



## CITY MANAGER'S OFFICE

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### CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: July 17, 2025

To: Cupertino City Council  
From: Serena Tu, Executive Assistant  
CC: Tina Kapoor, Interim City Manager

**Re: Mayor and Commission Chairs Meeting on July 16, 2025**

#### Background

On July 16, 2025, Mayor Liang Chao hosted the third Mayor and Commission Chairs Meeting of the year at the Quinlan Community Center.

Mayor Liang Chao led a detailed discussion on the future agenda items process, referencing guidance outlined in the Commissioner Handbook. The conversation emphasized the importance of clarity, consistency, and transparency in how commissions identify and request future agenda topics.

City staff also provided an overview of the roles and responsibilities of commission chairs, including best practices for running efficient and inclusive meetings. Topics included facilitating public input, time management during meetings, and collaboration with staff liaisons. In addition, Interim City Manager Tina Kapoor provided an update on the timeline for the City's Pickleball Operational Plan, outlining the next steps in the implementation process.

In response to the Mayor's request, each commission's three summary bullet points and updated Commission Chair attendance sheet are attached for your reference.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

No fiscal impact.

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Prepared by: Serena Tu, Executive Assistant

Reviewed by: Tina Kapoor, Interim City Manager

Approved for Submission by: Tina Kapoor, Interim City Manager

Attachments:

A – July 16, 2025 - Mayor's Commission Chairs Meeting Summary Bullet Points

B – July 16, 2025 - Mayor's Commission Chairs Meeting Attendance Sheet



## **2025 Mayor and Commission Chairs Meeting**

Quinlan Community Center, Social Room  
10185 N Stelling Rd, Cupertino, CA 95014

**MEETING AGENDA**  
**Wednesday, July 16, 2025**  
**5:00 PM – 6:30 PM**

<b>5:00 PM – 5:10 PM</b>	Welcome and Introductions	Mayor Chao
<b>5:10 PM – 6:00 PM</b>	Commission Chairs Updates <i>(Three Minutes Each)</i>	All
<b>6:00 PM – 6:30 PM</b>	Next Meeting Format & Closing Remarks	Mayor Chao

## AGENDA ITEMS

*Please use this space to include up to three summary bullets highlighting key activities from each commission.*

### AUDIT COMMISSION

- **Completed the Audit Committee's annual review of the City's Investment Policy** and unanimously recommended an updated policy to the Council for adoption, tightening permitted investments and refining benchmark language to reflect current market conditions.
- **Approved and forwarded the FY 25-26 Internal Audit Work Program to Council**, focusing next year's audit resources on the City's highest-risk areas—including capital-project contracting, cybersecurity controls, and follow-up on prior findings—to bolster oversight and accountability.
- **Received and scrutinized the City's Single Audit and three related Agreed-Upon-Procedures reviews (GANN Limit, Investment Policy, Storm-Drain fees)**, confirming full compliance with federal and state requirements and noting that no new material findings were issued.

### ARTS AND CULTURE COMMISSION

- Last Arts and Culture Commission meeting was on 5/19, next one is on 7/28.
- Main topic of discussion: Art-in-Lieu fee Policy, we are also using guidelines from policies in neighboring cities.
- Discussing new Arts and Culture program for our community:
  - a. Art in unexpected places
  - b. Rotating Art Gallery
  - c. Community grants for Art shows or scholarship, supporting education
  - d. Artist feature talk
  - e. Permanent Art exhibition
  - f. Art tour for seniors or youth
  - g. More visibility of Arts and Culture Commission in our community
- In the July meeting we will be discussing the Annual Artist Awards program theme and guidelines.

## **BICYCLE PEDESTRIAN COMMISSION**

- BPC received update and discussed Vision Zero action plan next steps and recommended the formation of Vision Zero Task force by Sep 2025, and research online collision map of San Jose to adopt similar tools for our city, and research grant funding for data collection efforts including equipment and technologies
- BPC received Safe routes to school program (SR2S) update from the staff coordinator and informally recommended to have regular updates and coordination with BPC on the infrastructure improvements, data collection, education and safety programs.
- Data collection of Multimodal use data for monitoring and project evaluation will be discussed in July at BPC. There is strong interest from BPC to evaluate the effectiveness of safety improvement projects, learn from other cities that employ such programs to improve multi-modal traffic safety in our city. Presentation material pre-published in the agenda packet for public preview.

## **HOUSING COMMISSION**

- In accordance with the City Council funding awards of April 15, 2025, the Housing Commission voted to approve submittal of the 2025-2030 Consolidated Plan and 2025-2026 Annual Action Plan of distribution of funding to affordable housing and non-profit City partners during the regular May 22, 2025 meeting to the federal Department of Housing and Urban Development.
- Commissioner Ryan Golze announced his resignation from the Housing Commission. The Commission is recruiting for the Business Representative position to fill the vacant seat.
- Vice Chair Yuyi He announced her resignation from the Housing Commission. She spoke at the July 15, 2025 City Council meeting calling for more oversight in the practices of large property management companies and for the creation of a Renter's Representative position on the Housing Commission.

## LIBRARY COMMISSION

- Cupertino Poet Laureate Subcommittee Update: Two Library Commissioners provided an update on the Cupertino Poet Laureate recruitment for the 2026–2028 term. After reviewing applications and conducting interviews, they have selected a strong candidate. The Library Commission is currently working with city staff to complete the recruitment process.
- We also received several emails from the public regarding library hours, self-check-in for meeting rooms, and other concerns. These issues were discussed with Cupertino Community Librarian Bryant, and we shared our suggestions.
- In addition, the Commission discussed ways to support the mayor’s initiatives. A subcommittee has been formed, and its members will focus specifically on this area.
- Library commission subcommittee is working with Cupertino Librarian Mr. Bryant and Puzzle Hunt team to support Mayor initiative. Initial proposal and planning is underway for the event.
- The library commission connected CUSD Superintendent with Mr. Bryant Cupertino Librarian for CUSD and Cupertino Library to explore community benefit programs at Library and partnership.

## PARKS AND RECREATION COMMISSION

- **The Fourth of July Fireworks** was conducted after a break from last year. There was significant attendance from the community at Creekside Park and Sedgwick Elementary School.
- **Fourth of July:** There was a Pancake breakfast in Quinlan Community Center, Flag raising and Children’s Parade at the Memorial Park, and the Billy Martini Show at the Memorial Park Amphitheater.
- Looking at the costs and usage of Cupertino Facilities by residents and non-residents. The staff will provide this data to the Commission, and the Commissioners will evaluate the data for any further recommendations if needed.

- The Fiscal Year Community Funding was finalized and approved by the City Council as recommended by the Commissioners. An additional \$3,000 was awarded to the Asian American Parents Association by the City Council to ensure that the city supported the festival and activities that benefit the community.
- Jollyman All Inclusive Playground ribbon cutting ceremony was held on June 13<sup>th</sup> at 1 PM by Mayor Chao.
- The Summer Concert series is ongoing every Thursday at Memorial Park from 6:30 – 8 PM from June 12<sup>th</sup> to August 21<sup>st</sup>.
- The Disco at Dusk International Night was held on June 20<sup>th</sup> from 6:30-8:30 PM in the Community Hall.
- The Cupertino Campout is planned for July 19<sup>th</sup> at Creekside Park.
- The first Shakespeare in the Park event will be held on July 19<sup>th</sup> from 6 – 7:30 PM at Memorial Park Amphitheater.

## **PLANNING COMMISSION**

- 05/27/25. R-1 Exception to allow a detached garage to be attached to the primary dwelling unit, creating a reduced side yard setback for a portion of the principal dwelling unit. 890 Brent Dr Cupertino.
- 06/10/25. Recommended the approval of the construction of a 59-unit townhome condominium development at the current Staples, Pizza Hut, Fontana location on Stevens Creek Blvd. Applicant Summerhill worked with staff and commissioners ahead of the meeting to make changes to the project to be better suited to the community needs. The project was lowered from 4 floors everywhere to only 4 floors in the center. More privacy hedges/trees were added at the rear of the property to get more privacy for Scofield Dr neighboring homes. More trees were planted in front of units in buildings facing Scofield Dr to increase privacy. The applicant paid attention to community engagement and was a good example of working with the city and community.
- 06/24/25. PC heard oral comments from resident speaking on behalf of 29 homes. Gill Doyle spoke representing 29 households that asked the City to deny Tesselation's request regarding a revised conditional use permit that would allow Tesselation School to grow to 425 students.

- PC heard the oversized parking ordinance for the second time and passed a motion 4-1 recommending to city council to allow an annual oversized vehicle parking permit that is free for residents, which allows them to park for 72 hours in the right of way, after which the oversized vehicle needs to be moved a distance of 1,500 feet, with a 3 hour daytime and 1 hour evening time grace period. Vehicles that leave after parking for 72 hours must remain away for 72 hours. In addition, to allow for a nonresident permit that is issued a maximum of 5 times a year that expires after 72 hours. Lastly, to add additional signage in problem areas such as Bandlely, Alves etc., and prohibit oversized vehicle parking within 1,500 feet of a commercial district.
- 07/08/25. PC received a briefing from consultant Placeworx for an update to Health and Safety Element. Recommendations made by PC included to add updates to the noise section of the health and safety element to cover noise due to traffic/roads, construction and pickleball. Other recommendations included were to be judicious to not impact existing Cupertino residents when making recommendations for new proposed commercial and R3/R4 developments and to work with other agencies for fire preparedness and management of county and quarry lands.
- 07/08/25. PC heard and approved proposed amendments to Municipal Code Chapters 19.08 (Definitions), and 19.112 (Accessory Dwelling Units) and Associated Environmental Review. The changes were required by HCD as part of their review feedback sent to Cupertino.

## **PUBLIC SAFETY COMMISSION**

Health & Safety Element study session update:

- State mandated study from Place Works: Cost \$1M / every 8 years
- Outcome reports are recommendations – implementation depends on City's budget and other constraint
- AB747 evacuation study and vulnerability assessments are imp aspects

Monthly update from Sheriff's office and Fire District:

- 2025 overall crime stats are going down. Based on preliminary few months data, ALPR systems are helping to decrease burglaries and robberies. May be few



quarters from now we may have to plan for the budget renewal for ALPR and for any new additional system

- Fire department data is pretty flat. Total reflex time is within green zone of 7.25 min
- Residents are encouraged to sign up for AlertSCC (for earthquakes, severe weather, crime, etc.)

PSC subcommittee update and Block Leader program presentation:

- PSC created a subcommittee during its previous regular meeting. Goal of that subcommittee was to get specific recommendations on improving safety. The preliminary data from the study were shared. The committee decided that we need more data and more specific recommendations and extended the timeline for this subcommittee. The current four members of the committee will focus on each specific area and bring specific recommendations in the next regular PSC meeting.
  - Commissioner Rajaram: How we can help and enable the law enforcement more to address the crime
  - Commissioner Begur: Work with PSC liaison and Sheriff's office to understand the workflow of how the crime (specifically burglaries and/or robberies) are handled and bring a case study to PSC and resident to improve the communication and perception.
  - Commissioner Sapaharam: How we can leverage neighborhood watch and similar programs e.g. Block leader to improve the public safety related communication, engagement and / or leverage private ALPR technology etc.
  - Chair Das: It was shared that recruitment and hiring law enforcement is a challenge. The idea is to understand the challenge and see how PCS can help in a direct or indirect way.
- Block leader program update came from program coordinator Marta.
  - It is a very effective program to keep residents connected and share the City related, PSC and other info to residents via this.
  - We have quite a few block leaders in the city. Not all blocks are equally active.

## **SUSTAINABILITY COMMISSION**

**No updates at this time, as the commission meets quarterly.**

## **Teen Commission**

**Received presentation on upcoming summer events including:**

- Summer Concert Series
- Disco at Dusk
- Fourth of July Celebration
- Cupertino Campout
- Shakespeare in the Park
- Movies in the Park
- Dilli Haat Festival
- Kids N' Fun Festival

**Received a presentation and gave feedback on school year 25-26 planned teen programs including:**

- Teen Movie Nights
- Teen Speaker Series
- Cupertino Café
- Spelling Bee
- Teen Resource Fair
- Hack Cupertino
- Summer Kickoff/ Splash Bash

## **TECHNOLOGY, INFORMATION & COMMUNICATION COMMISSION**

- **Cybersecurity Panel Discussion**



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**Mayor's Commission Chairs Meeting Attendance List**

Date: July 16, 2025

**Audit Committee**

Chair: Eno Schmidt ([ESchmidt@cupertino.gov](mailto:ESchmidt@cupertino.gov))  
Vice Chair: Sheila Mohan ([SMohan@cupertino.gov](mailto:SMohan@cupertino.gov))  
Attendee: Hanyan Wu, Commissioner ([Hwu@cupertino.gov](mailto:Hwu@cupertino.gov)) – Attended  
Staff Liaison: Jonathan Orozco  
Commission Admin: Janet Liang

**Arts & Culture Commission**

Chair: Kiran Varshneya Rohra ([krohra@cupertino.gov](mailto:krohra@cupertino.gov)) – Attended  
Vice Chair: David Wang ([dwang@cupertino.gov](mailto:dwang@cupertino.gov))  
Staff Liaison: Gian Martire  
Commission Admin: Lindsay Nelson

**Bicycle Pedestrian Commission**

Chair: Ilango Ganga ([IGanga@cupertino.gov](mailto:IGanga@cupertino.gov))  
Vice Chair: Gerhard Eschelbeck ([GESchelbeck@cupertino.gov](mailto:GESchelbeck@cupertino.gov)) – Attended  
Staff Liaison: David Stillman  
Commission Admin: Melissa Montez

**Housing Commission**

Chair: Connie Cunningham ([CCunningham@cupertino.gov](mailto:CCunningham@cupertino.gov)) – Attended  
Vice Chair: Ryan Golze ([RGolze@cupertino.gov](mailto:RGolze@cupertino.gov))  
Staff Liaison: Nicky Vu  
Commission Admin: Lindsay Nelson

**Library Commission**

Chair: Liyan Zhao ([lzhao@cupertino.gov](mailto:lzhao@cupertino.gov))  
Vice Chair: Janki Chokshi ([jchokshi@cupertino.gov](mailto:jchokshi@cupertino.gov))  
Attendee: Chandra Sakthivel, Commissioner ([csakthivel@cupertino.gov](mailto:csakthivel@cupertino.gov)) – Attended  
Staff Liaison: Molly James  
Commission Admin: Jessica Suntay

**Parks & Recreation Commission**

Chair: Seema Swamy ([sswamy@cupertino.gov](mailto:sswamy@cupertino.gov)) – Attended  
Vice Chair: Claudio Bono ([cbono@cupertino.gov](mailto:cbono@cupertino.gov))  
Staff Liaison: Sonya Lee  
Commission Admin: Jessica Suntay

**Planning Commission**

Chair: Santosh Rao ([srao@cupertino.gov](mailto:srao@cupertino.gov)) – Attended  
Vice Chair: Tracy Kosolcharoen ([TKosolcharoen@cupertino.gov](mailto:TKosolcharoen@cupertino.gov))  
Staff Liaison: Piu Ghosh  
Commission Admin: Lindsay Nelson

**Public Safety Commission**

Chair: Nirmalendu Das ([NDas@cupertino.gov](mailto:NDas@cupertino.gov))  
Vice Chair: Sidharth Rajaram ([SRajaram@cupertino.gov](mailto:SRajaram@cupertino.gov))  
*No representatives attended.*  
Staff Liaison: Marta Drown  
Commission Admin: Melissa Robertson

**Sustainability Commission**

Chair: Sonali Padgaonkar ([spadgaonkar@cupertino.gov](mailto:spadgaonkar@cupertino.gov))  
Vice Chair: Susan Hansen ([shansen@cupertino.gov](mailto:shansen@cupertino.gov)) – Attended  
Staff Liaison: Victoria Morin  
Commission Admin: Jasmin Lu

**Teen Commission**

Chair: Shivika Biswari ([sbiswari@cupertino.gov](mailto:sbiswari@cupertino.gov)) – Attended  
Vice Chair: Peter Chen  
Staff Liaison: Sonya Lee  
Commission Admin: Jessica Suntay

**Technology, Information & Communications Commission (TICC)**

Chair: Prabir Mohanty ([pmohanty@cupertino.gov](mailto:pmohanty@cupertino.gov))  
Vice Chair: Sudeep Kumar ([SudKumar@cupertino.gov](mailto:SudKumar@cupertino.gov))  
*No representatives attended.*  
Staff Liaison: Teri Gerhard  
Commission Admin: Marilyn Pavlov