



CITY MANAGER'S OFFICE

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CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: May 15, 2025

To: Cupertino City Council
From: Tina Kapoor, Acting City Manager

Re: Third Quarterly Update for Year Two of the Fiscal Year (FY) 23-25 City Work Program

Purpose

This report focuses on City Work Program (CWP) updates from the third quarter (January – April/May) for FY 2024-2025.

Background

On April 4, 2023, the City Council adopted its first two-year CWP with the expectation of reevaluation on an annual basis. On April 3, 2024, Council reaffirmed the continuation of 11 ongoing projects and added nine new projects for the second year of the two-year CWP. These 20 projects make up the current adopted CWP (Attachment A), which can be viewed on the CWP Dashboard at cupertino.org/cityworkprogram.

The Dashboard includes third quarter updates for all 20 projects with the addition of the following two projects, that were also carried over from the previous CWP:

- Commission Governance Reform Package – Project Complete
- Bicycle Facilities – Project expected to be completed by June 2025

Attachment B is a printout of the Dashboard that includes updates for each project. As done with previous quarterly updates, this update can be found on the city webpage at cupertino.org/cityworkprogram.

So far, 7 of all 22 projects have been completed this Fiscal Year and 14 projects are in progress. The breakdown is shown in the table below. Refer to Attachment B for additional details and updates on each project listed below.

Completed	In Progress
<ul style="list-style-type: none">• Fiscal Procedures and Policies Handbook• Municipal Water System	<ul style="list-style-type: none">• Support for the Unhoused• Tree List – CDD• Tree List – Public Works

<ul style="list-style-type: none"> • Commission Governance Reform Package • Whole City Policy Review • Homestead Bike Lane Study and Safe Routes to School • Poet Laureate Playbook Update • Recycled Water Feasibility Study 	<ul style="list-style-type: none"> • License Plate Readers • Block Leader & Neighborhood Watch • Preserve Existing and Develop New BMR/ELI Housing • 5G Ordinance • Residential and Mixed-Use Design Standards • Art in Public and Private Areas • Speed Limit Lowering • Electrification Study • Sign Ordinance • The Rise Construction Stakeholder Engagement • Active Transportation Plan • Bicycle Facilities
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Next Steps

The next quarterly update will be provided in the summer as a wrap up of the FY 23-25 City Work Program. Items for the FY 25-27 City Work Program will be added to the dashboard in the next Fiscal Year.

Sustainability Impact

There are no sustainability impacts associated with this update.

Fiscal Impact

To see the budget for each project and the total funds spent on the entire City Work Program, visit the [City Work Program Dashboard](#).

California Environmental Quality Act

Not applicable.

Prepared by: Astrid Robles, Senior Management Analyst

Approved by: Tina Kapoor, Acting City Manager

Attachments:

- A – FY 24-25 Adopted City Work Program
- B – FY 24-25 City Work Program Q3 Dashboard Printout

Attachment A - Adopted FY 24-25 City Work Program

Adopted April 3, 2024

Adopted FY 24-25 City Work Program			
#	Project	Description	Goal
Ongoing Projects			
1	Tree List (CDD)	Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species.	Sustainability and Fiscal Strategy
2	Tree List (PW)	Project Phases: 1)Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 2)Develop an Urban Forest program scope and cost for future consideration.	Sustainability and Fiscal Strategy
3	Public Safety (License Plate Readers)	Deploy city-owned license plate readers and implement policies to allow neighborhood-owned ones.	Quality of Life
4	Public Safety (Block Leader)	Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.	Quality of Life
5	Preserve existing and develop new BMR/ELI Housing	Explore opportunities to preserve existing expiring BMR housing. Develop ELI (Extremely Low Income) and BMR housing units for Developmentally Disabled individuals (IDD) on City-owned property as well as the County-owned sites.	Housing
6	Whole City Policy Review	Repeat the 2013 process of compiling and reviewing all City Policies including 1) Administrative and 2) Council policies and provide recommendations/updates, e.g. Green Purchasing, Property Acquisition	Public Engagement and Transparency
7	Fiscal Procedures and Policies Handbook	Develop the handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.	Sustainability and Fiscal Strategy
8	Support for the unhoused	Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.	Housing
9	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 September 2024.	Sustainability and Fiscal Strategy
10	5G Ordinance	Update 5G Ordinance	Quality of Life
11	Residential and Mixed Use Residential Design Standards	Create objective design standards for residential projects, including ensuring adequate buffers from neighborhood low-density residential development	Quality of Life
New Projects*			
12	Art in Public and Private Areas <i>(Proposed by Arts & Culture Commission)</i>	Revisit Municipal Code standards for art in public and private development, including the standards in the Municipal Code and developing an Art-in-lieu fee policy.	Quality of Life
13	Speed Limit Lowering (AB 43) <i>(Proposed by Bike Ped Commission)</i>	Lower speed limits where feasible pursuant to state adopted Assembly Bill 43	Transportation
14	Homestead Bike Lane Study & Safe Routes to School <i>(Proposed by Bike Ped Commission)</i>	Support collaboration efforts on multi-jurisdictional projects along Homestead Road that include upgrading pedestrian and bicycle infrastructure. (The current project phase is focused on preliminary design and is funded to 35%. Future phases, when funded, will focus on 100% plan design construction)	Transportation
15	Poet Laureate Playbook Update <i>(Proposed by Library Commission)</i>	Update the Cupertino Poet Laureate Playbook to streamline processes, outline clear expectations, and expand applicant qualifications. The playbook has not been updated since 2016.	Quality of Life
16	Electrification Study <i>(Proposed by Sustainability Commission)</i>	Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.	Sustainability and Fiscal Strategy
17	Recycled Water Feasibility Study <i>(Proposed by Library and Sustainability Commissions)</i>	Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.	Sustainability and Fiscal Strategy
18	Sign Ordinance	Update Sign Ordinance	Quality of Life
19	The Rise: Construction stakeholder engagement	Improve engagement with stakeholders to ensure progress with construction and reduce barriers.	Quality of Life
20	Active Transportation Plan <i>(Proposed by Teen, Bike Ped, and Planning Commission)</i>	This item is a consolidation of existing and new transportation efforts aiming to further goals outlined in the City's Vision Zero Initiative, including: 1) Review and update the bike plan 2) Review and update the pedestrian plan 3) Review current Complete Streets Policy and propose adjustments to create a better interface between all modes of transportation	Transportation

*Budget for new items will be considered in May 2024

Tree List - Community Development

Sustainability and Fiscal Strategy

1) Review and revise development tree list (per Ch. 14.18: Protected Trees) with an emphasis on appropriate trees and native species.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Procurement Phase	<input checked="" type="radio"/> In Progress	9/1/2024	7/15/2025	Staff worked with Public Works on an RFP that was finalized & advertised on the City's webpage in Nov 2024. This project is being rolled into the FY 25-27 CWP as part of the Urban Forest Plan.	80.00
1.3	Execution Phase	<input type="radio"/> Future	7/15/2025	9/30/2025	Staff will work with Public Works and consultant as project continues. Scheduled community outreach and public meetings to take place in 2025.	0.00

Tree List - Public Works

Sustainability and Fiscal Strategy

- 1) Review, revise, and communicate street tree list with an emphasis on appropriate trees and native species. 2) Develop an Urban Forest program scope and cost for future consideration.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Planning Phase	✓ Complete	4/30/2023	7/30/2023	Staff developed a plan to revise the City's street tree list.	100.00
1.3	Procurement Phase	● In Progress	7/30/2023	6/30/2025	This project is being rolled into the FY 25-27 CWP as part of the Urban Forest Plan	0.00

License Plate Readers

Quality of Life

Deploy city-owned license plate readers and implement policies to allow neighborhood-owned ones.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$60,000.00	\$60,000.00	\$62,250.00	(\$2,250.00)	4/30/2025	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2022	4/1/2024	The Santa Clara County Sheriff's Office and the Santa Clara County Board of Supervisors approved the Automated License Plate Readers policy in January 2024 that allows data sharing among law enforcement agencies.	100.00
1.3	Outreach	✓ Complete	2/1/2024	9/30/2024	Staff conducted public meetings with the TICC and Public Safety Commissions in March 2023. Staff returned to the Pub Safety Comm on 9/12/24 for a final recommendation. City Council adopted the Policy, authorized the MOU, and deployment model on 10/1/24.	100.00
1.4	Procurement Phase	✓ Complete	5/1/2024	12/30/2024	Staff executed an agreement with Flock Safety to purchase and install cameras in collaboration with the County Sheriff's Office.	100.00
1.5	Execution Phase	● In Progress	9/30/2024	6/30/2025	The County approved the MOU in March. Flock Safety has installed some cameras throughout the City.	85.00
1.6	Closing Processes	○ Future	6/1/2025	6/30/2025	Staff will continue to monitor data as project continues.	0.00

Public Safety - Block Leader and Neighborhood Watch

Quality of Life

Strengthen Block Leader/Neighborhood Watch programs to ensure the leaders are active and expand the coverage of active neighborhoods.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$10,000.00	\$10,000.00	\$300.00	\$9,700.00	4/30/2025	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2023	1/31/2024	Staff secured a grant opportunity with CA Volunteers to support expansion of the Block Leader program. Staff researched and submitted a proposal with best practices to encourage engagement with Block Leaders, which is modeled from the City of Saratoga.	100.00
1.3	Planning Phase	✓ Complete	7/1/2023	6/1/2024	Staff have developed a framework to engage with community members and encourage recruitment of the Block Leader Program. Staff have scheduled bi-monthly focus groups to engage volunteers and community members.	100.00
1.4	Execution Phase	● In Progress	4/1/2024	5/31/2025	Staff is continuing ongoing promotion of community engagement programs such as Block Leader organized Personal and Family Preparedness classes and \$300 Block Party grants.	85.00
1.5	Closing Processes	○ Future	6/1/2025	6/30/2025	Close out pending completion of execution phase.	0.00

Preserve existing and develop new BMR/ELI Housing

Housing

Explore opportunities to preserve existing expiring BMR housing. Develop ELI (Extremely Low Income) and BMR housing units for Developmentally Disabled individuals (IDD) on City-owned property as well as the County-owned sites.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$238,000.00	\$238,000.00	\$2,704.00	\$235,296.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2019	10/30/2019	Researched need for ELI developmentally disabled housing and moderate income housing and determined possible City locations.	100.00
1.3	Planning Phase	✓ Complete	7/1/2021	8/16/2022	Scoped affordable housing project with non-profits/developers and worked with Public Works to determine feasibility of project on City sites. Had Council study session March 15. RFP was released in August .	100.00
1.4	Procurement Phase	✓ Complete	2/9/2021	4/15/2025	Two responses to the NOFA were received in Feb 2025 for the Mary Ave and Wolf Rd projects. On Mar 27, 2025 the Housing Commission recommended providing funding assistance to both projects. On April 15, Council approved funding for both projects.	100.00
1.5	Design Phase	● In Progress	12/19/2024	9/30/2025	Staff studied opportunities for preserving expiring BMR housing. Preserving BMRs through acquisition was found to be infeasible with current BMR funds however a policy to protect BMR tenants from displacement will be proposed to City Council for approval on May 6, 2025. Mary Ave Villas submitted development application.	75.00
1.6	Execution Phase	● In Progress	1/31/2023	9/30/2025	Council selected developer through approval of an ENA for the Mary Avenue Site in February. Developer to continue community outreach efforts and submit application. Final step includes entering into Disposition and Development Agreement by Summer 2025. City Council has authorized \$4million in funding for the development.	50.00
1.7	Closing Processes	○ Future	9/30/2025	12/31/2025	Will present final DDA to Council at the end of 2025. Construction will commence.	0.00

Whole City Policy Review

Public Engagement and Transparency

Repeat the 2013 process of compiling and reviewing all City Policies including 1) Administrative and 2) Council policies and provide recommendations/ updates, e.g. Green Purchasing, Property Acquisition

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	4/30/2025	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	11/1/2023	9/11/2024	Staff gathered and submitted policies to the City's internal auditor, Moss Adams, for review. The auditor issued a report with recommendations.	100.00
1.3	Execution Phase	✓ Complete	10/7/2024	3/30/2025	Administrative policies have been approved by Audit Committee and City Council. In March, Council directed staff for Moss Adams to conduct a gap analysis for Council policies as part of the FY 26 Internal Audit Work Plan.	100.00
1.4	Closing Processes	✓ Complete	11/30/2024	6/30/2025	Whole City Policy document was finalized, compiled, and made available to Council in April 2025.	100.00

Fiscal Procedures and Policies Handbook

Sustainability and Fiscal Strategy

Develop the handbook to ensure standardization of accounting, budget, investment, procurement policies, procedures, rules and regulations.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$45,000.00	\$45,000.00	\$45,000.00	\$0.00	4/30/2025	Administrative Services

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2023	8/30/2023	Staff reviewed Moss Adams' observations and recommendations identified in the fiscal policy inventory gap analysis report.	100.00
1.3	Execution Phase	✓ Complete	9/1/2023	4/30/2024	All high-risk policies identified in the fiscal policy inventory gap analysis report by the City's internal auditor have been revised and adopted. Staff will continue to finalize edits to existing policies identified as medium to low risk.	100.00
1.4	Closing Processes	✓ Complete	6/30/2024	6/30/2024	Project is complete.	100.00

Support for the Unhoused

Housing

Collaborate and fund jointly with West Valley efforts to address regional needs and find workable support for the Unhoused.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.2	Procurement Phase	✓ Complete	7/1/2023	9/30/2024	The City partnered with Santa Clara County and West Valley Community Services in order to provide support for the Unhoused with case management, social services, and with their vehicle needs. The agreement was fully expended as of 9/30/2024.	100.00
1.3	Execution Phase	✓ Complete	7/18/2023	9/30/2024	Throughout FY23-24 the Haven to Home program gave supportive services and case management to 97 clients and gave transportation services to 36 clients. The Rotating Safe Car Park program served a total of 27 clients at 2 approved Cupertino sites.	100.00
1.4	Research	● In Progress	10/1/2024	6/30/2025	The City of Cupertino has joined with other West Valley Cities to jointly study opportunities to address issues faced by the unhoused and will execute a group contract with GoodCity to conduct the study.	50.00
1.5	Execution Phase	✓ Complete	10/1/2024	4/2/2025	The City Manager was authorized to sign a Memorandum of Understanding to execute the agreement to join the West Valley Cities joint feasibility study during the April 2, 2025 City Council meeting.	100.00
1.6	Closing Processes	○ Future	6/30/2025	6/30/2025	A project recap will be included in the quarterly update at the end of the fiscal year.	0.00

Municipal Water System FY 23

Sustainability and Fiscal Strategy

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 September 2024.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$181,500.00	\$181,500.00	\$168,500.00	\$13,000.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	11/2/2020	7/1/2021	Researched Legal and other requirements if system is leased, sold or City Operated in the future.	100.00
1.3	Planning Phase	✓ Complete	9/21/2021	9/30/2024	Original RFP issued on 12/14/21. RFP process was canceled on 3/3/22 and then re-issued in July 2023. Staff presented a new lease agreement to the City Council in July 2024.	100.00
1.4	Closing Processes	✓ Complete	8/6/2024	9/30/2024	City Council approved a new 12-year lease agreement in July. Project is now Complete.	100.00

5G Ordinance

Quality of Life

Update 5G Ordinance

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2022	9/30/2022	Researched 5G ordinance regulations in other cities.	100.00
1.3	Planning Phase	● In Progress	4/1/2023	8/30/2025	Staff is finalizing a muni code update based on input from City Council. This update will govern the installation of wireless small cell facilities within the Public Right of Way. This will go to Council by Summer 2025.	90.00
1.4	Closing Processes	○ Future	8/30/2025	8/30/2025	Adopt ordinance	0.00

Residential and Mixed Use Residential Design Standards FY 23

Quality of Life

Create objective design standards for residential projects, including ensuring adequate buffers from neighborhood low-density residential development

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$240,000.00	\$240,000.00	\$80,834.00	\$159,166.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Procurement Phase	✓ Complete	10/9/2020	4/30/2024	RFP sent out in Oct 2020. Proposals evaluated and RRM Design Group was selected for this project, but was put on hold in October 2023. RRM Design Group contract terminated in late 2023. Council approved a new agreement with Placeworks in April 2024.	100.00
1.3	Outreach	● In Progress	12/1/2024	6/15/2025	A community meeting was held on 2/10/2025 in hybrid format to discuss why we need objective standards, how they are different from subjective standards and how the community can continue to engage on this subject. Over 20 participants were in attendance.	50.00
1.4	Design Phase	○ Future	6/15/2025	8/30/2025	Prepare and review draft documents internally.	0.00
1.5	Execution Phase	○ Future	9/1/2025	10/31/2025	Project review and approval by Planning Commission and City Council.	0.00
1.6	Closing Processes	○ Future	11/1/2025	11/30/2025	Complete project, publish final documents on website etc.	0.00

Art in Public and Private Areas

Quality of Life

Revisit Municipal Code standards for art in public and private development, including the standards in the Municipal Code and developing an Art-in-lieu fee policy.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Research	✓ Complete	1/30/2024	8/30/2024	CIP and CDD staff completed the research phase by examining multiple Bay Area jurisdictions.	100.00
1.2	Outreach	● In Progress	9/1/2024	5/31/2025	Study session held at the 9/23/24 Arts and Culture Commission. Staff will return in early 2025 with modifications to the existing policy and Municipal Code for the Commission's review. Staff will engage with SVCREATES to review Commission recommendation.	75.00
1.3	Execution Phase	● In Progress	5/19/2025	9/1/2025	Arts and Culture Commission finalizing recommendations in Spring 2025. Afterwards, this will be brought to the City Council for a First and Second Reading.	25.00
1.4	Closing Processes	○ Future	9/30/2025	9/30/2025	Muni Code will be updated based on Council direction.	0.00

Speed Limit Lowering (AB 43)

Transportation

Lower speed limits where feasible pursuant to state adopted Assembly Bill 43.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Planning Phase	✓ Complete	7/1/2024	7/1/2024	Staff completed studies on designated corridors with potentially high concentration of bikes and peds due to recent bike or ped related improvements (Blaney, Bubb, Mary, Prospect, McClellan).	100.00
1.2	Execution Phase	✓ Complete	7/1/2024	12/31/2024	Staff made adjustment of posted speed limits in the field for initial streets listed above.	100.00
1.3	Closing Processes	● In Progress	1/1/2025	11/30/2025	Municipal Code Amendments to be adopted upon completion of more comprehensive City-wide study.	30.00

Homestead Bike Lane Study & Safe Routes to School

Transportation

Support collaboration efforts on multi-jurisdictional projects along Homestead Road that include upgrading pedestrian and bicycle infrastructure. (The current project phase is focused on preliminary design and is funded to 35%. Future phases, when funded, will focus on 100% plan design construction).

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Outreach	✓ Complete	7/1/2024	7/1/2024	Staff has been coordinating with VTA, Sunnyvale, Los Altos, Santa Clara County, Schools and other stakeholder groups since 12/2023. Project currently funded for 35% design drawings.	100.00
1.2	Execution Phase	✓ Complete	7/1/2024	9/11/2024	Completion of current project includes 35% design drawings. Final comment submittal of 35% design completed.	100.00
1.3	Closing Processes	✓ Complete	9/11/2024	1/31/2025	35% drawings completed. VTA is searching for funding to advance design to the next phase. Completion of construction is anticipated 2028. This Work Plan Item is complete.	100.00

Poet Laureate Playbook Update

Quality of Life

Update the Cupertino Poet Laureate Playbook to streamline processes, outline clear expectations, and expand applicant qualifications. The playbook has not been updated since 2016.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	Parks and Recreation

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2024	8/1/2024	City Staff researched similar Poet Laureate programs from other Bay Area agencies.	100.00
1.3	Execution Phase	✓ Complete	8/7/2024	12/4/2024	City Staff presented the updated Poet Laureate Playbook to the Library Commission and current Poet Laureate for approval.	100.00
1.4	Closing Processes	✓ Complete	2/5/2025	6/30/2025	The Library Commission appointed a Poet Laureate Sub-Committee to facilitate the recruitment and selection process for next Poet Laureate using the updated Poet Laureate Playbook.	100.00

Electrification Study

Sustainability and Fiscal Strategy

Conduct public outreach, policy research, and coordinate with regional efforts to develop policy options for electrification of Cupertino's buildings in light of recent legal rulings inhibiting certain electrification efforts.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$50,000.00	\$50,000.00	\$33,369.45	\$16,630.55	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	 In Progress	1/31/2024	6/1/2025	Staff has completed research and coordination with neighboring jurisdictions about policy options for new buildings. Policy options for existing buildings are currently being assessed in partnership with regional jurisdictions and contractors.	95.00
1.3	Outreach	 In Progress	8/1/2024	6/1/2025	Workshops and stakeholder calls with local businesses on existing building policies have been completed. Residential outreach campaign and survey in progress with the support of a contractor.	75.00
1.4	Execution Phase	 Complete	5/1/2024	4/30/2025	Due to recent legal rulings, a Reach Code replacement for new building electrification was approved by Council in September 2024. The code became effective in April 2025, following CEC and CBSC approval.	100.00
1.5	Planning Phase	 In Progress	3/1/2025	6/30/2025	Draft policy options for existing buildings electrification will be developed based on feedback from community and regional approach.	45.00

Recycled Water Feasibility Study

Sustainability and Fiscal Strategy

Develop Recycled Water Feasibility Study. Include Blackberry Farm focus and extension of recycled water from SCVWD.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Planning Phase	✓ Complete	10/15/2024	2/7/2025	Staff have finalized internal study	100.00
1.2	Execution Phase	✓ Complete	2/7/2025	2/28/2025	Staff released the study in February as an informational memo.	100.00

Sign Ordinance

Quality of Life

Update Sign Ordinance.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	4/30/2025	Community Development

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
1.1	Research	<input type="radio"/> Future	6/15/2025	7/15/2025	Staff will do research to determine what needs to be changed	0.00
1.2	Outreach	<input type="radio"/> Future	7/15/2025	8/30/2025	Outreach will be conducted with community and businesses	0.00
1.3	Procurement Phase	<input type="radio"/> Future	8/30/2025	9/30/2025	Staff will prepare an RFP for services.	0.00
1.4	Design Phase	<input type="radio"/> Future	9/30/2025	10/31/2025	Staff will work with consultant to determine what changes may be proposed	0.00
1.5	Execution Phase	<input type="radio"/> Future	11/1/2025	12/1/2025	Staff will work with consultant to draft Ordinances and bring for Council consideration at a public hearing.	0.00
1.6	Closing Processes	<input type="radio"/> Future	12/1/2025	1/31/2026	Ordinance may be updated upon Council direction	0.00

The Rise Construction Stakeholder Engagement

Quality of Life

Improve engagement with stakeholders to ensure progress with construction and reduce barriers.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	4/30/2025	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Procurement Phase	✓ Complete	5/1/2024	5/14/2024	The City executed an agreement for Real Estate Project Management Support to support staff's efforts related to The Rise construction project.	100.00
1.2	Execution Phase	● In Progress	5/15/2024	6/30/2025	The Rise, in coordination with the City Manager's Office, is continuing to keep the community informed as it moves forward with the next construction phases. Updates since January have included approvals for soil for grading operations, potholing and utility work, and limited tree removals to accommodate future upgrades.	50.00
1.3	Closing Processes	○ Future	6/30/2025	6/30/2025	The City will continue engagement with this project on an ongoing basis.	0.00

Active Transportation Plan

Transportation

This item is a consolidation of existing and new transportation efforts aiming to further goals outlined in the City's Vision Zero Initiative, including: 1) Review and update the bike plan 2) Review and update the pedestrian plan 3) Review current Complete Streets Policy and propose adjustments to create a better interface between all modes of transportation

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$330,000.00	\$330,000.00	\$282.50	\$329,717.50	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.1	Procurement Phase	✓ Complete	7/1/2024	12/31/2024	Agreement executed December 2024.	100.00
1.2	Execution Phase	● In Progress	1/1/2025	5/31/2026	Staff is working with the consultant on the development of this project. This will include significant outreach and meetings with the Bike Ped Commission.	10.00
1.3	Closing Processes	○ Future	6/1/2026	6/30/2026	City Council adoption of plan expected June 2026.	0.00

Commission Governance Reform Package

Public Engagement and Transparency

1. Revised Commissioner's Handbook to align it with Council Procedures Manual 2. Investigate & report back on incidents of violations of the Muni Code re: the Commission-Staff relationship 3. Realignment of Commissioner terms of office 4. Establishment/revision of commissioner qualifications

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$0.00	\$0.00	\$0.00	\$0.00	4/30/2025	City Manager's Office

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	7/1/2023	3/30/2024	Staff researched commission info from other cities.	100.00
1.3	Outreach	✓ Complete	3/5/2024	9/30/2024	Staff surveyed commissioners on new criteria questions for new applicants.	100.00
1.4	Execution Phase	✓ Complete	2/1/2024	5/30/2024	Staff presented this item to the City Council at the 3/5 City Council meeting. At this meeting, Council adopted amendments to the Muni Code, Commission resolution, and Commissioners Handbook.	100.00
1.5	Closing Processes	✓ Complete	10/1/2024	1/27/2025	New applications were available for new commissioners with new criteria questions. This project was completed with a staff report published for the commission recruitment on January 27, 2025.	100.00

Bicycle Facilities FY 23

Transportation

Increase the inventory of bicycle facilities and amenities, such as bike racks, citywide.

Details

Estimated Budget	Allocated Budget	Budget Expended / Encumbered	Budget Remaining	Last Updated	Lead Department
\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	4/30/2025	Public Works

Updates

#	Task	Status	Task Start	Task End	Update	% Completed
▲						
1.2	Research	✓ Complete	10/5/2022	2/15/2023	Staff completed research on bike rack and installation requirements	100.00
1.3	Outreach	✓ Complete	10/19/2022	4/16/2025	Staff gathered feedback and recommendations from commissions	100.00
1.4	Planning Phase	✓ Complete	9/4/2023	4/30/2025	BPC Subcommittee and Rotary finalized locations for bike racks at parks.	100.00
1.5	Execution Phase	○ Future	5/1/2025	6/30/2025	Purchase and install bike racks	0.00
1.6	Closing Processes	○ Future	6/30/2025	6/30/2025	Project will be complete once bike racks are installed.	0.00