Last Updated: 7/28/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research completed and ordinance drafted.	7/1/2020	10/30/2020	100
1.3	Outreach	 Complete	Engaged residents and businesses to solicit feedback regarding proposed policies.	7/1/2020	10/26/2020	100
1.4	Planning Phase	Inactive	Draft ordinance, findings, and guidelines for complying with SB 946 and implementing Mobile Vendors policies.	7/1/2020	6/30/2021	72
1.5	Execution Phase	Inactive	Sidewalk Vending is complete. Motorized Vending was underway with a study session requested by Council, which was pending the recruitment of the Economic Development Manager.	10/27/2020	6/30/2021	42
1.6	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	5/1/2021	6/30/2021	0

Development Accountability

Analyze methods to limit the implementation timeline for entitled/future projects and encourage development. Monitor implementation of development agreements and conditions of approval. Review and establish accountability in the project approval process.

Allocated Budget: \$10.00K **Budget Remaining:** \$10.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$10.00K **Size:** Medium
Commission / Committee: Planning Commission **Category:** Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	● In Progress	Currently conducting research for the City and surrounding jurisdictions.	3/1/2020	6/30/2021	3
1.3	Closing Processes	● In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Dogs Off Leash Area (DOLA)





Identify additional areas suitable for permitting dogs to be off leash and establish one such area, if the current trial period is successful.

Allocated Budget: \$5.00K **Budget Remaining:** \$5.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$5.00K **Size:** Small

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Initial comparative analysis of neighboring cities with existing DOLAs completed.	7/1/2019	8/2/2019	100
1.3	Outreach	 Complete	Survey was administered to neighboring residents (within .25 miles) of Jollyman Park. 618 responses with 78% in support of the trial. Parks and Recreation Commission approved initial trial.	7/1/2019	9/5/2019	100
1.4	Execution Phase	 In Progress	Initial trial performed and extended until June 30, 2022 or until sufficient data is collected for the co-existence of youth sports groups and the DOLA.	9/6/2019	6/30/2021	69
1.5	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Emergency Services Continuity of Operations Plan

Complete plan to resume operations of the City after a major emergency.

Allocated Budget: \$62.00K **Budget Remaining:** \$350.00 **Fiscal Year:** FY21

Budget Expended: \$61.65K **Estimated Budget:** \$62.00K **Size:** Medium

Commission / Committee: Public Safety Commission **Category:** Quality of Life

Last Updated: 7/1/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Determination of need and research completed.	12/1/2019	1/14/2020	100
1.3	Planning Phase	✔ Complete	COOP planning in progress. Departmental meeting and draft plan in progress. Minor delays due to COVID-19 response.	6/1/2020	5/28/2021	100
1.4	Procurement	✔ Complete	Qualified vendor identified and selected.	2/4/2020	7/14/2020	100
1.5	Outreach	✔ Complete	DRAFT COOP document has been shared and presented to the Public Safety Commission and the Disaster Council. Public input has been sought through each meeting.	12/10/2020	6/30/2021	100
1.6	Execution Phase	✔ Complete	Findings and lessons learned from the training and exercises has been implemented. Input from the Public Safety Commission and Disaster Council has been implemented.	1/1/2021	6/30/2021	100
1.7	Closing Processes	✔ Complete	Final COOP plan has been delivered. The contract and purchase order is set to close on June 30, 2021.	6/7/2021	6/30/2021	100

General Plan Authorization Process

Evaluate the existing City Council authorization process for General Plan Amendment projects.

Allocated Budget: \$6.50K **Budget Remaining:** \$5.36K **Fiscal Year:** FY21

Budget Expended: \$1.15K **Estimated Budget:** \$6.50K **Size:** Small

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/16/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Research existing documentation and processes of other jurisdictions.	7/7/2020	12/15/2020	100
1.3	Outreach	✔ Complete	Council Study Session on 7/7/2020.	7/7/2020	11/5/2020	100
1.4	Execution Phase	✔ Complete	Prepared materials for hearings.	10/1/2020	5/12/2021	100
1.5	Closing Processes	● In Progress	PC hearing on 1/12/21 with recommendation to Council on 2/2/21. Went back to Council on 8/17/21. Expected to be completed in Fall.	12/8/2020	10/30/2021	50

Parks & Recreation Dept Strategic Plan

Complete a strategic plan that addresses the immediate and short-term opportunities identified in the Master Plan.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small

Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life





Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Execution Phase	✔ Complete	Continue to engage with Public Works to identify ongoing routine park improvements that contribute to the strategic plan goals.	7/1/2020	6/4/2021	100
1.3	Research	✔ Complete	Research performed on 18 sites and amenities for potential improvements. Reviewed the tot playground equipment at Creekside and Varian for possible equipment replacement, focusing on themed equipment.	7/1/2020	11/20/2020	100
1.4	Outreach	✔ Complete	Utilized results from the Parks and Recreation System Master Plan to guide prioritization of amenity improvements. Gathered feedback from staff and stakeholders on playground replacement options.	11/2/2020	12/4/2020	100
1.5	Planning Phase	✔ Complete	Compiled a strategic plan of short term and long term projects identified by community input in the Parks and Recreation Master Plan to prioritize implementation. Consolidated data into draft strategic plan.	11/23/2020	5/26/2021	100
1.6	Closing Processes	✔ Complete	Finalized strategic plan implementation based on short term and long term Parks and Recreation System Master Plan goals and posted the plan to the City's website and update on an annual basis.	5/27/2021	7/27/2021	100

Pilot - Noise Measurement

Determine effectiveness of measuring noise utilizing IOT sensors.

Allocated Budget: \$20.00K **Budget Remaining:** \$20.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$20.00K **Size:** Small
Commission / Committee: Technology Information and Communication Commission **Category:** Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	 Complete	Developed SOW	4/12/2021	5/19/2021	100
1.4	Procurement	 Complete	Held Discussions with Vendor	2/1/2021	6/28/2021	100
1.5	Closing Processes	 In Progress	Item was incorporated into the FY 21-22 City Work Program item "Pilot - Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring". Future updates for this item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Pilot - Pollution Monitoring






Utilize IOT sensors to measure particulate and/or pollution levels.

Allocated Budget: \$25.00K **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$25.00K **Estimated Budget:** \$25.00K **Size:** Small

Commission / Committee: Technology Information and Communication Commission **Category:** Quality of Life



Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research Complete	9/7/2020	3/5/2021	100
1.3	Planning Phase	 Complete	Planning Complete	2/8/2021	3/24/2021	100
1.4	Procurement	 Complete	Procurement Complete	3/17/2021	3/31/2021	100
1.5	Execution Phase	 In Progress	Kickoff complete - Aclima Pro being deployed	3/18/2021	6/23/2021	2
1.6	Closing Processes	 In Progress	Item was incorporated into FY 21-22 item "Pilot - Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring". Future updates for this item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Rancho Rinconada (RR)

Begin operations of aquatics programs and facility rentals, if RR is absorbed by City.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: Parks and Recreation Commission **Category:** Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	The Local Agency Formation Commission of Santa Clara County (LAFCO) completed a study of three future options for Rancho Rinconada (RR). Report was provided to staff for review.	1/29/2020	2/17/2020	100
1.3	Outreach	 Complete	City Council reviewed LAFCO report, recommended options 1 and 2. The City surveyed RR residents. 50 households responded, with 65% in support of the merger. Parks and Recreation Commission recommended merger option. Staff will perform additional outreach.	2/18/2020	10/1/2020	100
1.4	Planning Phase	Inactive	Presented update to City Council. Consideration of the acquisition postponed to allow for engagement in long-term planning for aquatics facilities in the City and until RR completes their strategic visioning and outreach.	10/27/2020	6/30/2021	13
1.5	Closing Processes	Inactive	Not continued to the FY 21-22 City Work Program, however, may be evaluated for inclusion in the City Work Program pending the Park District's recommendation.	6/30/2021	6/30/2021	0

Reducing Secondhand Smoke Exposure

Revise and develop policies to reduce exposure to secondhand smoke. Potential options include smoke-free multi-unit housing, smoke-free service areas, and smoke-free public events.

Allocated Budget:	\$27.59K	Budget Remaining:	\$10.16K	Fiscal Year:	FY21
Budget Expended:	\$17.43K	Estimated Budget:	\$27.59K	Size:	Medium
Commission / Committee:	N/A	Category:	Quality of Life		
Last Updated:	7/29/2021				

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Research of policy options in other cities completed.	7/1/2020	8/17/2020	100
1.3	Outreach	✔ Complete	Outreach consisted of a survey, 2 virtual community meetings, postcard mailings, social media posts, enotifications, as well as direct contact with event facilitators, propety managers, the Chamber LAC, and busines owners	9/22/2020	1/4/2021	100
1.4	Planning Phase	✔ Complete	Council study session held on 9/15/20.	8/1/2020	1/31/2021	100
1.5	Execution Phase	✔ Complete	The 1st reading of the ordinance was held on 3/2/21. Revised draft ordinance went back to Council on 5/4/21 for additional 1st reading. Went to Council for second reading on 6/1/2021.	1/1/2021	5/18/2021	100
1.6	Closing Processes	✔ Complete	The ordinance to reduce secondhand smoke has been adopted. A citywide postcard was mailed to all Cupertino addresses.	5/19/2021	6/30/2021	100

Residential and Mixed Use Residential Design Standards





Create objective design standards for residential and mixed-use residential projects, including ensuring adequate buffers from neighboring low-density residential development.

Allocated Budget: \$240.00K **Budget Remaining:** \$240.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$240.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	 Complete	RFP sent out in Oct 2020. Proposals evaluated. Contracts and budget amendment adopted by Council on 4/6/21.	10/9/2020	4/6/2021	100
1.3	Outreach	 In Progress	Outreach plan under development.	6/1/2021	6/30/2021	5
1.4	Execution Phase	 In Progress	Initial review being conducted.	6/1/2021	6/30/2021	6
1.5	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Review and Update General Plan and Municipal Code

Evaluate the General Plan and Municipal Code per industry standards for areas where objective standards and zoning/design guidelines can be provided and/or revised. Amend General Plan and Municipal Code and zoning code to provide objective standards. Re-evaluate the Heart of the City Specific Plan for sections of the plan that could be clarified and updated easily with objective standards.

Allocated Budget: \$1.00M **Budget Remaining:** \$775.80K **Fiscal Year:** FY21

Budget Expended: \$224.20K **Estimated Budget:** \$500.00K **Size:** Large

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Reviewed existing documentation and objective standards.	6/3/2019	10/2/2019	100
1.3	Outreach	✔ Complete	Seven meetings held with Planning Commission and two meetings held with City Council in 2019 to collect comments from public, commissioners and councilmembers. City Council delegated prioritization to City Manager.	6/3/2019	6/3/2019	100
1.4	Planning Phase	✔ Complete	Met approximately 15 times between Oct 2019 and Sept 2020 to prioritize and discuss each suggestion made and determine next steps.	6/3/2019	6/5/2019	100
1.5	Procurement	● In Progress	Council adopted general plan and zoning code objective standards for Vallco in August and September 2019. Council adopted zoning code objective standards for P zoning and parkland dedications in December 2019. Third Round of amendments by Fall 2021.	9/1/2020	6/30/2021	20
1.6	Execution Phase	● In Progress	Anticipated to present third round of amendments in Fall 2021.	6/3/2019	6/30/2021	87
1.7	Closing Processes	● In Progress	Item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Review Environmental Review Committee





Review the scope of the ERC.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Small

Commission / Committee: Environmental Review Committee **Category:** Quality of Life




Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research of current scope and scope in other cities complete.	9/1/2020	11/19/2020	100
1.3	Outreach	 Complete	Presented research results to Environmental Review Committee (ERC) on 4/16/21.	11/19/2020	4/30/2021	100
1.4	Execution Phase	 In Progress	Analyzing ERC feedback and preparing to present to Council.	4/16/2021	6/30/2021	12
1.5	Closing Processes	 In Progress	Item continued to the FY 21-22 City Work Program as "Consider New Commissions and Committees - Review Environmental Review Committee". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Sign Ordinance Update

Update existing provisions, particularly in the temporary sign regulations.

Allocated Budget: \$25.00K **Budget Remaining:** \$25.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$25.00K **Size:** Small
Commission / Committee: Planning Commission **Category:** Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 In Progress	Conducting research on surrounding jurisdictions.	5/13/2020	6/30/2021	60
1.3	Planning Phase	 In Progress	Preparing draft ordinance amendments for FY 21-22.	12/1/2020	6/30/2021	43
1.4	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Study session on potential ordinance updates and clean up on banning gas-powered leaf blowers

Provide information and materials to consider an ordinance to ban gas powered leaf blowers.

Allocated Budget: \$10.00K **Budget Remaining:** \$10.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$10.00K **Size:** Small
Commission / Committee: N/A **Category:** Quality of Life
Last Updated: 5/12/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Memo of existing regulations and surrounding jurisdictions to City Manager, conducted research on surrounding jurisdictions.	7/22/2019	9/7/2020	100
1.3	Planning Phase	✔ Complete	Developed matrix based on findings from research.	7/1/2020	9/7/2020	100
1.4	Design Phase	✔ Complete	All hearing materials prepared and finalized for meetings with Council and Planning Commission.	9/7/2020	10/29/2020	100
1.5	Execution Phase	✔ Complete	PC voted against recommending approval, CC motioned to approve ordinance with removal of language for gas-blower ban and to regulate noise only.	9/22/2020	11/2/2020	100
1.6	Closing Processes	✔ Complete	City Council adopted ordinance on 11/2/20.	11/2/2020	11/2/2020	100

Study Session on Regulating Diversified Retail Use




Identify ways to encourage retail diversity and vital services, find creative solutions to retenant vacant spaces and to attract independent operators. Evaluate pros and cons of Retail Formula Ordinances in other cities.

Allocated Budget: \$50.00K **Budget Remaining:** \$50.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$50.00K **Size:** Medium

Commission / Committee: Planning Commission **Category:** Quality of Life

Last Updated: 7/30/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 In Progress	Continue research to include affects of pandemic. This item must be undertaken in conjunction with review of General Plan and Heart of the City plans.	7/1/2020	6/30/2021	50
1.3	Outreach	 In Progress	Carry forward to next fiscal year to coordinate with CDD as part of larger discussion related to overall City zoning, including General Plan and Heart of the City Specific Plan. Pending recruitment of Economic Development Manager.	7/1/2020	6/30/2021	39
1.4	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Targeted Marketing Programs to Assist Small Businesses

Develop and launch programs to assist marketing small businesses.






Allocated Budget: \$30.00K **Budget Remaining:** \$30.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$30.00K **Size:** Small
Commission / Committee: N/A **Category:** Quality of Life
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Researched various programs to assist small businesses.	7/1/2020	11/2/2021	100
1.3	Outreach	✔ Complete	Met with local businesses to gather input and ideas of what type of marketing assistance would be helpful. Used virtual meeting/phone call opportunities, email, and Business Buzz newsletter.	7/1/2020	11/3/2021	100
1.4	Planning Phase	✔ Complete	Worked with Chamber to develop the "I Love Cupertino Community e-Gift Card" program.	11/6/2020	12/21/2020	100
1.6	Closing Processes	✔ Complete	I Love Cupertino e-Gift Card program was launched.	2/1/2021	2/1/2021	100

Climate Action Plan

Engage a consultant and commit staff time to developing CAP 2.0. California State law requires addressing climate adaptation, resiliency, transportation greenhouse gasses, and environmental justice in the next climate action plan.



Allocated Budget: \$178.00K **Budget Remaining:** \$78.00K **Fiscal Year:** FY21
Budget Expended: \$100.00K **Estimated Budget:** \$178.00K **Size:** Large
Commission / Committee: Sustainability Commission **Category:** Sustainability & Fiscal Strategy
Last Updated: 8/20/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Benchmark with other cities, conducted policy research.	7/1/2020	10/1/2020	100
1.3	Planning Phase	 Complete	City Council gave direction on draft goals and vision statement.	8/1/2020	3/12/2021	100
1.4	Execution Phase	 In Progress	Draft GHG forecast is complete and under staff review.	10/1/2020	6/30/2021	50
1.5	Outreach	 In Progress	Stakeholder workshop #1 completed and the remainder of the public outreach events are scheduled.	3/10/2021	6/30/2021	41
1.6	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Investigate Alternatives to City Hall

Look for alternatives to constructing a new City Hall at 10300 Torre Ave.



Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$25.00K **Size:** Large
Commission / Committee: N/A **Category:** Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 In Progress	Researched cost to re-build / remodel City Hall. Researched alternative locations for City Hall.	5/1/2020	6/30/2021	25
1.3	Closing Processes	 In Progress	Item was replaced by FY 21-22 City Work Program item "Seismic Retrofits and Upgrades to Existing City Hall". Future updates on the new item can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Municipal Water System

To analyze and recommend options for the continued operation of the system currently and at the end of lease with San Jose Water Company in November 2022.


Allocated Budget: \$150.00K **Budget Remaining:** \$89.19K **Fiscal Year:** FY21
Budget Expended: \$60.81K **Estimated Budget:** \$150.00K **Size:** Medium
Commission / Committee: N/A **Category:** Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 In Progress	Researched legal and other requirements if system is leased or sold in the future.	11/2/2020	6/30/2021	25
1.3	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Pilot - Water Scheduling Based on Moisture Content

Utilize IOT sensor to measure ground moisture content. Use this information to better manage water irrigation within medians. Additionally, these IOT sensors may better pinpoint water leaks.

Allocated Budget: \$10.00K **Budget Remaining:** \$10.00K **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$10.00K **Size:** Small
Commission / Committee: Technology Information and Communication Commission **Category:** Sustainability & Fiscal Strategy
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	RFI Evaluated - No Vendor Selected because RFI did not yield quality results.	9/7/2020	3/5/2021	100
1.3	Closing Processes	Inactive	This item was not continued to the FY 21-22 City Work Program.	6/24/2021	6/30/2021	0

Public Infrastructure Financing Strategy

Present a study of financing alternative for several different categories of upcoming large expenses, such as New City Hall, Tenant Improvements, other public building improvements and modifications, multi-modal transportation improvements, etc.

Allocated Budget: \$50.00K **Budget Remaining:** \$13.23K **Fiscal Year:** FY21

Budget Expended: \$36.77K **Estimated Budget:** \$50.00K **Size:** Medium

Commission / Committee: Fiscal Strategic Planning Committee **Category:** Sustainability & Fiscal Strategy

Last Updated: 5/11/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Engage financial advisor, collaborate and analyze City's budget, financial data, and future needs. Develop various financing strategies.	1/1/2019	2/11/2019	100
1.3	Execution Phase	✔ Complete	Presented to City Council on April 2, 2019 and June 2, 2020.	4/2/2019	6/2/2020	100
1.4	Closing Processes	✔ Complete	City Council elected not to move forward with the strategies presented. Public Infrasture Financing Strategy remained as is.	6/16/2020	6/16/2020	100

Review Property Tax Share

Study and evaluate ways to increase the City's Property Tax share

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Medium
Commission / Committee: N/A **Category:** Sustainability & Fiscal Strategy
Last Updated: 5/11/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Collaborating with neighboring jurisdictions and analyzing agreements in place. Researched options the City has to amend the City's agreement with County Fire.	7/1/2020	12/15/2020	100
1.3	Execution Phase	✔ Complete	Changing property tax allocation would require legislative action and a reduction to other agency allocations. No feasible future options resulted from the research and collaboration efforts.	1/1/2021	1/29/2021	100
1.4	Closing Processes	✔ Complete	Research and collaboration efforts have been noted, but with no feasible options to increase the City's allocation, this project is complete.	1/1/2021	1/29/2021	100

Single-Use Plastics Ordinance







Adopt an ordinance to address single-use food service ware items. Engage stakeholders, conduct public outreach, determine CEQA requirements, work with Sustainability Commission. Host an event to help develop ideas to address non-recyclable plastic.

Allocated Budget: \$100.00K **Budget Remaining:** \$100.00K **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$100.00K **Size:** Medium

Commission / Committee: Sustainability Commission **Category:** Sustainability & Fiscal Strategy

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 In Progress	Participating in regional policy meetings, determining elements for consideration.	10/20/2020	10/20/2021	70
1.3	Planning	 In Progress	Developing stakeholder engagement and ordinance process plan.	11/10/2020	10/19/2021	6
1.4	Procurement	 Complete	Select and engage consultant for Diversity, Equity, and Inclusion outreach.	3/16/2021	5/31/2021	100
1.5	Outreach	 In Progress	Engaging critical stakeholders, including food service, food safety, disabled, Chamber, youth.	3/18/2021	6/30/2021	3
1.6	Execution Phase	 In Progress	Adapting model ordinance language for Cupertino.	2/14/2021	6/30/2021	30
1.7	Closing Processes	 In Progress	Item was continued to the FY 21-22 City Work Program as "Single-Use Plastics Ordinance and Mayors Cup Challenge". Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Bollinger Road Safety Study

Conduct a safety and operational study of the Bollinger Road corridor. Look at ways to improve vehicle, bicycle, and pedestrian safety.

Allocated Budget: \$100.00K **Budget Remaining:** \$99.68K **Fiscal Year:** FY21
Budget Expended: \$322.48 **Estimated Budget:** \$100.00K **Size:** Medium
Commission / Committee: Bicycle Pedestrian Commission **Category:** Transportation
Last Updated: 8/12/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Procurement	✔ Complete	Final scope and fee negotiations with consultant complete.	10/27/2020	11/27/2020	100
1.3	Execution Phase	✔ Complete	Data collection and public outreach complete. Final draft report completed.	11/16/2020	7/21/2021	100
1.4	Closing Processes	✔ Complete	Study presented to Bicycle Pedestrian Commission 7/21/21. Final report completed.	6/16/2021	7/21/2021	100

Pilot - Adaptive Traffic Signaling






Utilize the City's Traffic Management System to test impact of enhanced adaptive traffic signaling. This will be done through software modifications and/or the addition of IOT devices such as intelligent cameras and sensors.

Allocated Budget: \$275.00K **Budget Remaining:** \$21.67K **Fiscal Year:** FY21

Budget Expended: \$253.33K **Estimated Budget:** \$275.00K **Size:** Medium

Commission / Committee: Technology Information and Communications Commission **Category:** Transportation

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	 Complete	Research Complete.	9/7/2020	3/5/2021	100
1.3	Planning Phase	 Complete	Project Charter & SOW Created.	2/8/2021	3/24/2021	100
1.4	Procurement	 Complete	Contract Signed, Equipment Ordered	2/1/2021	5/14/2021	100
1.5	Execution Phase	 In Progress	Kickoff Meeting - Team Assembled - Equipment being configured.	4/1/2021	6/30/2021	14
1.6	Closing Processes	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Pilot - Multimodal Traffic Count

Utilize the City's Traffic Management System and/or IOT equipment to provide the number of vehicles, pedestrians and bike traffic that moved through a given area, e.g., intersection, roadway or trail.

Allocated Budget: \$55.00K **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$55.00K **Estimated Budget:** \$55.00K **Size:** Medium
Commission / Committee: Technology Information and Communications Commission **Category:** Transportation
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Complete	Research Complete.	9/7/2020	3/5/2021	100
1.3	Planning Phase	Complete	Project Charter and SOW Created.	3/8/2021	3/17/2021	100
1.4	Procurement	Complete	Contracts Set and PO in Process.	3/17/2021	3/31/2021	100
1.5	Execution Phase	In Progress	In Progress - Equipment Arrived - Being Configured.	4/1/2021	6/30/2021	14
1.6	Closing Processes	In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Regional Transformative Transit Projects Initiative




Work to advance the following projects as submitted to the Metropolitan Transportation Commission (MTC) as Transformative Transportation Projects: 1. Stevens Creek Corridor high Capacity Transit 2. Automated Fixed Guideway to Mountain View 3. Cupertino Station at I-280/Wolfe Road 4. Highway 85 Transit Guideway 5. Silicon Valley High Capacity Transit Loop 6. Transit Update & Funding Strategies

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21

Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Large

Commission / Committee: N/A **Category:** Transportation

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Planning Phase	 Complete	Concepts were prepared by Cupertino and submitted to the MTC as part of Horizon initiative (ideas contest). Although two were selected as finalists, in the end they were deemed infeasible based on MTC scoring criteria.	4/12/2018	4/10/2021	100
1.3	Execution Phase	 In Progress	Station under consideration at SR 85 and Stevens Creek Blvd. VTA Board approved study on Highway 85 Transit Guideway, pending prioritization among Measure B projects.	4/12/2018	6/30/2021	45
1.4	Closing Process	 In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Shuttle Bus Pilot Program Implementation

Community shuttle bus 18-month pilot program to increase connectivity throughout the City, nearby medical locations, and Caltrain in Sunnyvale. Explore complimentary opportunities to expand into other cities.

Allocated Budget: \$1.75M **Budget Remaining:** \$0.26 **Fiscal Year:** FY21

Budget Expended: \$1.75M **Estimated Budget:** \$1.75M **Size:** Large

Commission / Committee: N/A **Category:** Transportation

Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	✔ Complete	Compiled research on various shuttle options, conducted community surveys, spoke with West Sacramento staff and other Via jurisdictions, met with several transit vendors.	10/29/2019	11/20/2021	100
1.3	Outreach	✔ Complete	Conducted numerous pop-up events, including at Senior Center, library, and other locations citywide.	10/29/2019	11/30/2021	100
1.4	Planning Phase	✔ Complete	Continued outreach to likely riders and locations of interest, Caltrain, De Anza college, etc.	10/29/2019	11/30/2021	100
1.5	Procurement	✔ Complete	Met with various vendors including MV transportation, Altrans, chariot, etc.	10/29/2019	11/30/2021	100
1.6	Design Phase	✔ Complete	Pilot designed.	10/29/2019	11/20/2021	100
1.7	Execution Phase	● In Progress	Pilot launched 10/31/19, ridership grew rapidly. Service was paused due to COVID-19 however if authorized by Council on 7/20 will resume in October.	10/29/2019	6/30/2021	63
1.8	Closing Processes	● In Progress	This item was continued to the FY 21-22 City Work Program. Future updates can be found on the FY 21-22 City Work Program Dashboard.	6/30/2021	6/30/2021	0

Traffic Congestion Map and Identify Solutions

Identify traffic congestion areas in a heat map. Identify, implement and measure effectiveness of data driven solutions to improve traffic flow in most congested areas.

Allocated Budget: \$0.00 **Budget Remaining:** \$0.00 **Fiscal Year:** FY21
Budget Expended: \$0.00 **Estimated Budget:** \$0.00 **Size:** Large
Commission / Committee: N/A **Category:** Transportation
Last Updated: 7/29/2021

#	Task	Status	Milestone Update	Task Start	Task Finish	% Complete
1.2	Research	Inactive	Project requires measuring traffic congestion. On hold due to COVID-19.	7/1/2020	6/30/2021	0
1.3	Design Phase	Inactive	On hold due to COVID-19.	7/1/2020	6/30/2021	0
1.4	Execution Phase	Inactive	All hardware is on order and will be installed when it arrives.	8/1/2020	6/30/2021	49
1.5	Closing Processes	Inactive	Item not continued to the FY 21-22 City Work Program. Work will continue to upgrade signal controllers and switches, in order to complete the ethernet network as an operational improvement.	6/30/2021	6/30/2021	0

Status of Each Item in FY 20-21 City Work Program

Completed

- **Public Engagement & Transparency**
 - Commissioner Handbook Update
 - Policies on Nonprofit Support
 - Two-Way Communication
- **Housing**
 - Housing Program for De Anza College Students
 - Research Governor's \$1.4 billion pledge towards homelessness, work with local agencies and service providers to connect with local funding
 - Review the City's Housing and Human Services Grant (HSG) Funds
 - Transportation to-from Service Providers
- **Quality of Life**
 - Emergency Services Continuity of Operations Plan (COOP)
 - Parks & Recreation Dept. Strategic Plan
 - Reducing Secondhand Smoke Exposure
 - Study session on potential ordinance updates/clean up on banning gas-powered leaf blowers
 - Targeted Marketing Programs to Assist Small Businesses
- **Sustainability & Fiscal Strategy**
 - Public Infrastructure Financing Strategy
 - Review Property Tax Share
- **Transportation**
 - Bollinger Road Safety Study

Items Expected to be Completed in the Upcoming Months

- **Housing**
 - Establish Preapproved ADU Plans
 - Housing Survey
- **Quality of Life**
 - General Plan Authorization Process

Continued to FY 21-22 City Work Program

- **Public Engagement & Transparency**
 - Roadmap Project
- **Housing**
 - Engage with Philanthropic Organizations to find a way to build moderate-income and ELI housing units for Developmentally Disabled and Engage with Habitat for Humanity (or other nonprofit) to build ownership housing – Renamed “Consider options to develop ELI and BMR housing units for

Developmentally Disabled individuals on City-owned property along Mary Avenue as well as the Outback Steakhouse location”

- **Homeless Services and Facilities** – Renamed “City Plan to End Homelessness”
- **Study session for the impact and requirement for the next RHNA cycle**
- **Quality of Life**
 - **Blackberry Farm Golf Course Needs Assessment**
 - **Development Accountability**
 - **Dogs Off Leash Areas (DOLA)**
 - **Pilot - Noise Measurement** – Incorporated into FY 21-22 item titled “Pilot-Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring”
 - **Pilot - Pollution Monitoring** – Incorporated into FY 21-22 item titled “Pilot-Lehigh and Stevens Creek Quarry Noise and Pollution Monitoring”
 - **Residential and Mixed-Use Residential Design Standards**
 - **Review and Update General Plan (GP) and Municipal Code**
 - **Review Environmental Review Committee (ERC)**
 - **Sign Ordinance Update**
 - **Study Session on Regulating Diversified Retail Use**
- **Sustainability & Fiscal Strategy**
 - **Climate Action Plan**
 - **Investigate Alternatives to City Hall** – Renamed “Seismic Retrofits and Upgrades to Existing City Hall”
 - **Municipal Water System**
 - **Single-Use Plastics Ordinance**
- **Transportation**
 - **Pilot - Adaptive Traffic Signaling**
 - **Pilot - Multimodal Traffic Count**
 - **Regional Transformative Transit Project Initiatives**
 - **Shuttle Bus Pilot Program Implementation**

Not Continued to FY 21-22 City Work Program

- **Public Engagement & Transparency**
 - **Leadership Program**
 - **Pilot - Online Store for City-Branded Items** – A new item titled “Cupertino store at Chamber of Commerce” is in the FY 21-22 City Work Program
 - **Small Business Development Center (SBDC) Counseling Hours**
- **Housing**
 - **Affordable Housing Strategies** – While this item was not continued, the Housing Element will continue as part of operations
- **Quality of Life**
 - **Consider Policies and Related Code Amendments to Regulate Mobile Services Vendors** – Sidewalk vending completed; motorized vending not continued to FY 21-22 City Work Program
 - **Rancho Rinconada (RR)** – Consideration of the acquisition was paused,

pending RR Recreation and Park District's completion of their strategic visioning and outreach and their resulting recommendation on the acquisition, as well as the engagement in long-term planning for aquatics facilities in the City. When these pending items have been completed, this item can be evaluated for inclusion in the City Work Program.

- **Sustainability & Fiscal Strategy**
 - **Pilot - Water Scheduling Based on Moisture Content**
- **Transportation**
 - **Traffic Congestion Map and Identify Solutions** – While this item was not continued, upgrades to signal controllers and switches will continue as part of operations.